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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 13, 2024**

SUBJECT **Bylaw Nos. 4627, 4628 and 4629: Updates to Water Supply, Bulk Water Fees and Charges and Water Distribution Bylaws**

ISSUE SUMMARY

To update the Capital Regional District (CRD) water supply, water distribution and bulk water fees and charges schedules for 2025.

BACKGROUND

On October 30, 2024 the Board approved the 2025 Provisional Financial Plan, inclusive of the commission approved budgets for:

- Saanich Peninsula Water Service
- Juan de Fuca Water Distribution Service
- Regional Water Supply Service

Each service recovers costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan. This report transmits the following amending bylaws as described:

- 1) Saanich Peninsula Water Service: Bylaw No. 4627 to amend Bylaw No. 376, "Bulk Water Rates By-law, 1977", by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2025.
- 2) Juan de Fuca Water Distribution Service: Bylaw No. 4628 to amend Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013", by deleting Schedule "C" in its entirety and substituting the attached Schedule "C", effective January 1, 2025. Section 2 of Schedule C has also been amended by removing reference to the Esquimalt First Nation and the Beecher Bay First Nation.
- 3) Regional Water Supply Service: Bylaw No. 4629 to amend Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997", by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2025.

Once approved, the bylaws establish the 2025 Fees and Charges for each of the water services listed above.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4627, “Bulk Water Rates By-law, 1977, Amendment Bylaw No. 44, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4627 be adopted.
3. That Bylaw No. 4628, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 14, 2024”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4628 be adopted.
5. That Bylaw No. 4629, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 26, 2024”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4629 be adopted.

Alternative 2

That the one or more proposed fees and charges amending bylaws be referred back to staff for additional information.

IMPLICATIONS

Financial Implications and Service Delivery Implications

The bylaws are required to provide the necessary authority for services to charge the updated fees and charges to customers receiving water supply, bulk water and water distribution. The proposed fees and charges are included in each bylaw for approval and are attached as Appendix A, B and C. The adjusted fees and charges have been recommended by the respective commissions.

CONCLUSION

On October 30, 2024, the Board approved the 2025 Provisional Financial Plan, inclusive of the commission approved budgets for the Saanich Peninsula Water Service, the Juan de Fuca Water Distribution Service and the Regional Water Supply Service. Amending Bylaws Nos. 4627, 4628 and 4629 increase rates charged for water supply, bulk water and water distribution. Approval of these bylaws updates the rate schedules consistent with the 2025 Board approved financial plan effective January 1, 2025.

RECOMMENDATION

1. That Bylaw No. 4627, “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 44, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4627 be adopted.
3. That Bylaw No. 4628, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 14, 2024”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4628 be adopted.
5. That Bylaw No. 4629, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 26, 2024”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4629 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4627, “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 44, 2024”
- Appendix B: Bylaw No. 4628, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 14, 2024”
- Appendix C: Bylaw No. 4629, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 26, 2024”
- Appendix D: Bylaw No. 4628, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 14, 2024” - Red Line Version