

DATE: June 13, 2018**FILE:** 5600-00**TO:** Chair and Directors
Electoral Areas Services Committee**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer***R. Dyson*****RE: Fees and Charges Bylaw- Connection Cost Updates for Royston and the
Comox Valley Water System Water Local Service Areas****Purpose**

To update the water service fees and charges bylaw to reflect an up to date cost for the installation of water meters and provide a limit of liability for residents in relation to leak related charges for Royston and Comox Valley Water System (CVWS) Water Local Service Areas (WLSAs).

Recommendations from the Chief Administrative Officer:

1. THAT Bylaw No.111 being the “Royston Water Service Regulation, Fees and Charges Bylaw No.111, 2010” be amended as per the revised bylaw attached as Appendix A.
2. THAT Bylaw No.2866 being the “Comox Valley Water Systems Regulation, Fees and Charges Bylaw No.2866, 2006” be amended as per the revised bylaw attaches as Appendix B.

Executive Summary

The fees and charges related to water service connections for both the Royston and CVWS WLSAs have not been updated for some time and the current charges are not covering the costs associated with the installation. The works and costs required to install a service include the following:

- Comox Valley Regional District (CVRD) waterworks operator time;
- Parts (water meter, water setter, meter transceiver unit etc.);
- Traffic management personnel and additional equipment (job dependent).

The cost for each job varies, however the current charge for 19mm connections within the bylaw is barely covering parts costs let alone installation costs. The proposed new rates are as follows and will ensure that all parts and majority of the installation costs will be covered by the applicant and not subsidized by the service:

- \$2000 for a 19mm connection.
- \$2500 for a 25mm connection.
- At cost for anything greater than 25mm.

In addition to amending connection cost charges, two amendments to the current leak rebate policy are recommended and discussed below:

- The maximum payable by the homeowner for leak related charges to be limited to \$1000.
- Rebates limited to once every two years per owner.

Limiting the number of rebates and lessening the potential charges to homeowners still provides incentive for customers to repair leaks properly and in a timely manner but will lessen the impact of

large water leaks on individual homeowners. Some additional minor modifications were made to the bylaw to ensure the application process and use of application forms are straightforward and consistent with other CVRD bylaws, these modifications are minor in nature and are intended to make the bylaw more user friendly.

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Background/Current Situation

Connection Charges

When an applicant formally requests a water service connection CVRD waterworks staff complete the installation. Applicants are required to pay the fee as described in the associated fees and charges bylaw, currently the fees are as follows:

- \$1000 for a 19mm connection;
- At cost for a 25mm or larger connection.

For a 19mm connection the \$1000 charge is expected to cover all parts, CVRD waterworks operator's staff time and any additional equipment or labour required. Additional equipment can include the use of a hydrovac truck to expose the water service and additional labour can include traffic control personnel depending on the water service location.

The average cost for parts, labour and equipment for a 19mm and 25mm connection in 2017 were reviewed along with connection charges for other municipalities. Based on this review, the current connection fees for a 19mm connection are not covering the cost of the connection and as such the service is subsidizing the remaining install costs. To ensure that the cost of meter installation is covered by the applicant a change in the fees and charges bylaw is required. The proposed new charges are as follows:

- \$2000 for a 19mm connection;
- \$2500 for a 25mm connection;
- At cost for anything greater than 25mm.

Continuing with a flat rate connection cost is consistent with other local governments and provides applicants with a known versus variable cost. Given that the majority of connections installed by waterworks staff are 19mm and 25mm connections, a fixed cost has also been included for 25mm connections. Connection costs for services greater than 25mm are largely unknown and therefore recommended to remain at cost at this time.

Leak Rebates

Leak rebates are currently calculated based on half of the dollar amount of the last billing period calculated immediately before repair of the leak and the first billing period calculated immediately after repair of the leak. Currently there is no maximum charge for leaks and homeowners are responsible for their portion of the leak charge as described above, with no limit on the amount. In addition for the CVWS WLSA there is no limitation on the number of rebates/charges a homeowner can occur during the year.

No changes to the calculation method for leaks are being made but to lessen the burden of major leaks on individual homeowners, a maximum payable of \$1000 per homeowners is recommended.

In addition rebates will be limited to once every two years per owner. Table No.1 below provides the number of leak rebates for both Royston and the CVWS WLSAs since 2015 and the number of leaks over \$1000.

Table No.1: Leak Rebates Issued from 2015-2017

Rebate	Royston WLSA	CVWS WLSAs
Less than \$1000	35	98
Greater Than \$1000	2	5
Total Number of Rebates	37	103
Average for Rebates over \$1000	\$1,942	\$2,045

As can be seen in Table No.1 above the number of rebates over \$1000 is very minimal and that the average rebate is far below the proposed maximum charge of \$1000. Limiting homeowner's liability to \$1000 will still provide incentive for homeowners to fix leaks in a timely manner but will lessen the burden of large water leaks on individual homeowners. Where the leak related charge is over \$1000, the WLSA will absorb the additional leak related costs.

Some additional minor modifications were made to the bylaw to make the bylaw more user friendly, these include removing the application forms from the bylaw itself. This is in line with the planning application/ bylaw process and helps to streamline any minor modifications needed to the application form by not requiring a bylaw amendment to change the application forms.

Policy Analysis

Bylaw No.111 being the "Royston Water Service Regulation, Fees and Charges Bylaw No.111, 2010" sets the connection fees and charges for the service area.

Bylaw No.2866 being the "Comox Valley Water Systems Regulation, Fees and Charges Bylaw No.2866, 2006" sets the connection fees and charges for the service area.

Options

The Electoral Areas Services Committee has the following options:

1. To update the connection charges and leak rebate charges for the Royston WLSA and CVWS WLSAs.
2. To update the connection charges only for the Royston WLSA and CVWS WLSAs.
3. To update the leak rebate charges only for the Royston WLSA and CVWS WLSAs.
4. To not update the connection charges or leak rebate charges for the Royston WLSA and CVWS WLSAs.

Leak rebate charges and connection charges for both services have not been updated for quite some time and the current connection charge is not covering the average cost of installing a new water service resulting in the water service subsidizing the installation of water meters. To ensure the costs of water meter installations are being covered by the applicant's and that water leaks are fixed in a timely manner but not all liability rests on the homeowner, updates to the fees and charges bylaw are required. As such only option No.1 above is recommended.

