



Regional District of Central Kootenay
WATER SERVICES COMMITTEE
Open Meeting Agenda

Date: Wednesday, April 3, 2024
Time: 9:00 am
Location: Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. WEBEX REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 am PST
10:00 am MST

Join by meeting link:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m7197db500e295fa392c00e33210ad8cb>

Join by meeting number:

Meeting number (access code): 2771 361 2611
Meeting password: jPhQ4Gukz53 (57474485 from phones)

Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Newell to call the meeting to order at 9:00 am PST / 10:00 am MST.

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

RECOMMENDATION:

The agenda for the April 3, 2024 Water Services Committee meeting be adopted as circulated.

2.3 Receipt of Minutes

4 - 9

The February 2, 2024 Water Services Committee minutes, have been received.

3. 2024 WATER AND WASTEWATER SYSTEMS ACQUISITION PLAN & EVALUATION MATRIX - 2ND DRAFT

10 - 50

The following documents have been received:

- a. April 3, 2024 Committee Report from Jason McDiarmid, Utility Services Manager presenting the second draft of the 2024 Water & Wastewater System Acquisition Plan for review and feed back.
- b. 2024 Water & Wastewater System Acquisition Plan - RED LINE version
- c. 2024 Water & Wastewater System Acquisition Plan - CLEAN version
- d. Water & Wastewater System Acquisition Potential Benefits brochure
- e. Water & Wastewater System Acquisition Process brochure

4. UTILITIES RATES, FEES AND CHARGES BYLAW NO. 2951, 2024

51 - 105

The April 7, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, seeking approval for Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2951, which repeals and replaces the existing Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023, has been received.

5. ERICKSON WATER SYSTEM: PHASE 1 METERING PROGRAM - POTENTIAL REBATE

106 - 110

The April 3, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, seeking direction on provision of potential refunds or rebates under the Erickson Phase 1 Metering project to Erickson customers who have been required in recent years to pay the cost of a meter install, has been received.

RECOMMENDATION:

That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

6. WATER OPERATIONS & CAPITAL PROJECT UPDATE

The March 27, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update and highlighting the larger maintenance and capital projects completed to date in 2024, has been received.

7. PUBLIC TIME

The Chair will call for questions from the public and members of the media at approximately 11:45 am PST / 12:45 pm MST.

8. ADJOURNMENT

RECOMMENDATION:

The Water Services Committee meeting adjourn at ____ am PST / ____ pm MST.



Water Services Committee Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, February 7, 2024 at 9:00 am PST / 10:00 am MST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS	Director G. Jackman	Area A	In-Person
PRESENT:	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D	
	Director C. Graham	Area E	
	Director T. Newell	Area F	In-Person
	Director H. Cunningham	Area G	
	Director W. Popoff	Area H	In-Person
	Director H. Hanegraaf	Area J	
	Director T. Weatherhead	Area K	
	Councillor D. Dumas	Town of Creston	
 STAFF PRESENT:	 U. Wolf	 GM – Environmental Services	 In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	J. McDiarmid	Utility Services Manager	In-Person
	E. Senyk	Water Services Liaison	In-Person
	N. Nick	Environmental Coordinator, Utility Services	In-Person
	S. Eckman	Meeting Coordinator	In-Person

1. **WEBEX REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Meeting Link:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m440efddc3ea115911fe7004fa1f195e1>

Meeting Number (access code): 2773 457 7360

Meeting Password: xsWusMmQ757 (97987667 from phones)

Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

General Manager Wolf called the Water Services Committee meeting to order at 9:02 am PST / 10:02 am MST.

3. ELECTION OF 2024 COMMITTEE CHAIR

3.1 Call for Nominations (3 Times)

General Manager Wolf called for nominations the first time.

General Manager Wolf called for further nominations the second and third time.

No further nominations.

Director Newell was declared the Chair for 2024 by acclamation

3.2 Opportunity for Candidates to Address the Committee

No address.

3.3 Vote by Secret Ballot

No vote.

3.4 Declaration of Elected or Acclaimed 2024 Water Services Committee Chair

Moved and seconded,

And resolved that:

Director Newell be acclaimed Chair of the Water Services Committee for 2024.

Carried

3.5 Destroy Ballots

No ballots.

4. CHAIR'S ADDRESS

Chair Newell thanked the Committee for their support.

5. COMMENCEMENT OF REGULAR WATER SERVICES COMMITTEE MEETING

Director Newell, Water Services Committee Chair assumed the chair.

5.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

5.2 Adoption of the Agenda

Moved and seconded,
And resolved that:

The Agenda for the February 7, 2024 Water Services Committee meeting be adopted with the inclusion of the following, before circulation:

- Agenda Item No. 6: Draft 2024-2028 Financial Plans Update

Carried

5.3 Receipt of Minutes

The December 6, 2023 Water Services Committee minutes, have been received.

6. DRAFT 2024-2028 FINANCIAL PLANS UPDATE

Uli Wolf, General Manager of Environmental Services provided a verbal update on the 2024-2028 Draft Financial Plans for the water systems, summarized below.

- *Incomplete data available in time for the February 7th Water Services Committee meeting to present the 2024-2028 Draft Financial Plans.*
- *Several of the water system budgets are subject to changes including changes to the line items or:*
 - *Operator Admin*
 - *Environmental Services fee*
 - *Tax increases*
 - *Staff are cross-referencing potential increases against applicable bylaws*
- *Committee will receive the 2024-2028 Draft Financial Plans at the February 16th special budget meeting.*
- *Detailed sheets to be provide prior to the February 16th special budget meeting.*

7. 2024 WATER MANAGEMENT PLAN

The February 02, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, presenting the 2024 Water Management Plan for adoption, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Regional District Water Services Committee recommends that the Board adopt the 2024 Water Management Plan, subject to the minor amendments discussed at the February 7, 2024 Water Services Committee meeting, effective immediately.

Carried

8. 2024 WATER AND WASTEWATER SYSTEMS ACQUISITION PLAN & EVALUATION MATRIX

The February 02, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, presenting the 2024 Water & Wastewater System Acquisition Plan to the Water Service Committee for review and feedback, has been received.

DIRECTOR Director Watson left the meeting at 10:05 am PST / 11:05 am MST.
ABSENT

RECESS Meeting recessed from 10:25 am to 10:36 am for a break.

9. QUEEN'S BAY RESORT MEMORANDUM OF UNDERSTANDING

The written report from Nathalie Nick, Environmental Coordinator – Utility Services regarding the Queen's Bay Resort Memorandum of Understanding, has been received.

10. ARROW AND ERICKSON SERVICE AREA ESTABLISHMENT BYLAWS AMENDMENTS

The January 19, 2024 Committee Report from Eileen Senyk, Water Services Liaison, therein recommending one adjustment to the Erickson and Arrow Creek water service area boundaries bylaws, has been received.

Moved and seconded,
And resolved that it be recommended to the Board:

That the Erickson Water Distribution Service Establishment Amendment Bylaw No. 2938, 2024 be read a FIRST, SECOND, and THIRD time by content;

AND FURTHER THAT Erickson Water Distribution Service Establishment Amendment Bylaw No. 2938, 2024 be ADOPTED at the March 21, 2024 Regular Open Board meeting.

Carried

Moved and seconded,
And resolved that it be recommended to the Board:

That the Arrow Creek Water Service and Supply Service Establishment Amendment Bylaw No. 2945, 2024 be read a FIRST, SECOND, and THIRD time by content;

AND FURTHER that Arrow Creek Water Service and Supply Service Establishment Amendment Bylaw No. 2945, 2024 be ADOPTED at the March 21, 2024 Regular Open Board meeting.

Carried

11. WATER OPERATIONS AND CAPITAL PROJECT UPDATE

The February 1, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update to the Committee and highlight the larger maintenance and capital projects completed to date in 2023/2024, has been received.

12. WATER QUALITY REPORT

The January 19, 2024 Committee Report from Nathalie Nick, Environmental Coordinator - Utility Services, summarizing the water advisories issued from September 1, 2023 to December 31, 2023, has been received.

13. DECEMBER 2023 UTILITY SERVICES STATEMENTS

The December 2023 Summary of Utility Services Financial Statements Budget & Expenditures to Date, has been received.

14. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:23 am PST / 12:23 pm MST.

15. ADJOURNMENT

Moved and Seconded,
And Resolved:

The February 7, 2024 Water Services Committee meeting adjourn at 11:24 am PST / 12:24 pm MST.

CERTIFIED CORRECT



Director T. Newell

2024 Water Services Committee Chair

BOARD RECOMMENDATIONS AS ADOPTED AT THE FEBRUARY 7, 2024 WATER SERVICES COMMITTEE MEETING

RECOMMENDATION #1

That the Regional District Water Services Committee recommends that the Board adopt the 2024 Water Management Plan, subject to the minor amendments discussed at the February 7, 2024 Water Services Committee meeting, effective immediately.

RECOMMENDATION #2

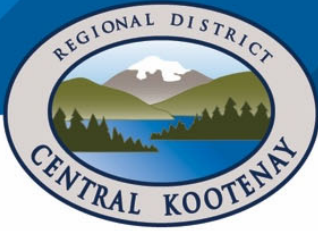
That the Erickson Water Distribution Service Establishment Amendment Bylaw No. 2938, 2024 be read a FIRST, SECOND, and THIRD time by content;

AND FURTHER THAT Erickson Water Distribution Service Establishment Amendment Bylaw No. 2938, 2024 be ADOPTED at the March 21, 2024 Regular Open Board meeting.

RECOMMENDATION #3

That the Arrow Creek Water Service and Supply Service Establishment Amendment Bylaw No. 2945, 2024 be read a FIRST, SECOND, and THIRD time by content;

AND FURTHER that Arrow Creek Water Service and Supply Service Establishment Amendment Bylaw No. 2945, 2024 be ADOPTED at the March 21, 2024 Regular Open Board meeting.



Committee Report

Date of Report: March 25, 2024
Date & Type of Meeting: April 03, 2024, Water Services Committee
Author: Jason McDiarmid, Utility Services Manager
Subject: 2024 WATER & WASTEWATER SYSTEM ACQUISITION PLAN, AND
 AQUITION EVALUATION MATRIX
File: 11-5700-05
Electoral Area/Municipality All Areas

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present the second draft of the 2024 Water & Wastewater System Acquisition Plan to the Water Service Committee for review and feedback.

SECTION 2: BACKGROUND/ANALYSIS

The following provides an updated on the work plan tasks to rescind the Moratorium on Acquisition of Water & Wastewater Systems:

Task	Presented to WSC Meeting	Anticipated Decision/Approval by WSC
Work plan to rescind moratorium to WSC	02-Oct-2023	Not required
Decision on Potential Provision of Service to Other Water Systems	06-Dec-2023	Decision deferred until after moratorium is lifted
New modular Water Management Plan	06-Dec-2023	Adopted 07-Feb-2024
Acquisition Evaluation Matrix & Acceptance Criteria	First Draft 07-Feb-2024 Second Draft 03-Apr-2024	05-Jun-2024
Acquisition Plan	First Draft 07-Feb-2024 Second Draft 03-Apr-2024	05-Jun-2024
Revised Acquisition Policy, if required	Policy Not required	Rescind old Policy 05-Jun-2024
Various Templates and Internal Procedures	Not required	Not required

A first draft of 2024 Water & Wastewater System Acquisition Plan and evaluation matrix was presented to the Water Service Committee at their 07 February 2024 meeting for their review and feedback by 08 March 2024. No written comments were received from Committee members. The following verbal comments/requests were made during the 07 February 2024 meeting:

1. It was requested that the Acquisition Plan reference a Service (Business) Case approach to the evaluation of water and wastewater systems for suitability in becoming a Regional District Service.
This has been added to the Plan Purpose section.

2. The first draft of the Plan included a 50% public agreement to proceed with the acquisition process. It was suggested that 50% was too low.
The second draft of the plan now includes 75%. Note that this is only an agreement to proceed with the process. This is not the latter step that provides formal Public Approval to become a Regional District service.
3. It was suggested that the process for seeking public agreement to proceed with the acquisition process should be standardized.
Staff feels that providing some flexibility to this process would be a better approach as long as the Regional District approves the method used and that the method is fair, transparent and equally represents both parties. This has been clarified in the second draft of the Plan.
4. It was suggested that an acquisition process diagram be provided.
This has been provided in the second draft.
5. More information on staffing requirements was requested. Staff is to assume that we would receive interest from about five systems in the first year.
Staff is proposing that more information on staffing requirements be provided separately from the Plan at the 05 Jun 2024 Water Services Committee meeting. Ultimately this might be a 2025 to 2029 Financial Plan approval item.

The first draft of the Plan included a table of potential acquisition process steps and annual dates. Since it is proposed that the Regional District will be accepting Expressions of Interests at any time during the year, providing potential annual timing dates did not make sense. This table has been removed from the Plan second draft.

Staff have made some other minor edits to the Plan’s first draft. These edits can be seen in the redline copy of the Plan’s second draft attached. Attached also is a clean version of the Plan’s second draft. Staff ask that the Water Service Committee members provide questions, comments and suggests in writing to the Utility Service Manager by 10 May 2024.

Staff are not anticipating the requirement for Water Service Committee or Board approval of various public information items, templates and internal procedures that might be produced for potential water and wastewater systems acquisitions; however, a couple early draft brochure samples have been attached for information.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:			
Included in Financial Plan:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Plan Amendment:
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov’t Approvals Required:
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A Water & Wastewater System Acquisition Plan provides a guide for service delivery that should result in efficiencies.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Service area establishment is governed by the Local Government Act and Community Charter.

3.3 Environmental Considerations

The proposed Water & Wastewater System Acquisition Plan Evaluation Matrix provides for environmental considerations.

3.4 Social Considerations:

Water Planning provides for better service delivery, reliability and sustainability.

3.5 Economic Considerations:

The economic viability of some communities could be linked to the continued availability of potable water and sustainable service delivery. Planning helps to ensure sustainability.

3.6 Communication Considerations:

None.

3.7 Staffing/Departmental Workplace Considerations:

Planning improves staff resource utilization.

3.8 Board Strategic Plan/Priorities Considerations:

“To excel in Governance and Service Delivery”.

SECTION 4: OPTIONS & PROS / CONS

None at this time.

SECTION 5: RECOMMENDATIONS

None. The second draft 2024 Water & Wastewater System Acquisition Plan is being issued for review and comment. It is anticipated that the plan will be presented at the 05 June 2024 Water Service Committee for approval.

Respectfully submitted,

Jason McDiarmid, Utility Services Manager

CONCURRENCE

Water Operations Manager – Alexandra Divlakovski

ATTACHMENTS: 2024 Water & Wastewater System Acquisition Plan – Second Draft Redline
2024 Water & Wastewater System Acquisition Plan – Second Draft Clean Version
Water & Wastewater System Acquisition Potential Benefits Brochure – Draft
Water & Wastewater System Acquisition Potential Process Brochure – Draft



Regional District of Central Kootenay
**2024 Water & Wastewater
System Acquisition Plan**

Contents

Background, Purpose and Objectives	<u>33</u>
Background	<u>33</u>
Plan Purpose	<u>33</u>
Water and Wastewater System Needs	<u>33</u>
Potential Benefits of Becoming a Regional District Water Service	<u>44</u>
Water and Wastewater System Acquisition Initiative Objectives	<u>44</u>
Eligibility and Selection	<u>55</u>
Eligibility	<u>55</u>
Service Levels and Financial Expectations for New Water and Wastewater Services	<u>55</u>
Manageable and Sustainable Growth	<u>55</u>
Selection Prioritization	<u>66</u>
Public Consultation	<u>66</u>
System Acquisition Timing, Process and Approval	<u>66</u>
System Acquisition Timing	<u>66</u>
Expression of Interest	<u>87</u>
Expression of Interest Submission	<u>87</u>
System Assessment, Evaluation and Selection	<u>98</u>
Staff Review of Expressions of Interests	<u>98</u>
Water Services Committee and Board Recommendations for Formal Applications	<u>109</u>
Application to Become a Regional District Service and Cancellation or Suspension of Application	<u>109</u>
Service Establishment	<u>119</u>
Start of Regional District Service	<u>1110</u>
Appendix A: Expression of Interest Form to Become a Regional District Water or Wastewater Service	<u>1311</u>
Appendix B: Sample System Assessment Consultant Scope of Services	<u>1513</u>
Appendix C: Sample Water and Wastewater System Evaluation Matrix	<u>1715</u>

Background, Purpose and Objectives

Background

In 2010, the Regional District adopted a Regional Water Management Plan that placed an emphasis on acquisition of water and wastewater systems that expressed a desire to be converted to a Regional District service. The 2010 plan has been replaced with a new 2024 Water Management Plan and this Water & Wastewater System Acquisition Plan.

In 2011 and 2012 the Regional District acquired 9 water systems, expanding total ownership to 19 water systems and one drainage system. The rapid expansion and resulting regulatory, operational and upgrade needs placed a significant demand on staff. To accommodate these new systems' needs and to provide a high level of service without compromise for existing services, the Regional District suspended intake of new water and waste water system applications in August 2011.

The Regional District has devised this Plan in anticipation of accepting new applications beginning in 2024.

Plan Purpose

The purpose of the Water & Wastewater System Acquisition Plan is to provide a guidance document for water and wastewater systems acquisition. Rather than simply assessing a system's potential needs and potential benefits to users in becoming a Regional District service, the potential acquisition needs to be reviewed in terms of a business case for service establishment. The business case should consider the following in consideration of:

- 💧 Potential community and user benefits
- 💧 Evaluation and prioritization of acquisitions
- 💧 Potential Regional District and staffing impact
- 💧 Manageable growth
- 💧 Water and wastewater systems sustainability
- 💧 Potential costs to customersusers

This document provides a plan for manageable and sustainable water and wastewater system acquisition.

Water and Wastewater System Needs

There are hundreds of small water systems servicing the public in the Kootenays. Most water systems in the past few decades have had or continue to have the following concerns:

- 💧 Water quality issues
- 💧 Regulatory changes and compliance
- 💧 Need for certified operators
- 💧 Aging volunteers & volunteer fatigue
- 💧 Aging infrastructure
- 💧 Inadequate cost recovery
- 💧 Backlogged preventative maintenance
- 💧 Depleted financial reserves for upgrades or asset renewal
- 💧 Lack of access to grants
- 💧 Lack of land ownership
- 💧 Liability for volunteers and liability insurance

Potential Benefits of Becoming a Regional District Water Service

The Regional District can offer long term solutions to many of the challenges faced by owners of small water systems in the region. The specific circumstances that each water system operates within are different; however, certain potential benefits are commonly experienced by many communities. The following outlines these potential benefits:

- 💧 The Regional District has completed many successful capital infrastructure projects, including water quality upgrades, supply upgrades, storage reservoirs, water metering and linear infrastructure replacement.
- 💧 The Regional District has a governance model that emphasises public representation.
- 💧 The Regional District strives for sustainable service delivery and has maintained Water asset management plans for more than 10 years.
- 💧 Regional District systems are eligible to apply for infrastructure grant funding from senior levels of government. Most of these grants are not available to community- or privately-owned systems.
- 💧 The Regional District has access to lending institutions that are not otherwise available to small water systems.
- 💧 The Regional District employs several staff to ensure systems are operating in compliance with safe drinking water legislation. Currently, 8 trained and certified operators are on staff and another 3 are under contract.
- 💧 The Regional District maintains service trucks, tools and a stock of materials to perform routine operational and maintenance duties.
- 💧 The Regional District assumes the liability for the water system, eliminating the risk carried by volunteer commissions and/or operators.
- 💧 The Regional District performs all administrative functions including:
 - securing licenses and permits;
 - insuring equipment and buildings;
 - paying utility bills and other fees for service;
 - reporting on sampling results; and,
 - creating budgets as well as issuing and collecting water user fees.
- 💧 The Regional District liaises with the Interior Health and other Provincial agencies to ensure current legislative requirements are being met.
- 💧 The Regional District is a public entity that can only terminate a service under exceptional circumstances. This ensures a stable and accountable governance structure.
- 💧 The Regional District provides 24/7 emergency support to all systems.
- 💧 Remote monitoring, control, alarming and data historian through central SCADA (Supervisory Control and Data Acquisition) system.

Water and Wastewater System Acquisition Initiative Objectives

The objectives of the water and wastewater system acquisition initiative are:

- 💧 Provision of safe and reliable potable water for our public
- 💧 Good governance and public representation
- 💧 Sustainable service delivery
- 💧 Drinking water conservation
- 💧 Securing and protection of our water resources
- 💧 Food security
- 💧 Support for affordable housing, agriculture, industry, institutions and business

- 💧 Manageable expansion
- 💧 Provision of support and collaboration with other area water and wastewater systems

Eligibility and Selection

Eligibility

Any water and wastewater system located within the Regional District of Central Kootenay boundaries can submit an expression of interest to become a Regional District service.

Historically, some systems also became Regional District service by Provincial Order. The Regional District does not pursue any system acquisition unless the system seeks to become a Regional District service or is required to by Provincial Order.

Service Levels and Financial Expectations for New Water and Wastewater Services

Regional District services, including water and wastewater services, are required to be financially independent. All costs incurred by a water or wastewater service has to be paid for by the benefiting customers-users with exception of situations where grant money is available.

Any new Regional District water and wastewater services will be required to be maintained to the same general service levels as existing Regional District services. If a newly acquired service does not meet water quality, public health, safety or environmental regulatory requirements, a plan must be implemented by the Regional District to bring the service into compliance.

Asset management plans will be implemented for all new Regional District water and wastewater services that identify required infrastructure replacement or upgrade timelines, estimated capital costs, and annual required contribution to reserves to fund the required replacements or upgrades.

Service establishment bylaws, parcel tax bylaws and borrowing bylaws (if required) for new water and wastewater services shall accommodate adequate funding levels for necessary maintenance, upgrades and replacements. These Bylaws shall receive Elector Approval for the estimated required funding levels before creation of the new Regional District service. Elector Approval might be acquired through Assent Voting (formally referendum), Alternative Approval Process, or Petition of the potential service area. The Elector Approval process is governed by the Local Government Act and Community Charter.

