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CAPITAL REGIONAL DISTRICT

DEPARTMENT PROCEDURE

Section	Regional Water Supply	
Subsection	Integrated Water Services - Procedure	
Title	WATER SUPPLY AREA ACCESS AND SPECIAL USE REQUEST AND APPROVAL PROCEDURE	

PURPOSE:

The purpose of this procedure is to set out the procedure for a group or individual to request access and undertake a special use in the Greater Victoria Water Supply Area. This procedure also sets out the general situations and considerations that CRD Integrated Water Services staff will use in evaluating a request for access and special use and in making a recommendation to the Regional Water Supply Commission respecting approval of a permit. The Regional Water Supply Commission will approve or not approve a request for access and special use unless under the prescribed situations set out below. A permit for access and special use will be issued by the General Manager once the Commission has approved a request. This procedure is to be used in conjunction with the Greater Victoria Water Supply Area Protection Bylaw and the CRD Integrated Water Services, Regional Water Supply Policy - Water Supply Area Access and Special Use Request and Approval.

1. The General Manager, Integrated Water Services, has the authority to approve routine access and special use requests based on the following prescribed situations:
 - a. CRD staff specifically required to conduct activities included in the operations of the CRD as part of their duties;
 - b. BC Hydro and Fortis Gas staff and contractors for utility work to be undertaken in the water supply areas;
 - c. Representatives of senior governments or regulatory agencies who, as part of their duties, are required to gain access to the water supply areas;
 - d. Staff and contractors of agencies or organizations who hold licences, leases or other agreements with the CRD who are required to gain access to the water supply areas to access, operate and maintain equipment such as communications equipment, occupying water supply area sites or who are required to transit CRD lands to access private lands;
 - e. Organizations or individuals touring the water supply areas with CRD staff escorts;
 - f. Organizations or individuals conducting research projects authorized by the CRD, and being supported by an accredited academic institution or government agency;
 - g. Contractors or tradespeople required to perform work as requested by CRD;
 - h. Directors of the CRD Board, members of the Regional Water Supply Commission and other CRD Commissions and Committees, municipal council members, and health authority officials;
 - i. Accredited media representatives with CRD staff escorts; and
 - j. Special purpose day/visitation access with CRD staff escorts.
2. All other requests for water supply area access and special use will be approved by the Regional Water Supply Commission in accordance with the *Regional Water Supply Policy – Water Supply Area Access and Special Use Request and Approval*.

PROCEDURE:

1. Groups or individuals requesting water supply area access or special use permission are to complete the CRD Integrated Water Services form *External Applicant Access and Special Use Request – Greater Victoria Water Supply Area*.
2. CRD Integrated Water Services staff will evaluate the request based on the information provided in the form and any other information provided by the applicant.

3. CRD Integrated Water Services Staff will provide a staff report to the Regional Water Supply Commission outlining the nature of the request and special use, the implications of the request, and a staff recommendation for the Commission's consideration.
4. The Commission will approve or not approve the request and may set certain conditions with an approval.
5. With the Commission's approval, the General Manager, Integrated Water Services will issue an access and special use permit and set out the conditions, requirements of the permit and the responsibilities of the permit holder.

Approval Date:		Approved By:	
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

Related Policy, Procedure or Guideline:

1. *CRD Integrated Water Services, Water Supply Area Access and Special Use Request and Approval Policy*
2. *Greater Victoria Water Supply Area Protection Bylaw*