Financial Factors

In 2017 the average cost for the installation of a water service connection was above what applicants are required to pay, resulting in the service subsidizing the rest of the water meter installation costs. The revised bylaw will help to ensure that the majority of the costs for installation of a meter is covered by the applicant who is receiving the service.

Legal Factors

None.

Regional Growth Strategy Implications

Service connections are only permitted within existing WLSAs and support the objective of the Regional Growth Strategy to locate housing close to existing services. In addition all connections are metered and it is well established that water metering is an effective measure for reducing water demand within a community, water meters help to promote water conservation and efficiency.

Intergovernmental Factors

None.

Interdepartmental Involvement

The Engineering Services Branch is leading this work with help from Financial Services. Financial Services have provided financial information for recent water meter installation projects completed by CVRD staff and information on leak rebates.

Citizen/Public Relations

CVRD front counter staff are aware of the proposed changes and will inform builders/homeowners of the changes where applicable. Notice of the changes to the leak rebate policy will be provided in the next newsletter for the respective services.

Attachments: Appendix A – “Redline draft of Bylaw No.111”
Appendix B – “Redline draft of Bylaw No.2866”



Royston Water Service
Fees Bylaw

The following is a consolidated copy of the Royston water system fees and charges bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
111	Royston Water Service Regulation, Fees and Charges Bylaw, 2010	February 23, 2010	A bylaw to fix and regulate the fees and charges, terms and conditions under which water may be supplied and used in the Royston water service area
193	Royston Water Service Regulation, Fees and Charges Bylaw, Amendment No. 1	May 1, 2012	A bylaw to clarify water service rebates, limit number of services per property and further clarify allowable uses of water in the Royston water service
	<u>Royston Water Service Regulation, Fees and Charges Bylaw, Amendment No. 2</u>		<u>A bylaw to update water connection charges, leak rebate charges and to update the schedules attached herein.</u>

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT
BYLAW NO. 111

**A bylaw to fix and regulate the fees and charges, terms and conditions under which
water may be supplied and used in the Royston water service area**

WHEREAS under section 796.2 of the *Local Government Act* a regional district may regulate in relation to a service;

AND WHEREAS under section 363.2 of the *Local Government Act* a regional district may impose a fee or charge payable in respect of all or part of a service of the regional district;

AND WHEREAS the Royston water service was established by the conversion of the Royston Improvement District to Comox Valley Regional District services on January 1, 2010;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Definitions

1. In this bylaw, unless the context otherwise requires, the following definitions shall apply:

“*APPLICANT*” means an owner, or agent making application for a water connection to provide a supply of water from the system.

“*BOARD*” means the board of the Comox Valley Regional District.

“*COMMERCIAL*” means those properties zoned commercial.

“*CONSUMER*” means a person to whom water is supplied under this bylaw.

“*DISCONNECTION*” means the turning off, or complete removal, of a water connection.

“*MANAGER OF WATER SERVICES*” means the manager of water services of the regional district and includes any person appointed or designated by him to act on his behalf.

“*PARCEL OF LAND*” means any lot, block or other area in which land is held or into which it is subdivided but does not include a highway.

“*PREMISES*” includes land, buildings and structures.

“*REGIONAL DISTRICT*” means the Comox Valley Regional District and those persons duly authorized to represent the regional district in respect to this bylaw.

“*SERVICE AREA*” means the Royston water service area.

“*STRATA*” means lots that are specifically shown on a strata plan and subdivided under a section of the *Strata Property Act* and amendments thereto.

“*SWIMMING POOL*” means an artificially created body of water having a depth of 45 centimeters or more used for recreational or physiotherapy purposes.

“*SYSTEM*” means the distribution system of the service operated by the regional district.

“*WATER*” means water conveyed through the system operated or maintained by the CVRD.

“*WATER MAIN*” means the water distribution pipeline in a highway or regional district statutory right of way or easement and forming part of the system.

“*WATER SERVICE CONNECTION*” means a pipe and all necessary valves, connections and other appurtenances necessary to and actually used to connect a water main to a shut off valve at or near a property line.

Applications to connect

2. Applications for a water service connection in the service area shall ~~include~~be:
 - (a) ~~Completion of the application form as supplied by the Comox Valley Regional District~~Made to the regional district in the form of schedule 'A' of this bylaw; and
 - (b) ~~Accompanied by~~The proper fee as specified in schedule '~~A~~B' of this bylaw.

Connection

3. (1) Minimum standards must comply with the British Columbia Plumbing Code pertaining to:
 - (a) The connection with or the attachment to the waterworks of the regional district of any water mains, pipes or service; and
 - (b) The repair or alteration of any such water connection with the waterworks of the regional district.
- (2) The regional district may refuse a service connection where the plumbing within any premises to be served by the water service connection does not meet the British Columbia Plumbing Code.
- (3) Approval of a water service connection is valid only in respect of the premises described in the application, ~~(schedule 'A' of this bylaw)~~, and the owner or occupier must not make any further or future connection of any other building or parcel without making a new application.
- (4) Only one water connection and one water meter per parcel is permitted.
- (5) Where possible a water service connection will be located where requested by the applicant, however if the applicant's requested location will result in additional costs, or is not practicable due to unsuitable ground conditions or the existence of installed service improvements or underground utilities, the manager of water services may designate the location of the water service connection.

#193

Applications to disconnect

4. ~~Applications for a water service disconnection from the water main shall be accompanied by the proper fee as specified in schedule 'A' of this bylaw.~~

Disconnection

- ~~54.~~ (1) If a person wishes to be disconnected from the system an application to disconnect must be made in writing and delivered to the regional district by the owner/agent of the premises.
- (2) The regional district may, with notice, disconnect the water service to any premises for any of the following reasons:
 - (a) Failure by the consumer to obey any direction of the board under section 10 of this bylaw;
 - (b) Non-payment of fees and charges outlined as in ~~schedule 'B'~~schedule 'A' of this bylaw, after the fees and charges are overdue for a period of ninety (90) days or more;
 - (c) Failure to repair or replace defective pipes, fittings, valves, or tanks which are leaking or are otherwise not in good state of repair and which are or may become a cause of waste of water;
 - (d) use of a pump, booster or other device in a manner outlined in section 12.
- ~~(3)~~ The regional district shall not be liable for damages by reason of discontinuing water service for the reasons outlined in subsection (~~2b~~).