Manageable and Sustainable Growth

The Regional District strives to provide quality service delivery to all our customersusers, and manageable and sustainable growth is an important consideration when determining what systems might be selected to become new Regional District services and when.

Selection and prioritization will be based upon an evaluation of:

- 💧 Potential service area and user benefit and need
- 💧 Regional District service delivery considerations
- 💧 Financial considerations

Becoming a Regional District service could provide a lot of benefit to customers/users in a system with complex needs, but these complex needs could place a significant demand on Regional District resources and are likely to result in significant cost increases to the user/customers. The potential impact on staff and equipment needs will need to be reviewed and mitigated, and the potential new users/customers will need to be willing to pay the associated costs.

Selection Prioritization

Systems will be prioritized based on evaluation ranking. It is anticipated that on average only one or two systems will be acquired per year, depending on system needs, the impact to Regional District resources and the timing of any staffing and equipment increases.

Public Consultation

An important component of the acquisition process will be public consultation and effective information sharing. Interested water and wastewater systems will need to assign an authorized individual(s) to be their communications lead. It is anticipated that the Regional District will be in regular contact with this individual(s) throughout the acquisition process and their role will be to liaise with their community as required and provide information and advice to the Regional District.

Depending on the acquisition complexity, it is anticipated that the Regional District will host a minimum of two public meetings as part of the process of becoming a Regional District service. One meeting will be early on, during the System Expression on Interest period, to provide general information on process, expectations and standards for becoming a Regional District service.

Another meeting will be held during the Elector Approval process to provide more detailed information on Elector Approval process, systems assessment findings, upgrade needs, service levels, financial position and potential rates.

Information packages will also be made available to interested communities, as required.

The Regional District has Drainage, Water and Wastewater System Community Advisory Committees (CAC) for many of the Regional District services. The role of these CAC members are to facilitate communications between service area water users and the Regional District. If there is a community desire, and upon recommendation by the Electoral Area Director and Regional District Board approval, CACs can be established for newly acquired systems.

System Acquisition Timing, Process and Approval

System Acquisition Timing

The system acquisition process is expected to take one to two years for a system ranking high in priority. Since the Regional District may only acquire one or two systems per year, other systems will be placed on a waiting list and subject to prioritization against any new expression of interest systems.

Ideally the system transfer dates would occur January 1st each year in order to better accommodate transfer of finances and billing to the Regional District.

The following provides the approximate annual system acquisition process timing. The process could take longer depending on the needs and complexity of any interested system.

Process Event	Approximate Date
Expressions of Interest & Evaluation	
Acceptance of Expressions of Interest to Become a Regional District Service	Anytime
Interested Systems Initial Public Information Meeting	As required
50% Public Approval Requirement to Be Considered a Formal Applicant	As required
Consultant Provided Systems Assessment	As required
Staff Evaluation of Interested Systems	By End of September
Formal Application to Become a Regional District Service	
Consideration of Interested Systems by Water Services Committee	First Wednesday of October
Board Approval of Recommended Applications for Assessment	Mid to late October
Notification to successful (and unsuccessful) Applicants	30 October
Service Establishment	
Service Establishment Bylaw and Loan Authorization Bylaw, if required, presented to Water Services Committee	Early April
Service Establishment Bylaw and Loan Authorization Bylaw, if required, presented to Board	Mid to late April
Board direction to start the Elector Approval process	15 April
Provincial Review and Statutory Approval by the Inspector of Municipalities (6-8 weeks)	15 April to 15 June
Elector Approval of Electors	15 June 30 September
Service Establishment Bylaw and Loan Authorization Bylaw, if required, Adoption by the Board	Mid to late October
Period During Which Bylaw Can Be Challenged By Applying To Supreme Court (1 month)	Late October to late November
Adopted Bylaw Submitted to The Ministry Of Municipal Affairs For Their Records	Late November
Asset Transfer Agreement Execution	Late November
Final Transfer of Assets	31 December
Start of Regional District Service	01 January

Regional District administrative requirements in order to operate a new system, such as but not limited to accounting and billing set up, system mapping, operating procedures and documentation, and reporting are not included in the above table.

System Acquisition Process Diagram

The following provides a diagram of the system acquisition process:



Request Information Anytime

Call 1.800.268.7325 ext. 8161 or 250.352.8161 Brochures

email WaterContact@rdck.bc.ca Conversations

System Expression of Interest

- Information sharing
- Submit expression of interest form
- Public meeting to share information
- 75% of users agree to proceed with acquisition process

Regional District Staff Assessment

- System evaluation
- Potential user benefits
- Acquisition prioritization
- Service delivery needs
 - Staffing
 - Equipment
- System financial position
 - Operation & maintenance
 - System upgrades
 - Asset renewal
 - Financing
 - Grants
 - Rates

Consultant System Assessment

- Update mapping and information
- Inspection
- Regulatory requirements review
- Condition assessment
- Asset management plan
- Upgrade plan & cost estimates

To Be Completed Before Staff Assessment

Board Approval to Formal Applicant

Public Approval

Provincial Approval

Board Adoption of Bylaws

System Transfer

- Asset transfer agreement
- Finance and billing
- Adoption or rates
- GIS mapping
- O&M procedures
- O&M scheduling
- Regulatory compliance

Process expected to take 1 to 2 years

Water and Wastewater System Acquisition Process

System Expression of Interest

Expression of Interest Submission

The Regional District will have information available in print or online regarding process, considerations and potential benefits of becoming a Regional District service.

Expressions of Interest may be submitted by interested systems at anytime; however, any expressions of interests received in the later half of a year will likely not be considered for formal application until the following year.

Expressions of Interests shall be submitted by person(s) authorized by their service to represent their service. Expressions of Interests shall be submitted on the form provided by the Regional District. An example Expression of Interest Form is provided in **Appendix A**. This Expression of Interest Form may be updated by staff as required.

Public Meeting

A formal public meeting should be held during the expression of interest submission period to share information on potentially becoming a Regional District service. The meeting timing would be determined in conjunction with

the service representatives. A public meeting might be supplemented by informal public conversations, as required.

5075% Public Approval Agreement Requirement to Be Considered a Formal Applicant

Before being considered and approved by the Regional District Board to become a formal applicant system, the system must demonstrate that at least 5075% of their ~~users~~customers or property owners are in favour of proceeding with a formal application. This shall be achieved through Regional District approved methods that demonstrate fair, transparent and equal representation of both parties. ~~This might be achieved through a Regional District hosted online survey but Regional District staff might approve alternative methods, if deemed by staff to be fair and representative to both parties.~~ This is not considered a formal Elector Approval in accordance with the Local Government Act and Community Charter but is intended only to ensure the large majority of ~~customers~~users wish to proceed with the process of potentially becoming a Regional District service.

System Assessment, Evaluation and Selection **Consultant System Assessment**

The interested system shall commission a consultant assessment of the service. A potential assessment scope of work is provided in Appendix B. The scope of work identified in the appendix may be modified by Regional District staff as required. The system assessment can primarily be a desktop exercise based on known information to limit potential costs; however, the consultant and Regional District staff will be required to conduct a system inspection as part of the assessment.

The system assessment shall include a basic 25 year and 100 year asset management plan and potential required annual contributions to reserves for replacement of existing assets. The system assessment shall also include a 10 year upgrade plan with potential upgrade cost estimates.

System assessment costs shall be borne by the applicant system. Regional District staff time will be covered by the Regional District but might be recovered or partially recovered from the applicant system, if ultimately converted to a Regional District service and if staff time required was significantly more than anticipated.

~~The preliminary Evaluation Matrix will be updated by staff based on system assessment findings to update acquisition prioritization.~~

~~Staff will draft a preliminary five year financial plan (budget) for each applicant system to estimate future rates.~~

Staff Review of Expressions of Interests **Regional District Staff Assessment**

Only a limited number of systems will be considered each year for formal application. The number of systems that might be considered and acquired will depend on the potential needs of the proposed new services and the ability for the Regional District to handle the application process and the operation of a future service. Staffing and equipment needs will be part of the system assessments in order to make the acquisition manageable and sustainable.

Staff will complete an Evaluation Matrix for each expression of interest respondent. The Evaluation Matrix provides a prioritization for system acquisition that considers:

- 💧 Potential ~~Service Area~~User Benefit
- 💧 Potential Regional District Service Delivery Considerations
- 💧 Potential Financial Considerations

An example Evaluation Matrix is provided in **Appendix C**. This Evaluation Matrix may be updated by staff as required and approved by the Water Service Committee. An interested system may receive a zero or negative rating for any evaluation items where information was not provided by the interested service or is not available.

The Evaluation Matrix scoring will generally be used to prioritize systems for acquisition but the ultimate decision on prioritization and timing may be based upon other none quantified beneficial factors. This could include but not be limited to:

- 💧 Available grant funding
- 💧 Urgency of system needs
- 💧 Provincial Orders
- 💧 Efficiencies associated with location and availability of resources

The timing of any staff increases needs to be considered in term of efficiencies. Increasing staff levels too quickly could lead to increased costs. Increasing staff levels too slowly could resulting in a back log of work and decreased levels of service. The Regional District may acquire more systems in some years with staff increase, or less with no staff increase. The Regional District will also need to consider work load impacts from other Water initiatives and projects.

As an example of efficiencies associated with location and available resources, a lower ranking system in terms of acquisition priority might be increased in priority if acquisition of that system also improves the operating efficiencies of a nearby higher ranking or existing system.

Staff will draft a preliminary five year financial plan (budget) for the system to estimate future rates.

Required Approvals and Bylaws

Water Services Committee and Board ~~Recommendations for~~Approval to Proceed with Formal Applications

Staff will provide a recommendation of potential systems to consider for a formal application to the Regional District Water Services Committee ~~at their annual October meeting and Board of Directors. The Water Service Committee will pass on their recommendation to the Regional District Board of Directors for consideration at their later annual October meeting.~~

~~Application to Become a Regional District Service and Cancellation or Suspension of Application~~

Once direction is provided by the Regional District Board ~~at their annual October meeting on which systems to short list, these~~ interested water and wastewater systems will be considered a formal applicants.

Public Approval for Service Establishment

Regional District ~~New~~ service establishment requires public approval by a formal Elector Approval process.

At anytime during the expression of interest or application process, up to the point of Board direction to start the required Elector Approval process ~~(April Board meeting)~~, the Board or authorized applicant service representatives can cancel or suspend the expression of interest or application to a later date, if proceeding is deemed not to be in the best interest of either party.

Service Establishment

Regional District services are established by Regional District bylaw and the process is regulated by the Provincial Local Government Act and Community Charter, and requires Elector Approval and approval by the Provincial Inspector of Municipalities.

Regional District services, including water and wastewater and drainage services are required to be financially independent. Service establishment bylaws include the method for establishing cost recovery and typically include both annual user fees collected through Regional District billing and utility parcel taxation collected through BC Assessment. Service establishment bylaws are required to set the maximum amount that the Regional District can assess annually for taxation.

The Elector Approval question(s) posed for creation of the new service shall also seek public approval for sustainable user fees and utility taxation levels that includes consideration of all required operation and maintenance costs, asset renewal and upgrade costs, Regional District overhead and administration costs.

A plan must be implemented by the Regional District to bring the service into water quality, public health, safety or environmental regulatory compliance. These costs will also need to be considered when establishing potential user fees and utility taxation levels.

Borrowing bylaw Elector Approval, if required, shall also be attained at the time of creation of the new Regional District service.

A public meeting will be hosted during the Elector Approval process.

The cost of the Elector Approval process will be covered by the Regional District. If acquisition is approved, these costs will ultimately be passed on to the benefitting service.

Public Approval Process Public Meeting

During the public approval process the Regional District will host a formal public meeting to share information on the public approval process and what users might expect if they become a Regional District service.

Provincial Approval

Provincial approval is also required as part of the Regional District service establishment process.

Board Adoption of Bylaws

The Regional District Board will need to adopt a Service Establishment Bylaw and a water taxation bylaw, if required, as part of the approval process.

Start of Regional District Service

System Transfer

Upon successful Elector Approval, Provincial approval, Board adoption of a service establishment bylaw and any required borrowing or taxation bylaws, and upon execution of an asset transfer agreement, it is anticipated that service delivery for newly acquired services will begin 01 January each year.

An asset transfer agreement is required to be executed between the Regional District and authorized service representatives to officially transfer ownership of the system.

As part of the final system transfer, staff will need to develop or complete the following:

- 💧 Set up of financial and billing systems
- 💧 Set up GIS mapping
- 💧 Draft operation and maintenance procedures
- 💧 Schedule operation and maintenance activities
- 💧 Establish compliance with Regulatory requirements

In addition, the Board will need to adopt system rates as part of the annual Utilities, Fees and Charges Bylaw update.

DRAFT

Appendix A: Expression of Interest Form to Become a Regional District Water or Wastewater Service

Date:			
Name of system:			
Location of system:			
Number of Residential service connections:		Number of Commercial, Industrial, Institutional or Agricultural service connections:	
Describe system potential to service new customers users or to support new development			
Describe any water quality concerns:			
Describe any known capacity concerns:			
For water systems, describe fire fighting system:			
Describe treatment and pumping system and general age and condition:			
Describe distribution or collection system general condition, material type, pipe sizes and age:			
For water systems, describe water storage, general condition and age:			

Describe system infrastructure right of way or land concerns:	
Describe existing rates:	
Items to attach:	<p>Provide a recent annual financial statement include a balance of all accounts.</p> <p>Provide existing system mapping.</p> <p>Provide any relevant studies or reports.</p>

DRAFT

Appendix B: Sample System Assessment Consultant Scope of Services

Water Systems

Water system assessment consultant scope of work:

Background & System Inventory

- 1) Establish number of parcels and service connections in the service area.
- 2) Update system mapping, if required.
- 3) Review property ownership for system infrastructure and identify any right of way or ownership needs.

System Inspection

- 4) Conduct a system inspection with system representatives and Regional District staff.

Regulatory

- 5) Review existing system licences and permits.
- 6) Request information from Interior Health regarding historical water quality and regulatory compliance.

Condition Assessment

- 7) Provide an assessment of system condition.
- 8) Review system demand and capacity.
- 9) Review fire flow and storage.
- 10) Review source and treated water quality and treatment.
- 11) Identify any supply, water quality, public health, safety or environmental regulatory requirements.
- 12) Identify any environmental, source security, wildfire or climate change risks.

Asset Management Plan & Upgrade Plan

- 13) Provide a basic 25 year and 100 asset management plan that identifies system inventory and quantities, potential replacement timing and costs, and required annual contributions to reserves for asset renewal.
- 14) Establish existing and 20 year servicing levels.
- 15) Provide a 10 year system upgrade plan and budgetary cost estimates for regulatory compliance, required capacity and treatment improvements and asset renewal requirements.
- 16) Provide a statement of existing annual system revenue, expenditures, reserve balances and rates.

Wastewater Systems

Wastewater system assessment consultant scope of work:

Background & System Inventory

- 1) Establish number of parcels and service connections in the service area.
- 2) Update system mapping, if required.
- 3) Review property ownership for system infrastructure and identify any right of way or ownership needs.

System Inspection

- 4) Conduct a system inspection with system representatives and Regional District staff.

Regulatory

- 5) Review existing system licences, permits and authorizations.
- 6) Request information from Interior Health or the Ministry of Environment regarding historical water quality and regulatory compliance.

Condition Assessment

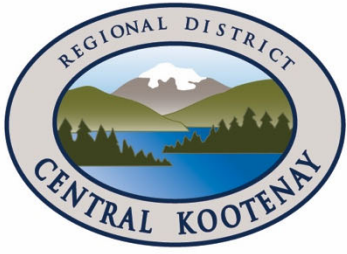
- 7) Provide an assessment of system condition.
- 8) Review system potential flows and capacity.
- 9) Review treated water quality and treatment.
- 10) Identify any water quality, public health, safety or environmental regulatory requirements.

Asset Management Plan & Upgrade Plan

- 11) Provide a basic 25 year and 100 asset management plan that identifies system inventory and quantities, potential replacement timing and costs, and required annual contributions to reserves for asset renewal.
- 12) Establish existing and 20 year servicing levels.
- 13) Provide a 10 year system upgrade plan and budgetary cost estimates for regulatory compliance, required capacity and treatment improvements and asset renewal requirements.
- 14) Provide a statement of existing annual system revenue, expenditures, reserve balances and rates.

Appendix C: Sample Water and Wastewater System Evaluation Matrix

DRAFT



Regional District of Central Kootenay
**2024 Water & Wastewater
System Acquisition Plan**

Contents

Background, Purpose and Objectives	3
Background	3
Plan Purpose	3
Water and Wastewater System Needs	3
Potential Benefits of Becoming a Regional District Water Service	4
Water and Wastewater System Acquisition Initiative Objectives	4
Eligibility and Selection	5
Eligibility	5
Service Levels and Financial Expectations for New Water and Wastewater Services	5
Manageable and Sustainable Growth	5
Selection Prioritization	6
Public Consultation	6
System Acquisition Timing, Process and Approval	6
System Acquisition Timing	6
System Acquisition Process Diagram	7
System Expression of Interest	7
Expression of Interest Submission	7
Public Meeting	8
Consultant System Assessment	8
Regional District Staff Assessment	8
Required Approvals and Bylaws	9
Water Services Committee and Board Approval to Proceed with Formal Application	9
Public Approval for Service Establishment	9
Public Approval Process Public Meeting	10
Provincial Approval	10
Board Adoption of Bylaws	10
System Transfer	10
Appendix A: Expression of Interest Form to Become a Regional District Water or Wastewater Service	11
Appendix B: Sample System Assessment Consultant Scope of Services	13
Appendix C: Sample Water and Wastewater System Evaluation Matrix	15

Background, Purpose and Objectives

Background

In 2010, the Regional District adopted a Regional Water Management Plan that placed an emphasis on acquisition of water and wastewater systems that expressed a desire to be converted to a Regional District service. The 2010 plan has been replaced with a new 2024 Water Management Plan and this Water & Wastewater System Acquisition Plan.

In 2011 and 2012 the Regional District acquired 9 water systems, expanding total ownership to 19 water systems and one drainage system. The rapid expansion and resulting regulatory, operational and upgrade needs placed a significant demand on staff. To accommodate these new systems' needs and to provide a high level of service without compromise for existing services, the Regional District suspended intake of new water and waste water system applications in August 2011.

The Regional District has devised this Plan in anticipation of accepting new applications beginning in 2024.

Plan Purpose

The purpose of the Water & Wastewater System Acquisition Plan is to provide a guidance document for water and wastewater systems acquisition. Rather than simply assessing a system's potential needs and potential benefits to users in becoming a Regional District service, the potential acquisition needs to be reviewed in terms of a business case for service establishment. The business case should consider the following:

- 💧 Potential community and user benefits
- 💧 Evaluation and prioritization of acquisitions
- 💧 Potential Regional District and staffing impact
- 💧 Manageable growth
- 💧 Water and wastewater systems sustainability
- 💧 Potential costs to users

This document provides a plan for manageable and sustainable water and wastewater system acquisition.

Water and Wastewater System Needs

There are hundreds of small water systems servicing the public in the Kootenays. Most water systems in the past few decades have had or continue to have the following concerns:

- 💧 Water quality issues
- 💧 Regulatory changes and compliance
- 💧 Need for certified operators
- 💧 Aging volunteers & volunteer fatigue
- 💧 Aging infrastructure
- 💧 Inadequate cost recovery
- 💧 Backlogged preventative maintenance
- 💧 Depleted financial reserves for upgrades or asset renewal
- 💧 Lack of access to grants
- 💧 Lack of land ownership
- 💧 Liability for volunteers and liability insurance

Potential Benefits of Becoming a Regional District Water Service

The Regional District can offer long term solutions to many of the challenges faced by owners of small water systems in the region. The specific circumstances that each water system operates within are different; however, certain potential benefits are commonly experienced by many communities. The following outlines these potential benefits:

- 💧 The Regional District has completed many successful capital infrastructure projects, including water quality upgrades, supply upgrades, storage reservoirs, water metering and linear infrastructure replacement.
- 💧 The Regional District has a governance model that emphasises public representation.
- 💧 The Regional District strives for sustainable service delivery and has maintained Water asset management plans for more than 10 years.
- 💧 Regional District systems are eligible to apply for infrastructure grant funding from senior levels of government. Most of these grants are not available to community- or privately-owned systems.
- 💧 The Regional District has access to lending institutions that are not otherwise available to small water systems.
- 💧 The Regional District employs several staff to ensure systems are operating in compliance with safe drinking water legislation. Currently, 8 trained and certified operators are on staff and another 3 are under contract.
- 💧 The Regional District maintains service trucks, tools and a stock of materials to perform routine operational and maintenance duties.
- 💧 The Regional District assumes the liability for the water system, eliminating the risk carried by volunteer commissions and/or operators.
- 💧 The Regional District performs all administrative functions including:
 - securing licenses and permits;
 - insuring equipment and buildings;
 - paying utility bills and other fees for service;
 - reporting on sampling results; and,
 - creating budgets as well as issuing and collecting water user fees.
- 💧 The Regional District liaises with the Interior Health and other Provincial agencies to ensure current legislative requirements are being met.
- 💧 The Regional District is a public entity that can only terminate a service under exceptional circumstances. This ensures a stable and accountable governance structure.
- 💧 The Regional District provides 24/7 emergency support to all systems.
- 💧 Remote monitoring, control, alarming and data historian through central SCADA (Supervisory Control and Data Acquisition) system.

Water and Wastewater System Acquisition Initiative Objectives

The objectives of the water and wastewater system acquisition initiative are:

- 💧 Provision of safe and reliable potable water for our public
- 💧 Good governance and public representation
- 💧 Sustainable service delivery
- 💧 Drinking water conservation
- 💧 Securing and protection of our water resources
- 💧 Food security
- 💧 Support for affordable housing, agriculture, industry, institutions and business

- 💧 Manageable expansion
- 💧 Provision of support and collaboration with other area water and wastewater systems

Eligibility and Selection

Eligibility

Any water and wastewater system located within the Regional District of Central Kootenay boundaries can submit an expression of interest to become a Regional District service.

