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**REPORT TO CEDARS OF TUAM WATER SERVICE COMMITTEE  
MEETING OF MONDAY 15 MARCH 2010**

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**SUBJECT**      **BYLAW CHANGES FOR SALT SPRING ISLAND UTILITY SERVICES**

**PURPOSE**

To provide for information a report on bylaw changes relating to the Cedars of Tuam Water Service.

**BACKGROUND**

In order to improve consistency of policy relating to the provision of water and sewer local services on Salt Spring Island, the Capital Regional District (CRD) Board has adopted Bylaw No. 3688 "Salt Spring Island Sewer and Water Fee and Charge Bylaw No. 1, 2010 (Attachment 1), which establishes the fees and charges for each CRD water and sewer service on the island. Upon adoption of this bylaw, the fee and charge bylaws respecting individual water and sewer service areas on Salt Spring Island were repealed. The new Fee and Charge Bylaw enacts the following changes for the Cedars of Tuam Water Service Area:

- Water service billing will occur every three months (March 31, June 30, September 30 and December 31). Each bill will include one quarter of the fixed annual charge of \$1,115 per service connection, plus the consumption charge calculated as follows:

Volume of Water	Charge
First 75.0 cubic metres or portion	\$0.90 per cubic metre
Greater than 75.0 cubic metres	\$7.70 per cubic metre

These changes will not impact the cost of water service to Cedars of Tuam customers.

- Turn-on and Turn-off fees will increase from \$25 during working hours and \$75 during non-working hours to \$50 and \$200, respectively.
- The late payment fee is revised from 10% per annum to 2.5% per billing cycle for amounts outstanding more than 30 days past the date of issue of the bill.

A new "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010" will be presented to the CRD Board for approval in April 2010. The existing committee bylaws respecting individual water and sewer service areas on Salt Spring Island would be repealed upon adoption of the Commissions Bylaw. The new bylaw would retain the current Cedars of Tuam committee structure and Board delegated authority, but would rename the committee to the Cedars of Tuam Water Service Commission. The bylaw would also enable the Annual General Meeting to occur any time between January and November, and would make Board appointments of new commission members effective 1 January of the following year.

**ALTERNATIVES**

1. That the Cedars of Tuam Water Service Committee receive this report for information.
2. That the Cedars of Tuam Water Service Committee request additional information.

**IMPLICATIONS**

1. There are no financial implications of Alternative 1.
2. Providing additional information requested by the committee will require work by staff, which would reduce the available operating budget for other work relating to the service.

**SUMMARY**

In order to improve consistency of policy relating to the provision of water and sewer local services on Salt Spring Island, the Capital Regional District (CRD) Board has adopted Bylaw No. 3688, "Salt Spring Island Sewer and Water Fee and Charge Bylaw No. 1, 2010". A new "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010" will be presented to the CRD Board for approval in April 2010. These new bylaws will replace the Cedars of Tuam Fee and Charge Bylaw and Committee Bylaw. These changes have no cost implications for customers of the Cedars of Tuam Water Service.

**RECOMMENDATION**

That the Cedars of Tuam Water Service Committee receive this report for information.



Colwyn Sunderland, ASCT  
Local Services Engineering Coordinator



Ted Robbins, BSc, CTech  
Senior Manager, Water Management Division  
Concurrence

CS:ls

Attachments: 1

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3688

\*\*\*\*\*  
A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR UTILITY SERVICES  
IN SERVICE AREAS WITHIN THE SALT SPRING ISLAND ELECTORAL AREA  
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WHEREAS:

- A. Pursuant to section 803 and section 363 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board.
- B. The Capital Regional District established services and facilities to supply, treat, convey, store and distribute water in the participating areas of the Salt Spring Island Electoral Area (Cedars of Tuam Water System, Cedar Lane Water Service, Beddis Water Service, Highland Water System, Fernwood Water Supply and Fulford Water Service).
- C. The Capital Regional District established services and facilities to collect, convey, treat and dispose of sewage in the participating area of Salt Spring Island Electoral Area (Maliview Estates Sewerage).
- D. These bylaws authorize the recovery of annual costs by methods including:
  - (a) by way of an annual parcel tax; or
  - (b) by fees and charges to be imposed by bylaw under Section 363 of the *Local Government Act*.
- E. The Board wishes to establish a consolidated bylaw for the recovery of annual costs for utility services on Salt Spring Island.

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

- 1. The Board hereby authorizes and imposes fees and charges from time to time for the Service Areas shown on Schedules "A" of the following bylaws:
  - (a) Bylaw No. 3021, "Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002";
  - (b) Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007";
  - (c) Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004";
  - (d) Bylaw No. 1937, "Highland Water System Local Service Establishment Bylaw No. 1, 1999," as amended;
  - (e) Bylaw No. 1772, "Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989," as amended;
  - (f) Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991"; and



- (g) Bylaw No. 3202, "Fulford Water Service Establishment Bylaw No. 1, 2004," as amended.

2. Interpretation

In this bylaw, unless context otherwise requires:

- (a) **"Applicant"** means a person who is the owner, lessee or tenant of an authorized premises and who has requested or applied for water or sewer service or for any other matter or thing under this bylaw from the Capital Regional District.
- (b) **"Board"** means the Capital Regional District Board.
- (c) **"Consumer"** means a person to whom a service connection has been provided by the Capital Regional District.
- (d) **"Construction Costs"** include costs of labour, materials and equipment.
- (e) **"CRD"** means the Capital Regional District.
- (f) **"Engineering Costs"** include costs of survey, design, permit acquisition, layout, inspection and as-constructed drawings.
- (g) **"Service Area"** means a service area specified in Section 1 above.
- (h) **"Sewer Service Connection"** means a pipe and all appurtenances necessary to connect a sewer main to a building sanitary sewer at the property line.
- (i) **"Single Family Equivalent"** means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility.
- (j) **"Single Family Residential"** means a water or sewer service connection to a parcel of land having actual use identified by BC Assessment as a Single Family Dwelling, and which may include one secondary dwelling or suite.
- (k) **"User Fee"** means a fee or charge imposed under Section 6 of this bylaw.
- (l) **"Water Service Connection"** means a pipe and all necessary valves, connections, meters and other appurtenances necessary to connect a water main to a curb stop on the property line.

3. Water or Sewer Service Connection Fee

An Applicant for a Water or Sewer Service Connection in respect of real property within a Service Area shall, at the time of making an application for the service connection, pay the service connection fee set out in Schedule "A" hereto.

4. Water Service Turn On and Turn Off Fee

A Consumer in a Service Area requesting the turning off or turning on of the water supply at the curb stop under Section 22 or 24 of Bylaw No. 1792, "Water Regulations Bylaw No. 1, 1990", shall pay the applicable turn on or turn off fee set out in Section 1 of Schedule "B" hereto.

5. Water or Sewer Service Abandonment Fee

The owner of property in a Service Area wishing to discontinue water or sewer service shall pay the applicable abandonment fee set out in Section 2 of Schedule "A" hereto.

6. Water and Sewer User Fees

The User Fees set out in Section 2 of Schedule "B", are hereto imposed on each Consumer in a Service Area and shall be paid in accordance with the following:

- (a) User fees invoiced by the CRD are due and payable by the owner of the parcel within thirty (30) days from the date the bill is issued.
- (b) User fees shall be payable each three months as billed by the CRD.
- (c) A late payment charge of 2.5% of the past due amount shall be added to all delinquent water and sewer bills.
- (d) All payments received will be applied firstly against arrears, and then to current balances.

7. Date Effective

The fees and charges established under this Bylaw shall come into effect immediately after adoption of this Bylaw.

8. Repeal

- (a) Bylaw No. 3069, cited as "Cedars of Tuam Water Service Area Fee and Charge Bylaw No. 1, 2003" is hereby repealed;
- (b) Bylaw No. 3512, cited as "Cedar Lane Water Service Area Fee and Charge Bylaw No. 1, 2008" and any amendments thereto are hereby repealed;
- (c) Bylaw No. 3259, cited as "Beddis Water Service Area Fee and Charge Bylaw No. 1, 2005" and any amendments thereto are hereby repealed;
- (d) Bylaw No. 1939, cited as "Highland Water System Local Service Area Fee and Charge Bylaw No. 1, 1991" and any amendments thereto are hereby repealed;
- (e) Bylaw No. 1791, cited as "Fernwood Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1990" and any amendments thereto are hereby repealed;
- (f) Bylaw No. 1940, cited as "Maliview Estates Sewerage Local Service Area Fee and Charge Bylaw No. 1, 1991" and any amendments thereto are hereby repealed; and
- (g) Bylaw No. 3260, cited as "Fulford Water Service Area Fee and Charge Bylaw No. 1, 2005" and any amendments thereto are hereby repealed.

9. Citation

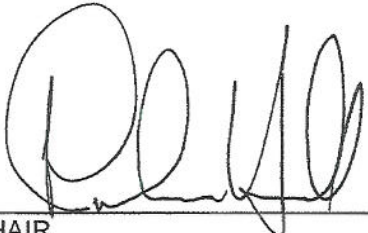
This Bylaw may be cited as "Salt Spring Island Sewer and Water Fee and Charge Bylaw No. 1, 2010".

READ A FIRST TIME THIS      10<sup>th</sup>      DAY OF      March      2010

READ A SECOND TIME THIS      10<sup>th</sup>      DAY OF      March      2010

READ A THIRD TIME THIS      10<sup>th</sup>      DAY OF      March      2010

ADOPTED THIS      10<sup>th</sup>      DAY OF      March      2010

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CORPORATE OFFICER



**SCHEDULE "A"**

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to a CRD water or sewer system, together with the conditions as set forth hereinafter:

- (a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.
- (b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:
  - (i) Engineering Costs:  
Including survey, design, permit acquisition, layout,  
inspection and as-constructed drawings \$ \_\_\_\_\_
  - (ii) Construction Costs:  
Including labour, materials, and equipment \$ \_\_\_\_\_
  - (iii) Administration Costs:  
At 15% of the sum of (i) + (ii) \$ \_\_\_\_\_

ACTUAL COST = Sum of (i) + (ii) = (iii) \$ \_\_\_\_\_
- (c) Despite subsection 1(b):
  - (i) In the Fernwood Water Supply Local Service Area, the minimum connection charge shall be \$800.
  - (ii) In the Highland Water System Local Service Area, the minimum connection charge shall be \$900 for connections of ¾ inch diameter or less, and larger than ¾ inch in diameter connections shall be charged as per Section 1(b) of Schedule "A".
  - (iii) For all other Service Areas, the minimum connection charge shall be \$400.
- (d) Fees or estimated fees payable herein shall be paid to the CRD on application for connection to the utility. Where applicable, the difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule "A" hereto. In the Service Areas of Cedar Lane, Fulford and Beddis the minimum connection fees of Section 1(c) of Schedule "A" do not apply.

### **SCHEDULE "B"**

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

- (a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non inclusive of statutory holidays): \$50.00
- (b) During Non-Working Hours: \$200.00



2. Water and Sewer User Fees

The user fees payable shall include a Fixed Fee (a) and a variable Consumption Charge based on the volume of water metered (b).

(a) **Fixed Fee**

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$1,115.00 per water service connection
Cedar Lane	\$500.00 per water service connection
Beddis	\$313.00 per single family dwelling unit or equivalent
Highland	\$175.00 per water service connection
Fernwood	\$575.00 per water service connection
Maliview	\$346.73 per sewer service connection
Fulford	Single Family Residential: \$850.00 per single family dwelling unit or equivalent Other: No Fixed Fee

(b) **Consumption Charge based on volume of water metered**

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 75.0 cubic metres or portion	\$0.90 per cubic metre
	Greater than 75.0 cubic metres	\$7.70 per cubic metre
Cedar Lane	First 37.5 cubic metres or portion	\$2.25 per cubic metre
	Next 67.5 cubic metres or portion	\$8.00 per cubic metre
	Greater than 105 cubic metres	\$25.00 per cubic metre
Beddis	First 37.5 cubic metres or portion	\$2.00 per cubic metre
	Next 67.5 cubic metres or portion	\$4.50 per cubic metre
	Greater than 105 cubic metres	\$6.00 per cubic metre
Highland and Fernwood	First 37.5 cubic metres or portion	\$0.50 per cubic metre
	Next 67.5 cubic metres or portion	\$1.00 per cubic metre
	Greater than 105 cubic metres	\$4.00 per cubic metre
Maliview	\$0.70 per cubic metre of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other: \$1.84 per cubic metre Minimum Consumption Charge per three months is \$212.50	