Installation and size of meters

65. (1) The regional district may direct that the supply of water to any premises in the water service area be metered and the meter fees and charges specified in schedule 'AB' of this bylaw shall apply and be payable as soon as the meter is installed.
- (2) The regional district:
- (a) Shall determine the size of meter and the installation standards required; and
 - (b) May supply the meter to the owner or his agent for installation.
- (3) The regional district may install meters, on a supply line if requested to do so in writing by the owner of the premises, and the total installation cost shall be borne by the applicant and thereupon the applicant shall pay, in lieu of the flat rate set forth in section 1 of schedule 'AB' hereof, the rate for meters according to the fees and charges contained in section 2 of schedule 'AB' of this bylaw.
- (4) Where the service is to a single building, the meter may be located in the building as close as possible to the entrance point of the water service into the building and before any take off points. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of any distribution point and as close as possible to the property line.
- (5) If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing and maintaining the meter vault in accordance with the standards issued by the regional district.
- (6) All commercial, industrial, strata property, multiple family, and institutional consumers shall install a meter complete with bypass and isolation valves in a location easily accessible to the regional district for inspection and reading of the meter. Detailed plans must be submitted to the regional district general manager of property services for approval prior to the meter installation. Such plans shall conform to the standards of the regional district. An exemption may include fire protection water mains. Strata developments serviced by multiple meters prior to the adoption of this bylaw will not be required to change to a single meter.

Access to meters

76. (1) The owner/agent or occupier of a premise(s) must permit the regional district access to the water meter for the purpose of reading and maintenance of the meter and inspecting the water pipes, fixtures, and fittings used in connection with such water supply, during the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday, inclusive.
- (2) No person shall obstruct at any time or in any manner the access to the meter.
- (3) Failure to provide access may result in extra charges as specified in schedule 'AB' of this bylaw.
- (4) If access is not provided, fees and charges may be determined as per schedule 'AB', section 2(c). Further a letter will accompany the billing indicating a date by which access must be provided. If access is not provided, extra charges may apply.

Maintenance of meters

8. (1) The owner/agent or occupier of the premises to whom water is supplied shall;
- (a) Keep the service pipes, stop cocks, fixtures and fittings on their premises in good order and repair, and protect them from frost at their own risk and expense; and

(b) Turn off the stop cock when the premise is vacated.

~~(2)~~—No person to whose premises water is supplied shall make, or permit to be made, any additional connection to his/her service of either temporary or permanent nature, for the purpose of supplying water to another building, or house trailer on his/her or any other property without written permission of the CVRD.

~~(3)~~~~(2)~~
~~(4)~~~~(3)~~

No person shall interconnect any portion of works on private property which are supplied by the CVRD with an external source of water, such as a well, except with written permission of the CVRD. Wherever works on private property which are supplied by the CVRD are connected to a body of contaminated water, such as a swimming pool, in such a way that, if a reverse flow were to be induced, a health hazard could result, the owner of the private property shall install and maintain a back-flow preventer on every such potentially dangerous cross-connection to the approval of the CVRD.

~~(5)~~(4) No change or addition to the number or type of fixtures on a premises, for the purpose of expanding a commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the CVRD and written permission therefore obtained. Any extra charge or higher toll payable due to the change or addition must be paid before the change or addition is commenced.

~~(6)~~(5) No device designed to introduce another substance into the water in the connection between the building and the water supply main will be installed without written permission of the CVRD who shall ensure that the device is so designed and installed that such substance cannot be introduced into the system.

Fees and charges

28. (1) The fees and charges specified in schedule '~~A~~B' of this bylaw are hereby imposed and levied for water services supplied by the regional district.
- (2) All fees and charges shall be billed quarterly. Where a strata property has a metered service, the regional district may issue a single bill to the Strata Council which is responsible for collecting payment from the owners and submitting such payment to the regional district. Under section 363.2 of the *Local Government Act*, fees and charges that remain unpaid after December 31 in any year shall be deemed to be taxes in arrears and shall be forwarded to the surveyor of taxes to be added as taxes payable on the property. In the case of a strata property this transfer will be to the owners of the strata property development based on the total unit entitlement for the strata corporation multiplied by unit entitle for the strata unit.
- (3) Water service disconnected under this bylaw shall not be reconnected unless the following has been paid to the regional district:
- The fees and charges that are overdue; and
 - The ~~turn on fee as described in Schedule 'A', sum of \$25.00 to cover the cost of turning the water on.~~

#193

Fee rebates

109. (1) Where an owner or owner's agent provides evidence that:
- Fees charged to that person under schedule '~~A~~B' have been unduly high because of a water leak; and
 - The leak has been repaired
- a rebate calculated in accordance with subsection (2) may be made to the owner.
- (2) A rebate under subsection (1) shall be calculated on half of the dollar amount of:
- The last billing period calculated immediately before repair of the leak; and
 - The first billing period calculated immediately after repair of the leak.
- ~~(3) The maximum leak related charge as described in subsection (2) shall be limited to \$1,000 per owner per application.~~
- ~~(3)~~(4) The power to review the evidence provided under subsection (1) and to calculate the rebate under (2) may be exercised by the manager of water services or his designate.

- ~~(4)~~(5) The rebate payable under subsection (1) may be made to an owner for a leak that occurred on or after November 1, 2009.
- ~~(5)~~(6) The rebate payable under subsection (1) is limited to once every two years ~~per year~~ per owner.

#193

Restriction of water use

11. (1) If at any time the regional district considers it to be in the public interest, it may direct that the use of water by any or all of the consumers be reduced or discontinued until the regional district considers it advisable to permit full use of water. Where practical, notice of water use restrictions may be hand delivered to the consumer or be published in a newspaper circulating in the service area at least seven (7) days prior to the commencement of the restriction.
- (2) If service is to be interrupted for more than four consecutive hours, due notice shall be given to those water users affected, where possible.