Historically, some systems also became Regional District service by Provincial Order. The Regional District does not pursue any system acquisition unless the system seeks to become a Regional District service or is required to by Provincial Order.

Service Levels and Financial Expectations for New Water and Wastewater Services

Regional District services, including water and wastewater services, are required to be financially independent. All costs incurred by a water or wastewater service has to be paid for by the benefiting users with exception of situations where grant money is available.

Any new Regional District water and wastewater services will be required to be maintained to the same general service levels as existing Regional District services. If a newly acquired service does not meet water quality, public health, safety or environmental regulatory requirements, a plan must be implemented by the Regional District to bring the service into compliance.

Asset management plans will be implemented for all new Regional District water and wastewater services that identify required infrastructure replacement or upgrade timelines, estimated capital costs, and annual required contribution to reserves to fund the required replacements or upgrades.

Service establishment bylaws, parcel tax bylaws and borrowing bylaws (if required) for new water and wastewater services shall accommodate adequate funding levels for necessary maintenance, upgrades and replacements. These Bylaws shall receive Elector Approval for the estimated required funding levels before creation of the new Regional District service. Elector Approval might be acquired through Assent Voting (formally referendum), Alternative Approval Process, or Petition of the potential service area. The Elector Approval process is governed by the Local Government Act and Community Charter.

Manageable and Sustainable Growth

The Regional District strives to provide quality service delivery to all our users, and manageable and sustainable growth is an important consideration when determining what systems might be selected to become new Regional District services and when.

Selection and prioritization will be based upon an evaluation of:

- 💧 Potential service area and user benefit and need
- 💧 Regional District service delivery considerations
- 💧 Financial considerations

Becoming a Regional District service could provide a lot of benefit to users in a system with complex needs, but these complex needs could place a significant demand on Regional District resources and are likely to result in significant cost increases to the users. The potential impact on staff and equipment needs will need to be reviewed and mitigated, and the potential new users will need to be willing to pay the associated costs.

Selection Prioritization

Systems will be prioritized based on evaluation ranking. It is anticipated that on average only one or two systems will be acquired per year, depending on system needs, the impact to Regional District resources and the timing of any staffing and equipment increases.

Public Consultation

An important component of the acquisition process will be public consultation and effective information sharing. Interested water and wastewater systems will need to assign an authorized individual(s) to be their communications lead. It is anticipated that the Regional District will be in regular contact with this individual(s) throughout the acquisition process and their role will be to liaise with their community as required and provide information and advice to the Regional District.

Depending on the acquisition complexity, it is anticipated that the Regional District will host a minimum of two public meetings as part of the process of becoming a Regional District service. One meeting will be early on, during the System Expression on Interest period, to provide general information on process, expectations and standards for becoming a Regional District service.

Another meeting will be held during the Elector Approval process to provide more detailed information on Elector Approval process, systems assessment findings, upgrade needs, service levels, financial position and potential rates.

Information packages will also be made available to interested communities, as required.

The Regional District has Drainage, Water and Wastewater System Community Advisory Committees (CAC) for many of the Regional District services. The role of these CAC members are to facilitate communications between service area water users and the Regional District. If there is a community desire, and upon recommendation by the Electoral Area Director and Regional District Board approval, CACs can be established for newly acquired systems.

System Acquisition Timing, Process and Approval

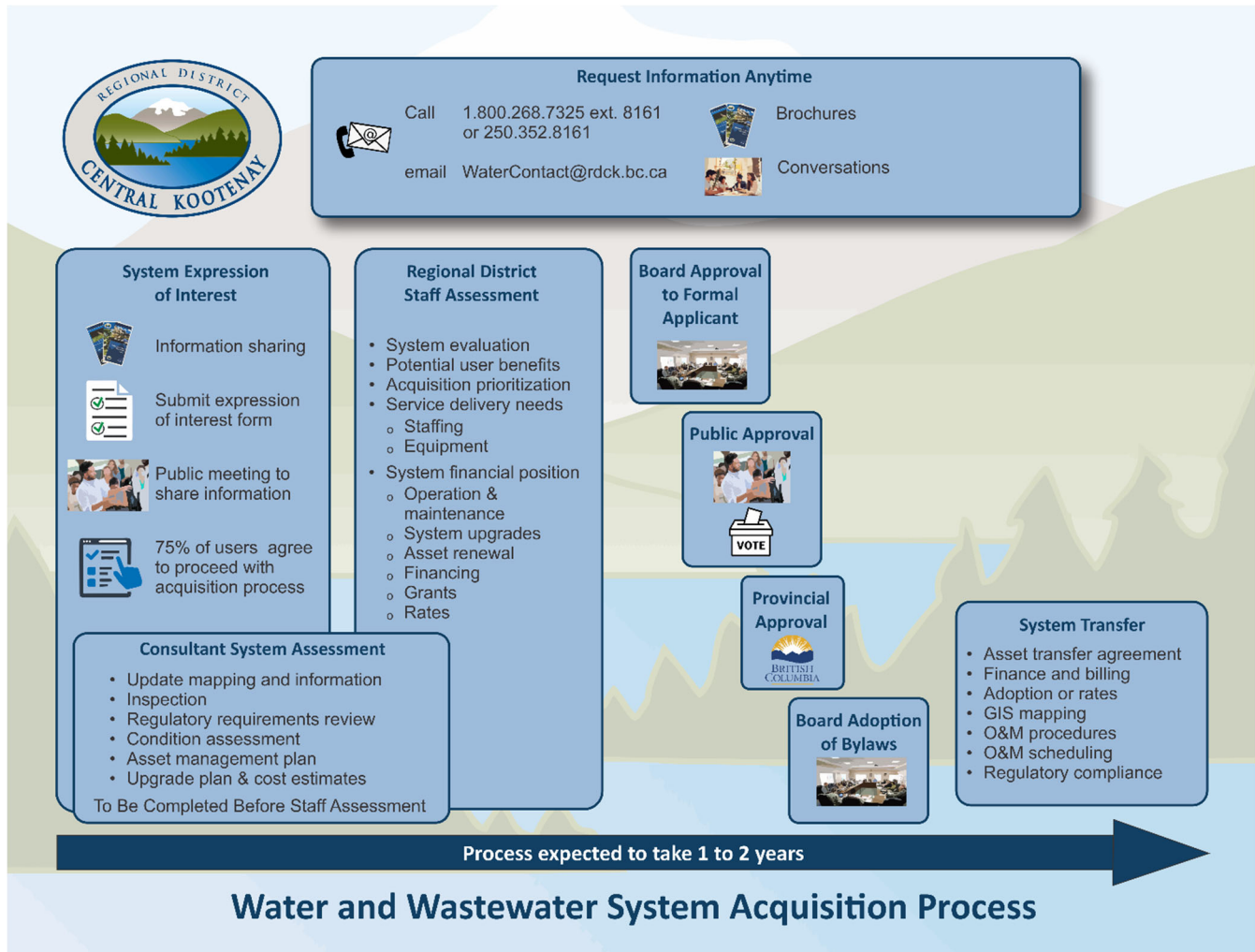
System Acquisition Timing

The system acquisition process is expected to take one to two years for a system ranking high in priority. Since the Regional District may only acquire one or two systems per year, other systems will be placed on a waiting list and subject to prioritization against any new expression of interest systems.

Ideally the system transfer dates would occur January 1st each year in order to better accommodate transfer of finances and billing to the Regional District.

System Acquisition Process Diagram

The following provides a diagram of the system acquisition process:



System Expression of Interest

Expression of Interest Submission

The Regional District will have information available in print or online regarding process, considerations and potential benefits of becoming a Regional District service.

Expressions of Interest may be submitted by interested systems at anytime; however, any expressions of interests received in the later half of a year will likely not be considered for formal application until the following year.

Expressions of Interests shall be submitted by person(s) authorized by their service to represent their service. Expressions of Interests shall be submitted on the form provided by the Regional District. An example Expression of Interest Form is provided in **Appendix A**. This Expression of Interest Form may be updated by staff as required.

Public Meeting

A formal public meeting should be held during the expression of interest submission period to share information on potentially becoming a Regional District service. The meeting timing would be determined in conjunction with the service representatives. A public meeting might be supplemented by informal public conversations, as required.

75% Public Agreement to Be Considered a Formal Applicant

Before being considered and approved by the Regional District Board to become a formal applicant system, the system must demonstrate that at least 75% of their users or property owners are in favour of proceeding with a formal application. This shall be achieved through Regional District approved methods that demonstrate fair, transparent and equal representation of both parties. This is not considered a formal Elector Approval in accordance with the Local Government Act and Community Charter but is intended only to ensure the large majority of users wish to proceed with the process of potentially becoming a Regional District service.

Consultant System Assessment

The interested system shall commission a consultant assessment of the service. A potential assessment scope of work is provided in **Appendix B**. The scope of work identified in the appendix may be modified by Regional District staff as required. The system assessment can primarily be a desktop exercise based on known information to limit potential costs; however, the consultant and Regional District staff will be required to conduct a system inspection as part of the assessment.

The system assessment shall include a basic 25 year and 100 year asset management plan and potential required annual contributions to reserves for replacement of existing assets. The system assessment shall also include a 10 year upgrade plan with potential upgrade cost estimates.

System assessment costs shall be borne by the applicant system. Regional District staff time will be covered by the Regional District but might be recovered or partially recovered from the applicant system, if ultimately converted to a Regional District service and if staff time required was significantly more than anticipated.

Regional District Staff Assessment

Only a limited number of systems will be considered each year for formal application. The number of systems that might be considered and acquired will depend on the potential needs of the proposed new services and the ability for the Regional District to handle the application process and the operation of a future service. Staffing and equipment needs will be part of the system assessments in order to make the acquisition manageable and sustainable.

Staff will complete an Evaluation Matrix for each expression of interest respondent. The Evaluation Matrix provides a prioritization for system acquisition that considers:

- 💧 Potential User Benefit
- 💧 Potential Regional District Service Delivery Considerations
- 💧 Potential Financial Considerations

An example Evaluation Matrix is provided in **Appendix C**. This Evaluation Matrix may be updated by staff as required and approved by the Water Service Committee. An interested system may receive a zero or negative rating for any evaluation items where information was not provided by the interested service or is not available.

The Evaluation Matrix scoring will generally be used to prioritize systems for acquisition but the ultimate decision on prioritization and timing may be based upon other none quantified beneficial factors. This could include but not be limited to:

- 💧 Available grant funding
- 💧 Urgency of system needs
- 💧 Provincial Orders
- 💧 Efficiencies associated with location and availability of resources

The timing of any staff increases needs to be considered in term of efficiencies. Increasing staff levels too quickly could lead to increased costs. Increasing staff levels too slowly could resulting in a back log of work and decreased levels of service. The Regional District may acquire more systems in some years with staff increase, or less with no staff increase. The Regional District will also need to consider work load impacts from other Water initiatives and projects.

As an example of efficiencies associated with location and available resources, a lower ranking system in terms of acquisition priority might be increased in priority if acquisition of that system also improves the operating efficiencies of a nearby higher ranking or existing system.

Staff will draft a preliminary five year financial plan (budget) for the system to estimate future rates.

Required Approvals and Bylaws

Water Services Committee and Board Approval to Proceed with Formal Application

Staff will provide a recommendation of potential systems to consider for a formal application to the Regional District Water Services Committee and Board of Directors. Once direction is provided by the Regional District Board, the interested water and wastewater system will be considered a formal applicant.

Public Approval for Service Establishment

Regional District service establishment requires public approval by a formal Elector Approval process.

At anytime during the expression of interest or application process, up to the point of Board direction to start the required Elector Approval process, the Board or authorized applicant service representatives can cancel or suspend the expression of interest or application to a later date, if proceeding is deemed not to be in the best interest of either party.

Regional District services are established by Regional District bylaw and the process is regulated by the Provincial Local Government Act and Community Charter, and requires Elector Approval and approval by the Provincial Inspector of Municipalities.

Regional District services, including water and wastewater and drainage services are required to be financially independent. Service establishment bylaws include the method for establishing cost recovery and typically include both annual user fees collected through Regional District billing and utility parcel taxation collected through BC

Assessment. Service establishment bylaws are required to set the maximum amount that the Regional District can assess annually for taxation.

The Elector Approval question(s) posed for creation of the new service shall also seek public approval for sustainable user fees and utility taxation levels that includes consideration of all required operation and maintenance costs, asset renewal and upgrade costs, Regional District overhead and administration costs.

A plan must be implemented by the Regional District to bring the service into water quality, public health, safety or environmental regulatory compliance. These costs will also need to be considered when establishing potential user fees and utility taxation levels.

Borrowing bylaw Elector Approval, if required, shall also be attained at the time of creation of the new Regional District service.

A public meeting will be hosted during the Elector Approval process.

The cost of the Elector Approval process will be covered by the Regional District. If acquisition is approved, these costs will ultimately be passed on to the benefitting service.

Public Approval Process Public Meeting

During the public approval process the Regional District will host a formal public meeting to share information on the public approval process and what users might expect if they become a Regional District service.

Provincial Approval

Provincial approval is also required as part of the Regional District service establishment process.

Board Adoption of Bylaws

The Regional District Board will need to adopt a Service Establishment Bylaw and a water taxation bylaw, if required, as part of the approval process.

System Transfer

An asset transfer agreement is required to be executed between the Regional District and authorized service representatives to officially transfer ownership of the system.

As part of the final system transfer, staff will need to develop or complete the following:

- 💧 Set up of financial and billing systems
- 💧 Set up GIS mapping
- 💧 Draft operation and maintenance procedures
- 💧 Schedule operation and maintenance activities
- 💧 Establish compliance with Regulatory requirements

In addition, the Board will need to adopt system rates as part of the annual Utilities, Fees and Charges Bylaw update.

Appendix A: Expression of Interest Form to Become a Regional District Water or Wastewater Service

Date:			
Name of system:			
Location of system:			
Number of Residential service connections:		Number of Commercial, Industrial, Institutional or Agricultural service connections:	
Describe system potential to service new users or to support new development			
Describe any water quality concerns:			
Describe any known capacity concerns:			
For water systems, describe fire fighting system:			
Describe treatment and pumping system and general age and condition:			
Describe distribution or collection system general condition, material type, pipe sizes and age:			
For water systems, describe water storage, general condition and age:			

Describe system infrastructure right of way or land concerns:	
Describe existing rates:	
Items to attach:	<p>Provide a recent annual financial statement include a balance of all accounts.</p> <p>Provide existing system mapping.</p> <p>Provide any relevant studies or reports.</p>

DRAFT

Appendix B: Sample System Assessment Consultant Scope of Services

Water Systems

Water system assessment consultant scope of work:

Background & System Inventory

- 1) Establish number of parcels and service connections in the service area.
- 2) Update system mapping, if required.
- 3) Review property ownership for system infrastructure and identify any right of way or ownership needs.

System Inspection

- 4) Conduct a system inspection with system representatives and Regional District staff.

Regulatory

- 5) Review existing system licences and permits.
- 6) Request information from Interior Health regarding historical water quality and regulatory compliance.

Condition Assessment

- 7) Provide an assessment of system condition.
- 8) Review system demand and capacity.
- 9) Review fire flow and storage.
- 10) Review source and treated water quality and treatment.
- 11) Identify any supply, water quality, public health, safety or environmental regulatory requirements.
- 12) Identify any environmental, source security, wildfire or climate change risks.

Asset Management Plan & Upgrade Plan

- 13) Provide a basic 25 year and 100 asset management plan that identifies system inventory and quantities, potential replacement timing and costs, and required annual contributions to reserves for asset renewal.
- 14) Establish existing and 20 year servicing levels.
- 15) Provide a 10 year system upgrade plan and budgetary cost estimates for regulatory compliance, required capacity and treatment improvements and asset renewal requirements.
- 16) Provide a statement of existing annual system revenue, expenditures, reserve balances and rates.

Wastewater Systems

Wastewater system assessment consultant scope of work:

Background & System Inventory

- 1) Establish number of parcels and service connections in the service area.
- 2) Update system mapping, if required.
- 3) Review property ownership for system infrastructure and identify any right of way or ownership needs.

System Inspection

- 4) Conduct a system inspection with system representatives and Regional District staff.

Regulatory

- 5) Review existing system licences, permits and authorizations.
- 6) Request information from Interior Health or the Ministry of Environment regarding historical water quality and regulatory compliance.

Condition Assessment

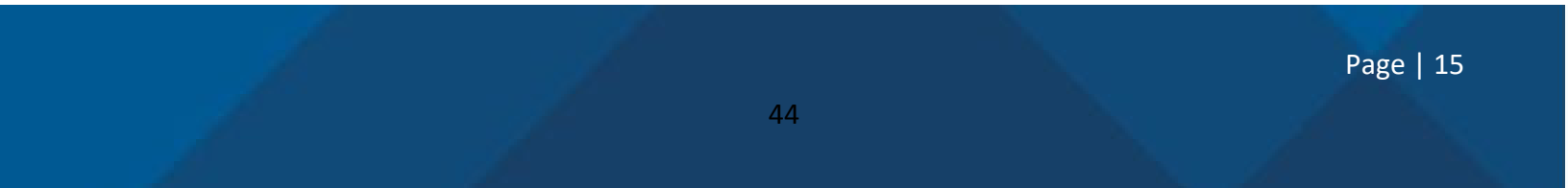
- 7) Provide an assessment of system condition.
- 8) Review system potential flows and capacity.
- 9) Review treated water quality and treatment.
- 10) Identify any water quality, public health, safety or environmental regulatory requirements.

Asset Management Plan & Upgrade Plan

- 11) Provide a basic 25 year and 100 asset management plan that identifies system inventory and quantities, potential replacement timing and costs, and required annual contributions to reserves for asset renewal.
- 12) Establish existing and 20 year servicing levels.
- 13) Provide a 10 year system upgrade plan and budgetary cost estimates for regulatory compliance, required capacity and treatment improvements and asset renewal requirements.
- 14) Provide a statement of existing annual system revenue, expenditures, reserve balances and rates.

Appendix C: Sample Water and Wastewater System Evaluation Matrix

DRAFT



Initiative Objectives

- Provision of safe and reliable potable water for our public
- Good governance and public representation
- Sustainable service delivery
- Drinking water conservation
- Securing and protection our water resource
- Food security
- Support for affordable housing, agriculture, industry, institutions and business

DRAFT

Potential User Benefit or Need	Score Range	Score	Weighting Factor	Weighted Score
Users Served & Growth Potential				42
Accounts Served	3 to 0	3	8	24
Potential to Service New Users / Support New Development	3 to 0	3	3	9
Water Supports Existing Business, Industry or Agriculture	3 to 0	3	3	9
Water Quality & Supply				39
Potential to Improve Needed Water Quality Concerns	3 to 0	3	6	18
Potential to Improve Needed Water Supply	3 to 0	3	4	12
Potential to Improve Needed Storage and Fire Protection	3 to 0	3	3	9
Asset & Lands				18
Potential to Renew Aging Treatment, Pumping, Storage & Distribution System	3 to 0	3	4	12
Potential to Relocate Infrastructure from Private Lands	3 to 0	3	2	6
Loss of Private Land or New Required Use of Crown Lands	0 to -3	0	2	0
Potential Upgrades Impact to Watershed or Fish & Wildlife Habitat	0 to -3	0	4	0
Totals (-18 min score, 99 max score)				99

Potential Regional District Service Delivery Considerations	Score Range	Score	Weighting Factor	Weighted Score
Efficiencies				12
Potential Accounts Served Economies of Scale Consideration	3 to -3	3	2	6
System Near Operators or On Route with Other Systems	3 to -3	3	2	6
Business Infrastructure & Equipment				7.5
Provision of Office/Shop Space, Storage or Land	3 to 0	3	1	3
Provision of Park Type or Other Beneficial Lands	3 to 0	3	1	3
Comes with System Equipment, Vehicles and Tools	3 to 0	3	0.5	1.5
Water Metering & Backflow Prevention				9
Meters Installed	3 to 0	3	2	6
Meter Age	0 to -3	0	1	0
Meter Reading Technology	3 to 0	3	0.5	1.5
Backflow Prevention Implementation	3 to -3	3	0.5	1.5
Governance, Volunteers and Community Engagement				13.5
Community is Involved and Well Organized	3 to -3	3	0.5	1.5

Community Has Existing and or Willing Community Volunteers	3 to 0	3	0.5	1.5
Community Support for Transfer	3 to -3	3	3	9
Community Supportive of Water Conservation Measures	3 to 0	3	0.5	1.5
Staffing Impact				0
Ultimate Operational Complexity	0 to -3	0	1	0
Operators Certification Required	0 to -3	0	0.5	0
Water Quality Issues	0 to -3	0	1	0
Capital Projects Required	0 to -3	0	1.5	0
Land Issues	0 to -3	0	0.5	0
Risks & Liabilities				0
Preliminary System Condition Assessment	0 to -3	0	3	0
Supply Risk Due to Climate Change	0 to -3	0	1	0
Wildfire Risk & Potential Damage	0 to -3	0	0.5	0
Source Loss Due to Damage or Pollution	0 to -3	0	0.5	0
Totals (-55.5 min score, 42 max score)				42

DRAFT

Potential Financial Considerations	Score Range	Score	Weighting Factor	Weighted Score
Required Rates - Required rates and water tax increases over 10 years for operational needs, upgrades and asset renewal requirements.	0 to -3	0	20	0
Financial Planning - How well were rates and reserves managed.	3 to -3	3	5	15
Totals (-75 min score, 15 max score)				15

Time Rating	Score Range	Score	Weighting Factor	Weighted Score
Regional District Waiting Time Since Formal Expression of Interest (Years)	0 to 10	10	3	30
Totals (0 min score, 30 max score)				30

