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SAANICH PENINSULA WATER COMMISSION

Notice of Meeting on **Thursday, January 18, 2018 at 8:30 am**

Saanich Peninsula Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC

M. Williams (Chair)	P. Wainwright (Vice-Chair)	R. Barnhart	M. Doehnel
Z. King	M. Lougher-Goodey	C. Stock	M. Thompson
M. Underwood	M. Wiesenberger	R. Windsor	

AGENDA

1. Election of Chair and Vice-Chair
2. Approval of Agenda
3. Adoption of Minutes of November 16, 2017
4. Chair's Remarks
5. Presentations/Delegations
 - No one has registered to speak
6. Saanich Peninsula Water Development Cost Charges Update (Report # SPWC 2018-01)
7. Water Watch
8. New Business
9. Adjournment

Distribution:

Staff/Town Halls, etc.

R. Lapham
L. Hutcheson
N. Chan
A. Orr
A. To
G. Harris

T. Robbins
I. Jesney
M. McCrank
D. Robson
D. Puskas
M. Montague
S. Orr
Commission file

B. Barnett, Central Saanich
P. Robins, Central Saanich
R. Buchan, North Saanich
E. Toupin, North Saanich
R. Humble, Sidney
T. Tanton, Sidney
Tsartlip First Nation



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MINUTES OF A MEETING OF THE SAANICH PENINSULA WATER COMMISSION
Held November 16, 2017 in the Saanich Peninsula Treatment Plant Meeting Room,
9055 Mainwaring Road, North Saanich, BC

- PRESENT COMMISSIONERS:** M. Williams (Chair), R. Barnhart, M. Lougher-Goodey, R. Windsor, M. Doehnel, C. Stock, M. Thompson, P. Wainwright (Vice-Chair)
- STAFF:** T. Robbins, General Manager, Integrated Water Services; Ian Jesney, Senior Manager, Infrastructure Engineering; G. Harris, Senior Manager, Environmental Protection; D. Green, Environmental Science Officer; C. Lowe, Supervisor, Marine Programs; S. Orr (recorder)
- ABSENT:** Z. King, M. Weisenberger, M. Underwood

The meeting was called to order at 8:31 am.

1 APPROVAL OF AGENDA

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Stock,
 That the Saanich Peninsula Water Commission approve the agenda.

CARRIED

2 ADOPTION OF MINUTES

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Barnhart,
 That the Saanich Peninsula Water Commission adopt the minutes of the October 19, 2017.

CARRIED

3 CHAIR'S REMARKS

The Chair had no remarks.

4 PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5 WATER WATCH

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Stock,
 That the Saanich Peninsula Water Commission receive the report for information.

CARRIED

6 NEW BUSINESS

A brief discussion took place about the status of the emergency water supply project.

7 ADJOURNMENT

MOVED by Commissioner Stock, **SECONDED** by Commissioner Lougher-Goodey,
 That the Saanich Peninsula Water Commission meeting be adjourned at 8:39 am.

CARRIED

CHAIR



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REPORT #SPWC 2018-01
Agenda Item #6

**REPORT TO THE SAANICH PENINSULA WATER COMMISSION
MEETING OF THURSDAY, JANUARY 18, 2018**

SUBJECT SAANICH PENINSULA WATER DEVELOPMENT COST CHARGES UPDATE

ISSUE

This report is provided to update the Saanich Peninsula Water Commission (SPWC) on the status of the water development cost charge (DCC) review.

BACKGROUND

The SPWC established a combined water and wastewater Development Cost Charge (DCC) bylaw (Bylaw No. 3208 and amendment Bylaw No. 3340), with the intent of funding growth and capacity related to CRD water and wastewater system improvements in the municipalities of the District of Central Saanich, Town of Sidney and the District of North Saanich.

Typically, DCC programs are reviewed and rates are revised at least every 10 years depending on the pace of growth and changes to Official Community Plans (OCP) and proposed developments. The rates for the Saanich Peninsula water and wastewater DCC programs were last reviewed and approved in 2007. In 2016, the SPWC approved a capital project to review the DCC program and in February 2017 Kerr Wood Leidal Associates (KWL) were retained to undertake the review.

The scope of the DCC review is generally to assess the status of any completed DCC projects, forecast growth over the next 20 years within the service area based on municipal OCPs. Also, identify and estimate the cost of future DCC projects, timing for construction and calculate the DCC rates to fund the DCC projects. The staff report of September 15, 2015 provided the SPWC with a status update of the completed and remaining projects as identified in 2007 and DCC account balance.

KWL has worked closely with municipal staff to establish future growth and development plan projections. To date, they have evaluated the projected growth and determined what impacts it will have on the infrastructure required to meet the future demand. The KWL final report will be provided to the SPWC at a future meeting, but in the interim, KWL's draft Executive Summary is provided to the SPWC for information.

KWL's draft Executive Summary provides insight into their analysis and findings and provides several draft recommendations. The major recommendations include completing future water system improvements projects (future studies and improvements to the Hamsterly pump station) utilizing the existing DCC reserves and that the DCC water rate be revised to zero for the next period. Greater detail is provided on the attached draft Executive Summary.

ALTERNATIVES

Alternative 1

That the Saanich Peninsula Water Commission direct staff to proceed with finalizing the 2018 Saanich Peninsula Water Development Cost Charges Update and draft amendments to DCC

Bylaw No. 3208 (including amendments by subsequent amending bylaws to 2017) for the Commission's consideration.

Alternative 2

That the Saanich Peninsula Water Commission requests additional information to be included in the final DCC report.

IMPLICATIONS

Alternative 1 – There is no implication for the SPWC by receiving the staff report for information. Any implications related to the revised DCC program will be presented at a subsequent Commission meeting.

Alternative 2 – Depending on the scope of any additional information requested by the SPWC, additional time required to provide the information could extend the timeline for finalizing an amendment to the DCC bylaw.

CONCLUSION

Currently, the DCC bylaw is in effect to offset the capital cost of including spare capacity for future development in the Saanich Peninsula Water System. The last time the DCC program was reviewed and rates were revised was in 2007 (Bylaw 3340). It is good practice to review the DCC program at least every 10 years to adjust the program to reflect changes in municipal OCPs, growth rates and system capacity requirements.

KWL has evaluated the projected growth information from the municipalities and have prepared a draft Executive Summary of their findings. The draft recommendations include completing future water system improvements projects (future studies and improvements to the Hamsterly pump station) utilizing the existing DCC reserves and that the DCC water rate be revised to zero for the next period.

RECOMMENDATION

That the Saanich Peninsula Water Commission direct staff to proceed with finalizing the 2018 Saanich Peninsula Water Development Cost Charges Update and draft amendments to DCC Bylaw No. 3208 (including amendments by subsequent amending bylaws to 2017) for the Commission's consideration.