System extensions

12. (1) Any owner of land located within the service area, other than an extension to serve lots created by a subdivision of land, who wishes an extension to the system to serve the land, must make a written application to the regional district in the form as supplied by the Regional District. set out as schedule 'C' to this bylaw.
- (2) Where the manager of water services or designate considers that the minimum water pressure at the property line would be at least 275 kilopascals (40 pounds per square inch) and an extension to the system can be made to serve the land for which an application has been made under subsection (1) without affecting the supply of potable water to any other land in the service area, then the manager of water services may approve the extension.
- (3) An owner of land who wishes to proceed with an approved system extension:
- (a) Must pay to the regional district all amounts reasonably estimated to represent the reasonable cost of design and construction of the extension to the system, and modifications to the system to allow the extension; or
 - (b) Must cause a qualified contractor to construct the extension and modifications referred to in subsection (3)(a) to the system, entirely at the cost of the owner.
- (4) Where the extension to the system is constructed by the owner under subsection (3)(b), then the extension must be:
- (a) Designed by a professional engineer, registered in the province of British Columbia;
 - (b) Constructed in accordance with the plans and specifications of the regional district; public health authority, or its consulting engineer, or plans and specifications approved by the regional district or its consulting engineer;
 - (c) Constructed in accordance with all requirements, standards, and policies of the regional district;
 - (d) Inspected by the regional district or its consulting engineer prior to backfilling;
 - (e) Approved and accepted by the regional district or its consulting engineer; and
 - (f) Transferred to the regional district together with all necessary rights of way.
- (5) Construction of an extension to the system does not relieve an owner from payment of a service connection fee for each parcel of land to be served by the extensions to the system.

- (6) The extension of the system shall extend from the most convenient existing water main of the system having sufficient surplus capacity, to the center of the last lot serviced.
- (7) If the regional district at its cost constructs the extension, the owner must pay the costs of construction within thirty (30) days of issuance of an invoice.
- (8) The board hereby imposes as a charge on an owner of land requesting the extension the cost referred to in subsection (3)(a).
- (9) This section shall not be interpreted as imposing an obligation on the regional district to approve any extension.

Illegal connection and use

132. (1) No person shall connect or allow to remain connected to the system any premises without first obtaining the required permits in accordance with the section 3 of this bylaw.
- (2) No person shall use or allow to be used water supplied by the system except in accordance with the provisions of this bylaw.
- (3) No person shall use or allow to be used water supplied by the system contrary to all provisions of this bylaw.
- (4) No person shall use a water pump, booster, or other device, for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure unless current pressure does not meet minimum standards, or as required for fire protection.
- (5) No person shall undertake work that is connected with the system on or under any street or land within the service area.
- (6) No person shall in any way, interfere or tamper with any water meter, sealed bypass valve, pipe, fixture, fitting or appliance of or connection with the waterworks whether on his own premises or elsewhere within the service area.
- (7) No person shall use water for filling of reservoirs, or for any purpose other than that required for normal domestic use, except by written permission of the CVRD, which must state the purpose, time of use and quantity of water to be used and additional charges, if any, and any special works required to be altered or installed.

#193

Summary conviction

14. Every person who contravenes any of the provisions of this bylaw or permits any act or things to be done in contravention of a provision of this bylaw commits an offense and is be liable on summary conviction to a penalty not exceeding the sum of two thousand dollars (\$2,000.00).

Indemnity

15. Nothing in this bylaw shall be interpreted as imposing any duty on the regional district to provide a continuous supply of water to any person or premises and it is a condition of supply of water that the regional district is not liable for any injury, damage, or loss, including economic loss, to any person or property:
 - (a) Arising or occurring from the use of water from the system;
 - (b) Resulting from a failure of water supply to any consumer;
 - (c) Resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting water supplied by the system.

Severability

16. If any provision of this bylaw is found invalid by any court of competent jurisdiction, the provision may be severed from the bylaw without affecting the validity of the remaining portion of the bylaw.

Repeal

17. Bylaw No. 294 being “Water Distribution Regulation Bylaw 2007” as adopted by the Royston Improvement District and Bylaw No. 307 being “Water Tolls Bylaw 2009” as adopted by the Royston Improvement District and all amendments thereto are hereby repealed.

Citation

18. This Bylaw No. 111 may be cited as “Royston Water Service Regulation, Fees and Charges Bylaw, 2010.”

~~SCHEDULE "A"~~

~~APPLICATION FOR SERVICE AND AGREEMENT~~

I, _____, of _____

~~being the owner (or duly authorized agent of the owner) of the lands and premises described as follows (legal description and street address):~~

~~hereby apply to the Comox Valley Regional District for a supply of water through a ¾ inch (19 mm) connection to the said premises, and, in the event of this application being granted, covenant and agree to be bound by all the regulations, fees and charges, terms and conditions set out and imposed by the Comox Valley Regional District from time to time, and further agree that the said Comox Valley Regional District shall in no case be liable for shortage or failure of water supply.~~

Date _____ Signature Of Owner/Agent _____

SCHEDULE "A"

SERVICE LOCATION AND DATA SHEET

OWNER: _____ FOLIO No.: _____

PLAN No.: _____ BLOCK/SECTION No.: _____ LOT No.: _____

STREET ADDRESS: _____ PHONE No.: _____

DATA SHEET

~~(to be completed by applicant)~~

Water Service pipe size: _____

Underground Lawn sprinklers: _____

Use other than domestic: _____

Maximum distance property line
to structure: _____

Distance from service
connection to nearest side
property line: _____

Indicate location of septic field: _____

48 hours notice of completion
for inspection and approval of
installation: _____

Water turn on by CVRD only on
approval of installation: _____

SITE LOCATION SHEET

~~(sketch location in space below)~~



	structure			

STREET NAME:

OWNER (OR AGENT): _____ DATE: _____

PLANNING DEPT.: _____ DATE: _____

HIGHWAYS DEPT.: _____ DATE: _____

WATER DEPT.: _____ DATE: _____

CONNECTION FEE PAID: _____ DATE: _____

PLUMBING PERMIT NO: _____ DATE: _____

SCHEDULE "AB"

Fees and charges

1. (a) All residential/commercial metered accounts are subject to a monthly minimum charge. The charge for the quantity of water used each month shall be calculated at the following rate:

Water volume	Rate
Minimum monthly charge	\$24.80
0 to 25 m ³	\$0.83 per m ³
> 25 m ³ to ≤ 50 m ³	\$1.03 per m ³
> 50 m ³	\$1.24 per m ³

- (b) Where a meter is found not to register, or access is not available as per section 6 of this bylaw, then charges shall be computed on the basis of the amount of water used during the time the meter was working or from any other information or source which can be obtained, and such amount so composed shall be paid by the owner/agent.

