

Meeting Minutes

Regional Water Supply Commission

Wednesday, November 19, 2025

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT:

Commissioners: G. Baird (Chair), K. Harper (Vice Chair), J. Caradonna, N. Chambers, C. Coleman, Z. de Vries, S. Duncan (EP), C. Graham (1:33) (EP), S. Gray, C. Green (1:35), K. Guiry, S. Hammond (EP), K. Jordison (1:35) (EP), S. Kim, T. Morrison, K. Pearson (1:48 pm) (EP), T. Phelps Bondaroff (EP), J. Rogers (EP), M. Wagner, S. Brice (on behalf of M. Westhaver), A. Wickheim (EP)

STAFF: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Infrastructure and Water Services; G. Harris, General Manager, Parks Recreation and Environmental Services; S. Irg, Senior Manager, Water Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Planning and Engineering; S. Mason, Manager, Water Supply Engineering and Planning; P. Stephens, Project Engineer, Water Supply Engineering and Planning; M. Lagoa, Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Guests: S. Heffernan, Urban Systems

Regrets: Commissioners C. Stock, M. Westhaver

The meeting was called to order at 1:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Chair Baird provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

**MOVED by Commissioner Guiry, SECONDED by Commissioner Coleman,
That the agenda for the Regional Water Supply Commission meeting of
November 19, 2025 be approved.**
CARRIED

3. ADOPTION OF MINUTES

3.1. 25-1223 Minutes of the Regional Water Supply Commission Meeting of October 15, 2025

**MOVED by Commissioner Chambers, SECONDED by Commissioner Wagner,
That the minutes of the Regional Water Supply Commission meeting of October
15, 2025 be adopted as circulated.**
CARRIED

4. CHAIR'S REMARKS

There were no Chair's remarks.

Commissioner Green joined the meeting in person and K. Jordison joined the meeting electronically at 1:35 pm.

5. PRESENTATIONS/DELEGATIONS

5.1. PRESENTATIONS

There were no presentations.

5.2. DELEGATIONS

MOVED by Commissioner Harper, SECONDED by Commissioner Chambers, That a late delegation, M. Najari, be permitted to speak to Items 7.3. and 7.4. CARRIED

5.2.1. Delegation - Mehdi Najari; Resident of Saanich: Re: Agenda Items 7.3 Proposed Regional Water Supply Service Development Cost Charge Bylaw - Engagement Summary Vol. 3 and 7.4. Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw - Update and Next Steps

M. Najari spoke to Items 7.3. and 7.4.

6. CONSENT AGENDA

MOVED by Commissioner Coleman, SECONDED by Commissioner Green, That consent agenda Items 6.1. and 6.2. be approved. CARRIED

6.1. [25-1224](#) Summary of Recommendations from Other Water Commissions

This report was received for information.

6.2. [25-1214](#) Water Watch Report

This report was received for information.

7. COMMISSION BUSINESS

7.1. [25-1185](#) General Manager's Verbal Update - November

A. Fraser presented Item 7.1. for information and noted the following:
- water quality dashboard included as a new tool for the commission
- the water reservoir has started to fill, although later than in previous years

7.2. [25-1165](#) Monthly Drinking Water Quality Dashboard

G. Harris presented Item 7.2. for information.

Commissioner Pearson joined the meeting electronically at 1:48 pm.

Discussion ensued regarding:

- monthly update reports to be included on consent agenda
- preference for long term turbidity trend line in future
- ensuring public awareness and providing clear data

**MOVED by Commissioner Coleman, SECONDED by Commissioner Chambers,
That the Regional Water Supply Commission receive this report for information
and endorse the monthly presentation of the Drinking Water Quality Dashboard.
CARRIED**

7.3. [25-1216](#) Proposed Regional Water Supply Service Development Cost Charge

Bylaw - Engagement Summary Vol. 3

J. Marr presented Item 7.3. for information.

Discussion ensued regarding:

- staff holding information sessions at the municipal level would be beneficial
- public engagement and consultation best practices have been followed
- changes to the DCC program may require additional consultation
- discussions about a DCC program started nearly twenty years ago

7.4. [25-1218](#) Proposed Regional Water Supply Service Development Cost Charge
Program and Bylaw - Update and Next Steps

J. Marr presented Item 7.4.

Discussion ensued regarding:

- Municipal Assist Factor (MAF) amounts vary greatly across the Province
- administrative complexity prevents a phased implementation approach
- opportunities may exist to lower the DCC cost for some projects in future
- a bylaw will be brought forward for consultation and First Nations feedback
- the proposed model is the most equitable solution
- MAF is a tool that can be updated as needed

**MOVED by Commissioner Caradonna, SECONDED by Commissioner Wagner,
That the Regional Water Supply Commission direct Capital Regional District
(CRD) staff to prepare a draft Regional Water Supply Development Cost Charge
(DCC) Bylaw for consideration at a future Commission meeting, and that the
bylaw include a Municipal Assist Factor (MAF) of one percent.
CARRIED**

Opposed: Baird, Colman, de Vries, Green, Guiry, Jordison, Pearson

8. NOTICE(S) OF MOTION

There were no notice(s) of motion.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by Commissioner Green, **SECONDED** by Commissioner Kim,
That the Regional Water Supply Commission meeting of November 19, 2025 be
adjourned at 3:09 pm.
CARRIED

Chair

Recorder