Submitted by:	Scott Mason, B.Sc., P.Eng., Manager, Water Engineering and Planning
Concurrence:	Ian Jesney, P Eng., Senior Manager, Infrastructure Engineering Services
Concurrence:	Ted Robbins, BSc, C Tech, General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer, Financial Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AS/SM:so

Attachments: 1. Draft DCC Background Report, Executive Summary
 2. Bylaws No. 3208 and 3340



Executive Summary

The Capital Regional District (CRD) provides bulk water supply service from its Regional Water Supply (RWS) system to the Town of Sidney (Sidney), District of North Saanich (North Saanich) and District of Central Saanich (Central Saanich) through its Saanich Peninsula Water System (SPWS). The CRD also provides trunk wastewater collection and treatment service to the three municipalities through its Saanich Peninsula Wastewater System (SPWWS).

The CRD's current SPWS and SPWWS Development Cost Charge (DCC) Bylaw No. 3208, "A Bylaw to Impose Development Cost Charges for the Saanich Peninsula Water and Wastewater Systems", was last updated in 2006 and 2004 for the water and wastewater services respectively. The CRD retained Kerr Wood Leidal Associates Ltd. (KWL) in 2017 to complete a review and update of the DCC program and bylaw.

The scope of this DCC update includes an analysis of the current water and sewer systems, facilities and appurtenances to identify improvements needed to support development in Central Saanich, North Saanich and Sidney based on their OCPs and anticipated population growth over timeframes of 5, 10 and 20 years. The review draws upon recent master plans, strategic plans and DCC studies completed by the CRD, member municipalities and other major stakeholders.

Current DCC Program

Currently, development in the SPWS and SPWWS service areas is subject to the following DCCs as set out in Bylaw #3208:

Table E-1: Current Water and Wastewater DCC Rates

Land Use Designation	Water DCC Rate	Wastewater DCC Rate	When Payable
1. Single Family Residential	\$1,555.00 per dwelling unit	\$1,608.00 per dwelling unit	Subdivision approval
2. Small Lot Single Family Residential	\$1,100.00 per dwelling unit	\$1,295.00 per dwelling unit	Subdivision approval
3. Townhouse Residential	\$1,100.00 per dwelling unit	\$1,295.00 per dwelling unit	Building permit approval
4. Apartment Residential	\$957.00 per dwelling unit	\$869.00 per dwelling unit	Building permit approval
5. Commercial	\$7.04 per m ² gross floor area	\$3.73 per m ² gross floor area	Building permit approval
6. Industrial	\$3.81 per m ² gross floor area	\$3.43 per m ² gross floor area	Building permit approval
7. Institutional	\$4.35 per m ² gross floor area	\$4.72 per m ² gross floor area	Building permit approval

The existing water DCCs are based on recovering the development share of three projects:

- Bear Hill Reservoir expansion; \$4.62 million.
- McTavish Reservoir expansion; \$1.43 million.
- Deep Cove Pump Station upgrade; \$736,000.

The McTavish and Deep Cove projects were completed. A review of the need for the Bear Hill Reservoir expansion is included in the scope of this review.



The existing wastewater DCCs are based on the cost of providing extra capacity in the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) and trunk collection system that were constructed in the late 1990s. The portion of the project cost that was attributed to DCCs was \$9.205 million. These projects are now complete, and the associated debts are paid off.

Policy Considerations

Part 14, Division 19 of the *Local Government Act* sets out the general requirements under which local governments may charge DCCs, and best practices for planning and administration of DCC programs and bylaws is described in the *DCC Best Practices Guide* published by the Province. Planning and updating DCC programs typically involves a process for involving the public and the development community. The recommended parameters in this section are consistent with legislation and best practice.

The current DCC Bylaw applies to a single service area for each of the SPWS and SPWWS. The areas are described in Bylaw #3208 for each service. No changes to the areas of application are recommended.

This review is based on a 20-year forecasting and DCC “build-out” timeframe. The CRD intends to review and update the DCC program on a five year cycle. It is recommended that the need and timing of projects required between 2023 and 2037 be reassessed in the next DCC review.

The following types of projects are identified as DCC-eligible in the DCC Best Practices Guide for water and sanitary DCC programs, and are recommended for inclusion in the DCC program:

- Modelling and master planning;
- Acquisition of rights of way;
- Facility oversizing (incremental cost between local and trunk requirements); and
- Provision, construction, alteration or expansion of:
 - Mains;
 - Pumping and pressure reducing stations;
 - Reservoirs; and
 - Treatment facilities.

Recoverable project costs include planning, public consultation, engineering design, land acquisition, legal and interim financing costs, contract administration, construction and contingencies.

It is recommended that interest be included in project costs where out of sequence construction and debt financing cannot reasonably be avoided.

A 1% Municipal Assist Factor is recommended.

Payment of water and wastewater DCCs is currently required upon subdivision approval for single-family residential developments, and upon building permit approval for multi-family residential, commercial, industrial and institutional developments. No change to this requirement is recommended.

It is recommended that the CRD establish an annual reconciliation and reporting protocol with the three participating municipalities for subdivision and building permit approvals and associated DCC revenues. This process should be documented in the CRD’s DCC annual reports, as required under the *Local Government Act*.

For in-stream subdivision, building permit and planning applications (submitted complete and paid but not approved at the time of an increase in DCC rates), the *Local Government Act* requires that the applicant be exempted from new DCC rates for one year. In the case of a decrease in DCC rates, applicants can agree in



writing to have the new bylaw apply despite the one-year in stream exemption. DCC rates are expected to decrease under the updated program.

Saanich Peninsula Water System

Development Projection

Development forecasts were prepared for the DCC update based primarily on the current water master plans for Sidney, North Saanich, Central Saanich and the Victoria Airport Authority, which were completed between 2013 and 2016. The master plan forecast data was refined as needed based on interviews with municipal staff and local area plans, particularly to incorporate current development plans and proposals that were not included in the master plan forecasts.

Engineering Analysis

The CRD's hydraulic model was used as a basis for evaluating the capacity of the SPWS infrastructure to accommodate the projected development. Unit demands were developed based on the water master plans. The analysis included evaluation of current and 2037 forecast maximum day demand plus fire flow, and extended period simulation of three consecutive days at maximum day demand. Reservoirs were assessed using Master Municipal Construction Documents (MMCD) criteria.

The Bear Hill Reservoir does not meet the MMCD design criteria under either the current or 2037 scenarios. The maximum supply flow rate into the reservoir from CRD Supply Main No. 4 via the Hamsterly Pump Station, with one of its two pumps operating, is sufficient to maintain adequate emergency storage in the reservoir under the 2017 scenario. However, the maximum supply flow rate to the reservoir is inadequate to maintain emergency storage under the 2037 scenario with one pump operating at the Hamsterly Pump Station. Adding a pump to the Hamsterly Pump Station is a more cost-effective means of addressing this future need than increasing the size of the Bear Hill Reservoir. Also, under both the current and 2037 scenarios, the zone supplied by the Bear Hill Reservoir relies on the Hamsterly pump station to supply fire flow; however, the Hamsterly Pump Station lacks permanent, automated standby power.