Extra charges - failure to provide access

2. Each call after the first of each month if access has not been provided is charged at \$15.00 per call. Fifty dollars (\$50) will be charged to the owner / occupier of the premises where costs are incurred by the CVRD to gain access to a meter.

Connection and disconnection charges

3. (1) The following charges apply to service connections:
- (a) 19 mm connection - ~~\$24000.00;~~
 - ~~(b) 25 mm -connection and greater – \$2500.00 At cost (minimum \$1000.00);~~
 - ~~(b)(c) Greater than 25mm – At cost(minimum \$1000.00); and~~
 - ~~(e) Reconnection of any water service disconnected pursuant to the bylaw – \$25.00.~~
- (2) The following charges apply to service disconnections:
- (a) 19 mm, 25mm and greater disconnection - \$1000.00;

Turn on / turn off charges

4. The following charges apply to turning on OR turning off water supply at the service connection and do not preclude payment of the minimum charge in Schedule A
- (a) Turn on - \$25.00;
 - (b) Turn off - \$25.00.

SCHEDULE "C"

APPLICATION FOR EXTENSION OF SYSTEM

I, _____ of _____, being the owner (or
duly authorized agent of the owner) of the lands and premises described as follows (legal description
and street address of all parcels of land to be served by extension)

(the "Lands"), hereby apply to the Comox Valley Regional District for an extension of the Royston
water service to serve the Lands. If this application is granted and an extension of the water system
is approved, I acknowledge and agree that in accordance with Royston Water Service Regulation,
Fees and Charges Bylaw, I will be responsible for all costs associated with the construction of this
extension and of all modifications to existing works of the regional district to accommodate the
extension. I have reviewed all regulations, terms and conditions of the regional district relating to
such extensions and I acknowledge that the terms and conditions governing extensions and use may
be amended by bylaw or policy of the regional district from time to time.

Dated this _____ day of _____:

Signature of Owner

Signature of Owner

Print Name of Owner

Print Name of Owner

Address:

Address:

Telephone No:

Telephone No:



COMOX VALLEY WATER SYSTEMS FEES AND CHARGES

The following is a consolidated copy of the Comox Valley water systems fees and charges bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
2866	Comox Valley Water System Regulation, Fees and Charges Bylaw 2006	March 27, 2006	A bylaw to fix and regulate the fees and charges, terms and conditions under which water may be supplied and used in Comox Valley water service areas
2998	Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006 Amendment No. 1	March 1, 2007	To amend the fees and charges of the Comox Valley water systems
3080	Comox Valley Water Systems Regulation, Fees and Charges Bylaw 2006 Amendment No. 2	December 13, 2007	To amend the fees and charges of the Comox Valley water systems. (remove and replace Schedule B)
87	Comox Valley Water Systems Regulation Fees and Charges Bylaw No. 2866, 2006, Amendment No. 3	November 24, 2009	To update staff position titles
96	Comox Valley Water System Regulation, Fees and Charges Bylaw 2006, Amendment No. 4	November 24, 2009	To clarify regulations for strata developments and to update rates beyond 2009
246	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 5	March 26, 2013	To amend the Arden annual non-residential rate from \$374 to \$469 and the Arden annual residential (each unit) rate from \$345 to \$435 effective April 1, 2013.
289	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 6	October 29, 2013	To update the metered water fees and charges to be effective December 1, 2013.
295	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 7	November 26, 2013	To remove redundancy and improve clarity in the bylaw

330	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 8.	April 29, 2014	A bylaw to amend the Comox Valley water systems regulations, fees and charges bylaw to correct an administrative error
423	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 9	March 22, 2016	To update the bylaw to increase monthly metered water fees and charges effective April 2016
466	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 10	March 23, 2017	To amend the bylaw to increase monthly metered water fees and charges effective April 1, 2017
509	Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 11	February 27, 2018	To amend the Comox Valley water systems regulations, fees and charges bylaw to increase monthly metered water fees and charges for 2018 and 2019.
	<u>Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 12</u>		<u>A bylaw to update water connection charges, leak rebate charges and to update the schedules attached herein.</u>

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 2866

**A bylaw to fix and regulate the fees and charges, terms and conditions
under which water may be supplied and used in Comox Valley water service areas**

WHEREAS under section 796.2 of the *Local Government Act* a regional district may regulate in relation to a service;

AND WHEREAS under section 363.2 of the *Local Government Act* a regional district may impose a fee or charge payable in respect of all or part of a service of the regional district;

AND WHEREAS the Comox Valley Regional District provides water service to a number of areas in the regional district;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Definitions

1. In this bylaw, unless the context otherwise requires, the following definitions shall apply:

Applicant means an owner, or agent making application for a water connection to provide a supply of water from the system;

Board means the board of directors of the Comox Valley Regional District;

Commercial means those properties zoned commercial/industrial in the Comox Valley zoning bylaw;

Consumer means a person to whom water is supplied under this bylaw;

Disconnection means the complete removal of a water connection from the water main;

Dwelling unit means a self-contained residential unit consisting of one or more habitable rooms designed, occupied or intended for occupancy as a separate household of only one person or family with a separate entrance and sleeping, sanitary and cooking facilities, with not more than one kitchen room;

Manager of water services means the manager of water services of the regional district and includes any person appointed or designated by the manager to act on behalf of the manager;

Multifamily means a building, or series of buildings, containing two or more separate *dwelling units* used or intended for residential use on a single property, excluding a *secondary suite*;

Parcel of land means any lot, block, or other area in which land is held or into which it is subdivided but does not include a highway;