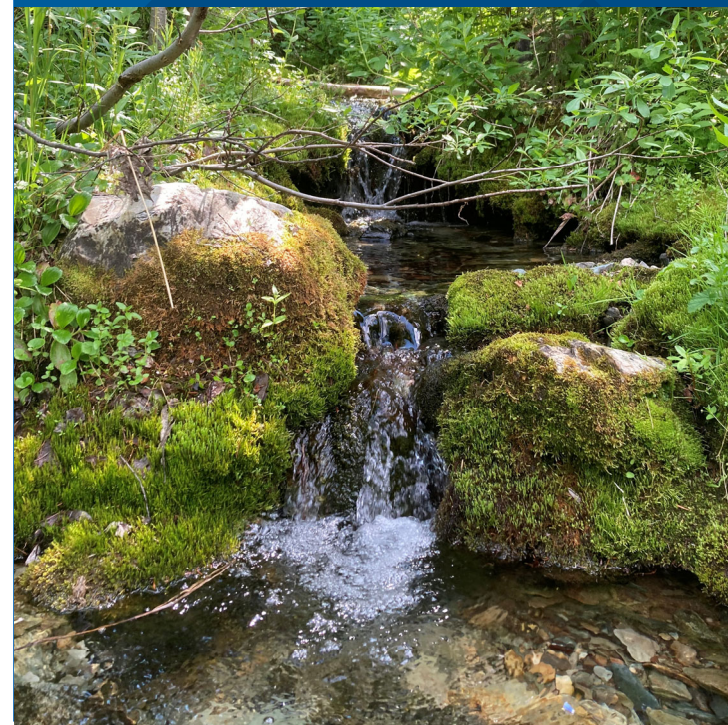
Total All Scoring (-148.5 min score, 186 max score)				186
--	--	--	--	------------

What it takes to deliver safe drinking water to your tap

Contact Us

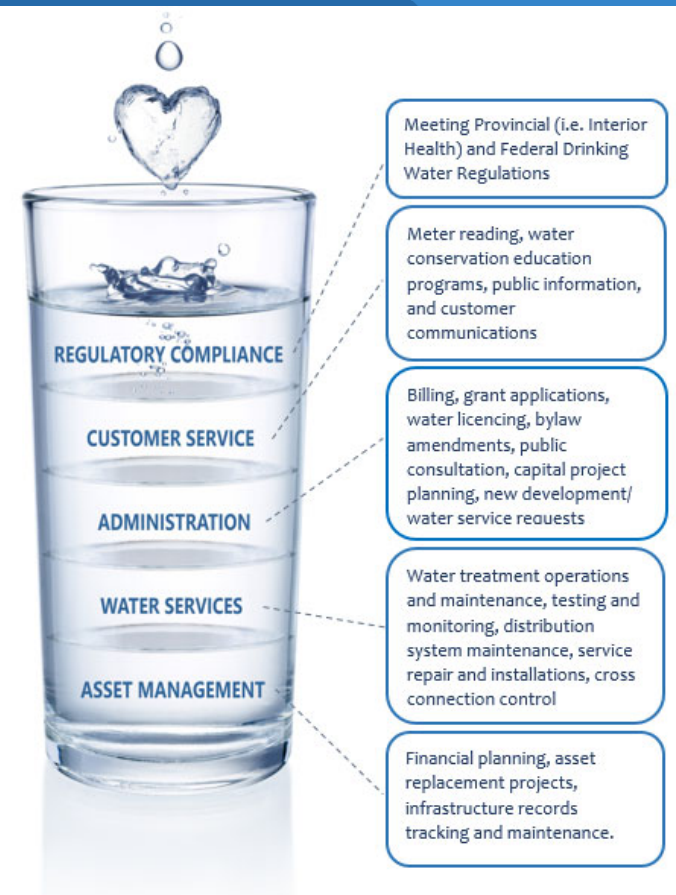
1-800-268-7325 ext. 8171, (250) 352-8171

WaterContact@rdck.bc.ca



DRAFT

Water & Wastewater System Acquisition Potential Benefits



rdck.ca

Phone: 250.352.6665 | Email: info@rdck.ca

Toll Free: 1.800.476.7325 (BC)



rdck.ca

Photo placeholder

If a photo is not required, delete picture placeholder and expand text box up to top margin

DELETE THIS TEXT BOX

Photo caption text

System Acquisition Initiative Objectives

- Provision of safe and reliable potable water for our public
- Good governance and public representation
- Sustainable service delivery
- Drinking water conservation
- Securing and protection of our water resources
- Food security
- Support for affordable housing, agriculture, industry, institutions and business
- Manageable expansion
- Provision of support and collaboration with other area water and wastewater systems

Benefits of Becoming a Regional District Water Service

- Successful capital infrastructure projects.
- Governance model that emphasises public representation.
- Sustainable service delivery and has maintained asset management plans.
- Eligible to apply for infrastructure grant funding from senior levels of government. Most of these grants are not available to community- or privately-owned systems.
- Access to lending institutions that are not otherwise available to small water systems.
- Trained and certified staff to ensure systems are operating in compliance with safe drinking water legislation.
- Service trucks, tools and a stock of materials to perform routine operational and maintenance duties.
- The Regional District assumes the liability for the water system, eliminating the risk carried by volunteer commissions and/or operators.
- Administrative functions including: licenses and permits; insurance; finance & billing; reporting, and budgets.
- Regulatory compliance.
- 24/7 emergency response.
- Remote monitoring, control, alarming and data historian through central SCADA (Supervisory Control and Data Acquisition) system.

Service Levels & Financial Expectations

Regional District systems are required to be financially independent. All costs incurred by a water or wastewater service has to be paid for by the benefiting users.

Systems will be required to be maintained to the same general service levels as existing Regional District services. If a newly acquired service does not meet water quality, public health, safety or environmental regulatory requirements, a plan must be implemented to bring the service into compliance.

Asset management plans will be implemented for all new Regional District water and wastewater services that identify required infrastructure replacement or upgrade timelines, estimated capital costs, and annual required contribution to reserves to fund the required replacements or upgrades.

DRAFT

Eligibility

Any water and wastewater system located within the Regional District of Central Kootenay boundaries can submit an expression of interest.

Manageable and Sustainable Growth

The Regional District strives to provide quality service delivery to all our users, and manageable and sustainable growth is an important consideration when determining what systems might be selected to become new Regional District services and when. The Regional District might only acquire one or two systems per year.

Selection and prioritization will be based upon an evaluation of:

- Potential service area and user benefit and need
- Regional District service delivery considerations
- Financial considerations

System Acquisition Timing

The system acquisition process is expected to take one to two years for a system ranking high in priority.

What it takes to deliver safe drinking water to your tap

Contact Us

1-800-268-7325 ext. 8171, (250) 352-8171

WaterContact@rdck.bc.ca

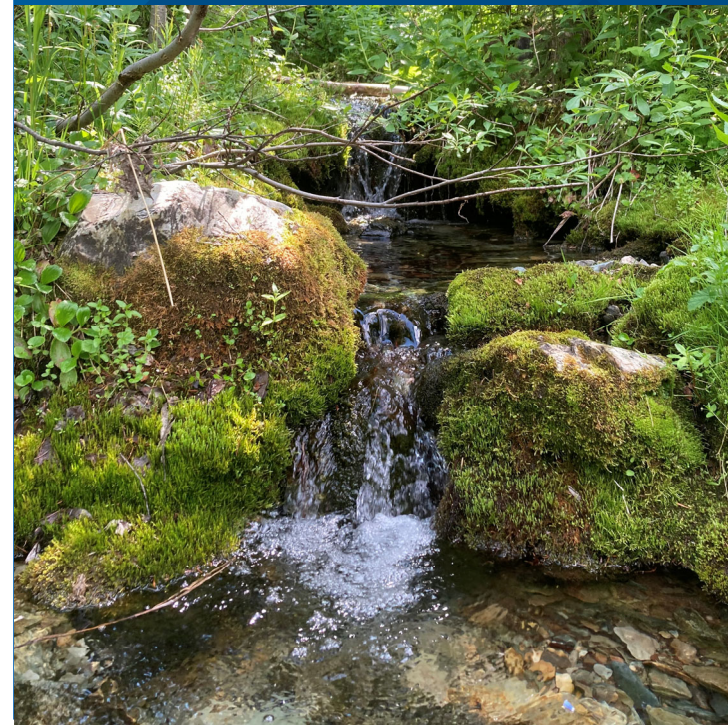
DRAFT



rdck.ca

Phone: 250.352.6665 | Email: info@rdck.ca

Toll Free: 1.800.498.7325 (BC)



Water & Wastewater System Acquisition Process



rdck.ca



Request Information Anytime



Call 1.800.268.7325 ext. 8161
or 250.352.8161

email WaterContact@rdck.bc.ca



Brochures



Conversations

System Expression of Interest



Information sharing



Submit expression of interest form



Public meeting to share information



75% of users agree to proceed with acquisition process

Consultant System Assessment

- Update mapping and information
- Inspection
- Regulatory requirements review
- Condition assessment
- Asset management plan
- Upgrade plan & cost estimates

To Be Completed Before Staff Assessment

Regional District Staff Assessment

- System evaluation
- Potential user benefits
- Acquisition prioritization
- Service delivery needs
 - Staffing
 - Equipment
- System financial position
 - Operation & maintenance
 - System upgrades
 - Asset renewal
 - Financing
 - Grants
 - Rates

Board Approval to Formal Applicant



Public Approval



Provincial Approval



Board Adoption of Bylaws



DRAFT

System Transfer

- Asset transfer agreement
- Finance and billing
- Adoption or rates
- GIS mapping
- O&M procedures
- O&M scheduling
- Regulatory compliance

Process expected to take 1 to 2 years

Water and Wastewater System Acquisition Process



Committee Report

Date of Report: March 21, 2024
Date & Type of Meeting: April 07, 2024, Water Services Committee
Author: Jason McDiarmid, Utility Services Manager
Subject: REGIONAL DISTRICT OF CENTRAL KOOTENAY UTILITIES RATES, FEES, AND CHARGES BYLAW NO. 2951, 2024
File: 08-3200-10-2951
Electoral Area/Municipality A, B, C, D, E, F, G, H, J & K

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek approval for Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2951, which repeals and replaces the existing Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023.

SECTION 2: BACKGROUND/ANALYSIS

The water services' Financial Plans require the following Regional District water systems user fee changes:

- Arrow Creek: Town of Creston 5.5% decrease; Erickson 7.6% decrease
- Balfour: 14% increase
- Burton: 15% increase
- Duhamel: 5% increase
- Edgewood: 6% increase
- Erickson: 6% increase
- Fauquier: 10% increase
- Grandview Properties: 15% increase
- Lister: 10% increase
- Lucas Road: 5% increase
- McDonald Creek: User rates and fees are set by the Village of Kaslo
- Riondel: 6% increase
- Rosebery Highlands: 15% increase
- Sanca Park: 6% decrease
- South Slocan: 7% increase
- West Robson: 10% increase
- Woodbury: 4% increase
- Woodland Heights: 4%
- Ymir: 6% increase

Rate increase letters have been sent to water system customers with proposed increases of 10% or more.

A commentary on proposed bylaw clause changes has been provided attached. Most proposed changes simply provide better clarification on existing requirements.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

The user fee changes as outlined in Schedule B of the Bylaw are required to support the 2024 to 2028 water Financial Plans.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Utilities Rates, Fees, and Charges Bylaw No. 2951 is subject to requirements of the Local Government Act, Community Charter, Building Act and other Acts and Regulations.

3.3 Environmental Considerations

None.

3.4 Social Considerations:

Substantial user fee increases can cause hardships for low or fixed income residents or families.

3.5 Economic Considerations:

The user fee changes as outlined in Schedule B of the Bylaw are required to support the Board approved 2024 to 2028 water Financial Plans.

3.6 Communication Considerations:

Rate increase letters were sent to water system customers with user fee increases of 10% or more and information billing inserts will be mailed to all property owners with their annual water bill.

Budget meetings have been held with all the respective water Commissions of Management and water Community Advisory Committees.

3.7 Staffing/Departmental Workplace Considerations:

Subject to approval, staff will make the necessary adjustments to the utility billing and account maintenance.

3.8 Board Strategic Plan/Priorities Considerations:

This bylaw is aligned with the Board's overarching strategic priority of "Coordinated Service Delivery" and further, our objective to support and "provide sustainable services".

SECTION 4: OPTIONS & PROS / CONS

OPTION #1: That the Water Services Committee recommend to the Board of Directors that the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be given three readings and be adopted.

PROS

- Provides revenue for the 2024 water Financial Plans.
- Makes improvements to Bylaw clauses.

CONS

- None.

OPTION #2: That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be rejected.

PROS

- None.

CONS

- Loss of Pros identified above.

SECTION 5: RECOMMENDATIONS

RECOMMENDATION #1:

That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be read the FIRST, SECOND, and THIRD time by content to repeal and replace Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2895, 2023.

RECOMMENDATION #2:

That the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,

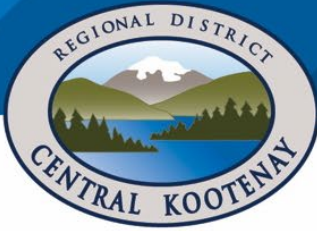
Jason McDiarmid, Utility Service Manager

CONCURRENCE

Chief Administrative Officer – Stuart Horn
Chief Financial Officer – Yev Malloff
Utility Services Manager – Jason McDiarmid

ATTACHMENTS:

Attachment A: Commentary of Proposed Changes in Utility Rates, Fees and Charges Bylaw No. 2951
Attachment B: RDCK Utility Rates Summary
Attachment C: Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024 - REDLINE
Attachment D: Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024



ATTACHMENT A

Commentary

Proposed Changes to Bylaw No. 2895

Date: March 18, 2024

The following provides a commentary for proposed Utilities Rates, Fees and Charges Bylaw No. 2951 changes (excluding minor edits). Existing clauses are from Bylaw 2895 and proposed clauses are included in proposed Bylaw 2951.

Existing Clause	
None	
Proposed Clause	
Account Activation	means physically turning on the water and re-establishing or adjusting an Account as required.
Commentary	
We are removing definition Disconnection and Reconnection and alternately proposing definitions of Activation and De-activation.	

Existing Clause	
None	
Proposed Clause	
Account Deactivation	means physically turning off the water to an Owner's Property, removal of any part of the Regional District Water Connection as required by the Manager, adjusting the Owner's Account accordingly and suspending the account.
Commentary	
We are removing definition Disconnection and Reconnection and alternately proposing definitions of Activation and De-activation.	

Existing Clause	
Disconnection	means physically removing the water service to a Owner's Property and adjusting the Owner's Account accordingly.
Proposed Clause	
None	
Commentary	
We are removing definition Disconnection and Reconnection and alternately proposing definitions of Activation and De-activation.	

Existing Clause	
Reconnection	means physically turning on the water and re-establishing or adjusting an Account as required.
Proposed Clause	
None	
Commentary	
We are removing definition Disconnection and Reconnection and alternately proposing definitions of Activation and De-activation.	

Existing Clause	
7(3)	Metered Base Charge fees may be prorated to the 15th or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is disconnected .
Proposed Clause	
7(3)	Metered Base Charge fees may be prorated to the 15th or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is Deactivated .

Commentary
It is proposed that “disconnected” is changed to “Deactivated” to match the proposed definition changes outlined above.

SCHEDULE B TO BYLAW NO. 2825

Water System Specific Rates, Fees and Charges

The proposed Schedule B “Water System Specific Rates, Fees and Charges” presents changed rates in redline markup only without strikethrough of existing rates for clarity.

The proposed water system specific rate changes represent the water billing revenue required to support the 2024 to 2028 Financial Plan. A summary of rate increases is provided attached for information and is not part of the Bylaw.

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2951

A Bylaw to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

WHEREAS the Regional District of Central Kootenay wishes to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 (1) This Bylaw is applicable to all Water Service Areas of the Regional District of Central Kootenay.
- (2) When a Regional District water system is supplied with water from an adjacent local government, the bylaws of that local government and agreement conditions may apply.
- (3) Schedule A Labour rates and Schedule B Arrow Creek Water Treatment and Supply Service Area rates of this Bylaw only shall apply to the Town of Creston.

DEFINITIONS

- 2 In this bylaw:

Account means a formal arrangement under this Bylaw for the provision of water services to a Property.

Account Activation means physically turning on the water and re-establishing or adjusting an Account as required.

Account Deactivation means physically turning off the water to an Owner's Property, removal of any part of the Regional District Water Connection as required by the Manager, adjusting the Owner's Account accordingly and suspending the account.

Account Holder means the person, organization, agent or representative that holds the water Account with the Regional District of Central Kootenay.

Account Type means the predominate usage of the Account such as but not limited to: Single Family Dwelling, Multiple Dwelling Property, Commercial, Industrial, Institutional, Agricultural, and Recreational.

Agricultural Land means land where agricultural irrigation privileges have been assigned by the Manager.

Auxiliary Building or Dependent Suite means a secondary or supplementary building or Unit that does not include all of cooking, eating, living, sleeping and sanitary facilities. An Auxiliary Building or Dependent Suite intended for habitation would be reliant on the main Dwelling.

Board means the Regional District of Central Kootenay Board of Directors.

Capital Infrastructure Charge means a fee levied during Development that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

Capital Reserve Fund Contribution means a fee levied that is placed into reserves as a contribution to the cost of water infrastructure upgrades and long term asset renewal.

Carwash means a building or structure containing facilities for washing motor vehicles, including tunnel car washes, coin operated automatic car washes and coin operated self service car washes.

Commercial means any Unit for which the use is the provision for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including but not limited to retail sales, wholesaling incidental to retail sales, commercial education and entertainment services, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices.

Commercial Carwash means a Carwash used or operated by a Commercial or Industrial business.

Customer means the Owner or occupant of any Property to which water is supplied or made available from the Regional District.

Development means the construction, alteration, or extension of buildings, structures, utilities or any use that requires the issuance of a building permit, plumbing permit, or Interior Health construction permit issued in accordance with the *Drinking Water Protection Act*.

Dwelling means any living quarters used or has the potential to be used by one or more persons which contains cooking, eating, living, sleeping and sanitary facilities.

Flat Use Water Rates means water use rates that are independent of the water quantity used.

Folio means a land identification number assigned by British Columbia Assessment and is used for Property tax purposes. Folio is synonymous with Assessment Roll Number. A Folio in this Bylaw may describe one or more Parcels grouped under one British Columbia Assessment Folio.

Guest Room means a room or structure with sleeping facilities provided for guests.

Industrial means businesses such as but not limited to airports, aggregate processing, asphalt plants, bulk fuel storage, concrete plants, fabrication plants, manufacturing, processing, sawmills, and truck terminals.

Institutional means activities focusing on non-profit services in the public's interest. For example, schools, hospitals, group foster homes, and buildings used for religious worship.

Irrigation means the distribution of water to the surface or subsurface of lawns, gardens, orchards, greenhouses by pipes, hoses, sprinklers or any other method.

Manager in this Bylaw, unless the context otherwise requires, means the Regional District of Central Kootenay General Manager of Environmental Services, the Water Operations Manager, Utility Services Manager or designate.

Manufactured Home means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and that is used as a Dwelling.

Manufactured Home Park means property for which Manufactured Homes or other Dwellings sites are offered for lease or rent.

Meter means meters and other equipment or instruments used by the Regional District or authorized by the Regional District to be used to calculate the amount of water consumed.

Metered Base Charge is a fixed fee charged for water associated with metered based accounts that represent fixed water service costs and not variable costs related to the volume of water treated and distributed.

Metered Rate Based Accounts are Accounts that include a water billing rate based on volumetric metered consumption.

Metered Rate Volumetric Charge is a charge that varies with the volume of water delivered to the property.

Mobile Housing Unit is any type of living accommodation that has been produced to be transported or is a mobile unit such as a ship, boat, recreational vehicle, Manufactured Home and so on, and occupied as living quarters.

Multiple Dwelling Property means any Property containing more than one Dwelling Units on one Folio.

Owner has the same meaning as in the *British Columbia Land Title Act* and *Manufactured Home Act*.

Owner Water Connection means the Owner's water lines and appurtenances downstream of the Regional District Water Connection.

Parcel means the unit lot, block or other area in which land is registered under the *British Columbia Land Title Act*.

Property means land and improvements.

Property Line means a line which defines, in the British Columbia Land Title Office, the perimeter of a Parcel.

Recreational is land primarily used for public recreation and includes but is not limited to parks, sports fields, playgrounds, green areas, beaches and public camping sites.

Regional District of Central Kootenay or Regional District or District means the Regional District of Central Kootenay, as described under the British Columbia Local Government Act with offices located at 202 Lakeside Drive, Nelson, BC V1L 5R4 Phone: 250-352-6665 or toll-free number 1-800-268-7325 and Fax: 250-352-9300.

Regional District Water Connection means the water line extending from the Water Main to the Curb Stop Valve, generally near the Property Line and shall include any immediate downstream Meter installation, or Backflow Preventer.

Reserve Account means a financial account maintained by the Regional District to fund Water System infrastructure improvements, renewal, replacements, major repairs, study, assessments, plans and project management.

Seasonal Service means a service that is turned on for 8 months or less. The Seasonal Service rate only applies if identified in the Fees and Charges Bylaw.

Secondary Suite means an additional Dwelling attached to the principle Dwelling that is used or has the potential to be used as a living quarters by one or more persons. A Secondary Suite contains cooking, eating, living, sleeping and sanitary facilities.

Short-Term Accommodation Rental means a Dwelling, Secondary Suite, or Guest Room wherein accommodation is offered for rent to the public on a temporary basis of 31 days or less.

Single Family Dwelling means building or structure that contains only one Dwelling.

Subdivision means a subdivision as defined in the *British Columbia Land Title Act*, and a subdivision under the *British Columbia Strata Property Act*.

Subdivision Bylaw means the Subdivision Bylaw No. 2159 as it may be amended or replaced from time to time.