No other conveyance system or reservoir upgrades are required to manage the consecutive peak day scenarios. However, three pressure control stations were identified as marginal under current and future scenarios. It is recommended that the following downstream conditions at maximum day demand plus fire flow be assessed by member municipalities:

- 64 psi at the Mills Road PRV in Sidney
- 59 psi at the Mt. Newton PCS in Central Saanich
- 31 psi at the Sluggett PCS in Central Saanich

Eligible DCC Projects and Costs

It is recommended that the following projects be included in the 2018-2037 DCC program for the SPWS:



Table E-2: SPWS DCC Eligible Projects Summary

Project Name	Year	Estimated Cost ^a	% DCC Eligible ^b	Assist Factor	Total DCC Share	SPWS Share
Strategic Plan Update	2022	\$150,000	22.2%	1%	\$33,028	\$116,972
DCC Update	2023	\$50,000	100%	1%	\$49,500	\$500
Hamsterly PS Capacity Upgrade	2025	\$604,000	100%	1%	\$597,960	\$6,040
Hamsterly PS Backup Generator	2020	\$429,000	22.2%	1%	\$94,460	\$334,540
TOTAL		\$1,233,000			\$774,948	\$458,052

- a. Cost estimates have been prepared with little or no site information and as such indicate the approximate magnitude of the cost of capital projects, for project planning purposes only. Estimates are derived from unit costs for similar projects, are considered to be Class D, and as such include a 40% contingency to reflect 2017 prevailing market conditions, a 20% allowance for engineering, and a 5% allowance for administration. All costs are shown in 2017 constant dollars.
- b. Projects required only as a result of development are considered to be 100% eligible for DCCs. Projects that will equally benefit current and new users are partially eligible based on the "rule of thumb" method:

$$\begin{aligned} \% \text{ DCC Eligible} &= (\text{new population} + \text{PE}) / (\text{2037 population} + \text{PE}) \times 100\% \\ &= (9,960 + 5,804) / (52,586 + 18,292) \times 100\% \\ &= 22.2\% \end{aligned}$$

The available balance in the SPWS DCC reserve fund is \$1.18 million. The recommended DCC program would deplete the reserve fund to \$405,000.

Conclusions

Growth in the SPWS service area has generally been slower than anticipated in previous master plans, studies and DCC reviews. As a result, the infrastructure generally has sufficient capacity to accommodate forecasted growth to 2037.

Four DCC eligible projects are recommended for completion within the next approximately 8 years, at a combined cost of \$1.23 million. The portion eligible for DCC funding is \$0.77 million. The remaining \$0.46 million would require funding from SPWS rate revenue or other sources.

DCC reserves for the SPWS that were previously collected will cover all foreseeable DCC eligible costs within the next 20 years.

The total DCC eligible project cost is less than the balance currently held in the SPWS DCC reserve fund. Therefore, DCCs are not required to be collected.

Recommendations

1. It is recommended that the four eligible DCC projects listed in Table E-3 be completed with funding from DCC reserves as indicated.
2. It is recommended that DCC rates for all land use designations be set to zero for the SPWS. The balance of DCC reserves must be held in the SPWS Water DCC reserve fund until required for DCC eligible project work based on future DCC updates.



Saanich Peninsula Wastewater System

Development Projection

Development forecasts were prepared for the DCC update based primarily on the current wastewater master plans for Sidney, North Saanich, Central Saanich and the Victoria Airport Authority, which were completed between 2014 and 2017. The master plan forecast data was refined as needed based on interviews with municipal staff and local area plans, particularly to incorporate current development plans and proposals that were not included in the master plan forecasts.

Engineering Analysis

The CRD's SPWWS hydraulic model was used to assess the capacity of gravity sewers in the SPWWS. Pump stations were evaluated using available capacity information from the Strategic Plan and pump and forcemain data provided by CRD staff. Forcemains were evaluated using the Hazen-Williams equation.

The 2013 flows in the model were updated to reflect current conditions based on the municipal and Airport master plans at a 2017 development level. Flows for the 2037 scenario were estimated using the development forecasts from the sewer master plans for each jurisdiction. Minor modifications were also made to the flows in the model to include specific development projects that have been identified since the master plans were prepared. The modeling results for current and 2037 peak wet weather flows (PWWF) were used to identify hydraulic deficiencies under each scenario.

The key findings of the engineering analysis are summarized as follows:

- The Turgoose Pump Station will require upgrading within five years as a result of planned development in the small catchment it serves. The required future flow rate of the Turgoose pump station is 30 L/s, and the current firm capacity is 18 L/s.
- All of the gravity mains and forcemains in the SPWWS are estimated to have adequate capacity under the current and 2037 PWWF scenarios.
- The SPWWTP is estimated to have adequate hydraulic capacity under current and 2037 PWWF scenarios. Based on recent historical average and maximum daily flows, the forecast development is unlikely to increase average or maximum daily flows beyond MOE permit limits or the estimated bioreactor capacity.
- The most recent strategic plan for the SPWWS was completed in 2013, and will require updating within the next five years.

Eligible DCC Projects and Costs

It is recommended that the following projects be included in the 2018-2037 DCC program for the SPWWS:

Table E-3: SPWWS DCC Eligible Projects Summary

Project Name	Year	Estimated Cost ^a	% DCC Eligible ^b	Assist Factor	Total DCC Share	SPWWS Share
Strategic Plan Update	2019	\$135,000	22.5%	1%	\$30,056	\$104,944
DCC Update	2023	\$50,000	100%	1%	\$49,500	\$500
Turgoose Pump Station Upgrade ^c	2019	\$685,000	100%	1%	\$678,150	\$6,850
TOTAL		\$870,000			\$757,706	\$112,294



- a. Cost estimates have been prepared with little or no site information and as such indicate the approximate magnitude of the cost of capital projects, for project planning purposes only. Estimates are derived from unit costs for similar projects, are considered to be Class D, and as such include a 25% contingency to reflect 2017 prevailing market conditions, a 15% allowance for engineering, and a 5% allowance for administration. All costs are shown in 2017 constant dollars.
- b. Projects required only as a result of development are considered to be 100% eligible for DCCs. Projects that will equally benefit current and new users are partially eligible based on the "rule of thumb" method:

$$\begin{aligned} \% \text{ DCC Eligible} &= (\text{new population} + \text{PE}) / (\text{2037 population} + \text{PE}) \times 100\% \\ &= (7,203 + 5,370) / (41,649 + 14,260) \times 100\% \\ &= 22.5\% \end{aligned}$$
- c. Given that the project primarily benefits a single land owner, the DCC and SPWWS shares of the project costs may be reduced through negotiation with the developer to pay a portion of the project cost directly. Use of the DCC funds is subject to the approval of the Inspector of Municipalities, since the Turgoose Pump Station upgrade was not previously identified as a DCC project.