Premises means all land, buildings, and structures;

Regional district means the Comox Valley Regional District and those persons duly authorized to represent the regional district in respect to this bylaw;

Residential means a *single family residential dwelling* zoned residential OR rural/resource in the Comox Valley zoning bylaw, which may include a *secondary suite*;

Secondary suite means a dwelling unit of less than 90 m² or 40% of the habitable floor space of the main dwelling unit, whichever is less, which is located within a single family residential building, which

is self-contained and accessory to the principal use being made of the lot upon which the secondary suite is located, with a separate entrance and exit;

Service area means the service areas as identified in schedule ‘A’ of this bylaw;

Single family residential dwelling means a detached free-standing building or mobile home containing one dwelling unit used or intended for residential use;

Strata means lots that are specifically shown on a strata plan and subdivided under a section of the Strata Property Act and amendments thereto;

System means the distribution system of the service area operated by the regional district;

Turn on / turn off means the operation of the curb stop valve(s) by the regional district at the *water service connection*;

Water main means the water distribution pipeline in a highway or regional district statutory right of way or easement and forming part of the system; and

Water service connection means a pipe and all necessary valves, connections, and other appurtenances necessary to and actually used to connect a water main to a shut off valve at or near a property line.

Applications to connect

2. Applications for a water service connection in the service area shall ~~include~~be:
 - (a) ~~Completion of the application form as supplied by the Comox Valley Regional District~~Made to the regional district in the form of schedule ‘C’ of this bylaw; and
 - (b) ~~Accompanied by~~The proper fee as specified in schedule ‘B’ of this bylaw.

Connection

3. (1) Minimum standards must comply with the British Columbia Plumbing Code pertaining to:
 - (a) The connection with or the attachment to the waterworks of the regional district of any water mains, pipes, or service; and
 - (b) The repair or alteration of any such water connection with the waterworks of the regional district.
- (2) The regional district may refuse a service connection where the plumbing within any premises to be served by the water service connection does not meet the British Columbia Plumbing Code.
- (3) Approval of a water service connection is valid only in respect of the premises described in the application ~~(schedule ‘C’ of this bylaw)~~ and the owner or occupier must not make any further or future connection of any other building or parcel without making a new application.
- (4) Where possible a water service connection will be located where requested by the applicant. However if the applicant’s requested location will result in additional costs, or is not practicable due to unsuitable ground conditions or the existence of installed service improvements or underground utilities, the manager of water services may designate the location of the water service connection.

Applications to disconnect

4. Applications for a water service disconnection from the water main shall be accompanied by the proper fee as specified in schedule ‘B’ of this bylaw.

Disconnection

5. (1) If a person wishes to be disconnected from the system an application to disconnect must be made in writing and delivered to the regional district by the owner/agent of the premises.
- (2) The regional district may, with thirty (30) days notice delivered to the owner/agent of the premises, disconnect the water service to any premises for any of the following reasons:
 - (a) Non-payment of fees and charges outlined as in schedule 'B' of this bylaw, after the fees and charges are overdue for a period of thirty (30) days or more;
 - (b) Failure to repair or replace defective pipes, fittings, valves, or tanks which are leaking or are otherwise not in good state of repair and which are or may become a cause of waste of water;
 - (c) Use of a pump, booster or other device in a manner outlined in section 11 (3).
- (3) The regional district shall not be liable for damages by reason of discontinuing water service for the reasons outlined in subsection (2).

Installation / size of meters

6. (1) The regional district may direct that the supply of water to any premises in the water service area be metered and the meter fees and charges specified in schedule 'B' of this bylaw shall apply and be payable as soon as the meter is installed.
- (2) The regional district:
 - (a) Shall determine the size of meter and the installation standards required and;
 - (b) May supply the meter to the owner or the owner's agent for installation.
- (3) Where the service is to a single building, the meter may be located in the building as close as possible to the entrance point of the water service into the building and before any take off points. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of any distribution point and as close as possible to the property line.
- (4) All commercial, industrial, strata property, multifamily, and institutional consumers may be required to install a meter complete with bypass and isolation valves in a location easily accessible to the regional district for inspection and reading of the meter. Detailed plans must be submitted to the regional district general manager of property services for approval prior to the meter installation. Such plans shall conform to the standards of the regional district. An exemption may include fire protection water mains. Strata developments serviced by multiple meters prior to the adoption of this bylaw will not be required to change to a single meter.

Access to meters

7. (1) The owner/agent or occupier of a premise(s) must permit the regional district access to the water meter for the purpose of reading and maintenance of the meter and inspecting the water pipes, fixtures, and fittings used in connection with such water supply, during the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday, inclusive.
- (2) No person shall obstruct at any time or in any manner the access to the meter.
- (3) If access is not provided, fees and charges may be determined as per schedule 'B' of this bylaw. Further, a letter will accompany the billing indicating a date by which access must be provided.

Maintenance of meters

8. (1) The owner/agent or occupier of the premises to whom water is supplied shall:
 - (a) Keep the service pipes, stop cocks, fixtures and fittings on their premises in good order and repair, and protect them from frost at their own risk and expense; and
 - (b) Turn off the stop cock when the premise is vacated.
- (2) No person to whose premises water is supplied shall make, or permit to be made, any additional connection to his/her service of either temporary or permanent nature, for the purpose of supplying water to another building, or house trailer on his/her or any other property without written permission of the CVRD.
- (3) No person shall interconnect any portion of works on private property which are supplied by the CVRD with an external source of water, such as a well, except with written permission of the CVRD. Wherever works on private property which are supplied by the CVRD are connected to a body of contaminated water, such as a swimming pool, in such a way that, if a reverse flow were to be induced, a health hazard could result, the owner of the private property shall install and maintain a back-flow preventer on every such potentially dangerous cross-connection to the approval of the CVRD.
- (4) No change or addition to the number or type of fixtures on a premises, for the purpose of expanding a commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the CVRD and written permission therefore obtained. Any extra charge or higher toll payable due to the change or addition must be paid before the change or addition is commenced.
- (5) No device designed to introduce another substance into the water in the connection between the building and the water supply main will be installed without written permission of the CVRD who shall ensure that the device is so designed and installed that such substance cannot be introduced into the system. The owner/agent or occupier of the premises to whom water is supplied shall keep the service pipes, curb stop, fixtures, and fittings on their premises in good order and repair, and protect them from frost at their own risk and expense.