Surveyor of Taxes is responsible for collection of taxes for British Columbia rural areas.

Swimming Pool is any permanent or semi-permanent artificial pool for swimming in.

Title (Land Title) refers to the registration of land ownership in accordance with the *British Columbia Land Titles Act*.

Turn On/Off means a temporary interruption in or discontinuance of the supply of water authorized by the Regional District.

Undeveloped Parcel is a Parcel of land within a Regional District Water System where the water has not yet been turned on and where water has been made available.

Unit means any Dwelling, Commercial, Industrial, or Institutional space.

Water Conservation Measures any measures implemented by the Manager to restrict water usage.

Water Main means any water pipe under the control of the District which is intended for public use.

Water Main Extension is the extension or construction of a new water main to provide servicing to a new Water Connection(s).

Water Meter see Meter.

Water Service Area means the area defined by the Water System service area establishment bylaw.

Water Service Area Extension is the extension of the Water Service Area boundary by bylaw to include one or more additional parcels of land.

Water System means all Regional District owned assets like Water Mains, water treatment facilities, pump stations, reservoirs, wells, water intakes and all associated appurtenances.

Water Tax is a tax levied that contributes to the funding for a Water System.

Work means construction, maintenance, inspection or testing services provided for an Owner.

Work Order is a written order on an Approved form providing agreement by a Owner to proceed with Work identified on the form for which the Owner will be responsible for costs incurred by the Regional District in accordance with this Bylaw.

SEVERABILITY

- 3 If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion may be severed from the Bylaw and such decision shall not affect the validity of the remaining portions of the Bylaw.

ADMINISTRATION

- 4 (1) The Manager is hereby authorized and directed to have general supervision over the Regional District of Central Kootenay Water Systems and to see that the provisions of this Bylaw are carried out.
- (2) The Manager shall have the power to appoint Designated Officers for the purpose of effectually carrying out the provisions of this Bylaw, and wherever the Manager is authorized or directed to perform any act or duty under this Bylaw, such act or duty may be

performed by any Designated Officer authorized by the Manager to perform such act or duty.

RATES AND ACCOUNT BILLING GENERAL

- 5
- (1) The Manager shall classify Accounts into Account Types and apply service charge rates as set out in this Bylaw.
 - (2) Accounts may include a mix of service charge fees.
 - (3) The Account Holder must pay all fees and charges for water supplied to the Account Holder's Property, as set out in this Bylaw.
 - (4) The Regional District's annual billing cycle will be from January 1st to December 31st.
 - (5) When a property changes ownership, the new Owner is responsible to apply for a New Account and the old Owner is responsible to close their Account. If an Application is not made, the Account Holder will be changed when British Columbia Assessment provides the new Property Owner information to the Regional District.
 - (6) Payments will be deemed to have been received on:
 - (a) the date payment is received in person at locations identified on Regional District utility bills;
 - (b) the date stamped by Canada Post on mailed payments; or
 - (c) the confirmed date the funds were transferred from the Customer's Account to the Regional District when payment was made through an approved financial institution.
 - (7) Any outstanding Account balances or Work invoices of more than 65 days on December 31st shall be deemed to be taxes in arrears in respect to the Property and the outstanding balance will be sent to the Surveyor of Taxes in accordance with Section 363.2(2) of the *Local Government Act*.
 - (8) Seasonal Service and Golf Course rates shall include one (1) annual Turn On and Turn Off.
 - (9) Seasonal Service, Public Campgrounds, Golf Course and Irrigation rates shall apply for the entire billing cycle regardless of whether or not the water has been Turned Off for a portion of the billing cycle.
 - (10) If an Auxiliary Building is used as the only Dwelling on a Property it is considered a Single Family Dwelling.
 - (11) Auxiliary Buildings and Dependent Suites are not subject to Dwelling Unit charges unless specifically identified in this Bylaw.
 - (12) If the Dwelling is occupied for more than 30 days of the calendar year, it is subject to assessment under this Bylaw.

- (13) Mobile Housing Units set up for long-term occupancy greater than 90 days per calendar year or used as the only Dwelling, or Mobile Housing Units used for Commercial purposes shall be subject to service charges.
- (14) Agricultural Land Charge shall be assessed in increments of 0.1 acres, rounded down.
- (15) The Agricultural Land Charge assessed shall exclude the first acre when the property is also assessed other charge(s) that includes up to 1 acre of irrigation privileges.
- (16) If an Owner requests a reduction in the amount of Agricultural Land Charge assessed area the following shall apply:
 - (a) an assessment of the suitability of the lands for agricultural production shall be completed by Qualified Person and paid for by the Owner;
 - (b) only those lands identified by the Qualified Person as not suitable for agricultural production might be considered by the Manager for removal from assessment of the Agricultural Land Charge; and
 - (c) if a reduction in the Agricultural Land Charge is approved by the Manager, the Owner shall be responsible for the installation costs of a Water Meter and related appurtenances, and the Account may be switched to a Metered Rate Based Account.
- (17) Where an error is found to have been made in the amount invoiced or billed to an Account, the amount either under-billed or over-billed shall be debited from or credited to Account and shown on the next invoice subject to the following:
 - (a) The adjustment period is limited to the time that the current Owner is on Title;
 - (b) The adjustment period(s) for under-billing are to a maximum of 1 year where the error can reasonably be said to have been the fault of the Regional District;
 - (c) Where an under-billing is found to have been made in the amount invoiced or billed to an Account as a result of unauthorized use of a water service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the following may be charged to the Customer Account:
 - (i) the amount of the under-billing, up to 5 years,
 - (ii) any direct administrative costs incurred by the Regional District in investigating the circumstances, and
 - (iii) interest and penalties at the rate normally charged on unpaid Accounts receivable by the Regional District;
 - (d) The adjustment period(s) for over-billing are to a maximum of 5 years or when the current Owner came on title for the property, whichever is less;
 - (e) Where the exact amount of under-billing or over-billing cannot be determined, the Regional District may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period; and
 - (f) Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the Regional District, the Regional District may offer the Customer reasonable terms of repayment, and may be interest and penalty free.

- (18) A separate Account will only be created for a Manufactured Home in a Manufactured Home Park if the Manufactured Home is registered with the British Columbia Manufactured Home Registry and a Folio has been assigned.
- (19) Any charges or Work invoices with payment outstanding of more than 65 days by the owner of an unregistered Manufactured Home in Manufactured Home Park may be transferred to the Manufactured Home Park owner's Account.

FLAT USE WATER RATES AND ACCOUNT BILLING

- 6 (1) Flat Use Water Rates may be prorated to the 15th or the end of each month for changes to Flat Use Water Rate Based Accounts.
- (2) Changes to Flat Use Water Rate Based Accounts based on Customer Application, resulting in a reduction in water billing shall be prorated to the date of Application, unless an error in billing provided for in 5 (17).
- (3) When a specific Flat Use Water Rate has not been identified by this bylaw and a usage rate is required, an equivalent rate may be applied by the Manager and the equivalent rate chosen shall consider fair consumption and operational cost equivalency.
- (4) For Flat Use Water Rate Based Accounts, a penalty of 10% will be imposed on any outstanding Account balances as of the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (5) Clause 6(4) does not apply to Account Holders enrolled in the Voluntary Pre-Authorized Payment Plan.
- (6) The Capital Reserve Fund Contribution shall apply to all land Folios in a Service Area for which a rate is identified for the Service Area.
- (7) The Capital Reserve Fund Contribution shall apply to all specific types of improvements in a Service Area for which a specific Capital Reserve Fund Contribution is identified for the Service Area.

METERED RATE BASED ACCOUNT BILLING

- 7 (1) For Metered Rate Based Accounts, the Account Holder is responsible to request a Meter reading when ownership changes.
- (2) For Metered Rate Based Accounts, Meters shall be read as near as reasonably possible to the date of any ownership change. Water usage shall be estimated for any difference in time between meter reading and date of ownership change.
- (3) Metered Base Charge fees may be prorated to the 15th or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is Deactivated -.

- (4) A Water Meter reading may be estimated for billing by the Manager based on either previous consumption patterns or a daily average consumption for the Customer Service Connection, or an Unmetered Building Construction rate might be used for billing if:
 - (a) the Regional District is unable to obtain a Water Meter reading;
 - (b) a Water Meter fails to properly register the amount of water consumed.
- (5) If a Customer experiences abnormal water consumption, the Manager may adjust the Account Holder's bill taking into consideration any or all of the following factors:
 - (a) the cause or nature of the abnormal water consumption;
 - (b) any evidence of action taken by the Customer to abate the abnormal consumption;
 - (c) Flat Use Water Rates established for the water service; and
 - (d) any other factors that might be relevant.
- (6) The Manager shall establish a Meter reading and billing schedule for Metered Rate Based Accounts.
- (7) For Metered Rate Based Accounts a penalty of 10% will be imposed as of the end of the first business day, following 65 days from the date the utility bill is issued by the Regional District on any outstanding Account balances.

SUBDIVISION AND DEVELOPMENT

- 8 (1) The Regional District may waive or modify the Capital Infrastructure Charge requirements identified in this Bylaw for large Developments, if addressed by separate agreement with the Developer and the Regional District, in accordance with Section 937.1 of the *Local Government Act*.
- (2) Capital Infrastructure Charges collected shall be deposited to the Water Service's Reserve Account.
- (3) Capital Infrastructure Charges shall not be assessed for temporary Mobile Housing Units but shall be assessed for Commercial Mobile Housing Unit parking sites.
- (4) If a Parcel, subdivided after December 31, 2015, was not subject to some form of Regional District Capital Infrastructure Charge and a Regional District Water Connection was not provided, the Parcel is subject to a Capital Infrastructure Charge if a later Application is made and Approved for a new Regional District Water Connection to the Parcel.
- (5) When a Parcel is added to a Water Service Area, any further Subdivision or addition of Units is subject to Capital Infrastructure Charges at a rate equivalent to the rate for addition of a new Parcel to the Water Service Area, for a period of ten (10) years following the addition of the Parcel to the Water Service Area.

SERVICE WORK BY THE REGIONAL DISTRICT

- 9 (1) A Customer is required to sign a Work Order or cost estimate to provide an agreement to do the Work before the Regional District can do any non-emergency Work for a Customer.

- (2) Prior to commencing Work, the Regional District must provide a cost estimate in writing.
- (3) The Designated Officer may require a deposit in the amount of the cost estimate prior to starting the Work.
- (4) Customers will be invoiced for Actual Cost Work as follows:
 - (a) at Labour and Equipment rates provided in this bylaw;
 - (b) at actual Labour rates plus 20% for Administration for all Regional District employees not identified in this Bylaw;
 - (c) at actual contract Labour rates plus 20%;
 - (d) at actual cost plus 20% for all other Equipment and Materials.

VOLUNTARY PRE-AUTHORIZED PAYMENT PLAN

- 10**
- (1) The Manager shall establish and maintain a Pre-Authorized Payment Plan.
 - (2) Account Holders wishing to participate in the Pre-Authorized Payment Plan, are required to sign an agreement provided by the Manager.
 - (3) Participation in the Pre-Authorized Payment Plan program is voluntary. Customers who choose not to participate in the program will be required to pay their water bill in full by the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
 - (4) Participation in the Pre-Authorized Payment Plan is subject to cancellation at the discretion of the Chief Financial Officer.
 - (5) Those who sign up after the end of the first business day following July 4th, in any year, will be subject to a 10% penalty on the outstanding Account Balance for that year. The new outstanding Account Balance will then be divided by the number of months remaining from the time the Customer Account information has been added to the PAWS (Pre-Authorized Withdrawals) system, starting no sooner than July 15th.
 - (6) Customers must sign up by November 30th in order for monthly payment plans to start in January of the following year. If customers sign up after November 30th, payments may begin in later months.
 - (7) For all years where payments begin on January 15th, payment amounts will be determined by dividing the previous year's annual water bill by 12.
 - (8) Returned payments (NSF) result in a \$25.00 fee, charged to the Customer Account.
 - (9) Any outstanding balance on the Customer Account as of December 31st of each year due to returned payments (NSF) will be subject to a 10% penalty.
 - (10) Customer Accounts may be adjusted at any time due to Regional District Board approved water rate changes or changes in water usage, as required. The outstanding balance will be

recalculated and the equal withdrawal payment amounts will be adjusted accordingly for the remainder of the year.

(11) The Pre-Authorized Payment Plan is not available for Metered based Customer Accounts.

CITATION

11 This Bylaw may be cited as **“Regional District of Central Kootenay Utilities Rates, Fees and Charges Bylaw No. , 2024.”**

REPEAL

12 **“Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023”**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 18th day of April, 2024.

READ A SECOND TIME this 18th day of April, 2024.

READ A THIRD TIME this 18th day of April, 2024.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 18th day of April, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

**SCHEDULE A TO BYLAW NO. 2895
GENERAL RATES, FEES, AND CHARGES**

General Rates and Fees and Charges are as follows:

1 GENERAL

No.	Item	Rate	Unit
1	Labour		
1.1	Manager		
a)	Utility Services Manager	\$140	hour
b)	Water Operations Manager	\$128	hour
1.2	Utilities Supervisor		
a)	Operations, Maintenance, Installations & Repairs	\$100	hour
b)	Projects & Administration	\$117	hour
1.3	Water Services Liaison	\$117	hour
1.4	Environmental Services Technologist/Coordinator	\$110	hour
1.5	Utility Tech 2	\$81	hour
1.6	Utility Tech 1 or Maintenance Person	\$71	hour
2	Equipment (excluding operator)		
2.1	Service Truck – Greater of the following:		
a)	Half Daily Rate	\$70	½ day
b)	Kilometer Rate	\$0.80	km
2.2	Vehicle – Greater of the following:		
a)	Half Daily Rate	\$50	½ day
b)	Kilometer Rate	\$0.65	km
2.3	Backhoe	\$60	hour
2.4	Leak Noise Correlator	\$30	hour
3	Temporary Water Usage		
3.1	Damage Deposit for Connection to Standpipe or Hydrant	\$100	lump sum
3.2	Temporary Water Usage (\$100 minimum)	\$5	cubic meter
4	Customer Account Administration & Development Administrative Charges		
4.1	Change of Property Ownerships	No Charge	each
4.2	Water Application from Within an Existing Water Service Area		
a)	Owner Initiated Change in Water Usage	No Charge	each
b)	Staff Initiated Change in Water Usage	\$100	each
c)	For New Connection	\$300	each
4.3	Water Application from Outside of a Water Service Area	\$800	each
4.4	Development or Redevelopment Administrative Cost Recovery Charge		
a)	Per First 1 to 10 Capital Infrastructure Charges Assessed	\$500	each
b)	Per Additional 11 or More Capital Infrastructure Charges Assessed	\$200	each
c)	Latecomer Agreement Application	\$500	each
4.5	Account Deactivation	\$150	each

No.	Item	Rate	Unit
4.6	Account Activation		
a)	No Ownership Change	\$150	each
b)	On Ownership Change	No Charge	each
5	Customer Connection Maintenance		
5.1	Temporary Turn Off and Turn On (includes both Turn Off and Turn On, if required)		
a)	Pre-scheduled during business hours	\$50	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
5.2	Seasonal Rate based Account Turn Off and On		
a)	Pre-scheduled during business hours	No Charge	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
6	Subdivision and Development		
6.1	Capital Infrastructure Charge for creation of a new Serviced Parcel by Subdivision, and Capital Infrastructure Charge for creation of a Serviced Parcel with separate Folio from a group of two or more Parcels with one Folio		
a)	Balfour Water System	\$3,000	each
b)	Burton Water System	\$5,000	each
c)	Duhamel Water System	\$2,000	each
d)	Edgewood Water System	\$4,000	each
e)	Erickson Water System	\$3,000	each
f)	Fauquier Water System	\$5,000	each
g)	Grandview Properties Water System	\$5,000	each
h)	Lister Water System	\$5,000	each
i)	Lucas Road Water System	\$3,000	each
j)	McDonald Creek Water System	\$2,000	each
k)	Riondel Water System	\$2,000	each
l)	Rosebery Highlands Water System	\$5,000	each
m)	Sanca Water System	\$2,000	each
n)	South Slocan Water System	\$5,000	each
o)	West Robson Water System	\$4,000	each
p)	Woodbury Water System	\$4,000	each
q)	Woodlands Heights Water System	\$3,000	each
r)	Ymir Water System	\$2,000	each

No.	Item	Rate	Unit
6.2	Capital Infrastructure Charge for creation of Serviced Dwelling Units in a Multiple Dwelling Parcel Development after the initial Dwelling Unit, and Capital Infrastructure Charge for creation of Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	1,500	each
b)	Burton Water System	2,500	each
c)	Duhamel Water System	1,000	each
d)	Edgewood Water System	2,000	each
e)	Erickson Water System	1,500	each
f)	Fauquier Water System	2,500	each
g)	Grandview Properties Water System	2,500	each
h)	Lister Water System	2,500	each
i)	Lucas Road Water System	1,500	each
j)	McDonald Creek Water System	1,000	each
k)	Riondel Water System	1,000	each
l)	Rosebery Highlands Water System	2,500	each
m)	Sanca Water System	1,000	each
n)	South Slocan Water System	2,500	each
o)	West Robson Water System	2,000	each
p)	Woodbury Water System	2,000	each
q)	Woodlands Heights Water System	1,500	each
r)	Ymir Water System	1,000	each
6.3	Capital Infrastructure Charge for new irrigation privileges on Agricultural Land	\$5,000	per acre
6.4	Water Main Extension and Improvements	Actual Cost	
6.5	Water Connection Charges	Actual Cost	
a)	Installation	\$10,000	
b)	Capital Infrastructure Charge for existing Parcels within a Water System Service Area not currently paying a Water Tax, Capital Reserve Fund Contribution or Undeveloped Parcel Fee		
6.6	Abandonment of Water Connection	Actual Cost	

No.	Item	Rate	Unit
7	Water Service Area Boundary Extension		
7.1	Capital Infrastructure Charge for addition of a new Parcel to a Service Area, and bringing land into a Water Service Area by lot line cancellation or lot boundary adjustment		
a)	Balfour Water System	25,000	each
b)	Burton Water System	25,000	each
c)	Duhamel Water System	18,000	each
d)	Edgewood Water System	25,000	each
e)	Erickson Water System	25,000	each
f)	Fauquier Water System	25,000	each
g)	Grandview Properties Water System	25,000	each
h)	Lister Water System	25,000	each
i)	Lucas Road Water System	25,000	each
j)	McDonald Creek Water System	17,000	each
k)	Riondel Water System	20,000	each
l)	Rosebery Highlands Water System	25,000	each
m)	Sanca Water System	20,000	each
n)	South Slocan Water System	25,000	each
o)	West Robson Water System	25,000	each
p)	Woodbury Water System	25,000	each
q)	Woodlands Heights Water System	25,000	each
r)	Ymir Water System	22,000	each
7.2	Capital Infrastructure Charge for each additional Serviced Dwelling Unit in a Multiple Dwelling Parcel development after the initial Dwelling Unit and Capital Infrastructure Charge for each additional Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	12,500	each
b)	Burton Water System	12,500	each
c)	Duhamel Water System	9,000	each
d)	Edgewood Water System	12,500	each
e)	Erickson Water System	12,500	each
f)	Fauquier Water System	12,500	each
g)	Grandview Properties Water System	12,500	each
h)	Lister Water System	12,500	each
i)	Lucas Road Water System	12,500	each
j)	McDonald Creek Water System	8,500	each
k)	Riondel Water System	10,000	each
l)	Rosebery Highlands Water System	12,500	each
m)	Sanca Water System	10,000	each
n)	South Slocan Water System	12,500	each
o)	West Robson Water System	12,500	each
p)	Woodbury Water System	12,500	each
q)	Woodlands Heights Water System	12,500	each
r)	Ymir Water System	11,000	each
7.3	Capital Infrastructure Charge for irrigation privileges on Agricultural Land	\$25,000	per acre

No.	Item	Rate	Unit
7.5	Water Main Extension and Improvements	Actual Cost	
7.6	Water Connection Installation	Actual Cost	
8	Alternate Meter Read		
8.1	Manual Meter Read – when read during scheduled automated readings	\$50	annual
8.2	Manual Meter Read – unscheduled trip	\$50	each

SCHEDULE B TO BYLAW NO. 2825
WATER SYSTEM SPECIFIC RATES, FEES AND CHARGES

1 ARROW CREEK WATER TREATMENT AND SUPPLY SERVICE AREA

No.	Item	Rate	Unit
1	Town of Creston (Operations and Maintenance)	\$727,285	annually
2	Erickson Water Distribution Service (Operations and Maintenance)	\$625,124	annually

2 BALFOUR WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge: 3/4" meter	\$178	quarterly
b)	Base Charge: 1" meter	\$221	quarterly
c)	Base Charge: 1 1/2" meter	\$277	quarterly
d)	Base Charge: 2" meter	\$346	quarterly
e)	Metered Consumption: First Block (Up to 100 cubic meters)	\$1.42	per cubic meter quarterly
f)	Metered Consumption: Second Block (Over 100 cubic meters)	\$2.12	per cubic meter quarterly
g)	Metered Consumption: Approved Non Profit (Per cubic meter)	\$0.94	per cubic meter quarterly
2	Unmetered or Failed Meter	\$991	annually
3	Capital Reserve Fund Contribution (per dwelling unit - applied to 10 or more dwelling unit sites for new developments starting and after 2020)	\$184	annually per dwelling unit site

3 BURTON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$2,535	annually
2	Commercial: Business	\$1,674	annually
3	Commercial: Food and Beverage Service	\$1,674	annually
4	Commercial: Orchard	\$1,674	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$1,674	annually
b)	Additional Dwelling	\$839	annually
c)	Additional Mobile Housing Unit Dwelling	\$839	annually
6	Dwelling: Single Family	\$1,674	annually
7	Institutional: Church	\$1,524	annually
8	Institutional: Community Hall	\$1,524	annually
9	Institutional: School	\$2,535	annually

