



STAFF REPORT TO THE BOARD

DATE OF REPORT September 20, 2024
MEETING TYPE & DATE Special Board of October 2, 2024
FROM: Utilities Division
Operations Department
SUBJECT: Bylaw No. 4610 – Water Systems Management Amendment
FILE: 3900-30 Bylaw Dev. No. 4610

PURPOSE/INTRODUCTION

The purpose of this report is to add Shawnigan Village Water System to CVRD Bylaw No. 4231 Water Systems Regulatory and Management Bylaw.

RECOMMENDED RESOLUTION

1. That “CVRD Bylaw No. 4610 – Water Systems Regulatory and Management Amendment Bylaw, 2024”, be granted 1st, 2nd, and 3rd reading; and
2. That “CVRD Bylaw No. 4610 – Water Systems Regulatory and Management Amendment Bylaw, 2024”, be adopted.

BACKGROUND

Following a successful Alternative Approval Process (AAP) for the CVRD purchase of Shawnigan Village Waterworks, and as per the Asset Purchase Agreement dated February 8, 2024, the anticipated date of CVRD acquisition is November 30, 2024.

ANALYSIS

Schedule A of CVRD Bylaw No. 4231 Water Systems Regulatory and Management Bylaw has been amended to include Shawnigan Village Water System in Table 1A. Connection fee rates are in line with current fees charged by the current owner of the water system.

Schedule B of CVRD Bylaw No. 4231 Water Systems Regulatory and Management Bylaw has been amended to include Shawnigan Village Water System. Shawnigan Village Water System user fees are to be set at \$600 (minimum charge) per year, and charged bi-annually.

FINANCIAL CONSIDERATIONS

Schedule A: Shawnigan Village Water System connection fees are proposed at: Water Administration Charge of \$300 for a 19mm connection \$450 for a 25mm connection; Water Capacity Charge for a new single-family home for a subdivision \$9,000; and \$1,500 for a suite.

Schedule B: Shawnigan Village Water System: User fees will proceed with \$600 per year (minimum charge). Parcel taxes are \$700 annually for a total of \$1,300/annual.

COMMUNICATIONS CONSIDERATIONS

A comprehensive public approval process was followed as per the requirements of an Alternative Approval Process and the Community Engagement Policy.

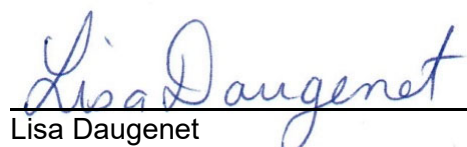
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The Corporate Strategic Plan includes an objective to demonstrate strong fiscal leadership. The recommended resolution provides a reliable essential service.

Referred to (upon completion):


- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☐ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



Lisa Dagenet
Senior Engineering Technologist

Reviewed by:



Vanessa Thomson
Senior Manager, Utilities Division



Darcy Mooney
General Manager, Operations Department

Reviewed for form and content and approved for submission to the Board:

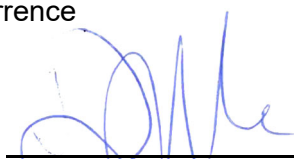
Resolution:

☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

Chief Administrative Officer's Comments / Concurrence



Danielle Myles Wilson
Chief Administrative Officer

ATTACHMENTS:

Attachment A – Bylaw No. 4610 – Water Systems Regulatory and Management Bylaw, 2024