The available balance in the SPWS DCC reserve fund is \$1.51 million. The recommended DCC program would deplete the reserve fund to \$752,000.

Conclusions

The SPWWS was constructed in the late 1990s with excess capacity to accommodate forecast community growth through 2012. Growth in the SPWWS service area has generally been slower than forecasted, and improvements in plumbing fixture and appliance efficiency have reduced unit flows. As a result, the infrastructure generally has sufficient capacity to accommodate forecast growth to 2037.

Three DCC eligible projects are recommended for completion within the next 6 years, at a combined cost of \$870,000. The portion eligible for DCC funding is \$758,000. The remaining \$112,000 would require funding from SPWWS rate revenue or other sources.

DCC reserves for the SPWWS that were previously collected will cover all foreseeable DCC eligible costs within the next 20 years.

The total DCC eligible project cost is less than the balance currently held in the SPWWS DCC reserve fund; therefore, DCCs are not required to be collected.

Under the current DCC program, wastewater DCCs were collected for the purpose of paying a share of the debt costs of the construction of the SPWWTP, trunk mains and conveyance facilities in the late 1990s; however the debt is now retired and funds have accumulated with no other purpose. Slower than anticipated growth in the area has resulted in only a small fraction of the estimated cost of excess capacity in the system being recovered through DCCs. The existing users of the system have paid the remainder of the cost of excess capacity through utility charges.

Recommendations

1. It is recommended that the three eligible DCC projects listed in Table E-4 be completed with funding from DCC reserves. The DCC eligible share of the cost of the Turgoose Pump Station upgrade is subject to negotiation with the developer and approval by the Inspector of Municipalities.
2. Subject to provincial authorization to use DCC reserves for new projects, it is recommended that DCC rates for all land use designations be set to zero for the SPWWS.
3. It is recommended that the CRD request that the Inspector of Municipalities authorize the transfer of the remaining SPWWS DCC reserve funds into a general SPWWS capital reserve fund, on the basis that they were collected but were not applied against the cost of a completed project that they were intended to fund. The development share of the project cost was instead paid by ratepayers. Transferring DCC reserves to a general capital fund would benefit the ratepayers that covered the excess capacity cost for which the DCCs were collected.



**CAPITAL REGIONAL DISTRICT (CRD)
BYLAW NO. 3208**

(As amended by Bylaw No. 3340)

**Saanich Peninsula Water and Wastewater Development Cost Charges
Bylaw No. 1, 2004**

*Consolidated version authorized in accordance with Bylaw No. 3014,
CRD Consolidation Authorization Bylaw No. 1, 2002*

***A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES FOR THE
SAANICH PENINSULA WATER AND WASTEWATER SYSTEMS***

Contacts:

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Integrated Water Services
Capital Regional District
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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3208

**A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES FOR
THE SAANICH PENINSULA WATER AND WASTEWATER SYSTEMS**

WHEREAS:

- A. Under section 933 of the *Local Government Act*, the District may impose development cost charges for the purpose of providing funds to assist the District to pay the capital costs of providing, constructing, altering or expanding water and wastewater facilities;
- B. The development cost charges established by this bylaw will be used for the purpose of providing funds to assist the District to pay the capital costs of providing, constructing, altering or expanding the District water and wastewater systems that service the Member Municipalities;
- C. In setting the development cost charges under this bylaw, the Board has considered the future land use patterns and development, and the phasing of works and services within the Service Areas;
- D. The Board is of the opinion that the development cost charges imposed by this bylaw:
 - (a) are not excessive in relation to the capital costs of prevailing standards of service;
 - (b) will not deter development;
 - (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land;

within the Service Areas.

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Apartment Residential" includes any dwelling unit which is or will be situated in any building or structure that consists of or will consist of at least two floors containing four or more dwelling units, other than dwelling units that are townhouse residential.

"Approving Officer" means the person appointed under the *Land Title Act* within a Member Municipality to perform the duties and responsibilities of that position.

"Board" means the Board of the District.

"Building Permit" means any permit authorizing the construction, alteration or extension of a building or structure in a Member Municipality.

"Commercial" means land zoned for commercial uses under a zoning bylaw enacted by a Member Municipality.

"Comprehensive Development" means a development that is comprised of two or more of the following uses: Apartment Residential, Commercial, Institutional, Industrial and Townhome Residential.

"Council" means the elected council of a Member Municipality.

"Developer" means a person liable to pay development cost charges under this bylaw.

"Development Cost Charges" or "DCC" means the applicable rates prescribed in Schedule "B".

"District" means the Capital Regional District.

" Dwelling Unit" or "Unit" means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one household that may contain eating, living, sleeping and sanitary facilities and excludes a secondary suite.

"Gross Floor Area" means 80% of the total area of all floors in a building measured to the outside surface of the exterior walls, but excluding areas provided for parking of motor vehicles and storage of bicycles.

"Industrial" means land zoned for industrial uses under a zoning bylaw enacted by a Member Municipality.

"Institutional" means any development providing for the assembly of persons for religious, charitable, philanthropic, cultural, civic or recreational purposes, including but not limited to auditoriums, private schools, youth centres, child care centres, hospitals, social halls, group camps and churches.

"Member Municipality" means the District of Central Saanich, Town of Sidney and District of North Saanich.

"Municipal Charges" means development cost charges imposed by a bylaw of a Member Municipality.

"Saanich Peninsula Water System" means the system of water supply mains, pump stations and water storage facilities that service the Member Municipalities under the authority of letters patent dated December 22, 1976, revised September 27, 1984, and amended supplementary letters patent dated April 27, 1978 and March 19, 1986.

"Saanich Peninsula Wastewater System" means the system of District trunk sewers, pump stations and wastewater treatment and disposal facilities that service the Member Municipalities under the authority of CRD Bylaw No. 2388.

"Secondary Suite" has the same meaning as under the British Columbia Building Code, 1998.

"Service Area" means the areas located within the Member Municipalities that are subject to this bylaw, as described in Schedule "A" to this bylaw.

"Single Family Residential" includes any Parcel resulting from any Subdivision which is used or may be used for a single building or structure containing up to three dwelling units.

"Small Lot Single Family Residential" means land zoned for single family residential uses under the R-1S and R-1Z zones in the District of Central Saanich and the R1.2 zone in the Town of Sidney.

"Townhouse Residential" includes any dwelling unit which is or will be situated in any building or structure on a parcel containing four or more dwelling units and which has a principal entrance which provides direct outdoor access at or from ground level.