10	Metered Rate		
a)	Base Charge	\$168	quarterly
b)	Metered Consumption	\$2.85	per cubic meter quarterly

4 DUHAMEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals	\$791	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$791	annually
b)	Additional Dwelling	\$791	annually
c)	Additional Mobile Housing Unit Dwelling	\$791	annually
3	Dwelling: Single Family	\$791	annually
4	Metered Rate		
a)	Base Charge	\$80	quarterly
b)	Metered Consumption	\$1.20	per cubic meter quarterly

5 EDGEWOOD WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office, concession & small business)	\$950	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,632	annually
b)	Additional Dwelling	\$818	annually
c)	Additional Mobile Housing Unit Dwelling	\$818	annually
3	Dwelling: Single Family	\$1,632	annually
4	Industrial: Road Maintenance Yard	\$2,846	annually
5	Institutional: Church	\$1,426	annually
6	Institutional: Community Hall	\$1,426	annually
7	Institutional: Health Facility	\$713	annually
8	Institutional: Fire Hall	\$1,632	annually
9	Institutional: School	\$2,369	annually
10	Recreational (includes park & field Irrigation and Restroom Facilities)	\$2,369	annually
11	Metered Rate		
a)	Base Charge	\$163	quarterly
b)	Metered Consumption	\$2.06	per cubic meter quarterly

6 ERICKSON WATER SYSTEM

No.	Item	Rate	Unit
1	Agricultural: Land Charge (Per acre, excluding first acre)	\$381	annually
2	Agricultural: Greenhouse (for each square foot over 2,000)	\$0.14	per square foot annually

No.	Item	Rate	Unit
3	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate	\$1,228	annually
b)	Rate per additional Rental Room	\$205	annually
4	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,265	annually
5	Commercial: Campground		
a)	Base Rate (for Retail/Business /Dwelling)	\$1,265	annually
b)	Per Camp Site	\$90	annually
6	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,265	annually
7	Commercial: Food & Beverage Process & Storage	\$6,222	annually
8	Commercial: Hotel/Motel		
a)	Base Rate	\$0	annually
b)	Per Room Rate	\$664	annually
c)	Restaurant	\$1,265	annually
d)	Lounge	\$1,265	annually
e)	Swimming Pool	\$644	annually
9	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw No. 1082, 1995</i> with all Dwellings under one Account)		
a)	Base Rate	\$1,265	annually
b)	Per Dwelling	\$845	annually
10	Dwelling: Multi Family		
a)	First Dwelling	\$1,228	annually
b)	Additional Dwelling	\$1,228	annually
c)	Secondary Suite	\$845	annually
d)	Additional Mobile Housing Unit Dwelling	\$1,228	annually
e)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
11	Dwelling: Single Family		
a)	Dwelling	\$1,228	annually
b)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
12	Industrial: Small Business (Includes office and yard)	\$1,265	annually
13	Industrial: Saw Mill	\$7,752	annually
14	Institutional: Church	\$1,164	annually
15	Institutional: Community Hall	\$1,164	annually
16	Institutional: School (per classroom)	\$1,084	annually
17	Water Usage with No Development	\$381	annually
18	Metered Rate		
a)	Base Charge	\$123	quarterly
b)	Metered Consumption	\$0.95	per cubic meter quarterly
19	Capital Reserve Fund Contribution		
a)	Per Parcel of Land	\$412	annually
b)	Per Manufactured Home Park Dwelling	\$412	annually

7 FAUQUIER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store & laundromat)	\$3,048	annually
2	Commercial: Concession Stand	\$1,624	annually
3	Commercial: Food & Beverage Services	\$3,667	annually
4	Commercial: Golf Course (Includes club house, irrigation and campsites)	\$6,301	annually
5	Commercial: Hotel/Motel	\$2,240	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$1,624	annually
b)	Additional Dwelling	\$813	annually
c)	Additional Mobile Housing Unit Dwelling	\$813	annually
7	Dwelling: Single Family	\$1,624	annually
8	Institutional: Church	\$1,428	annually
9	Institutional: Community Hall	\$1,428	annually
10	Institutional: Public Restrooms (Transportation)	\$1,152	annually
11	Institutional: Utility Restrooms	\$1,152	annually
12	Recreational (Includes Park & Field Irrigation and Restroom Facilities)	\$1,865	annually
13	Metered Rate		
a)	Base Charge	\$162	quarterly
b)	Metered Consumption	\$1.23	per cubic meter quarterly

8 GRANDVIEW PROPERTIES WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$208	quarterly
b)	Metered Consumption: First Block (Up to 50 cubic meters)	\$1.45	per cubic meter quarterly
c)	Metered Consumption: Second Block (Over 50 cubic meters)	\$3.63	per cubic meter quarterly
2	Undeveloped Parcel	\$833	annually
3	Unmetered or Failed Meter	\$1,506	annually

9 LISTER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,059	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,059	annually
3	Commercial: Food Processing	\$1,059	annually
4	Commercial: Golf Course (Does not include irrigation)	\$4,634	annually

No.	Item	Rate	Unit
5	Dwelling: Multi Family		
a)	First Dwelling	\$670	annually
b)	Additional Dwelling	\$670	annually
c)	Additional Mobile Housing Unit Dwelling	\$670	annually
d)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
6	Dwelling: Single Family		
a)	Dwelling	\$670	annually
b)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
7	Institutional: Fire Hall	\$670	annually
8	Institutional: Community Hall/Park	\$670	annually
9	Metered Rate		
a)	Base Charge	\$67	quarterly
b)	Metered Consumption	\$0.60	per cubic meter quarterly
10	Capital Reserve Fund Contribution	\$573	annually

10 LUCAS ROAD WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$278	quarterly
b)	Metered Consumption	\$2.10	per cubic meter quarterly

11 MCDONALD CREEK WATER SYSTEM

- (1) Rates and fees for the McDonald Creek Water System are in accordance with the agreement between the Regional District and the Village of Kaslo.
- (2) McDonald Creek Customer Account Administration and Water Connection Maintenance is subject to Village of Kaslo fees and charges.

12 RIONDEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$888	annually
2	Commercial: Recreational Rentals Seasonal (per unit)	\$551	annually
3	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,543	annually
4	Commercial: Golf Course (includes irrigation)	\$16,510	annually
5	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$4,412	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$888	annually
b)	Additional Dwelling	\$888	annually
c)	Additional Mobile Housing Unit Dwelling	\$888	annually
7	Dwelling: Single Family	\$888	annually
8	Institutional: Ambulance Station	\$1,318	annually

9	Institutional: Church	\$888	annually
10	Institutional: Church Seasonal	\$551	annually
11	Institutional: Regional District Community Building	\$0	annually
12	Institutional: Regional District Community Center	\$0	annually
13	Institutional: Regional District Recreational Center	\$0	annually
14	Institutional : Regional District Fire Hall	\$0	annually
15	Recreational: Regional District Recreational Center	\$0	annually
16	Metered Rate		
a)	Base Charge	\$88	quarterly
b)	Metered Consumption	\$1.35	per cubic meter quarterly

13 ROSEBERY HIGHLANDS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling : Multi Family		
a)	First Dwelling	\$1,570	annually
b)	Additional Dwelling	\$1,570	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,570	annually
2	Dwelling: Single Family	\$1,570	annually
3	Undeveloped Parcel	\$974	annually
4	Metered Rate		
a)	Base Charge	\$275	quarterly
b)	Metered Consumption	\$3.05	per cubic meter quarterly

14 SANCA WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$781	annually
b)	Additional Dwelling	\$781	annually
c)	Additional Mobile Housing Unit Dwelling	\$781	annually
2	Dwelling: Single Family	\$781	annually

15 SOUTH SLOCAN WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, office & small business)	\$2,115	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$5,435	annually
3	Dwelling: Multi Family		
a)	First Dwelling	\$2,115	annually
b)	Additional Dwelling	\$2,115	annually
c)	Additional Mobile Housing Unit Dwelling	\$2,115	annually
d)	Secondary Suite	\$1,479	annually
4	Dwelling: Single Family	\$2,115	annually
5	Industrial: Small Business (Includes office, shop and yard)	\$2,115	annually

6	Institutional: Regional District Community Building	\$2,115	annually
7	Metered Rate		
a)	Base Charge	\$212	quarterly
b)	Metered Consumption	\$2.43	per cubic meter quarterly

16 WEST ROBSON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw</i> No. 1082, 1995 with all Dwellings under one Account)		
a)	Per Dwelling	\$643	annually
b)	Capital Reserve Fund Contribution per Dwelling	\$121	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$858	annually
b)	Additional Dwelling	\$428	annually
c)	Additional Mobile Housing Unit Dwelling	\$428	annually
3	Dwelling: Single Family	\$858	annually
4	Metered Rate		
a)	Base Charge	\$86	quarterly
b)	Metered Consumption	\$1.48	per cubic meter quarterly

17 WOODBURY WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$989	annually
b)	Additional Dwelling	\$520	annually
c)	Additional Mobile Housing Unit Dwelling	\$520	annually
d)	Secondary Suite	\$520	annually
2	Dwelling: Single Family	\$989	annually
3	Undeveloped Parcel	\$377	annually
4	Metered Rate		
a)	Base Charge	\$141	quarterly
b)	Metered Consumption	\$4.04	per cubic meter quarterly

18 WOODLAND HEIGHTS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Single Family	\$1,582	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,582	annually
b)	Additional Dwelling	\$1,582	annually
c)	Secondary Suite	\$949	annually

3	Metered Rate		
a)	Base Charge	\$157	quarterly
b)	Metered Consumption	\$2.17	per cubic meter quarterly

19 YMIR WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate (Including Dwelling)	\$659	annually
b)	Rate per Rental Room	\$100	annually
2	Commercial: Business (Includes store, bank, post office, office, food stand, food counter, bakery, coffee service & small business)	\$659	annually
3	Commercial: Food & Beverage Services (Including restaurant, lounge, & beverage room)	\$991	annually
4	Commercial - Hotel/Motel		
a)	Base Rate	\$3,160	annually
b)	Per Room Rate	\$100	annually
c)	Restaurant	\$715	annually
d)	Lounge/Beverage Room	\$514	annually
e)	Laundry	\$3,160	annually
f)	Coffee shop	\$715	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$659	annually
b)	Additional Dwelling	\$659	annually
c)	Additional Mobile Housing Unit Dwelling	\$659	annually
6	Dwelling: Single Family	\$659	annually
7	Institutional: Community Association	\$0	annually
8	Institutional: Arts & Museum Society	\$0	annually
9	Institutional: Fire Hall	\$0	annually
10	Metered Rate		
a)	Base Charge	\$66	quarterly
b)	Metered Consumption	\$2.69	per cubic meter quarterly

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2951

A Bylaw to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

WHEREAS the Regional District of Central Kootenay wishes to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 (1) This Bylaw is applicable to all Water Service Areas of the Regional District of Central Kootenay.
- (2) When a Regional District water system is supplied with water from an adjacent local government, the bylaws of that local government and agreement conditions may apply.
- (3) Schedule A Labour rates and Schedule B Arrow Creek Water Treatment and Supply Service Area rates of this Bylaw only shall apply to the Town of Creston.

DEFINITIONS

- 2 In this bylaw:

Account means a formal arrangement under this Bylaw for the provision of water services to a Property.

Account Activation means physically turning on the water and re-establishing or adjusting an Account as required.

Account Deactivation means physically turning off the water to an Owner's Property, removal of any part of the Regional District Water Connection as required by the Manager, adjusting the Owner's Account accordingly and suspending the account.

Account Holder means the person, organization, agent or representative that holds the water Account with the Regional District of Central Kootenay.

Account Type means the predominate usage of the Account such as but not limited to: Single Family Dwelling, Multiple Dwelling Property, Commercial, Industrial, Institutional, Agricultural, and Recreational.

Agricultural Land means land where agricultural irrigation privileges have been assigned by the Manager.

Auxiliary Building or Dependent Suite means a secondary or supplementary building or Unit that does not include all of cooking, eating, living, sleeping and sanitary facilities. An Auxiliary Building or Dependent Suite intended for habitation would be reliant on the main Dwelling.

Board means the Regional District of Central Kootenay Board of Directors.

Capital Infrastructure Charge means a fee levied during Development that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

Capital Reserve Fund Contribution means a fee levied that is placed into reserves as a contribution to the cost of water infrastructure upgrades and long term asset renewal.

Carwash means a building or structure containing facilities for washing motor vehicles, including tunnel car washes, coin operated automatic car washes and coin operated self service car washes.

Commercial means any Unit for which the use is the provision for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including but not limited to retail sales, wholesaling incidental to retail sales, commercial education and entertainment services, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices.

Commercial Carwash means a Carwash used or operated by a Commercial or Industrial business.

Customer means the Owner or occupant of any Property to which water is supplied or made available from the Regional District.

Development means the construction, alteration, or extension of buildings, structures, utilities or any use that requires the issuance of a building permit, plumbing permit, or Interior Health construction permit issued in accordance with the *Drinking Water Protection Act*.

Dwelling means any living quarters used or has the potential to be used by one or more persons which contains cooking, eating, living, sleeping and sanitary facilities.

Flat Use Water Rates means water use rates that are independent of the water quantity used.

Folio means a land identification number assigned by British Columbia Assessment and is used for Property tax purposes. Folio is synonymous with Assessment Roll Number. A Folio in this Bylaw may describe one or more Parcels grouped under one British Columbia Assessment Folio.

Guest Room means a room or structure with sleeping facilities provided for guests.

Industrial means businesses such as but not limited to airports, aggregate processing, asphalt plants, bulk fuel storage, concrete plants, fabrication plants, manufacturing, processing, sawmills, and truck terminals.

Institutional means activities focusing on non-profit services in the public's interest. For example, schools, hospitals, group foster homes, and buildings used for religious worship.

Irrigation means the distribution of water to the surface or subsurface of lawns, gardens, orchards, greenhouses by pipes, hoses, sprinklers or any other method.

Manager in this Bylaw, unless the context otherwise requires, means the Regional District of Central Kootenay General Manager of Environmental Services, the Water Operations Manager, Utility Services Manager or designate.

Manufactured Home means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and that is used as a Dwelling.

Manufactured Home Park means property for which Manufactured Homes or other Dwellings sites are offered for lease or rent.

Meter means meters and other equipment or instruments used by the Regional District or authorized by the Regional District to be used to calculate the amount of water consumed.

Metered Base Charge is a fixed fee charged for water associated with metered based accounts that represent fixed water service costs and not variable costs related to the volume of water treated and distributed.

Metered Rate Based Accounts are Accounts that include a water billing rate based on volumetric metered consumption.

Metered Rate Volumetric Charge is a charge that varies with the volume of water delivered to the property.

Mobile Housing Unit is any type of living accommodation that has been produced to be transported or is a mobile unit such as a ship, boat, recreational vehicle, Manufactured Home and so on, and occupied as living quarters.

Multiple Dwelling Property means any Property containing more than one Dwelling Units on one Folio.

Owner has the same meaning as in the *British Columbia Land Title Act* and *Manufactured Home Act*.

Owner Water Connection means the Owner's water lines and appurtenances downstream of the Regional District Water Connection.

Parcel means the unit lot, block or other area in which land is registered under the *British Columbia Land Title Act*.

Property means land and improvements.

Property Line means a line which defines, in the British Columbia Land Title Office, the perimeter of a Parcel.

Recreational is land primarily used for public recreation and includes but is not limited to parks, sports fields, playgrounds, green areas, beaches and public camping sites.

Regional District of Central Kootenay or Regional District or District means the Regional District of Central Kootenay, as described under the British Columbia Local Government Act with offices located at 202 Lakeside Drive, Nelson, BC V1L 5R4 Phone: 250-352-6665 or toll-free number 1-800-268-7325 and Fax: 250-352-9300.

Regional District Water Connection means the water line extending from the Water Main to the Curb Stop Valve, generally near the Property Line and shall include any immediate downstream Meter installation, or Backflow Preventer.

Reserve Account means a financial account maintained by the Regional District to fund Water System infrastructure improvements, renewal, replacements, major repairs, study, assessments, plans and project management.

Seasonal Service means a service that is turned on for 8 months or less. The Seasonal Service rate only applies if identified in the Fees and Charges Bylaw.

Secondary Suite means an additional Dwelling attached to the principle Dwelling that is used or has the potential to be used as a living quarters by one or more persons. A Secondary Suite contains cooking, eating, living, sleeping and sanitary facilities.

Short-Term Accommodation Rental means a Dwelling, Secondary Suite, or Guest Room wherein accommodation is offered for rent to the public on a temporary basis of 31 days or less.

Single Family Dwelling means building or structure that contains only one Dwelling.

Subdivision means a subdivision as defined in the *British Columbia Land Title Act*, and a subdivision under the *British Columbia Strata Property Act*.

Subdivision Bylaw means the Subdivision Bylaw No. 2159 as it may be amended or replaced from time to time.

Surveyor of Taxes is responsible for collection of taxes for British Columbia rural areas.

Swimming Pool is any permanent or semi-permanent artificial pool for swimming in.

Title (Land Title) refers to the registration of land ownership in accordance with the *British Columbia Land Titles Act*.

Turn On/Off means a temporary interruption in or discontinuance of the supply of water authorized by the Regional District.

Undeveloped Parcel is a Parcel of land within a Regional District Water System where the water has not yet been turned on and where water has been made available.

Unit means any Dwelling, Commercial, Industrial, or Institutional space.

Water Conservation Measures any measures implemented by the Manager to restrict water usage.

Water Main means any water pipe under the control of the District which is intended for public use.

Water Main Extension is the extension or construction of a new water main to provide servicing to a new Water Connection(s).

Water Meter see Meter.

Water Service Area means the area defined by the Water System service area establishment bylaw.

Water Service Area Extension is the extension of the Water Service Area boundary by bylaw to include one or more additional parcels of land.

Water System means all Regional District owned assets like Water Mains, water treatment facilities, pump stations, reservoirs, wells, water intakes and all associated appurtenances.

Water Tax is a tax levied that contributes to the funding for a Water System.

Work means construction, maintenance, inspection or testing services provided for an Owner.

Work Order is a written order on an Approved form providing agreement by a Owner to proceed with Work identified on the form for which the Owner will be responsible for costs incurred by the Regional District in accordance with this Bylaw.

SEVERABILITY

- 3 If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion may be severed from the Bylaw and such decision shall not affect the validity of the remaining portions of the Bylaw.

ADMINISTRATION

- 4 (1) The Manager is hereby authorized and directed to have general supervision over the Regional District of Central Kootenay Water Systems and to see that the provisions of this Bylaw are carried out.
- (2) The Manager shall have the power to appoint Designated Officers for the purpose of effectually carrying out the provisions of this Bylaw, and wherever the Manager is authorized or directed to perform any act or duty under this Bylaw, such act or duty may be

performed by any Designated Officer authorized by the Manager to perform such act or duty.

RATES AND ACCOUNT BILLING GENERAL

- 5
- (1) The Manager shall classify Accounts into Account Types and apply service charge rates as set out in this Bylaw.
 - (2) Accounts may include a mix of service charge fees.
 - (3) The Account Holder must pay all fees and charges for water supplied to the Account Holder's Property, as set out in this Bylaw.
 - (4) The Regional District's annual billing cycle will be from January 1st to December 31st.
 - (5) When a property changes ownership, the new Owner is responsible to apply for a New Account and the old Owner is responsible to close their Account. If an Application is not made, the Account Holder will be changed when British Columbia Assessment provides the new Property Owner information to the Regional District.
 - (6) Payments will be deemed to have been received on:
 - (a) the date payment is received in person at locations identified on Regional District utility bills;
 - (b) the date stamped by Canada Post on mailed payments; or
 - (c) the confirmed date the funds were transferred from the Customer's Account to the Regional District when payment was made through an approved financial institution.
 - (7) Any outstanding Account balances or Work invoices of more than 65 days on December 31st shall be deemed to be taxes in arrears in respect to the Property and the outstanding balance will be sent to the Surveyor of Taxes in accordance with Section 363.2(2) of the *Local Government Act*.
 - (8) Seasonal Service and Golf Course rates shall include one (1) annual Turn On and Turn Off.
 - (9) Seasonal Service, Public Campgrounds, Golf Course and Irrigation rates shall apply for the entire billing cycle regardless of whether or not the water has been Turned Off for a portion of the billing cycle.
 - (10) If an Auxiliary Building is used as the only Dwelling on a Property it is considered a Single Family Dwelling.
 - (11) Auxiliary Buildings and Dependent Suites are not subject to Dwelling Unit charges unless specifically identified in this Bylaw.
 - (12) If the Dwelling is occupied for more than 30 days of the calendar year, it is subject to assessment under this Bylaw.

- (13) Mobile Housing Units set up for long-term occupancy greater than 90 days per calendar year or used as the only Dwelling, or Mobile Housing Units used for Commercial purposes shall be subject to service charges.
- (14) Agricultural Land Charge shall be assessed in increments of 0.1 acres, rounded down.
- (15) The Agricultural Land Charge assessed shall exclude the first acre when the property is also assessed other charge(s) that includes up to 1 acre of irrigation privileges.
- (16) If an Owner requests a reduction in the amount of Agricultural Land Charge assessed area the following shall apply:
 - (a) an assessment of the suitability of the lands for agricultural production shall be completed by Qualified Person and paid for by the Owner;
 - (b) only those lands identified by the Qualified Person as not suitable for agricultural production might be considered by the Manager for removal from assessment of the Agricultural Land Charge; and
 - (c) if a reduction in the Agricultural Land Charge is approved by the Manager, the Owner shall be responsible for the installation costs of a Water Meter and related appurtenances, and the Account may be switched to a Metered Rate Based Account.
- (17) Where an error is found to have been made in the amount invoiced or billed to an Account, the amount either under-billed or over-billed shall be debited from or credited to Account and shown on the next invoice subject to the following:
 - (a) The adjustment period is limited to the time that the current Owner is on Title;
 - (b) The adjustment period(s) for under-billing are to a maximum of 1 year where the error can reasonably be said to have been the fault of the Regional District;
 - (c) Where an under-billing is found to have been made in the amount invoiced or billed to an Account as a result of unauthorized use of a water service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the following may be charged to the Customer Account:
 - (i) the amount of the under-billing, up to 5 years,
 - (ii) any direct administrative costs incurred by the Regional District in investigating the circumstances, and
 - (iii) interest and penalties at the rate normally charged on unpaid Accounts receivable by the Regional District;
 - (d) The adjustment period(s) for over-billing are to a maximum of 5 years or when the current Owner came on title for the property, whichever is less;
 - (e) Where the exact amount of under-billing or over-billing cannot be determined, the Regional District may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period; and
 - (f) Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the Regional District, the Regional District may offer the Customer reasonable terms of repayment, and may be interest and penalty free.

