

Leech Water Supply Area

Access & Special Use Permits Information

Who May Apply?

An individual, group or organization may apply for access to the Leech Water Supply Area (WSA). Access permits are specific to individuals – an organization must list specific members, and only those listed will be included in the permit and allowed access.

How do I Apply?

By completing the External Applicant Access and Special Use Request form and submitting it to the CRD by one of the following methods:

- Email to: securitychargehand@crd.bc.ca
- Mail to:
Security Chargehand
Field Operations Centre - Integrated Water Services
479 Island Highway,
Victoria, BC V9B 1H7
- Fax to: 250.478.4521

What is Required?

The following items are required in order for the Regional Water Supply Commission to consider the application. Please click the appropriate boxes in the application form and attach supporting documentation including:

1. Insurance

- Vehicle liability insurance – minimum \$2 million; (not required if vehicles are not driven into the Leech WSA)
- Commercial General Liability - covering losses to a third party for bodily injury or death and property damage, on an occurrence basis with a minimum limit of two million and the Capital Regional District shall be added as an additional insured
- Wildfire suppression insurance – minimum \$1 million (required during fire season April 1 to October 31)

2. Permission from adjacent private landholders to transit

- The Leech WSA is surrounded by private forest lands (TimberWest and Island Timberlands). The CRD requires written confirmation that access to the Leech WSA by you or your group is expressly permitted by the surrounding landholder.

3. Ability to enter into an access permit agreement with the CRD and follow any conditions of access including signing of a waiver(s) by you or all members of the group/organization.
4. Receipt of a security deposit of \$500 due at the time of application.

Who Makes the Decision?

The Regional Water Supply Commission made up of elected municipal officials across the CRD will determine on a case-by-case basis whether access and special use of the Leech Water Supply Area will be authorized considering the application information received and staff recommendation.

What Happens with my Submitted Application?

1. Upon receiving the application, CRD staff will confirm via email that the application was received.
2. CRD staff will review the submitted information and assess the request in terms of risks to water quality, consistency with watershed management and other operational factors. If there are any questions regarding the proposed activities or submitted information, CRD will contact the applicant for further information.
3. A) If all requirements for the application are met, CRD staff will draft a summary and provide recommendation to the Regional Water Supply Commission (RWSC) for decision at the next possible meeting (the RWSC typically meets once per month). The submitted access application and any supplementary information will be provided to the RWSC (personal information is redacted for privacy). CRD staff will inform the applicant of the date of the meeting that access authorization will be determined. Meetings are open to the public.

B) If all requirements for the application are not met, CRD staff will inform the applicant of the reasons for not considering the application by email or letter, and return the security deposit.
4. If access authorization is granted by the RWSC, CRD staff will prepare an access permit document, statement of conditions and waivers for applicant(s) signature and arrange details of the planned access and activities.

How Long Will it Take to Get a Permit?

Depending on whether the application is complete and includes all necessary documentation, CRD staff operational workload and the schedule of the Regional Water Supply Commission, consideration of an access application is likely to take up to 3 months.

Should you have any further questions, please contact:

Security Chargehand, Watershed Protection

Email: securitychargehand@crd.bc.ca

Phone: 250-391-3551