2.0 DEVELOPMENT COST CHARGES

2.1 A person who obtains in a Member Municipality:

- (a) approval of subdivision; or
- (b) issuance of a building permit

shall pay, in accordance with sections 2.3, 2.4 and 2.5, the applicable development cost charges set out in this bylaw to that Member Municipality on behalf of the District, at the time of the approval of the subdivision or the issuance of the building permit, as required under Schedule "B".

2.2 Development cost charges shall not be payable under this bylaw if:

- (a) the development does not impose new capital cost burdens on the District for water or wastewater facilities.
- (b) a development cost charge for water or wastewater facilities has previously been paid for the same development unless, as a result of further development, new capital cost burden will be imposed on the District.
- (c) the building permit authorizes the construction, alteration or extension of a building or structure or a part of a building or structure that is or will be after the construction, alteration or extension exempt from taxation under section 339(1)(g) of the *Local Government Act*.

2.3 Development cost charges imposed under this bylaw shall be calculated in accordance with the rates prescribed in Schedule "B".

2.4 In the case of a comprehensive development, development cost charges shall be calculated separately for each use that is part of that comprehensive development, in accordance with Schedule "B", and the developer shall pay the sum total of the development cost charges calculated for each separate use.

2.5 The development cost charges under this bylaw may not be paid by instalments unless permitted by a regulation under the *Local Government Act*.

3.0 COLLECTION AND REMITTANCE OF DEVELOPMENT COST CHARGES

3.1 Each Member Municipality shall collect the development cost charges imposed on a development under this bylaw at the applicable time set out in Schedule "B".

3.2 A Member Municipality shall not approve a subdivision or issue a building permit for any development unless the development cost charges imposed under this bylaw have been paid in accordance with Section 2.0.

3.3 Each Member Municipality shall establish and maintain a separate account for the DCC monies collected under this bylaw and deposit and hold these monies in that separate account until the DCC monies are remitted to the District. The District shall establish and maintain a separate account for the DCCs remitted by the Member Municipalities.

3.4 Within 30 days of the first business day of each month, each Member Municipality shall remit to the District the total amount of the development cost charges collected by the Member Municipality during the previous month.

4.0 AUTHORIZATION

The District may prescribe any form, statement, notice, practice, procedure or other administrative requisites required under this bylaw, after consultation with the Member Municipalities.

5.0 SEVERABILITY

If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw shall be deemed to have been enacted without the invalid portion.

6.0 EFFECTIVE DATE

This bylaw shall come into effect thirty days after the date of final adoption of this bylaw.

7.0 GENERAL

7.1 The following schedules attached to this bylaw form an integral part of this bylaw and are enforceable in the same manner as this bylaw:

- (a) Schedule A – Area of Application
- (b) Schedule B – Amount of Water and Wastewater Development Cost Charges

7.2 Subject to the provisions of Section 2.2, this bylaw applies to all applications for subdivision and for issuance of a building permit for parcels located in any of the Service Areas.

7.3 Bylaw No. 2569 cited as "Capital Regional District Sewage Facilities Development Cost Charge Bylaw No. 1, 1998" and Bylaw No. 472 cited as "Development Cost Charges Bylaw, 1978" as amended are hereby repealed.

7.4 This bylaw may be cited for all purposes as the "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004".

READ A FIRST TIME THIS	29 th	day of	September	2004
READ A SECOND TIME THIS	29 th	day of	September	2004
READ A THIRD TIME THIS	29 th	day of	September	2004
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	22 nd	day of	April	2005
ADOPTED THIS	27 th	day of	April	2005

Don Amos _____
CHAIR

Carmen Thiel _____
SECRETARY

This Bylaw is a copy of Bylaw 3208, *Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004*, consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Officer of the CRD.



Sonia Santarossa, Corporate Officer

SCHEDULE "A"**SAANICH PENINSULA WATER AND WASTEWATER SYSTEM****DEVELOPMENT COST CHARGES****1. AREA OF APPLICATION FOR WATER DEVELOPMENT COST CHARGES**

This Bylaw shall apply to, and water development cost charges provided in this Bylaw shall be imposed and collected within, the following areas:

- (a) **Town of Sidney** – the Town of Sidney; and
- (b) **District of Central Saanich** – the District of Central Saanich served by the Saanich Peninsula Water System excluding the East Saanich Indian Reserve 2 (Tsawout First Nation) and the South Saanich Indian Reserve 1 (Tsartlip First Nation); and
- (c) **District of North Saanich** – the District of North Saanich serviced by the Saanich Peninsula Water System excluding the Cole Bay Indian Reserve 3 (Pauquachin First Nation) and Union Bay Indian Reserve 4 (Tseycum First Nation).

2. AREA OF APPLICATION FOR WASTEWATER DEVELOPMENT COST CHARGES

This Bylaw shall apply to, and wastewater development cost charges provided in this Bylaw shall be imposed and collected within, the following areas:

- (a) **Town of Sidney** – the Town of Sidney serviced by the Saanich Peninsula Wastewater System excluding the area lying within the boundaries of the Victoria Airport Authority; and
- (b) **District of Central Saanich** – the District of Central Saanich serviced by the Saanich Peninsula Wastewater System excluding the East Saanich Indian Reserve 2 (Tsawout First Nation) and the South Saanich Indian Reserve 1 (Tsartlip First Nation); and
- (c) **District of North Saanich** – the District of North Saanich serviced by the Saanich Peninsula Wastewater System excluding the Cole Bay Indian Reserve 3 (Pauquachin First Nation) and Union Bay Indian Reserve 4 (Tseycum First Nation) and the area lying within the boundaries of the Victoria Airport Authority.

SCHEDULE "B"

(Bylaw 3340)

**SAANICH PENINSULA WATER AND WASTEWATER
DEVELOPMENT COST CHARGES**

1. AMOUNT OF WATER DEVELOPMENT COST CHARGES

Water development cost charges will be based upon the following:

<u>Land Use Designation</u>	<u>DCC Rate</u>	<u>When Payable</u>
1. Single Family Residential	\$1,555.00 per dwelling unit	Subdivision approval
2. Small Lot Single Family	\$1,100.00 per dwelling unit	Subdivision approval
3. Townhouse Residential	\$1,100.00 per dwelling unit	Building permit approval
4. Apartment Residential	\$957.00 per dwelling unit	Building permit approval
5. Commercial	\$7.04 per m ² gross floor area	Building permit approval
6. Industrial	\$3.81 per m ² gross floor area	Building permit approval
7. Institutional	\$4.35 per m ² gross floor area	Building permit approval

2. AMOUNT OF WASTEWATER DEVELOPMENT COST CHARGES

Wastewater development cost charges will be based upon the following:

<u>Land Use Designation</u>	<u>DCC Rate</u>	<u>When Payable</u>
1. Single Family Residential	\$1,608.00 per dwelling unit	Subdivision approval
2. Small Lot Single Family Residential	\$1,295.00 per dwelling unit	Subdivision approval
3. Townhouse Residential	\$1,295.00 per dwelling unit	Building permit approval
4. Apartment Residential	\$869.00 per dwelling unit	Building permit approval
5. Commercial	\$3.73 per m ² gross floor area	Building permit approval
6. Industrial	\$3.43 per m ² gross floor area	Building permit approval
7. Institutional	\$4.72 per m ² gross floor area	Building permit approval

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3340

A BYLAW TO AMEND BYLAW NO. 3208
A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES FOR
THE SAANICH PENINSULA WATER AND WASTEWATER SYSTEMS

WHEREAS the Capital Regional District wishes to amend Bylaw No. 3208, "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004",

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3208, "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004" is amended by:
 - (a) Deleting Schedule "B" in its entirety and substituting therefore the attached Schedule "B" forming part of this bylaw.
2. This bylaw may be cited for all purposes as the "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004, Amendment No. 1, 2006".

READ A FIRST TIME THIS	12 th	day of	July	2006
READ A SECOND TIME THIS	12 th	day of	July	2006
READ A THIRD TIME THIS	12 th	day of	July	2006
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	12 th	day of	March	2007
ADOPTED THIS	28 th	day of	March	2007

Original signed by Denise Blackwell
CHAIR

Original signed by Carmen Thiel
SECRETARY

Bylaw No. 3340

SCHEDULE "B"
SAANICH PENINSULA WATER AND WASTEWATER
DEVELOPMENT COST CHARGES

1. **AMOUNT OF WATER DEVELOPMENT COST CHARGES**

Water development cost charges will be based upon the following:

<u>Land Use Designation</u>	<u>DCC Rate</u>	<u>When Payable</u>
1. Single Family Residential	\$1,555.00 per dwelling unit	Subdivision approval
2. Small Lot Single Family Residential	\$1,100.00 per dwelling unit	Subdivision approval
3. Townhouse Residential	\$1,100.00 per dwelling unit	Building permit approval
4. Apartment Residential	\$957.00 per dwelling unit	Building permit approval
5. Commercial	\$7.04 per m ² gross floor area	Building permit approval
6. Industrial	\$3.81 per m ² gross floor area	Building permit approval
7. Institutional	\$4.35 per m ² gross floor area	Building permit approval

2. **AMOUNT OF WASTEWATER DEVELOPMENT COST CHARGES**

Wastewater development cost charges will be based upon the following:

<u>Land Use Designation</u>	<u>DCC Rate</u>	<u>When Payable</u>
1. Single Family Residential	\$1,608.00 per dwelling unit	Subdivision approval
2. Small Lot Single Family Residential	\$1,295.00 per dwelling unit	Subdivision approval
3. Townhouse Residential	\$1,295.00 per dwelling unit	Building permit approval
4. Apartment Residential	\$869.00 per dwelling unit	Building permit approval
5. Commercial	\$3.73 per m ² gross floor area	Building permit approval
6. Industrial	\$3.43 per m ² gross floor area	Building permit approval
7. Institutional	\$4.72 per m ² gross floor area	Building permit approval

CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

Water Watch

Issued January 08, 2018

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	January 31 5 Year Ave		January 31/17		January 7/18		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	89,882	19,774	92,727	20,400	92,727	20,400	100.0%
Goldstream	8,715	1,917	8,547	1,880	8,204	1,805	83.5%
Total	98,597	21,691	101,274	22,280	100,931	22,205	98.4%

2. Average Daily Demand:

For the month of January	95.0 MLD	20.90 MIGD
For week ending January 07, 2018	94.4 MLD	20.77 MIGD
Max. day January 2018, to date:	100.5 MLD	22.11 MIGD

3. Average 5 Year Daily Demand for January

Average (2013 - 2017)	96.3 MLD ¹	21.19 MIGD ²
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¹MLD = Million Litres Per Day ²MIGD = Million Imperial Gallons Per Day

4. Rainfall January:

Average (1914 - 2017):	270.1 mm
Actual Rainfall to Date	19.5 (7% of monthly average)

5. Rainfall: Sep 1- Jan 7

Average (1914 - 2017):	851.8 mm
2017 / 2018	870.9 (102% of average)

6. Water Conservation Action Required:

To avoid possible leaks this spring, now is the time to winterize your sprinkler system

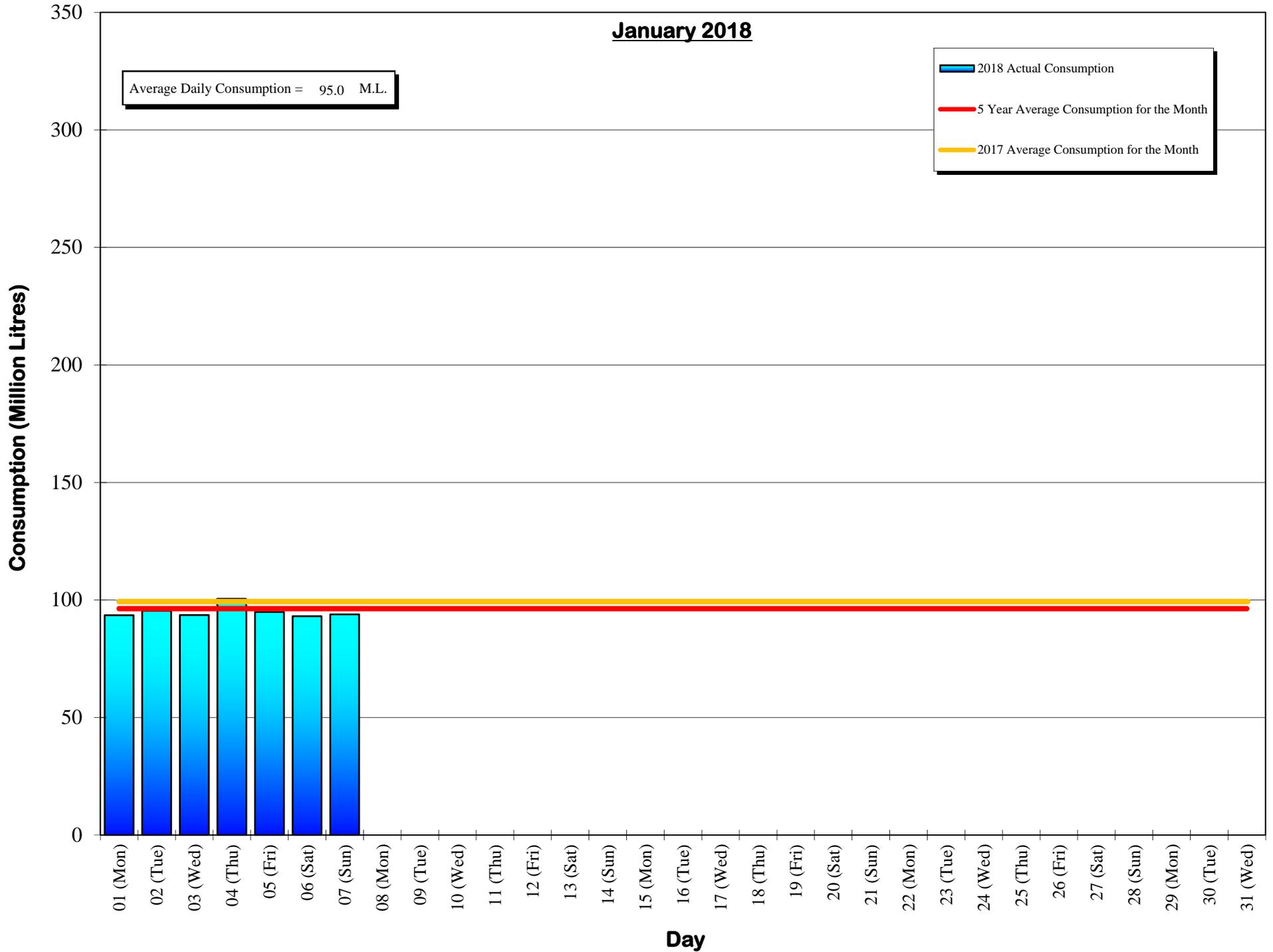
Check our website at www.crd.bc.ca/water for more information.