- (18) A separate Account will only be created for a Manufactured Home in a Manufactured Home Park if the Manufactured Home is registered with the British Columbia Manufactured Home Registry and a Folio has been assigned.
- (19) Any charges or Work invoices with payment outstanding of more than 65 days by the owner of an unregistered Manufactured Home in Manufactured Home Park may be transferred to the Manufactured Home Park owner's Account.

FLAT USE WATER RATES AND ACCOUNT BILLING

- 6 (1) Flat Use Water Rates may be prorated to the 15th or the end of each month for changes to Flat Use Water Rate Based Accounts.
- (2) Changes to Flat Use Water Rate Based Accounts based on Customer Application, resulting in a reduction in water billing shall be prorated to the date of Application, unless an error in billing provided for in 5 (17).
- (3) When a specific Flat Use Water Rate has not been identified by this bylaw and a usage rate is required, an equivalent rate may be applied by the Manager and the equivalent rate chosen shall consider fair consumption and operational cost equivalency.
- (4) For Flat Use Water Rate Based Accounts, a penalty of 10% will be imposed on any outstanding Account balances as of the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (5) Clause 6(4) does not apply to Account Holders enrolled in the Voluntary Pre-Authorized Payment Plan.
- (6) The Capital Reserve Fund Contribution shall apply to all land Folios in a Service Area for which a rate is identified for the Service Area.
- (7) The Capital Reserve Fund Contribution shall apply to all specific types of improvements in a Service Area for which a specific Capital Reserve Fund Contribution is identified for the Service Area.

METERED RATE BASED ACCOUNT BILLING

- 7 (1) For Metered Rate Based Accounts, the Account Holder is responsible to request a Meter reading when ownership changes.
- (2) For Metered Rate Based Accounts, Meters shall be read as near as reasonably possible to the date of any ownership change. Water usage shall be estimated for any difference in time between meter reading and date of ownership change.
- (3) Metered Base Charge fees may be prorated to the 15th or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is Deactivated -.

- (4) A Water Meter reading may be estimated for billing by the Manager based on either previous consumption patterns or a daily average consumption for the Customer Service Connection, or an Unmetered Building Construction rate might be used for billing if:
 - (a) the Regional District is unable to obtain a Water Meter reading;
 - (b) a Water Meter fails to properly register the amount of water consumed.
- (5) If a Customer experiences abnormal water consumption, the Manager may adjust the Account Holder's bill taking into consideration any or all of the following factors:
 - (a) the cause or nature of the abnormal water consumption;
 - (b) any evidence of action taken by the Customer to abate the abnormal consumption;
 - (c) Flat Use Water Rates established for the water service; and
 - (d) any other factors that might be relevant.
- (6) The Manager shall establish a Meter reading and billing schedule for Metered Rate Based Accounts.
- (7) For Metered Rate Based Accounts a penalty of 10% will be imposed as of the end of the first business day, following 65 days from the date the utility bill is issued by the Regional District on any outstanding Account balances.

SUBDIVISION AND DEVELOPMENT

- 8 (1) The Regional District may waive or modify the Capital Infrastructure Charge requirements identified in this Bylaw for large Developments, if addressed by separate agreement with the Developer and the Regional District, in accordance with Section 937.1 of the *Local Government Act*.
- (2) Capital Infrastructure Charges collected shall be deposited to the Water Service's Reserve Account.
- (3) Capital Infrastructure Charges shall not be assessed for temporary Mobile Housing Units but shall be assessed for Commercial Mobile Housing Unit parking sites.
- (4) If a Parcel, subdivided after December 31, 2015, was not subject to some form of Regional District Capital Infrastructure Charge and a Regional District Water Connection was not provided, the Parcel is subject to a Capital Infrastructure Charge if a later Application is made and Approved for a new Regional District Water Connection to the Parcel.
- (5) When a Parcel is added to a Water Service Area, any further Subdivision or addition of Units is subject to Capital Infrastructure Charges at a rate equivalent to the rate for addition of a new Parcel to the Water Service Area, for a period of ten (10) years following the addition of the Parcel to the Water Service Area.

SERVICE WORK BY THE REGIONAL DISTRICT

- 9 (1) A Customer is required to sign a Work Order or cost estimate to provide an agreement to do the Work before the Regional District can do any non-emergency Work for a Customer.

- (2) Prior to commencing Work, the Regional District must provide a cost estimate in writing.
- (3) The Designated Officer may require a deposit in the amount of the cost estimate prior to starting the Work.
- (4) Customers will be invoiced for Actual Cost Work as follows:
 - (a) at Labour and Equipment rates provided in this bylaw;
 - (b) at actual Labour rates plus 20% for Administration for all Regional District employees not identified in this Bylaw;
 - (c) at actual contract Labour rates plus 20%;
 - (d) at actual cost plus 20% for all other Equipment and Materials.

VOLUNTARY PRE-AUTHORIZED PAYMENT PLAN

- 10** (1) The Manager shall establish and maintain a Pre-Authorized Payment Plan.
- (2) Account Holders wishing to participate in the Pre-Authorized Payment Plan, are required to sign an agreement provided by the Manager.
- (3) Participation in the Pre-Authorized Payment Plan program is voluntary. Customers who choose not to participate in the program will be required to pay their water bill in full by the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (4) Participation in the Pre-Authorized Payment Plan is subject to cancellation at the discretion of the Chief Financial Officer.
- (5) Those who sign up after the end of the first business day following July 4th, in any year, will be subject to a 10% penalty on the outstanding Account Balance for that year. The new outstanding Account Balance will then be divided by the number of months remaining from the time the Customer Account information has been added to the PAWS (Pre-Authorized Withdrawals) system, starting no sooner than July 15th.
- (6) Customers must sign up by November 30th in order for monthly payment plans to start in January of the following year. If customers sign up after November 30th, payments may begin in later months.
- (7) For all years where payments begin on January 15th, payment amounts will be determined by dividing the previous year's annual water bill by 12.
- (8) Returned payments (NSF) result in a \$25.00 fee, charged to the Customer Account.
- (9) Any outstanding balance on the Customer Account as of December 31st of each year due to returned payments (NSF) will be subject to a 10% penalty.
- (10) Customer Accounts may be adjusted at any time due to Regional District Board approved water rate changes or changes in water usage, as required. The outstanding balance will be

recalculated and the equal withdrawal payment amounts will be adjusted accordingly for the remainder of the year.

(11) The Pre-Authorized Payment Plan is not available for Metered based Customer Accounts.

CITATION

11 This Bylaw may be cited as **“Regional District of Central Kootenay Utilities Rates, Fees and Charges Bylaw No. , 2024.”**

REPEAL

12 **“Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023”**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 18th day of April, 2024.

READ A SECOND TIME this 18th day of April, 2024.

READ A THIRD TIME this 18th day of April, 2024.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 18th day of April, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

**SCHEDULE A TO BYLAW NO. 2895
GENERAL RATES, FEES, AND CHARGES**

General Rates and Fees and Charges are as follows:

1 GENERAL

No.	Item	Rate	Unit
1	Labour		
1.1	Manager		
a)	Utility Services Manager	\$140	hour
b)	Water Operations Manager	\$128	hour
1.2	Utilities Supervisor		
a)	Operations, Maintenance, Installations & Repairs	\$100	hour
b)	Projects & Administration	\$117	hour
1.3	Water Services Liaison	\$117	hour
1.4	Environmental Services Technologist/Coordinator	\$110	hour
1.5	Utility Tech 2	\$81	hour
1.6	Utility Tech 1 or Maintenance Person	\$71	hour
2	Equipment (excluding operator)		
2.1	Service Truck – Greater of the following:		
a)	Half Daily Rate	\$70	½ day
b)	Kilometer Rate	\$0.80	km
2.2	Vehicle – Greater of the following:		
a)	Half Daily Rate	\$50	½ day
b)	Kilometer Rate	\$0.65	km
2.3	Backhoe	\$60	hour
2.4	Leak Noise Correlator	\$30	hour
3	Temporary Water Usage		
3.1	Damage Deposit for Connection to Standpipe or Hydrant	\$100	lump sum
3.2	Temporary Water Usage (\$100 minimum)	\$5	cubic meter
4	Customer Account Administration & Development Administrative Charges		
4.1	Change of Property Ownerships	No Charge	each
4.2	Water Application from Within an Existing Water Service Area		
a)	Owner Initiated Change in Water Usage	No Charge	each
b)	Staff Initiated Change in Water Usage	\$100	each
c)	For New Connection	\$300	each
4.3	Water Application from Outside of a Water Service Area	\$800	each
4.4	Development or Redevelopment Administrative Cost Recovery Charge		
a)	Per First 1 to 10 Capital Infrastructure Charges Assessed	\$500	each
b)	Per Additional 11 or More Capital Infrastructure Charges Assessed	\$200	each
c)	Latecomer Agreement Application	\$500	each
4.5	Account Deactivation	\$150	each

No.	Item	Rate	Unit
4.6	Account Activation		
a)	No Ownership Change	\$150	each
b)	On Ownership Change	No Charge	each
5	Customer Connection Maintenance		
5.1	Temporary Turn Off and Turn On (includes both Turn Off and Turn On, if required)		
a)	Pre-scheduled during business hours	\$50	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
5.2	Seasonal Rate based Account Turn Off and On		
a)	Pre-scheduled during business hours	No Charge	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
6	Subdivision and Development		
6.1	Capital Infrastructure Charge for creation of a new Serviced Parcel by Subdivision, and Capital Infrastructure Charge for creation of a Serviced Parcel with separate Folio from a group of two or more Parcels with one Folio		
a)	Balfour Water System	\$3,000	each
b)	Burton Water System	\$5,000	each
c)	Duhamel Water System	\$2,000	each
d)	Edgewood Water System	\$4,000	each
e)	Erickson Water System	\$3,000	each
f)	Fauquier Water System	\$5,000	each
g)	Grandview Properties Water System	\$5,000	each
h)	Lister Water System	\$5,000	each
i)	Lucas Road Water System	\$3,000	each
j)	McDonald Creek Water System	\$2,000	each
k)	Riondel Water System	\$2,000	each
l)	Rosebery Highlands Water System	\$5,000	each
m)	Sanca Water System	\$2,000	each
n)	South Slocan Water System	\$5,000	each
o)	West Robson Water System	\$4,000	each
p)	Woodbury Water System	\$4,000	each
q)	Woodlands Heights Water System	\$3,000	each
r)	Ymir Water System	\$2,000	each

No.	Item	Rate	Unit
6.2	Capital Infrastructure Charge for creation of Serviced Dwelling Units in a Multiple Dwelling Parcel Development after the initial Dwelling Unit, and Capital Infrastructure Charge for creation of Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	1,500	each
b)	Burton Water System	2,500	each
c)	Duhamel Water System	1,000	each
d)	Edgewood Water System	2,000	each
e)	Erickson Water System	1,500	each
f)	Fauquier Water System	2,500	each
g)	Grandview Properties Water System	2,500	each
h)	Lister Water System	2,500	each
i)	Lucas Road Water System	1,500	each
j)	McDonald Creek Water System	1,000	each
k)	Riondel Water System	1,000	each
l)	Rosebery Highlands Water System	2,500	each
m)	Sanca Water System	1,000	each
n)	South Slocan Water System	2,500	each
o)	West Robson Water System	2,000	each
p)	Woodbury Water System	2,000	each
q)	Woodlands Heights Water System	1,500	each
r)	Ymir Water System	1,000	each
6.3	Capital Infrastructure Charge for new irrigation privileges on Agricultural Land	\$5,000	per acre
6.4	Water Main Extension and Improvements	Actual Cost	
6.5	Water Connection Charges	Actual Cost	
a)	Installation	\$10,000	
b)	Capital Infrastructure Charge for existing Parcels within a Water System Service Area not currently paying a Water Tax, Capital Reserve Fund Contribution or Undeveloped Parcel Fee		
6.6	Abandonment of Water Connection	Actual Cost	

No.	Item	Rate	Unit
7	Water Service Area Boundary Extension		
7.1	<p>Capital Infrastructure Charge for addition of a new Parcel to a Service Area, and bringing land into a Water Service Area by lot line cancellation or lot boundary adjustment</p> <ul style="list-style-type: none"> a) Balfour Water System b) Burton Water System c) Duhamel Water System d) Edgewood Water System e) Erickson Water System f) Fauquier Water System g) Grandview Properties Water System h) Lister Water System i) Lucas Road Water System j) McDonald Creek Water System k) Riondel Water System l) Rosebery Highlands Water System m) Sanca Water System n) South Slocan Water System o) West Robson Water System p) Woodbury Water System q) Woodlands Heights Water System r) Ymir Water System 	<p>25,000</p> <p>25,000</p> <p>18,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>17,000</p> <p>20,000</p> <p>25,000</p> <p>20,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>22,000</p>	<p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p>
7.2	<p>Capital Infrastructure Charge for each additional Serviced Dwelling Unit in a Multiple Dwelling Parcel development after the initial Dwelling Unit and Capital Infrastructure Charge for each additional Serviced Commercial, Industrial or Institutional Unit after the initial Unit</p> <ul style="list-style-type: none"> a) Balfour Water System b) Burton Water System c) Duhamel Water System d) Edgewood Water System e) Erickson Water System f) Fauquier Water System g) Grandview Properties Water System h) Lister Water System i) Lucas Road Water System j) McDonald Creek Water System k) Riondel Water System l) Rosebery Highlands Water System m) Sanca Water System n) South Slocan Water System o) West Robson Water System p) Woodbury Water System q) Woodlands Heights Water System r) Ymir Water System 	<p>12,500</p> <p>12,500</p> <p>9,000</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>10,000</p> <p>12,500</p> <p>10,000</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>11,000</p>	<p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p>
7.3	Capital Infrastructure Charge for irrigation privileges on Agricultural Land	\$25,000	per acre

No.	Item	Rate	Unit
7.5	Water Main Extension and Improvements	Actual Cost	
7.6	Water Connection Installation	Actual Cost	
8	Alternate Meter Read		
8.1	Manual Meter Read – when read during scheduled automated readings	\$50	annual
8.2	Manual Meter Read – unscheduled trip	\$50	each

SCHEDULE B TO BYLAW NO. 2825
WATER SYSTEM SPECIFIC RATES, FEES AND CHARGES

1 ARROW CREEK WATER TREATMENT AND SUPPLY SERVICE AREA

No.	Item	Rate	Unit
1	Town of Creston (Operations and Maintenance)	\$727,285	annually
2	Erickson Water Distribution Service (Operations and Maintenance)	\$625,124	annually

2 BALFOUR WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge: 3/4" meter	\$178	quarterly
b)	Base Charge: 1" meter	\$221	quarterly
c)	Base Charge: 1 1/2" meter	\$277	quarterly
d)	Base Charge: 2" meter	\$346	quarterly
e)	Metered Consumption: First Block (Up to 100 cubic meters)	\$1.42	per cubic meter quarterly
f)	Metered Consumption: Second Block (Over 100 cubic meters)	\$2.12	per cubic meter quarterly
g)	Metered Consumption: Approved Non Profit (Per cubic meter)	\$0.94	per cubic meter quarterly
2	Unmetered or Failed Meter	\$991	annually
3	Capital Reserve Fund Contribution (per dwelling unit - applied to 10 or more dwelling unit sites for new developments starting and after 2020)	\$184	annually per dwelling unit site

3 BURTON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$2,535	annually
2	Commercial: Business	\$1,674	annually
3	Commercial: Food and Beverage Service	\$1,674	annually
4	Commercial: Orchard	\$1,674	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$1,674	annually
b)	Additional Dwelling	\$839	annually
c)	Additional Mobile Housing Unit Dwelling	\$839	annually
6	Dwelling: Single Family	\$1,674	annually
7	Institutional: Church	\$1,524	annually
8	Institutional: Community Hall	\$1,524	annually
9	Institutional: School	\$2,535	annually

No.	Item	Rate	Unit
10	Metered Rate		
a)	Base Charge	\$168	quarterly
b)	Metered Consumption	\$2.85	per cubic meter quarterly

4 DUHAMEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals	\$791	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$791	annually
b)	Additional Dwelling	\$791	annually
c)	Additional Mobile Housing Unit Dwelling	\$791	annually
3	Dwelling: Single Family	\$791	annually
4	Metered Rate		
a)	Base Charge	\$80	quarterly
b)	Metered Consumption	\$1.20	per cubic meter quarterly

5 EDGEWOOD WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office, concession & small business)	\$950	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,632	annually
b)	Additional Dwelling	\$818	annually
c)	Additional Mobile Housing Unit Dwelling	\$818	annually
3	Dwelling: Single Family	\$1,632	annually
4	Industrial: Road Maintenance Yard	\$2,846	annually
5	Institutional: Church	\$1,426	annually
6	Institutional: Community Hall	\$1,426	annually
7	Institutional: Health Facility	\$713	annually
8	Institutional: Fire Hall	\$1,632	annually
9	Institutional: School	\$2,369	annually
10	Recreational (includes park & field Irrigation and Restroom Facilities)	\$2,369	annually
11	Metered Rate		
a)	Base Charge	\$163	quarterly
b)	Metered Consumption	\$2.06	per cubic meter quarterly

6 ERICKSON WATER SYSTEM

No.	Item	Rate	Unit
1	Agricultural: Land Charge (Per acre, excluding first acre)	\$381	annually
2	Agricultural: Greenhouse (for each square foot over 2,000)	\$0.14	per square foot annually

No.	Item	Rate	Unit
3	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate	\$1,228	annually
b)	Rate per additional Rental Room	\$205	annually
4	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,265	annually
5	Commercial: Campground		
a)	Base Rate (for Retail/Business /Dwelling)	\$1,265	annually
b)	Per Camp Site	\$90	annually
6	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,265	annually
7	Commercial: Food & Beverage Process & Storage	\$6,222	annually
8	Commercial: Hotel/Motel		
a)	Base Rate	\$0	annually
b)	Per Room Rate	\$664	annually
c)	Restaurant	\$1,265	annually
d)	Lounge	\$1,265	annually
e)	Swimming Pool	\$644	annually
9	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw No. 1082, 1995</i> with all Dwellings under one Account)		
a)	Base Rate	\$1,265	annually
b)	Per Dwelling	\$845	annually
10	Dwelling: Multi Family		
a)	First Dwelling	\$1,228	annually
b)	Additional Dwelling	\$1,228	annually
c)	Secondary Suite	\$845	annually
d)	Additional Mobile Housing Unit Dwelling	\$1,228	annually
e)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
11	Dwelling: Single Family		
a)	Dwelling	\$1,228	annually
b)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
12	Industrial: Small Business (Includes office and yard)	\$1,265	annually
13	Industrial: Saw Mill	\$7,752	annually
14	Institutional: Church	\$1,164	annually
15	Institutional: Community Hall	\$1,164	annually
16	Institutional: School (per classroom)	\$1,084	annually
17	Water Usage with No Development	\$381	annually
18	Metered Rate		
a)	Base Charge	\$123	quarterly
b)	Metered Consumption	\$0.95	per cubic meter quarterly
19	Capital Reserve Fund Contribution		
a)	Per Parcel of Land	\$412	annually
b)	Per Manufactured Home Park Dwelling	\$412	annually

7 FAUQUIER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store & laundromat)	\$3,048	annually
2	Commercial: Concession Stand	\$1,624	annually
3	Commercial: Food & Beverage Services	\$3,667	annually
4	Commercial: Golf Course (Includes club house, irrigation and campsites)	\$6,301	annually
5	Commercial: Hotel/Motel	\$2,240	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$1,624	annually
b)	Additional Dwelling	\$813	annually
c)	Additional Mobile Housing Unit Dwelling	\$813	annually
7	Dwelling: Single Family	\$1,624	annually
8	Institutional: Church	\$1,428	annually
9	Institutional: Community Hall	\$1,428	annually
10	Institutional: Public Restrooms (Transportation)	\$1,152	annually
11	Institutional: Utility Restrooms	\$1,152	annually
12	Recreational (Includes Park & Field Irrigation and Restroom Facilities)	\$1,865	annually
13	Metered Rate		
a)	Base Charge	\$162	quarterly
b)	Metered Consumption	\$1.23	per cubic meter quarterly

8 GRANDVIEW PROPERTIES WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$208	quarterly
b)	Metered Consumption: First Block (Up to 50 cubic meters)	\$1.45	per cubic meter quarterly
c)	Metered Consumption: Second Block (Over 50 cubic meters)	\$3.63	per cubic meter quarterly
2	Undeveloped Parcel	\$833	annually
3	Unmetered or Failed Meter	\$1,506	annually

9 LISTER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,059	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,059	annually
3	Commercial: Food Processing	\$1,059	annually
4	Commercial: Golf Course (Does not include irrigation)	\$4,634	annually

No.	Item	Rate	Unit
5	Dwelling: Multi Family		
a)	First Dwelling	\$670	annually
b)	Additional Dwelling	\$670	annually
c)	Additional Mobile Housing Unit Dwelling	\$670	annually
d)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
6	Dwelling: Single Family		
a)	Dwelling	\$670	annually
b)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
7	Institutional: Fire Hall	\$670	annually
8	Institutional: Community Hall/Park	\$670	annually
9	Metered Rate		
a)	Base Charge	\$67	quarterly
b)	Metered Consumption	\$0.60	per cubic meter quarterly
10	Capital Reserve Fund Contribution	\$573	annually

10 LUCAS ROAD WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$278	quarterly
b)	Metered Consumption	\$2.10	per cubic meter quarterly

11 MCDONALD CREEK WATER SYSTEM

- (1) Rates and fees for the McDonald Creek Water System are in accordance with the agreement between the Regional District and the Village of Kaslo.
- (2) McDonald Creek Customer Account Administration and Water Connection Maintenance is subject to Village of Kaslo fees and charges.