Fees and charges

9. (1) The fees and charges specified in schedule 'B' of this bylaw are hereby imposed and levied for water services supplied by the regional district.
- (2) All fees and charges shall be billed at least once per annum. Where a strata property has a metered service, the regional district will issue a single bill to the Strata Council which is responsible for collecting payment from the owners and submitting such payment to the regional district. Under section 363.2 of the *Local Government Act*, fees and charges that remain unpaid after December 31 in any year shall be deemed to be taxes in arrears and shall be forwarded to the surveyor of taxes to be added as taxes payable on the property. In the case of a strata property, this transfer will be to the owners of the strata property development based on the total unit entitlement for the strata corporation multiplied by the unit entitlement for the strata unit.

Fee rebates

10. (1) Where an owner or owner's agent provides evidence that:
 - (a) Fees charged to that person under schedule 'B' have been unduly high because of a water leak; and

- (b) The leak has been repaired,
a rebate calculated in accordance with subsection (2) may be made to the owner.
- (2) A rebate under subsection (1) shall be calculated on half of the dollar amount of:
 - (a) The last billing period calculated immediately before repair of the leak; and
 - (b) The first billing period calculated immediately after repair of the leak.
- (3) The maximum leak related charge as described in subsection (2) shall be limited to \$1,000 per owner per application.
- (4) The power to review the evidence provided under subsection (1) and to calculate the rebate under subsection (2) may be exercised by the manager of water services or the corporate financial officer.
- (5) The rebate payable under subsection (1) is limited to once every two years per owner.

System extensions

- 11. (1) Any owner of land located within the service area, other than an extension to serve lots created by a subdivision of land, who wishes an extension to the system to serve the land, must make a written application to the regional district in the form set out as -supplied by the regional district. schedule 'D' to this bylaw.
- (2) Where the manager of water services or designate considers that the minimum water pressure at the property line would be at least 275 kilopascals (40 pounds per square inch) and an extension to the system can be made to serve the land for which an application has been made under subsection (1) without affecting the supply of potable water to any other land in the service area, then the manager of water services may approve the extension.
- (3) An owner of land who wishes to proceed with an approved system extension:
 - (a) Must pay to the regional district all amounts reasonably estimated to represent the reasonable cost of design and construction of the extension to the system, and modifications to the system to allow the extension; or
 - (b) Must cause a qualified contractor to construct the extension and modifications referred to in subsection (3)(a) to the system, entirely at the cost of the owner.
- (4) Where the extension to the system is constructed by the owner under subsection (3)(b), then the extension must be:
 - (a) Designed by a professional engineer, registered in the province of British Columbia;
 - (b) Constructed in accordance with the plans and specifications of the regional district; public health authority, or its consulting engineer, or plans and specifications approved by the regional district or its consulting engineer;
 - (c) Constructed in accordance with all requirements, standards, and policies of the regional district;
 - (d) Inspected by the regional district or its consulting engineer prior to backfilling;
 - (e) Approved and accepted by the regional district or its consulting engineer; and
 - (f) Transferred to the regional district together with all necessary rights of way.

- (5) Construction of an extension to the system does not relieve an owner from payment of a service connection fee for each parcel of land to be served by the extensions to the system.
- (6) The extension of the system shall extend from the most convenient existing water main of the system having sufficient surplus capacity, to the center of the last lot serviced.
- (7) If the regional district at its cost constructs the extension, the owner must pay the costs of construction within thirty (30) days of issuance of an invoice.
- (8) The board hereby imposes as a charge on an owner of land requesting the extension the cost referred to in subsection (3)(a).
- (9) This section shall not be interpreted as imposing an obligation on the regional district to approve any extension.

Illegal connection / use

12. (1) No person shall connect or allow to remain connected to the system any premises without first obtaining the required permits in accordance with the section 3 of this bylaw.
- (2) No person shall use or allow to be used water supplied by the system except in accordance with the provisions of this bylaw.
- (3) No person shall use a water pump, booster, or other device, for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure unless current pressure does not meet minimum standards, or as required for fire protection.
- (4) No person shall:
 - (a) Undertake work that is connected with the system on or under any street or land within the service area;
 - (b) In any way, interfere or tamper with any water meter, sealed bypass valve, pipe, fixture, fitting or appliance of or connection with the waterworks whether on their own premises or elsewhere within the service area.

Penalty

13. Every person who contravenes any of the provisions of this bylaw or permits any act or things to be done in contravention of a provision of this bylaw commits an offense and is liable on summary conviction to a penalty not exceeding the sum of two thousand dollars (\$2,000.00).

Indemnity

14. Nothing in this bylaw shall be interpreted as imposing any duty on the regional district to provide a continuous supply of water to any person or premises and it is a condition of supply of water that the regional district is not liable for any injury, damage, or loss, including economic loss, to any person or property:
 - (a) Arising or occurring from the use of water from the system;
 - (b) Resulting from a failure of water supply to any consumer; or
 - (c) Resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting water supplied by the system.

Severability

15. If any provision of this bylaw is found invalid by any Court of competent jurisdiction, the provision may be severed from the bylaw without affecting the validity of the remaining portion of the bylaw.

Repeal

16. The following bylaws and all amendments there are hereby repealed:

- (a) Bylaw No. 755 being “Water Utility Extension Bylaw No. 755, 1984”;
- (b) Bylaw No. 2242 being “Marsden/Camco Water Regulation, Fees and Charges Bylaw, 2000”;
- (c) Bylaw No. 1938 being “Greaves Crescent Water Regulation, Fees and Charges Bylaw, 1997”;
- (d) Bylaw No. 1936 being “Arden Water Regulation, Fees and Charges Bylaw, 1997”;
- (e) Bylaw No. 1937 being “Comox Valley Water Regulation, Fees and Charges Bylaw, 1997”;
- (f) Bylaw No. 2113 being “England Road Water Regulation, Fees and Charges Bylaw, 1998”;

Citation

17. This Bylaw No. 2866 may be cited as “Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006”.

SCHEDULE ‘A’

WATER SERVICE AREAS

1. The regulations, fees, and charges contained in this bylaw are applicable in respect of the following services:
 - (a) Bylaw No. 1453 being “Marsden/Camco Water Local Service Area Conversion and Establishment Bylaw, 1992”;
 - (b) Bylaw No. 1494 being “Greaves Crescent Water Local Service Area Establishment By-law, 1993”;
 - (c) Bylaw No. 1678 being “Arden Water Local Service Area Conversion and Establishment Bylaw, 1994”;
 - (d) Bylaw No. 1886 being “Comox Valley Water Local Service Establishment (Conversion) Bylaw No. 1886, 1996”; and
 - (e) Bylaw No. 1999 being “England Road Water Local Service Area Establishment Bylaw No. 1999, 1998”.