If you require further information, please contact:

Ted Robbins, B.Sc., C.Tech
General Manager, CRD - Integrated Water Services
or

Deborah Walker
Demand Management Coordinator

Capital Regional District Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7
(250) 474-9600



Daily Consumptions: - January 2018

Date	Total Consumption		Air Temperature @ Japan Gulch		Weather Conditions	Precipitation @ Sooke Res.: 12:00am to 12:00am			
	(ML)	(MIG)	High (°C)	Low (°C)		Rainfall (mm)	Snowfall (mm)	Total Precip.	
01 (Mon)	93.5		20.6	1.0	-1.0	Sunny / P. Cloudy	0.0	0.0	0.0
02 (Tue)	95.4		21.0	3.0	-1.0	Sunny / P. Cloudy	0.0	0.0	0.0
03 (Wed)	93.6		20.6	2.0	-1.0	Sunny / P. Cloudy	0.0	0.0	0.0
04 (Thu)	100.5	<=Max	22.1	4.0	-1.0	Cloudy	0.0	0.0	0.0
05 (Fri)	94.9		20.9	5.0	3.0	Cloudy / Showers	3.5	0.0	3.5
06 (Sat)	93.1	<=Min	20.5	8.0	3.0	Cloudy / Showers	0.3	0.0	0.3
07 (Sun)	93.9		20.7	6.0	3.0	Rain	15.7	0.0	15.7
08 (Mon)									
09 (Tue)									
10 (Wed)									
11 (Thu)									
12 (Fri)									
13 (Sat)									
14 (Sun)									
15 (Mon)									
16 (Tue)									
17 (Wed)									
18 (Thu)									
19 (Fri)									
20 (Sat)									
21 (Sun)									
22 (Mon)									
23 (Tue)									
24 (Wed)									
25 (Thu)									
26 (Fri)									
27 (Sat)									
28 (Sun)									
29 (Mon)									
30 (Tue)									
31 (Wed)									
TOTAL	664.9 ML	146.27 MIG					19.5	0	19.5
MAX	100.5	22.11	8	3			15.7	0	15.7
AVE	95.0	20.90	4.1	0.7			2.8	0	2.8
MIN	93.1	20.48	1	-1			0.0	0	0.0

ML = Million Litres MIG = Million Imperial Gallons

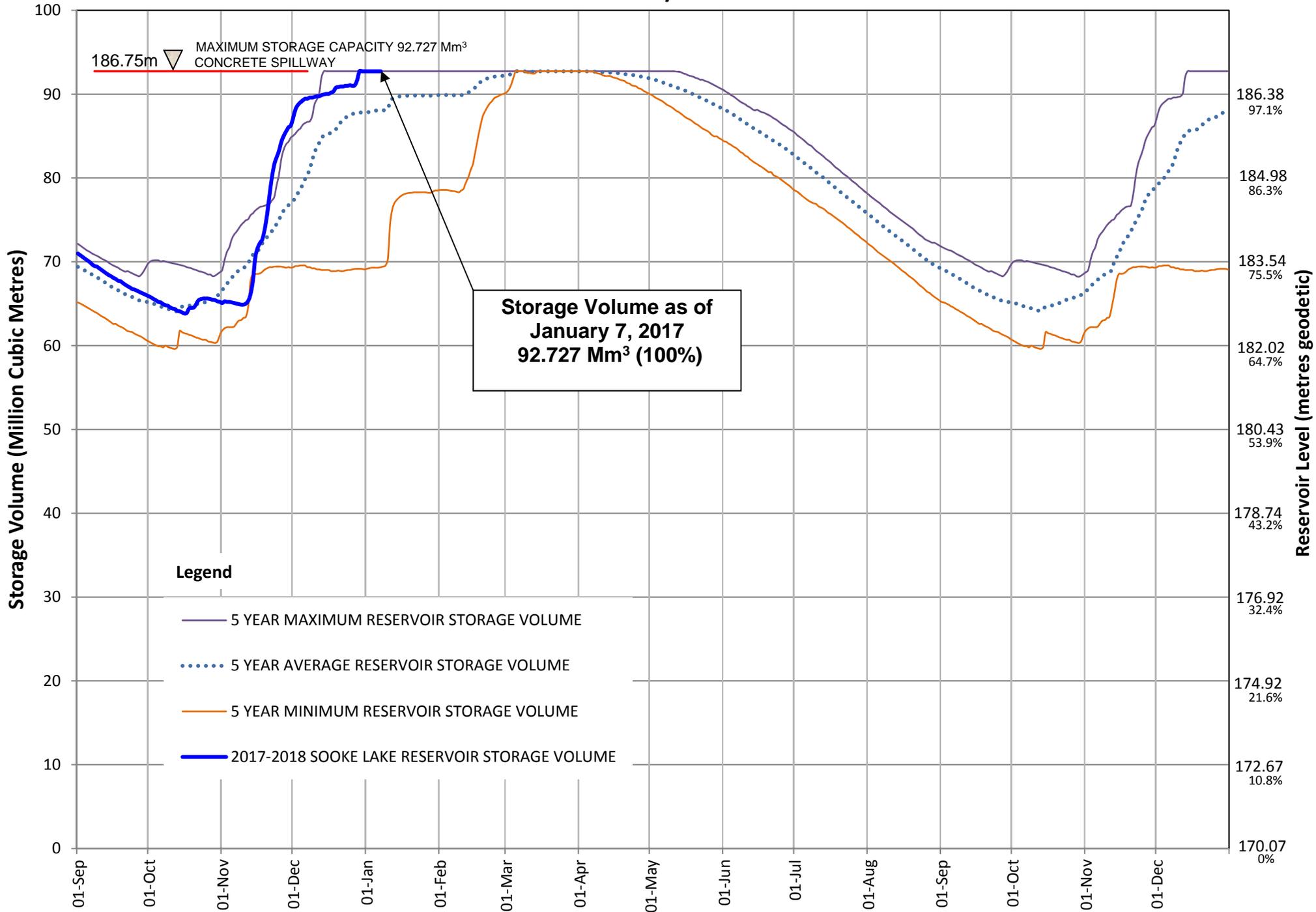
Average Rainfall for January (1914-2017)	270.1
Actual Rainfall: January	19.5
% of Average	7%
Average Rainfall (1914-2017): Sept 01 - Jan 07	851.8
Actual Rainfall (2017-2018): Sept 01 - Jan 07	870.9
% of Average	102%

Note: 10% of Snow depth applied to rainfall figures for snow to water equivalent.

Number days with precip. 0.2 or more
3

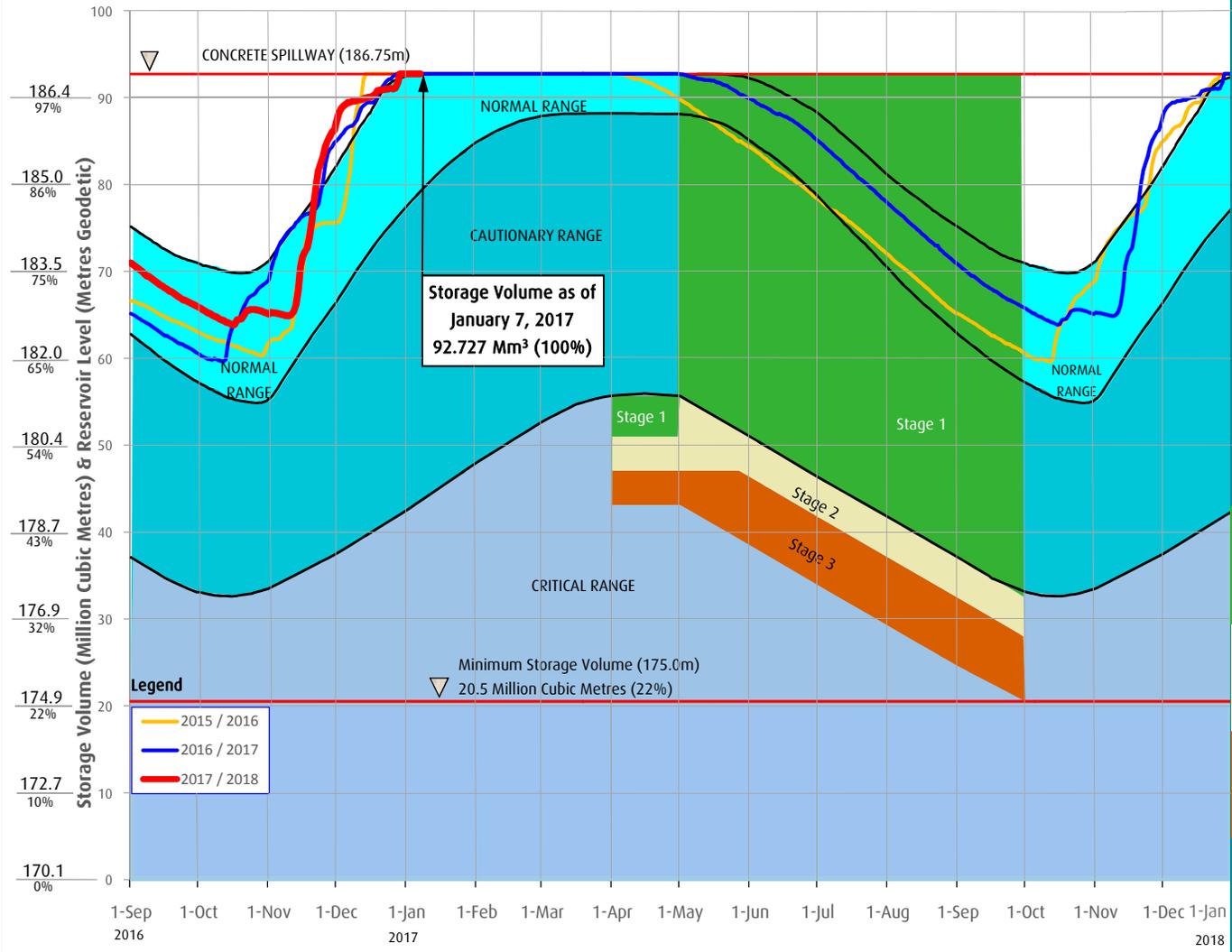
Water spilled at Sooke Reservoir to date = 0.88 Billion Imperial Gallons
 = 4.00 Billion Litres

SOOKE LAKE RESERVOIR STORAGE SUMMARY 2017 / 2018



Sooke Lake Reservoir Storage Level

Water Supply Management Plan



FAQs

How are water restriction stages determined?

Several factors are considered when determining water use restriction stages, including,

1. Time of year and typical seasonal water demand trends;
2. Precipitation and temperature conditions and forecasts;
3. Storage levels and storage volumes of water reservoirs (Sooke Lake Reservoir and the Goldstream Reservoirs) and draw down rates;
4. Stream flows and inflows into Sooke Lake Reservoir;
5. Water usage, recent consumption and trends; and customer compliance with restriction;
6. Water supply system performance.

The Regional Water Supply Commission will consider the above factors in making a determination to implement stage 2 or 3 restrictions, under the Water Conservation Bylaw.

At any time of the year and regardless of the water use restriction storage, customers are encouraged to limit discretionary water use in order to maximize the amount of water in the Regional Water Supply System Reservoirs available for nondiscretionary potable water use.

Stage 1 is normally initiated every year from May 1 to September 30 to manage outdoor use during the summer months. During this time, lawn watering is permitted twice a week at different times for even and odd numbered addresses.

Stage 2 is initiated when it is determined that there is an acute water supply shortage. During this time, lawn water is permitted once a week at different times for even and odd numbered addresses.

Stage 3 is initiated when it is determined that there is a severe water supply shortage. During this time, lawn watering is not permitted. Other outdoor water use activities are restricted as well.

For more information, visit www.crd.bc.ca/drinkingwater