12 RIONDEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$888	annually
2	Commercial: Recreational Rentals Seasonal (per unit)	\$551	annually
3	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,543	annually
4	Commercial: Golf Course (includes irrigation)	\$16,510	annually
5	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$4,412	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$888	annually
b)	Additional Dwelling	\$888	annually
c)	Additional Mobile Housing Unit Dwelling	\$888	annually
7	Dwelling: Single Family	\$888	annually
8	Institutional: Ambulance Station	\$1,318	annually

No.	Item	Rate	Unit
9	Institutional: Church	\$888	annually
10	Institutional: Church Seasonal	\$551	annually
11	Institutional: Regional District Community Building	\$0	annually
12	Institutional: Regional District Community Center	\$0	annually
13	Institutional: Regional District Recreational Center	\$0	annually
14	Institutional : Regional District Fire Hall	\$0	annually
15	Recreational: Regional District Recreational Center	\$0	annually
16	Metered Rate		
a)	Base Charge	\$88	quarterly
b)	Metered Consumption	\$1.35	per cubic meter quarterly

13 ROSEBERY HIGHLANDS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling : Multi Family		
a)	First Dwelling	\$1,570	annually
b)	Additional Dwelling	\$1,570	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,570	annually
2	Dwelling: Single Family	\$1,570	annually
3	Undeveloped Parcel	\$974	annually
4	Metered Rate		
a)	Base Charge	\$275	quarterly
b)	Metered Consumption	\$3.05	per cubic meter quarterly

14 SANCA WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$781	annually
b)	Additional Dwelling	\$781	annually
c)	Additional Mobile Housing Unit Dwelling	\$781	annually
2	Dwelling: Single Family	\$781	annually

15 SOUTH SLOCAN WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, office & small business)	\$2,115	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$5,435	annually
3	Dwelling: Multi Family		
a)	First Dwelling	\$2,115	annually
b)	Additional Dwelling	\$2,115	annually
c)	Additional Mobile Housing Unit Dwelling	\$2,115	annually
d)	Secondary Suite	\$1,479	annually
4	Dwelling: Single Family	\$2,115	annually

No.	Item	Rate	Unit
5	Industrial: Small Business (Includes office, shop and yard)	\$2,115	annually
6	Institutional: Regional District Community Building	\$2,115	annually
7	Metered Rate		
a)	Base Charge	\$212	quarterly
b)	Metered Consumption	\$2.43	per cubic meter quarterly

16 WEST ROBSON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw No. 1082, 1995</i> with all Dwellings under one Account)		
a)	Per Dwelling	\$643	annually
b)	Capital Reserve Fund Contribution per Dwelling	\$121	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$858	annually
b)	Additional Dwelling	\$428	annually
c)	Additional Mobile Housing Unit Dwelling	\$428	annually
3	Dwelling: Single Family	\$858	annually
4	Metered Rate		
a)	Base Charge	\$86	quarterly
b)	Metered Consumption	\$1.48	per cubic meter quarterly

17 WOODBURY WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$989	annually
b)	Additional Dwelling	\$520	annually
c)	Additional Mobile Housing Unit Dwelling	\$520	annually
d)	Secondary Suite	\$520	annually
2	Dwelling: Single Family	\$989	annually
3	Undeveloped Parcel	\$377	annually
4	Metered Rate		
a)	Base Charge	\$141	quarterly
b)	Metered Consumption	\$4.04	per cubic meter quarterly

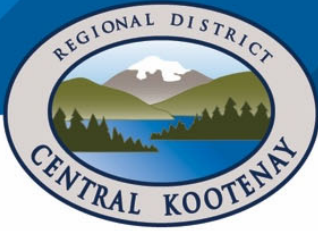
18 WOODLAND HEIGHTS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Single Family	\$1,582	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,582	annually
b)	Additional Dwelling	\$1,582	annually
c)	Secondary Suite	\$949	annually

No.	Item	Rate	Unit
3	Metered Rate		
a)	Base Charge	\$157	quarterly
b)	Metered Consumption	\$2.17	per cubic meter quarterly

19 YMIR WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate (Including Dwelling)	\$659	annually
b)	Rate per Rental Room	\$100	annually
2	Commercial: Business (Includes store, bank, post office, office, food stand, food counter, bakery, coffee service & small business)	\$659	annually
3	Commercial: Food & Beverage Services (Including restaurant, lounge, & beverage room)	\$991	annually
4	Commercial - Hotel/Motel		
a)	Base Rate	\$3,160	annually
b)	Per Room Rate	\$100	annually
c)	Restaurant	\$715	annually
d)	Lounge/Beverage Room	\$514	annually
e)	Laundry	\$3,160	annually
f)	Coffee shop	\$715	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$659	annually
b)	Additional Dwelling	\$659	annually
c)	Additional Mobile Housing Unit Dwelling	\$659	annually
6	Dwelling: Single Family	\$659	annually
7	Institutional: Community Association	\$0	annually
8	Institutional: Arts & Museum Society	\$0	annually
9	Institutional: Fire Hall	\$0	annually
10	Metered Rate		
a)	Base Charge	\$66	quarterly
b)	Metered Consumption	\$2.69	per cubic meter quarterly



Committee Report

Date of Report: March 18, 2024
Date & Type of Meeting: April 03, 2024, Water Services Committee
Author: Jason McDiarmid, Utility Services Manager
Subject: ERICKSON PHASE 1 METERING PROGRAM – POTENTIAL REBATE FOR CUSTOMERS WHO ALREADY INSTALLED METERS
File: 11-5700-ERK-20
Electoral Area/Municipality All Areas Except I

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Water Services Committee direction on provision of potential refunds or rebates under the Erickson Phase 1 Metering project to Erickson customers who have been required in recent years to pay the cost of a meter install.

SECTION 2: BACKGROUND/ANALYSIS

Staff have long recognised the potential benefit of water metering in Erickson. Water is supplied to Erickson and the Town of Creston from the Arrow water treatment plant. The Arrow plant is commonly operated at emergency capacity during hot dry weather and Arrow Creek base flows are a concern during drought.

Water metering provides the following benefits:

- 💧 Promotes water conservation
- 💧 Postpones expensive capacity upgrades
- 💧 Provides equitable billing
- 💧 Leak detection
- 💧 Improved planning with improved water usage data

About 30 volunteer Erickson agricultural meters were installed starting in 2010 with funding provided by the Columbia Basin Trust WaterSmart program. These meters are now approaching the end of service life and are found to be incompatible with the Regional District's current meter reading system.

In 2019 the Regional District commissioned Diameter Services to provide a universal metering implementation plan for Erickson. The Board approved Erickson's financial plan to implement universal metering and begin procurement in 2021, with meter install in 2022; however, universal metering funding required long-term financing. Long-term financing requires public approval in accordance with the Local Government Act and Community Charter. Public approval was sought through alternative approval process (AAP) in 2021, but was not successful.

Alternately, a Phase 1 metering project was approved by the Board in the 2022 Erickson financial plan with funding from Community Works and reserves. Future metering phases for Erickson have not been included in the 2024 to 2028 Erickson financial plan.

The Phase 1 metering project includes all industrial, commercial, institutional, and agricultural properties with irrigation privileges of 5 acres or more (ICI Ag+5). 117 meters and backflow preventers are proposed to be installed on 95 properties (some properties have more than one service) 23 existing meters will be replaced on 21 properties.

13 properties with irrigation privileges greater than or equal to 5 acres will not be metered because they are currently not irrigating. About 560 properties in Erickson will remain unmetered after Phase 1 metering has been completed.

The Regional District has metering requirements in Water Bylaw No. 2894, 2023 for new development and redevelopment in Regional District water systems. No properties in Erickson were required to have meters installed in 2019 or 2020, and four properties were required to have meters installed at the cost of the property owner since 2021. These properties would otherwise now qualify for a meter to be provided under the Phase 1 metering program. The properties are summarized as follows:

Account	Year Required	Estimate / Actual Cost	Summary of work
60704	2022	\$6,006.93	Installation of 1" meter and double check valve assembly
60412	2022	\$19,318.16	Installation of a 1.5" meter and double check valve. Installation of 1" meter and double check valve assembly
60490	2022	\$5,365.40	Installation of 1" meter
60413	2021	\$10,740.03	Installation of 2" meter and double check valve assembly and removal of 3 redundant service lines.

Due to metering supply chain issues, some of the above meters have not yet been installed. Account 60704 would not have qualified for metering under the Phase 1 metering program before their recent development but their development created a commercial business that would now qualify.

Staff now requires direction from the Water Services Committee as to whether or not to provide a refund or rebate to the four customers above. The options for a refund or rebate include:

- Option 1 - Full refund on all actual amounts paid for metering, less administration costs
- Option 2 - Future rebate up to the amount metering would have cost if completed under the Phase 1 metering project or Option 1 if less.
- Option 3 - Rebate up to a fixed amount or Option 1 if less.
- Option 4 - Do not provide any refund or rebate.

The estimated cost for metering and backflow installation under the Phase 1 metering project is as follows:

- 1" meter and backflow - \$6,440.68
- 1½" meter and backflow - \$10,676.04
- 2" meter and backflow - \$11,446.94

Potential refund or rebate amounts might be as follows:

Account	Estimate / Actual Cost	Option 1 – Estimated Actual Cost Less Admin Costs	Option 2 - Phase 1 Metering Cost Estimate	Option 3 - Potential Fix Amount
60704	6,006.93	5,230.06	6,441	6,400
60412	16,798.40	15,159.41	17,117	17,100
60490	5,365.40	4,574.36	6,441	6,400
60413	10,740.03	9,473.36	11,447	11,400

Option 1 refund does not include administrative as costs these costs reflect the cost for Supervisors to complete cost estimates, order materials, hire contractors, and costs associated with invoicing.

Option 2 rebate requires that the Phase 1 metering project procurement be at least awarded to confirm costs before any rebates can be issued. The Option 3 rebate fixed amount based on Phase 1 metering cost estimates could be paid immediately.

Since the actual amount Option 1 is generally less than the potential Options 2 and 3 amounts, it really only makes sense to consider Option 1.

Staff is also recommending that properties only be considered for refund or rebate starting in 2021. An argument could be made that a metering project was not confirmed in 2021 due to funding not being secured but staff feel there was an intent to implement some form of metering regardless of the unsuccessful AAP.

Staff will handle near future metering requirements due to customer development or re-development as follows unless otherwise directed by the Water Services Committee or Board.

- 1) Properties being developed or re-developed resulting in change of usage that would make the properties eligible for a meter installation under the Phase 1 metering project will be included in the Phase 1 metering project until completion of the Phase 1 project.
- 2) The cost for meters required for redevelopment of Agricultural Land less than 5 acres will be the responsibility of the property owner because the property would not otherwise be scheduled for a meter installation under the Phase 1 metering program.
- 3) The cost of any meters required after the Phase 1 metering project completion will be the responsibility of the property owner.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
 Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

The Erickson Phase 1 metering project is included in the 2024 to 2028 Erickson financial plan and it is anticipated that there enough budget available to pay any customer refunds or rebates proposed in this report.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

None.

3.3 Environmental Considerations

None.

3.4 Social Considerations:

It can be considered unfair that some customers had to recently pay for water meters that would have otherwise been provided by the water system under the Phase 1 metering program.

3.5 Economic Considerations:

Providing any rebate or refund would be at the expense of the water system but the project is partially grant funded.

3.6 Communication Considerations:

Any customers eligible for any refund or rebate will be contacted.

3.7 Staffing/Departmental Workplace Considerations:

None.

3.8 Board Strategic Plan/Priorities Considerations:

“To excel in Governance and Service Delivery”. If implemented, the outcomes of the two strategies are aligned with the Board’s overarching strategic objectives to Excel in Governance and Service Delivery, to Manage our Assets and Operations in a Fiscally Responsible Manner, and, To Adapt to our Changing Climate and Mitigate Greenhouse Gas Emissions.

SECTION 4: OPTIONS & PROS / CONS

Option 1 - That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

Pros

- Mitigates potential unfairness that four customers had to pay for metering costs that would have otherwise been soon covered by the Erickson water service under the Phase 1 Metering Program.

Cons

- More costs incurred by the water system but much of the Phase 1 metering program is funded through a Community Works grant.

Option 2 – That the Regional District Water Services Committee recommends that the Board direct staff to not provide any metering refunds or rebates to water customer Accounts 60704, 60412, 60490, 60413 for metering costs incurred that would have otherwise been covered under the Phase 1 Erickson Metering Program.

Pros

- Less costs incurred by the water system but much of the Phase 1 metering program is funded through a Community Works grant.

Cons

- It can be deemed unfair that some customers had to pay for metering costs that would have otherwise been soon covered by the Erickson water service under the Phase 1 Metering Program.

SECTION 5: RECOMMENDATIONS

That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

Respectfully submitted,

Jason McDiarmid, Utility Services Manager

CONCURRENCE

Water Operations Manager – Alexandra Divlakovski

ATTACHMENTS: None.



Committee Report

Date of Report: March 27, 2024
Date & Type of Meeting: April 3, 2024, Water Services Committee
Author: Alexandra Divlakovski, Water Operations Manager
Subject: OPERATIONS MAINTENANCE AND CAPITAL UPDATE
File: 11-5700-01-2024
Electoral Area/Municipality: All Areas

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update to the Committee and highlight the larger maintenance and capital projects completed to date in 2024.

SECTION 2: BACKGROUND/ANALYSIS

This report does not necessarily include annual preventative maintenance. Examples of preventative maintenance include; equipment oil changes, distribution system flushing, distribution valve exercising, daily/weekly system checks, hydrant inspections, vegetation care and fleet management.

WATER EAST

Arrow Creek

Operations and Maintenance

- Membrane Filter Trains 1, 2 and 4 are currently passing MITs, Train 3 was passing MITs but getting low end so is now off for repairs.
- Second quarter Recovery Cleans will be completed by end of April.
- The cleaning up the valves, regulators and lines for the chemicals used in the Recovery and Maintenance Clean processes, also the electrical and mounting brackets having been cleaned up and re-mounted at the back of the WTP has been completed
- Replacing, cleaning up and re-mounting valves, regulators and lines in chlorine and bisulphite in chemical room.

Capital

- Intake Erosion Protection:
 - Repair area of erosion in the concrete in a corner of the intake diversion will be completed in 2024.
- UV Reactor Replacement:
 - UV reactors, controls, transformers, stainless steel pipe spool sections and fittings delivered Feb 2nd. Removal of old and the Install of new infrastructure on UV # 1 has been completed and is set for commissioning, first week of April.
- Ceramic Filter Concept Study:
 - Associated Engineering Inc. gathering and sifting through data, water testing and other applicable information to determine the best filtering system technology for the WTP going forward.
- Heating/Energy Upgrades:

- Better Energy Solutions Ltd. analysis report to be completed in February 2024, design March 2024
- Have started work in-house on sealing up heat loss areas into the various rooms in the WTP as determined by using an infrared camera. Several locations have been sealed with Styrofoam insulation and weather stripping for all the doors is on order.
- Old front gate off Wenger Road has been replaced with a new gate.

Ongoing Considerations

The Arrow Creek water treatment plant has historically reached maximum emergency rated capacity in high demand months (July-August).

Erickson

Operations and Maintenance

- Repair of broken service valve on Beam Road
- Install of one 1 " tandem (meter, DCVA) meter pit on Lamont Rd
- Install two 1.5" tandem meter pits on Ag property on Erickson Rd.
- Install one 2" tandem meter pit on 38th Ave N.
- Install two 2" tandem meter pits and abandon two of four services on an Ag property on Erickson Rd
- Install one 2" tandem meter pit for cemetery.

Capital

- Number, size of meters and pits required for Phase 1 of the metering program has been determined, procurement to commence in February.
- Procurement and Tenders for replacing line PN95 along Erickson Road will commence once SROs are received from 2 properties. Construction to be completed in 2024.

Ongoing Considerations

Asbestos cement and steel pipe sections of distribution system require replacement and/or relocation off private land.

Lister

Operations and Maintenance

- Back-up copies of the SCADA processes for the PLC and HMI have been completed

Capital

- Standby power generator has been ordered and will arrive in the spring. A pad will be constructed in-house and power to the generator and automatic transfer switch will be installed by a local Electrician.
- Procurement and Tenders for replacing line PN13 along Crestview Road will commence in February. Construction to be completed in 2024.

Ongoing Considerations

No irrigation privileges beyond 1 acre of domestic irrigation is allowed in Lister due to the existing high water demand of the system as compared to what the groundwater well can produce.

Riondel

Operations and Maintenance

- No significant activity to report

Capital

- Standby power generator has been ordered and will arrive in the Spring. A pad will be constructed in-house and power to the generator and automatic transfer switch will be installed by a qualified Electrician.
- Reservoir valve chamber and meter design to be completed in 2024.

Ongoing Considerations

High water demand in the summer months has resulted in issuing conservation measures. The golf course is a large water consumer, and the system would benefit from the golf course securing a separate water source.

Sanca

Operations and Maintenance

- No significant activity.

Capital

- Renewed correspondence between the Regional District and Sanca Creek Beach Resort Cooperative Association regarding potentially disconnecting and/or relocating two northern properties currently serviced by the system.

Ongoing Considerations

This system remains on a long term Boil Water Notice. Proposed borrowing for a water treatment plant was presented to the community in 2016, however, it was not approved.

WATER WEST

Balfour

Operations and Maintenance

- Leak detection on service lines that are cut-in meter installation (i.e. no meter in pit at property boundary)

Capital

- No capital projects work completed in the reporting period

Ongoing Considerations

Metering has reduced consumption and identified customer leakage that was repaired, leading to an overall conservation of approximately 25% from 2019 - 2021. There remains, however, significant system leakage that requires location and repair work.

Burton

Operations and Maintenance

- Biannual temporary chlorination March 27 – April 17 per the adopted Water Quality Action Plan

Capital

- Requested quoting/proposals for rehabilitation on the second well

Ongoing Considerations

The system is on a long term Water Quality Advisory due to historical water quality concerns. The groundwater source may be considered Groundwater at Risk of Containing Pathogens (GARP) virus only as it is within the 300m

setback from a source of probable viral contamination. GARP virus only wells are identified as requiring 4-log reduction of viruses (disinfection) and zero total and fecal coliforms per Provincial treatment guidelines.

Duhamel

Operations and Maintenance

- Initial leak detection work performed

Capital

- Contract awarded to Kaslo Industrial for water mainline replacement project to be completed this spring

Ongoing Considerations

A significant portion of the distribution system is located on private land. Asbestos cement pipe within the distribution system requires replacement.

Edgewood

Operations and Maintenance

- No significant activity

Capital

- Requesting quotes from local electrical contractors to connect the generator

Ongoing Considerations

Old well abandonment or usage conversion to fire protection completed.

Fauquier

Operations and Maintenance

- Gate valve for intake spillway repaired

Capital

- No capital projects work completed in the reporting period

Ongoing Considerations

Asbestos cement pipe within the distribution system requires replacement. UV disinfection was required by Interior Health at the time of treatment plant construction but at a later date. Piloting required to assess potential UV transmittance improvement before a UV system can be chosen.

Grandview

Operations and Maintenance

- Header repair in water treatment plant

Capital

- No capital projects work completed in the reporting period

Ongoing Considerations

A higher occupancy rate for this system would improve financial sustainability.

Rosebery

Operations and Maintenance

- No significant activity.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

A higher occupancy rate for this system would improve financial sustainability.

South Slocan

Operations and Maintenance

- Repair leaking stainless steel filter housing
- Install carbon filter on line end residence with poor water quality
- Initial leak detection investigation completed

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

The distribution system is comprised of aged materials, and likely has significant leakage.

Woodlands

Operations and Maintenance

- No significant activity.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

The new well may offer additional capacity should it be required in the future.

Woodbury

Operations and Maintenance

- Reminder Boil Water Notice issued to users

Capital

- WTP testing and commissioning scheduled for first week of April

Ongoing Considerations

This system is on a long standing Boil Water Notice due to historical water quality concerns and insufficient treatment.

West Robson

Operations and Maintenance

- No significant activity

Capital

- Revised scope for water main replacement project

Ongoing Considerations

Asbestos cement pipe in the distribution system requires replacement.

Ymir

Operations and Maintenance

- No significant activity

Capital

- New PLC controls commissioned and operating, some final programming on the user interface still in progress with the contractor.

Ongoing Considerations

ATCO is planning a logging development in the Ymir Water System watershed. The RDCK is working with ATCO and the Ymir community on this issue.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

All items mentioned in the body of the report are included in the 2022 financial plan.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Some items listed in the body of the report require regulatory approval.

3.3 Environmental Considerations

N/A

3.4 Social Considerations:

The items in the body of the report benefit the water system users by providing safe, reliable water sources.

3.5 Economic Considerations:

Several items in the body of the report help reduced water system leakage which help with capacity issues making water available for other potential users.

3.6 Communication Considerations:

The public will be notified before planned service interruptions or water quality impacts.

3.7 Staffing/Departmental Workplace Considerations:

N/A

3.8 Board Strategic Plan/Priorities Considerations:

To Excel in Governance and Service Delivery.

SECTION 4: OPTIONS & PROS / CONS

None.

SECTION 5: RECOMMENDATIONS

None. For information only.



Respectfully submitted,

Alexandra Divlakovski, Water Operations Manager

CONCURRENCE

ATTACHMENTS: NONE