

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, JUNE 22, 2015**

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**SUBJECT**     **PROPOSED SUBDIVISION - 6649 GODMAN ROAD, PORT RENFREW****ISSUE**

The Capital Regional District (CRD) received a Preliminary Subdivision Application referral for comment from the Ministry of Transportation and Infrastructure for a proposed subdivision of one lot into six bare-land strata lots located at 6649 Godman Road, Port Renfrew.

**BACKGROUND**

The owner (applicant) of the lot at 6649 Godman Road, Port Renfrew has applied to the Ministry of Transportation and Infrastructure (MoTI) for a proposed subdivision of one lot to six bare-land strata lots (copy attached). MoTI has referred the application specifically for preliminary layout approval (PLA) to interested parties including the CRD for comment prior to making a decision as statutory decision maker under the Provincial subdivision legislation.

The CRD Integrated Water Services staff has reviewed the PLA for implications related to the water and sewer systems in accordance with the Bylaw 1792, *A Bylaw to Make Rules for the Provision, Operation and Administration of the Local Services for the Supply of Water* and CRD Bylaw 3924, regarding fees and charges for water service. Land use issues were reviewed and commented on separately (CRD bylaws including the Comprehensive Community Development Plan for Port Renfrew (CCDP) - Bylaw 3109).

It should be noted that the CCDP Bylaw 3109 allows for higher density where there is community water and Bylaw 1792 allows for subdivision provided that it will be a condition of the subdivision that the owner will at his own expense supply the required water main extension, appurtenances and water connection(s) to each newly created lot. The sewer system is not impacted as the community sewer service does not extend to the Godman Road area, but there are implications related to the water service.

Bylaw 1792 indicates that the minimum water main diameter of a waterworks extension must be 150mm or such a lesser size as approved by the CRD's engineer. In this case there is only a 50mm diameter water main on Godman Road, which requires upgrading to the 150mm diameter (refer to Figure 1: 6649 Godman Road – Existing Water Main) to service a new fire hydrant.

Provided that the applicant meets the conditions of both Bylaw 1792 and Bylaw 3924 related to the Port Renfrew water service, applies and pays the applicable fees, obtains approval of water service connection(s), and meets the CRD servicing requirements, then the CRD can support the applicant's PLA provided that the applicant meets all of the PLA conditions.

As per the Port Renfrew Utility Services Committee staff report of June 22, 2015 entitled "Existing Port Renfrew Water System Capacity and Reliability" some assets of the existing Port Renfrew water system have reached their capacity and there are issues with reliability. The subdivision of 6649 Godman Road will increase the existing land use density from one lot to six lots and in turn increase the water system demands (net increase of five lots). As the water system is theoretically at or over capacity, upgrades should be considered in the near future to increase the water system capacity or else a reduction in service will occur. The CRD has identified short and long term system upgrades and is investigating funding through a potential water development cost charge (DCC), and/or developer funded system capacity improvements through amenity provisions, on a component by component basis.

Currently, there are approximately 249 single family equivalents (SFE's) including the current single water service at 6649 Godman Road and the proposed subdivision would have a net increase of five SFE's.

### **ALTERNATIVES**

#### **Alternative 1**

That the Port Renfrew Utility Services Committee direct CRD staff to:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

#### **Alternative 2**

That the Port Renfrew Utility Services Committee direct CRD staff to:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer paying the required water development cost charges (DCC) upon approval of a water DCC bylaw.

Alternative 3

That the Port Renfrew Utility Services Committee direct CRD staff to:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and not request any contribution from the developer for water system improvements.

**IMPLICATIONS**

Alternative 1

Having the Port Renfrew Utility Services Committee direct CRD staff to respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD Bylaws 1792 and 3924 and to request the developer to contribute to water system upgrades to improve capacity will allow the applicant to receive service from the water system and will take steps to address the additional demand on the system.