Schedule 'B'

Fees and charges

1. (1) Metered water fees and charges pursuant to this bylaw for the Comox Valley (305), Greaves Crescent (309), Arden (311), England Road (314) and Marsden/Camco (317) water local service areas are as follows:

Monthly Metered Rates

Description	Volumetric Threshold	Effective April 1, 2017	Effective April 1, 2018	Effective April 1, 2019
Residential:				
Min. monthly charge	Up to 15 m3	\$23.95 flat fee	\$24.55 flat fee	\$25.30 flat fee
Tier 1 charge	Over 15 m3 up to 45m3	\$0.71/m3	\$0.75/m3	\$0.80/m3
Tier 2 charge	Over 45 m3	\$0.87/m3	\$0.92/m3	\$0.98/m3
Multifamily/Commercial:				
Min. monthly charge	Up to 15 m3	\$21.22 flat fee	\$21.82 flat fee	\$22.57 flat fee
Tier 1	Over 15 m3	\$0.85/m3	\$0.90/m3	\$0.96/m3

- (2) Non-metered fees and charges pursuant to this bylaw for the City of Courtenay or the Town of Comox for properties within the City of Courtenay or the Town of Comox supplied by the Comox Valley (305), Greaves Crescent (309), Arden (311), England Road (314) or Marsden/Camco (317) water local service areas are as follows:

Annual Rates (non-metered)

Non-residential (each unit)	\$469.00
Residential (each unit)	\$435.00

- (3) Where a meter is found not to register, or access is not available as per section 6 of this bylaw, then charges shall be computed on the basis of the amount of water used during the time the meter was working or from any other information or source which can be obtained, and such amount so composed shall be paid by the owner/agent.

Extra charges – failure to provide access

2. Each call after the first of each month if access has not been provided is charged at \$25.00 per call. The actual cost to gain access to the meter that is incurred by the regional district will be charged to the owner / occupier of the premises.

Connection and disconnection charges

3. (1) The following charges apply to service connections:
 - (a) 19 mm connection - ~~\$24000.00~~;
 - (b) 25 mm ~~and greater~~ – ~~\$2500.00~~ ~~At cost (minimum \$1000.00)~~;
 - (c) Greater than 25mm – At cost (minimum \$2500)
- (2) The following charges apply to service disconnections:
 - (a) 19 mm, 25mm and greater disconnection - \$1000.00;

~~(b) — 25 mm and greater — At cost (minimum \$1000.00).~~

Turn on / turn off charges

4. The following charges apply to turning on OR turning off water supply at the service connection and do not preclude payment of the minimum charge in Schedule B
 - (a) Turn on - \$25.00;
 - (b) Turn off - \$25.00.

SCHEDULE 'C'

APPLICATION FOR SERVICE AND AGREEMENT

I, _____, of _____

being the owner (or duly authorized agent of the owner) of the lands and premises described as follows
(legal description and street address):

hereby apply to the Comox Valley Regional District for a supply of water through a $\frac{3}{4}$ inch (19 mm)
connection to the said premises, and, in the event of this application being granted, covenant and agree to
be bound by all the regulations, fees and charges, terms and conditions set out and imposed by the Comox
Valley Regional District from time to time, and further agree that the said Comox Valley Regional District
shall in no case be liable for shortage or failure of water supply.

Date _____ Signature Of Owner/Agent _____

SCHEDULE 'C' –continued
SERVICE LOCATION AND DATA SHEET

OWNER: _____ FOLIO No.: _____

PLAN No.: _____ BLOCK/SECTION No.: _____ LOT No.: _____

STREET ADDRESS: _____ PHONE No.: _____

DATA SHEET

(to be completed by applicant)

Water Service pipe size: _____

Underground Lawn sprinklers: _____

Use other than domestic: _____

Maximum distance property line
to structure: _____

Distance from service
connection to nearest side
property line: _____


Indicate location of septic field: _____

48 hours notice of completion
for inspection and approval of
installation: _____

Water turn-on by RDC-S only
on approval of installation: _____

SITE LOCATION SHEET

(sketch location in space below)



		structure		

STREET NAME:

OWNER (OR AGENT): _____ DATE: _____

PLANNING DEPT.: _____ DATE: _____

HIGHWAYS DEPT.: _____ DATE: _____

WATER DEPT.: _____ DATE: _____

CONNECTION FEE PAID: _____ DATE: _____

PLUMBING PERMIT No: _____ DATE: _____

SCHEDULE 'D'

APPLICATION FOR EXTENSION OF SYSTEM

I, _____ of _____, being the owner (or duly authorized agent of the owner) of the lands and premises described as follows (legal description and street address of all parcels of land to be served by extension)

(the "Lands"), hereby apply to the Comox Valley Regional District for an extension of the _____ water system to serve the Lands. If this application is granted and an extension of the water system is approved, I acknowledge and agree that in accordance with Comox Valley Water Systems Regulation, Fees and Charges Bylaw 2006, I will be responsible for all costs associated with the construction of this extension and of all modifications to existing works of the regional district to accommodate the extension. I have reviewed all regulations, terms, and conditions of the regional district relating to such extensions and I acknowledge that the terms and conditions governing extensions and use may be amended by bylaw or policy of the regional district from time to time.

Dated this _____ day of _____.

Signature of Owner

Signature of Owner

Print Name of Owner

Print Name of Owner

Address:

Address:

Telephone No:

Telephone No: