

REPORT TO LYALL HARBOUR / BOOT COVE WATER LOCAL SERVICE COMMITTEE  
MEETING OF THURSDAY, FEBRUARY 23, 2006

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**SUBJECT**      FEES AND CHARGES BYLAW NO. 3328

**PURPOSE**

To review with the Lyall Harbour / Boot Cove Water Local Service committee (LHBC), a draft bylaw (attached) which would replace the present fees and charges Bylaw 713.

**BACKGROUND**

For some years, LHBC has debated the need to expand the schedules in the Fees and Charges Bylaw to provide for a means to charge usage not contemplated by the original bylaw. Under the current and proposed bylaws, a user fee is levied on all single family dwelling units or equivalent to a single family dwelling unit. The equivalency noted in the bylaw is calculated based on a schedule to the bylaw which provided for usage by an apartment, a restaurant, a church and a commercial building housing employees of up to three employees or four or more employees. No other uses were itemized in the schedule. Other Capital Regional District (CRD) water utilities have found similar bylaw schedules to be lacking detail to accurately determine relative water consumption between a commercial operation, a multiple housing unit, a bed and breakfast lodging and a typical residential housing unit and have since adopted a schedule similar to the one proposed for Bylaw 3328.

**WATER CONSUMPTION CALCULATION:**

Schedule C to the bylaw provides for anticipated daily water usage, or sewage flow, for a wide variety of type of use. The table has been adapted from a *Health Planning* document published by the province to estimate sewage flows from varying types of development. As the values in the schedule reflect sewage use, irrigation is not taken into consideration, however the table is used to identify the relative flow from a particular use to a residential use, hence irrigation is not a factor.

To be implemented, the bylaw will take some staff time. Present usage will need to be evaluated on each parcel. Normally, if the parcel has only a single family dwelling no change would be expected. If the parcel indicates a secondary dwelling, or if the usage is not residential, the new facility will be evaluated and the owner notified as to what the new evaluation would be for the property. The process will raise questions from the users, hence a newsletter is recommended to go forward advising of the new regulation.

**FINANCIAL IMPLICATIONS**

The user fee for 2006 is based on 141 single family equivalents (SFE). It is likely that the total number of SFE will increase as a consequence of the reevaluation of each property in conformance with the bylaw however it is unlikely that staff will have completed their survey work to confirm the new SFE count prior to the 2006 user fee bills going out. Committee could delay the billing process, or could continue with the present billing list for 2006, with the amended list being applicable to 2007 billing. A delay in billing would add some interim financing costs to the 2006 budget.

**SUMMARY/CONCLUSIONS**

The attached Bylaw, No. 3328 provides for a more accurate method of assessing the water user fee in Lyall Harbour/Boot Cove water local service area between residential and non residential users. The proposed schedule will likely result in additional user fees being collected. The committee could delay the billing for 2006 to await the results of the survey of properties, or could take the opportunity in 2006 to familiarize residents with the new regulation with the results of the survey included in the 2007 budget.

**RECOMMENDATION**

That the Lyall Harbour/Boot Cove Water Local Service committee:

1. recommend to the CRD Board, adoption of bylaw No. 3328, the "Lyall Harbour/Boot Cove Water Service Area Fee and Charge Bylaw No. 1, 2006" and to repeal Bylaw No. 713. "Saturna Island Water Supply and Distribution System Rates and Regulation Bylaw No. 1, 1980"; and
2. Direct CRD staff on the need to delay the 2006 user fee billing until a survey can be completed of usage under the new bylaw.



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Gary Hendren, AScT  
Local Services Engineering Coordinator

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Attachment: 1

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3328**

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**A BYLAW TO IMPOSE FEES AND OTHER CHARGES  
WITHIN THE LYALL HARBOUR /BOOT COVE WATER SERVICE AREA**

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**WHEREAS:**

- A. Under Bylaw No. 2920, "Lyll Harbour/Boot Cove Water Service Establishment Bylaw No.1, 2001", the Capital Regional District established a service for the provision of a water supply and distribution system in the area shown outlined on Schedule "A" to Bylaw No. 2920.
- B. Under Section 353 of the Local Government Act, the Capital Regional District Board, having established the service, may impose a fee or charge fixed by separate bylaw.