Alternative 2

Having the Port Renfrew Utility Services Committee direct CRD staff to respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD Bylaws 1792 and 3924 and having the PRUSC implement water system upgrades to increase capacity and will allow the applicant to receive service from the water system and will take steps to address the additional demand on the system.

Alternative 3

Having the Port Renfrew Utility Services Committee direct CRD staff to respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD Bylaws 1792 and 3924 and to not request any contributions to water system improvement to address the increase in water demand relative to this subdivision will allow the applicant to receive service from the water system but will not take any steps to address the additional demand on the system. If no upgrades are made there is potential for a decreased level of service.

**CONCLUSION**

The existing Port Renfrew water system is at theoretical capacity and will require upgrades in the near future to continue to allow development to occur within the existing water service area without a reduction in level of service. Provided that the applicant for the proposed subdivision of 6649 Godman Road complies with the CRD Bylaws related to the Port Renfrew water service, CRD should respond to the MoTI PLA referral indicating the requirements for approval.

**RECOMMENDATION**

That the Port Renfrew Utility Services Committee direct CRD staff to:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

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Joseph Marr, P.Eng.  
Project Engineer, Infrastructure Engineering  
and Operations

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Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning  
Infrastructure Engineering and Operations  
Concurrence

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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence

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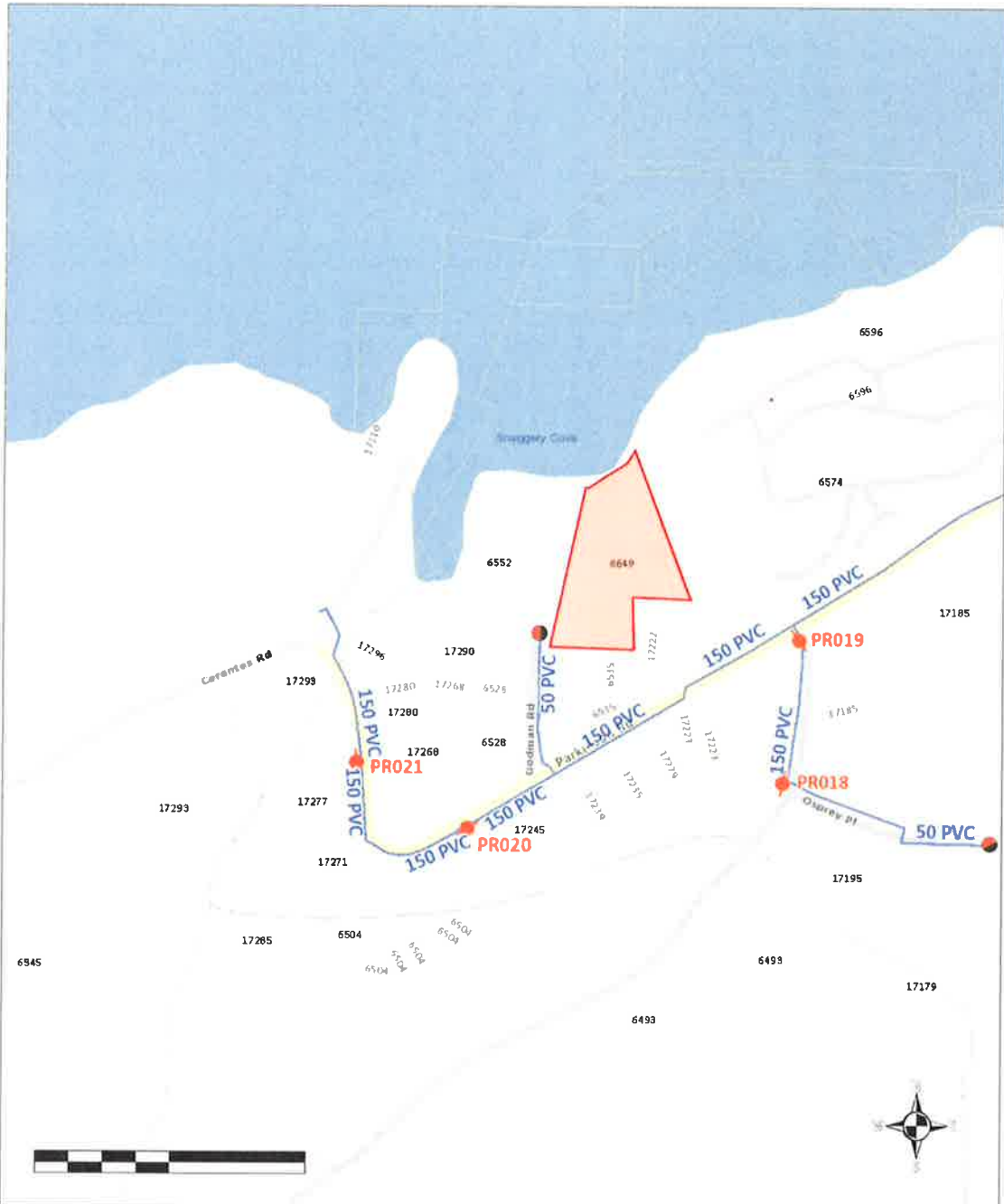
Ted Robbins, BSc, C.Tech.  
General Manager, Integrated Water Services  
Concurrence

JM/SM:ls

Attachments: Figure 1: 6649 Godman Road – Existing Water Main  
MoTI referral – dated August 8, 2014

References:

Port Renfrew Utility Services Committee staff report of June 22, 2015 entitled “Existing Water System Capacity and Reliability”



**Important**  
 This map is a summary of the information provided in the Capital Regional District's water utility engineering studies. It is not intended to be used as a legal document. All engineering and design work should be done in accordance with the applicable standards and regulations. The information on this map is for informational purposes only and should not be used for any other purpose without the approval of the Capital Regional District's engineering department.

**Figure 1: 6649 Godman Road**  
 Existing Water Main

Intramap 2.0  
 Capital Regional District  
 gis@crd.bc.ca  
<http://www.crd.bc.ca>





**PRELIMINARY SUBDIVISION APPLICATION**

**Submit this application to the Ministry of Transportation and Infrastructure District Office in your area.**

**A. PROPOSAL** *This is an application for preliminary layout approval for all properties involved*

Applicant File Number		Ministry File Number <b>2014-03798</b>	
<b>Subdivision Type</b>	<input type="checkbox"/> Conventional (fee simple) Subdivision	<input checked="" type="checkbox"/> Bare Land Strata	No. of Lots including remainder <b>6</b>
	<input type="checkbox"/> Other (Specify)		
<b>Full Legal Description(s) per State of Title Certificate(s)</b>	Lot 2, Plan Number VIP32241, 17 Renfrew Land District, PID 001-061-942		
<b>Full Civic Address</b>	6649 Godman Road, Port Renfrew V0S 1K0		
<b>Property Location</b>	_____ Kilometres <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West from _____ Local Gov't		
	Access Road <b>Godman Road</b>		Property Zoning <b>CR-1 (Community Residential)</b>
	Existing Land Use <b>Residential</b>		Intended Land Use <b>Residential</b>
	Surrounding Land Use	North <b>n/a</b>	South <b>Residential</b>
Proposed Sewage Disposal	<input checked="" type="checkbox"/> Septic Tank	<input type="checkbox"/> Community System	<input checked="" type="checkbox"/> Other (specify) <b>Type 2 Package Treatment Plant</b>
Proposed Water Supply	<input type="checkbox"/> Well	<input checked="" type="checkbox"/> Community System (name of existing system) <b>Port Renfrew Water System</b>	
	<input type="checkbox"/> Water Licenses (License #)		<input type="checkbox"/> Other (specify)

**B. APPLICATION INFORMATION** *Incomplete applications will not be accepted*

**Required items include:**

- Subdivision application form.
- The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance. (see page 2)
- An authorization letter from the owner(s) if someone else is applying on the owner's behalf. (Permission to Act as an Agent H1275)
- A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
- All new lots **MAY** require a sewage report—please contact your local Transportation office for clarification.
- One copy of the current State of Title Certificate so that property encumbrances can be checked.
- Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office.
- A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed.
- Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.

Properly engineered drawings will be required for final approval. The sketch must contain:

- the date it was drawn
- the scale
- north arrow
- legal description of the property being subdivided, and its adjacent properties
- outline of the subdivision in heavy black line
- all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric dimensions and areas
- any existing property lines or roads proposed to be removed, closed or relocated
- all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
- location of existing buildings and structures, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
- location of any onsite water sources to be developed (wells, surface)
- approximate location of all existing and proposed utility services
- existing access roads and other roads and trails on the property (state names of roads)
- location of all water courses (seasonal or otherwise) and water bodies

**Include these items as well, where applicable**

- A copy of the Provincial Agricultural Land Commission application (if located within ALF). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can **only give approval** if the property has cleared the Land Commission process in the meantime.
- One copy of any test required by the Regional Health Authority.
- A Development Permit and plan where applicable.


C. SUBDIVISION APPLICATION FEES		Make cheques payable to the Minister of Finance	PAYABLE UPON (see below)
1. Preliminary Subdivision Application	\$350.00	Per lot or shared interest, including remainders, to a maximum of \$70,000	Application
2. Final Conventional Plan Exam	\$50.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
3. Final Strata Plan Examination	\$100.00	Per examination	
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form P for any phased development	Application
	\$100.00	Approval (Form Q) for each phase of a phased building strata plan	Application for phase approval

Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.

**D. FURTHER INFORMATION AND COMMENTS** (Attach a separate sheet if more space is required)

E. OWNER(S)/APPLICANT INFORMATION			
Property Owner(s) Full Name(s)		Home Telephone	
James Kar Mun Lum		2508800198	
Address		Business Telephone	
1608 Stanley Ave		2503843543	
Victoria BC V8R-3W7		E-Mail	Fax
		jameslum@shaw.ca	2503844736
Agent Full Name		Home Telephone	
Address		Business Telephone	
		E-Mail	Fax

I certify that all the information about and on all plans and other attachments is true, correct and complete. I understand that this submission constitutes a preliminary application only. No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation and Infrastructure.

Applicant/Agent Signature:  Date (yyyy/mm/dd): 2011/08/08

**COLLECTION INFORMATION**  
 The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact District Development Technician at the nearest Ministry of Transportation and Infrastructure Office.  
 The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act.  
 Further information can be found at <http://www.gov.bc.ca/citz/lao/foi/submit/general/>

**B. C. LAND SURVEYOR'S SITE PLAN OF:**

**LOT 2, DISTRICT LOT 17,  
RENFREW DISTRICT, PLAN 32241**

SCALE 1:300



**LEGEND**

Elevations are given to 0.1m on a 1:300 scale.  
Contours are shown at 1m intervals, and only accurate to the 1st decimal.  
Grass is 10% of the total area.

Tree bases are shown, especially in areas where their location is critical. Tree species and canopy should be confirmed by qualified arborist.

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**SITE AREA**

0.0525 ac  
2.2 Acres

**MUNICIPALITY**

Park Parkfree

**ZONING**

CR-1

**PID No.**

031-081-942

**PRELIMINARY**  
This plan is preliminary and is prepared for discussion purposes only. All layout and other particulars subject to Statistics, Interpretation.

FILE# 10225 - 225864  
BCA  
Sudhakar Land Surveying  
1150 - 432 44th Street  
Vancouver, BC V1V 1A1  
Tel: 604-275-2200  
Fax: 604-275-2201

**CERTIFIED CORRECT**

Survey & Control, Inc.  
1150 - 432 44th Street  
Vancouver, BC V1V 1A1  
Tel: 604-275-2200  
Fax: 604-275-2201