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

1. Interpretation

In this Bylaw, unless the context otherwise requires:

- (a) **"Consumer"** means a person to whom water is provided by the Capital Regional District.
- (b) **"Service Area"** means the service area established under Bylaw No. 2920, Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001".
- (c) **"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.

2. Service Connection Fee

An applicant for a new service connection in respect of real property within the service area shall, at the time of making application for the service connection, pay the service connection fee set out in Schedule "A" hereto.

3. Turn on and turn off Fee

A consumer in the 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 Regulation Bylaw No. 1, 1990", shall pay the applicable turn on or turn off fee set out in Section 1 of Schedule "B" hereto.

4. Abandonment and Reconnection Fee

The owner of a property in the service area wishing to discontinue the water supply under Section 23 of Bylaw No. 1792, "Water Regulation Bylaw No. 1, 1990", shall pay the applicable abandonment fee set out in Section 2 of Schedule "B" hereto and the Capital Regional District will physically disconnect and remove the service connection from the owner's service line. The owner of a property in the service area, whose property has been disconnected, wishing to reconnect the abandoned service connection, shall pay the same connection fee as set out in Section 3 of Schedule "B" hereto.

**Bylaw No. 3328**

5. User Fee

The user fees set out in Schedule "C" hereto are hereby imposed on every consumer in the service area to which a service connection has been installed and shall be paid in accordance with Schedule "C" hereto.

6. Bylaw No. 713, "Saturna Island Water Supply and Distribution System Rates and Regulation Bylaw No.1, 1980" is repealed on adoption of this bylaw.

7. This Bylaw may be cited for all purposes as the "Lyll Harbour/Boot Cove Water Service Area Fee and Charge Bylaw No 1, 2006".

READ A FIRST TIME THIS DAY OF 2006

READ A SECOND TIME THIS DAY OF 2006

READ A THIRD TIME THIS DAY OF 2006

ADOPTED THIS DAY OF 2006

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CHAIR

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SECRETARY

**SCHEDULE "A"**

**WATER SERVICE CONNECTIONS AND CHARGES**

**LYALL HARBOUR/BOOT COVE WATER SYSTEM**

The British Columbia Plumbing Code shall apply to all connections made to the Capital Regional District water system, together with the conditions as set forth hereinafter:

1. Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to the Capital Regional District water system.
2. The connection charge for a 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) \$ \_\_\_\_\_

The minimum connection charge shall be \$400.
3. The fees payable herein shall be paid to the Capital Regional District on application for connection to the utility.

**SCHEDULE "B"**

**MISCELLANEOUS FEES**

The fees payable herein shall be paid to the Capital Regional District on application for the service:

1. Turn on and Turn off Fee:

Pursuant to Section 3, the fee for turning on or turning off the water supply at the curb stop is:

(a)	During normal working hours (07:30 - 16:00) - Monday through Friday non-inclusive of statutory holidays	Turn off	\$25.00
		Turn on	\$25.00
(b)	During non-working hours:	Turn off	\$75.00
		Turn on	\$75.00

2. Abandonment Fee:

Pursuant to Section 4, the fee for abandonment of a water supply is the actual cost to the Capital Regional District to remove the service connection, calculated in accordance with the formula in Schedule "A" appended to this bylaw.

**SCHEDULE "C"**

**USER FEES**

1. Billing and Payment:

- (a) Annual Fees as invoiced by the Capital Regional District are due and payable on presentation. A ten per cent (10%) penalty will be charged if payment is not made within thirty (30) days of the billing date.
- (b) Amounts outstanding after penalty dates will be considered arrears.
- (c) All payments received will be applied firstly against arrears, and then to current balances.

2. Rates Payable:

- (a) User Charge per unit Water \$325.00

The type of use described in Column A is equivalent to the number of units in Column B.

COLUMN A		COLUMN B	
Class of Development (type of use)		Anticipated Daily Water Consumption/Sewage Flow in Litres	No. of Units
Community Centre <sup>1</sup>		N/A	2
Banquet and Meeting Rooms	per square metre of floor area	17.2	0.013
Beauty Salon/Barber Shop	per shampoo sink	568	0.417
<b>Camps</b>			
Summer	per bed	159	0.170
Camp Sites	per unit	455	0.334
Year Round Operation	per unit	682	0.500
<b>Churches</b>	churches, church halls and the places of worship are exempt		0.000
<b>Day Care Centres<sup>2</sup></b>			
Group/Special Needs Staff Plus Children	per person	68	0.050
Family Day Care Licenced Capacity	per child	32	0.023
Preschool/Child Minding Staff Plus Children	per person	68	0.050
Out of School Care Staff	per person	68	0.050
Licenced Capacity	per person	23	0.017
Specialized Adult Residential Licenced Capacity	per person	1,136	0.833

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COLUMN A		COLUMN B	
Class of Development (type of use)		Anticipated Daily Water Consumption/Sewage Flow in Litres	No. of Units
<b>Dwellings</b>			
Apartments, Condominiums and Other Multi-Family Residential Construction Not Referred to in Schedule "A":	per one bedroom unit per two bedroom unit per three bedroom unit add for each laundry machine located in a common laundry room	750 1,022 1,136 1,591	0.550 0.750 0.833 1.167
Single Family or One Dwelling Unit	per unit	1,363	1.000
Duplex or Two Dwelling Unit	per unit	1,363	1.000
Triplex or Three Dwelling Unit	per unit	1,136	0.833
Guest Cottage	56 sq. metre maximum	750	0.550
<b>Employees-Various Locations</b>			
Factories <sup>3</sup> with Showers	per worker unit	91	0.067
Factories <sup>3</sup> without Showers	per worker unit	45	0.033
Office Buildings <sup>4</sup>	per worker unit	91	0.067
Medical Office Buildings <sup>5</sup> - Dental Offices and Medical Clinics	doctors, nurses and medical staff - per person  office staff - per person  patients - per person	273  91  23	0.200  0.067  0.017
<b>Food Service Establishments<sup>6</sup></b>			
Restaurant, Coffee Shop, Cafeteria, Short Order Cafe, Luncheonette, Grill, Tearoom, Sandwich Shop, Dining Room, Soda Fountain	per square metre of customer seating area  per square metre of customer seating area	97  194	0.071  0.142
Neighbourhood Pubs	per square metre of customer seating area	151	0.111
Bar, Tavern, Beer Parlour, Cocktail Lounge	per square metre of customer seating area	151	0.111
Catering Kitchen, Industrial Factory, Commissary, Concession or Similar Place with no Seating or Open Space, or with Single Service	staff - per person	1,136 plus staff 91	0.833 0.067
Concession or Similar Place with Seating and Full Service	per square metre of customer seating area	97	0.071



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COLUMN A		COLUMN B	
Class of Development (type of use)		Anticipated Daily Water Consumption/Sewage Flow in Litres	No. of Units
<b>Garden Centres</b>		use design flow or actual	
<b>Hotels and Motels B &amp; B<sup>2</sup></b> Exclusive of Recreational Facilities and Food Service	per housekeeping unit per unit does not include pay for use laundry machines	682 455	0.500 0.334
<b>Laundromat</b>	per laundry machine	1,591	1.167
<b>Retail Stores - Including Shopping Centres</b>	per square metre of enclosed sales area	7.3	0.005
Water Closet	per fixture	568	0.417
Hand Wash Basin	per fixture	341	0.250
Urinals - Hand Flush	per fixture	341	0.250
<b>Service Stations</b> Exclusive of Convenience Stores etc.	per single hose pump	227	0.167
Car Washes	use design estimates		

<sup>1</sup> Committee set.

<sup>2</sup> These estimated daily flows are in addition to the estimated daily sewage flow associated with the house.

<sup>3</sup> Industrial manufacturing or process rooms occupant loading is 4.6m<sup>2</sup> per person.

<sup>4</sup> Office building occupant loading is 9.3m<sup>2</sup> per person.

<sup>5</sup> Treatment and sleeping room areas occupant loading is 10m<sup>2</sup> per person.

<sup>6</sup> Dining, licenced beverage establishments and cafeteria space occupant loading is 1.2m<sup>2</sup> per person.

<sup>7</sup> Classroom occupant loading is 1.85m<sup>2</sup> per student.

Footnotes refer to occupancy loads listed in the Occupant Loads in Existing Buildings Guidelines published by the Office of the Fire Commission, Ministry of Municipal Affairs and Housing, Province of British Columbia, dated April 1993.