



Making a difference...together

SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE

Notice of Meeting on **Thursday, February 9, 2023 at 2 p.m.**
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

P. Brent, Electoral Area Director
W. Mulvin

R. Noyes
L. Vallee

K. Wall

AGENDA

1. ELECTION OF CHAIR

*Pursuant to Bylaw No. 3131
Election conducted by Senior Manager*

2. ELECTION OF VICE CHAIR

Election conducted by Chair

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES3

Recommendation: That the minutes of the November 24, 2022 meeting be adopted.

5. CHAIR'S REMARKS

6. PRESENTATIONS/DELEGATIONS

Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Surfside Park Estates Water Service Committee at iwsadministration@crd.bc.ca.

Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

7. SENIOR MANAGER'S REPORT

8. COMMITTEE BUSINESS

8.1. Presentation – Surfside Park Estates Water Service Committee Orientation6

8.2. Project and Operations Update26

There is no recommendation. This report is for information only.

*To ensure quorum, advise **Mikayla Risvold** mriskvold@crd.bc.ca if you cannot attend.*

**Surfside Park Estates Water Service Committee
Agenda – February 9, 2023**

**8.3. Referral From Electoral Areas Committee – Electoral Areas Water Conservation
Bylaw No. 1, 2022 (Bylaw No. 4492).....28**

9. SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE MEETING SCHEDULE

Regular meetings of the Surfside Park Estates Water Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on Thursday, February 9, Thursday, June 15 and a date to be determined in November to approve the Operating and Capital Budget. Meetings will commence at 2:00 pm unless otherwise determined.

10. CORRESPONDENCE

11. NEW BUSINESS

12. ADJOURNMENT

Next Meeting: Thursday, June 15, 2023



Making a difference...together

MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, November 24, 2022 at 2:00 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair); P. Brent (Electoral Area Director); W. Mulvin (EP); R. Noyes (EP); K. Wall

Staff: J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

EP = Electronic Participation

The meeting was called to order at 2:00 p.m.

The Chair provided a territorial acknowledgement.

1. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by K. Wall,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by K. Wall, **SECONDED** by P. Brent,
That the minutes of the June 30, 2022 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair thanked staff and the Committee for attending the meeting and for all the work done for the water system.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Dales introduced himself and noted he looks forward to working with the Committee. He advised that the draft Water Conservation Bylaw will be available for the Committee to review in early 2023.

6. COMMITTEE BUSINESS

6.1. 2023 Operating and Capital Budget

J. Dales presented the report.

**Surfside Park Estates Water Service Committee
Minutes – November 24, 2022**

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Staff responded to questions from the Committee.

Staff advised that they are always looking for grant opportunities. Staff noted it is beneficial to have projects on the capital plan in the event a grant becomes available, noting grant programs are very competitive due to all the applicants.

Staff advised that the water tank replacement, advising it is part of Capital Project 21-01 System Review. The System Review is carried forward from 2022 and the amount of \$25,000 should appear in the carry forward column of Appendix A.

Staff advised the dedicated on-island Manager of Operations, based on Salt Spring Island, will provide oversight of the Southern Gulf Islands and Salt Spring Islands Operations, enforce regulatory requirements for the service, workload management, capital project coordination and provide additional oversight for worker health and safety.

MOVED by K. Wall, **SECONDED** by P. Brent,
The Surfside Park Estates Water Service Committee:

1. Approves the 2023 Operating and Capital Budget as presented, and recommends that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF); and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

CARRIED

6.2. Project and Operations Update

J. Kelly provided the capital projects update.

Staff responded to a question regarding the system review, advising the tanks are being assessed for replacement and accessibility, primarily based on where existing water tanks are located. Significant leak detection took place and leaks have been located. Staff are preparing to have the leaks repaired, which is expected to take place in the coming week.

J. Dales provided the operational update.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

The Committee asked if the totes used for water treatment chemicals can be given out or purchased to be reused instead of recycled. Staff will inquire if this is a possibility and provide information back to the Committee.

**Surfside Park Estates Water Service Committee
Minutes – November 24, 2022**

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9. ADJOURNMENT

MOVED by K. Wall, **SECONDED** by K. Wall,
That the November 24, 2022 meeting be adjourned at 2:56 p.m.

CARRIED

CHAIR

SECRETARY



Surfside Park Estates Water Service Committee

February 9, 2023



Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOKÉCEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, SṪÁUTW (Tsawout), T'Sou-ke, WJÓŁEŁP (Tsartlip), WŠIKEM (Tseycum), and x^wsepsəṃ (Esquimalt), all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

Agenda

1. Introduction
2. Governance
3. Service Overview
4. Budget(s)
5. Key initiatives



Meet the team

Jason Dales, B.Sc., WD IV Senior Manager, Wastewater Infrastructure Operations	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Jared Kelly, P.Eng., Manager, Capital Projects	Dan Robson, A.Sc.T., Manager, Saanich Peninsula and Gulf Islands Operations
Christoph Moch, Dipl.-Ing., P.Eng., Manager, Water Quality & Demand Management	Lia Xu, M.Sc., CPA, CGA, Manager, Finance Services
Tanya Duthie, Manager, Administrative Services	Mikayla Risvold, Committee and Administrative Clerk

Governance Overview



Committee Governance

- CRD Procedures Bylaw No. 3828
- LSA Commission Bylaw No. 3131, includes requirements such as:
 - Mandate or purpose
 - Membership
 - Term of office
 - Appointment procedure
 - Delegated power
 - Financial plan and budget
 - Meeting procedures
- Roberts Rules of Order

Role and Responsibility of Committee



Committee

- Provide input, where appropriate, on the overall direction and delivery of services
- Recommend 5-year operating and capital budget for Regional Board approval
 - Set priorities and, recommend levels of user charges to be established by bylaw of the Regional Board
 - Recommend the extent of requisition to be collected by way of parcel taxes
- Advise on community interests

Role and Responsibility of the Capital Regional District



Capital Regional District

- Day-to-day administrative activities
- Hands-on service delivery
- Operational functions will be performed by Regional District staff

Service Overview



Surfside Water Service

Surfside in the Southern Gulf Islands Electoral Area which was originally serviced by a private water utility. In 2003 the service converted to the Capital Regional District (CRD). The Surfside Water Service area is made up of:

- 127 parcels
- 105 parcels, 68 were connected to the water system in 2022
- One Groundwater well source
- Disinfection process equipment (Filters, UV and Chlorine)
- Two Steel Storage tanks (total volume 113 cubic metres)
- 3,800 metres of mostly 150mm (6") water mains

Service Levels



Water

- Operational management for the supply, treatment, storage and transmission of retail water supply.
- Retail billing services.
- Engineering and planning support.
- Asset management and maintenance planning.
- Administrative services.

Service Levels



Water Quality Monitoring

- Based on legislative requirements and a system specific water quality risk assessment: water quality sampling - collection, analysis and reporting
- Operational support (maintenance, repairs)
- Emergency response (e.g., spills, pipe breaks, public advisories)
- Research, planning and risk assessment support for long-term planning

Service Levels



Lab Services

- An ISO 17025 accredited, provincially approved lab providing analysis for CRD Drinking Water and Wastewater Systems
- Analyze physical, chemical, algal, and microbiological samples (source water and distribution systems)
- Provide defensible compliance results and inform CRD Water and Wastewater operations on system performance

Surfside Park Estates Water Budget

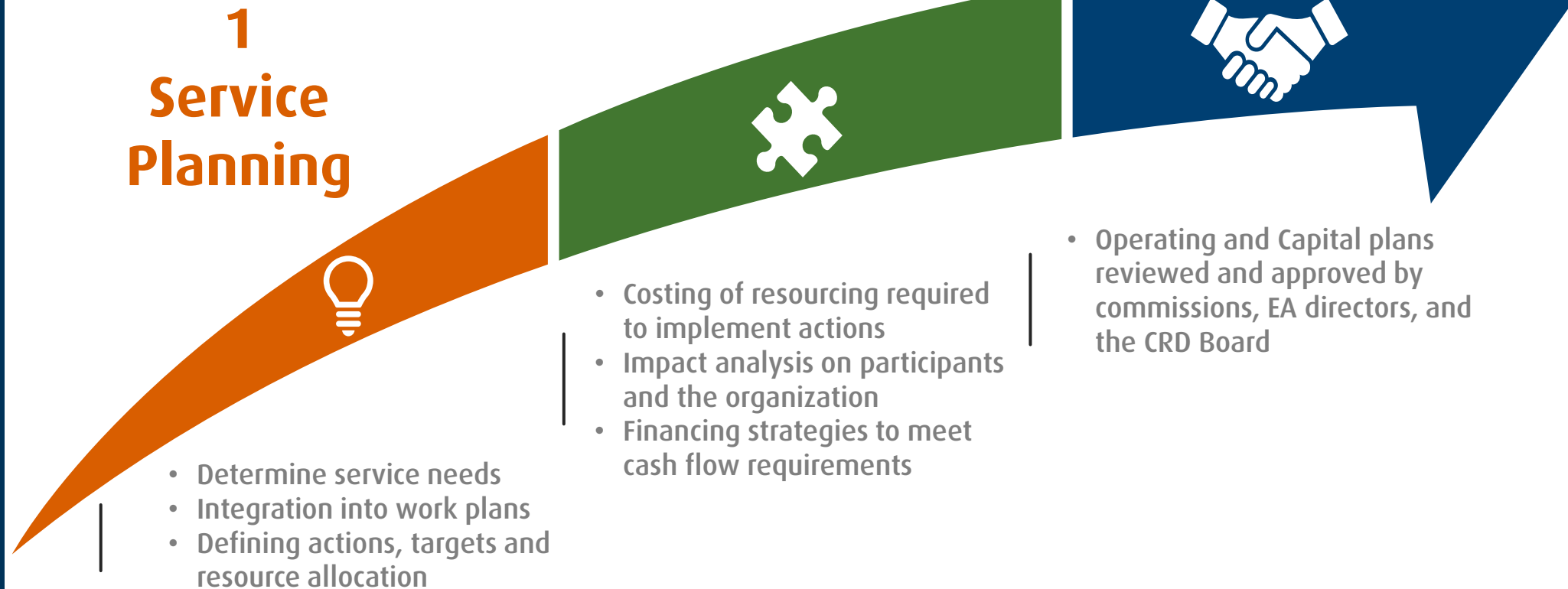
The budget is funded entirely by a combination of tax requisitions and retail user charges.

- The operating budget for 2023 is estimated at **\$123,835**
- The capital budget for 2023 is estimated at **\$25,000**
- Capital projects are funded by a combination of reserves, grants and long-term debt

Budget Planning and Approval Overview



Building a Budget and Process



Building a Budget & Process

July - August

- Initiative prioritization
- Core operating optimization
- Development of Provisional Budgets

End of October

- Electoral Area Committee (EAC)
- Committee of the Whole (COW)
- Provisional Budget approval by CRD Board

End of March

- EAC recommendation
- Financial Plan Bylaw approval by CRD Board

September - October

- ELT review and recommendation
- Commission review and recommend*
- Committees review and recommend

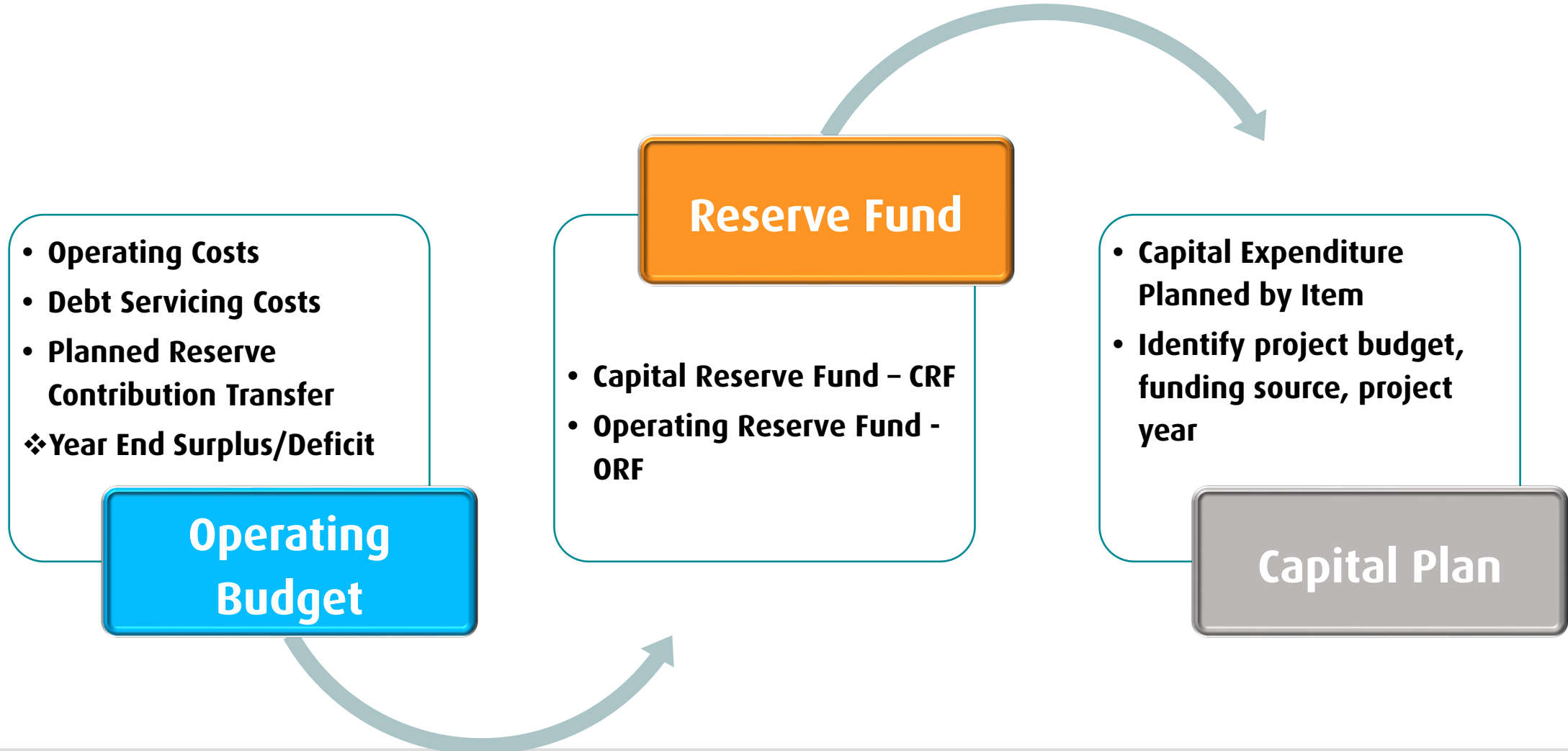
November - February

- Year end surplus & deficit impacts on Provisional Budget
- Adjustments to for final budget

April - June

- Strategic Board Check-in
- Financial Planning Guidelines
- Service Plan IBC Development

Three Major Budget Components

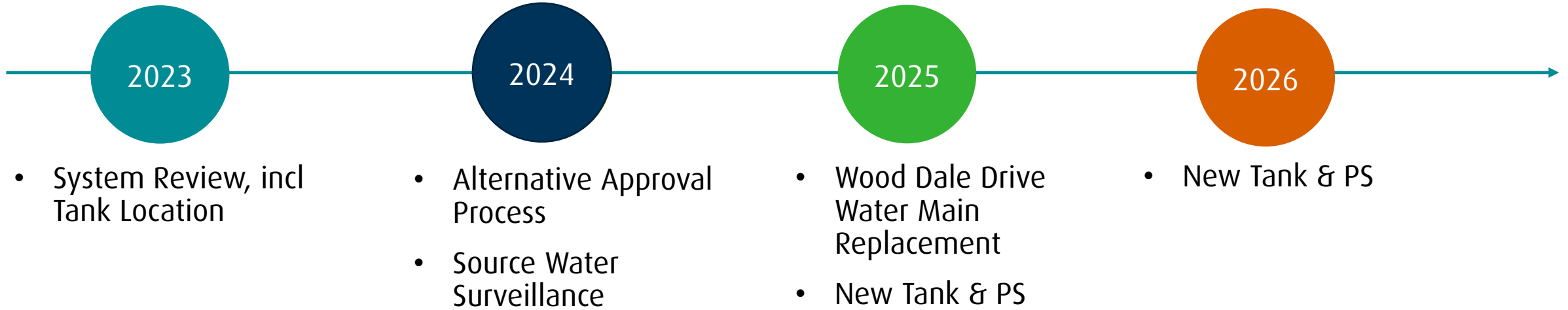


Grants

CRD GRANTS PORTFOLIO

	External Grants	Grants in Aid	Community Works Fund
Who's eligible to apply?	Various	Organizations, including Non-profits Societies	- Non-profits (including ID) and non-governmental - CRD Service - For-profits
What type of projects are funded?	Various	- Various - One-time funding for special projects	- Infrastructure projects - Asset mgt. capacity building
What is the application process?	Granting agencies drive the process	CRD drives the process	- CRD drives the process - UBCM is program administrator
What is the approval process?	Granting agencies drive the process	- EA Director - CFO through Delegation Bylaw	- EA Director - CAO/CFO

Key initiatives





Thank you



@crdvictoria



Capital Regional District



CRDVictoria



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REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE MEETING OF THURSDAY, FEBRUARY 09, 2023

SUBJECT Capital Project Status Reports and Operational Updates – February 2023

ISSUE SUMMARY

To provide the Surfside Park Estates Water Service Committee with capital project status reports and operational updates.

BACKGROUND

The Surfside Park Estates Water System is located on the southwest side of Mayne Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 67 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation, maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Surfside Park Estates Water System is overseen by the CRD Water Quality Section.

CAPITAL PROJECT UPDATE

21-01 | System Review

Project Description: Review the system with tank location and accessibility taken into account.

Project Rationale: Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements. Staff are to review options for tank replacement for maintenance and maintaining a resilient water system. Tank sizing, location and pumping requirements will all be considered to ensure a sustainable water supply can be effectively delivered.

Project Update and Milestones:

Milestone	Completion Date
Project will commence when the CRD Board approves the project budget	March 16, 2022
Staff are compiling background documents (flow requirements, zoning, record drawings and easements) for project delivery	Ongoing

OPERATIONAL UPDATE

This is an operational update reporting period from November 2022 through January 2023.

- Weekly routine operational site visits by Saanich Peninsula and Gulf Islands Operations Staff. Routine site visits are typically performed on Thursdays.

Surfside Park Estates Water Service Committee – February 9, 2023
Capital Project Status Reports and Operational Updates – February 2023

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- Issued a public service announcement/advisory regarding slightly elevated arsenic concentrations within the drinking water system on December 2, 2022. Advisory resolved on December 13, 2022 after sampling and testing confirmed arsenic concentrations were below the Health Canada drinking water guidelines of 10 parts per billion.
- Changeout of arsenic filtration media in vessel A and B at the water treatment facility on December 3, 2022.
- Water system flushing activities to address elevated arsenic concentrations within the drinking water system from December 3 through December 8.
- Barque Road water system flush equipment repairs.
- Significant leak repair on the water line crossing on Mariners Way which services the Deacon Hill Water Tank. Water service interruption notification provided to the community.
- Emergency response to a malfunctioning water level transducer at the Deacon Hill Water Tank. The equipment was malfunctioning due to freezing as a result of the extreme cold weather event.
- Installation of water service connection on Windjammer.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Dan Robson, A.Sc.T., Manager, Saanich Peninsula and Gulf Islands Operations
Concurrence:	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 8, 2022**

SUBJECT **Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)**

ISSUE SUMMARY

Approval of a water conservation bylaw for the Electoral Areas.

BACKGROUND

Over the past several years, the need for water conservation measures in the Electoral Areas' local water services has become more critical due to seasonal drought conditions imposing stress on source water supplies. The Capital Regional District (CRD) Electoral Area water services have adhered to voluntary conservation measures since 2016 when staff and the Local Service Area water committees agreed to measures tailored to each individual service. The basis for the voluntary restrictions were the conservation stages set out in Bylaw No. 4099, "Consolidated Capital Regional District Water Conservation Bylaw No. 1, 2016". However, there is a need to formalize these measures and add an enforcement provision in order to improve the effectiveness and adherence to the restrictions across the local services.

The Electoral Areas Water Conservation Bylaw applies to all of the CRD's electoral area water services, including:

Salt Spring Island Electoral Area:

- Beddis Water System (Bylaw No. 3188)
- Cedar Lane Water System (Bylaw No. 3424)
- Cedars of Tuam Water System (Bylaw No. 3021)
- Fulford Water System (Bylaw No. 3202)
- Highland/Fernwood Water System (Bylaw No. 3753)

Southern Gulf Islands Electoral Area:

- Lyall Harbour/Boot Cove Water System (Bylaw No. 2920)
- Magic Lakes Water System (Bylaw No. 1874)
- Skana Water System (Bylaw No. 3089)
- Sticks Allison Water System (Bylaw No. 2556)
- Surfside Parks Water System (Bylaw No. 3087)

Juan de Fuca Electoral Area:

- Port Renfrew Water System (Bylaw No. 1747)
- Wilderness Mountain Water System (Bylaw No. 3503)

ALTERNATIVES*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4492, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4499, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022", be introduced and read a first, second and third time; and,
4. That Bylaw No. 4499 be adopted.

Alternative 2

That CRD Bylaws No. 4492 and 4499 be referred back to staff for additional information.

IMPLICATIONS*Service Delivery Implications*

Similar to the Regional Water Conservation Bylaw, adherence to water conservation measures are best managed through education and proactive communications to increase the chances of voluntary behavioral change. These means have proven effective for a number of years in reducing water demand in the systems in which they are requested. However, the addition of a bylaw will provide formalization and standardization of language as well as provide a venue for enforcement in the event it is required.

Bylaw No. 4492 only applies to the regulation of water use provided under each CRD local service. It does not apply to private wells or water systems provided by other public authorities.

Financial Implications

The costs of promoting and enforcing Bylaw No. 4992 would be borne by the specific service in which the action is taken as an operational expenditure. However, the Electoral Areas will benefit from the Regional approach to education and promotion thereby reducing the costs to more localized education and enforcement as required.

Environmental & Climate Implications

The Electoral Areas Water Conservation Bylaw aligns with the regional water conservation bylaw and is consistent with CRD's strategic goals to provide adequate and long term supply of drinking water to the customers in which each system serves. It forms part of the planning and preparation for future water supply needs to meet demand and consider the impacts of climate change, population growth and per-capita demand trends. It is the foundation of a strategy to reduce per capita water use in order to defer the need for additional water supply and treatment capacity in the supply system, until necessary to support population growth.

Electoral Areas Committee – June 8, 2022**Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)****3****CONCLUSION**

Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”, is recommended to formalize language and measures already requested voluntarily of the customers of the CRD’s water systems in the Electoral Areas. It will allow for standardized water conservation stages, the adherence to which would be primarily through education and proactive communications measures. However, the bylaw also includes a provision for enforcement in the event that is required to drive behavior.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4499, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022”, be introduced and read a first, second and third time; and,
4. That Bylaw No. 4499 be adopted.

Submitted by:	Matt McCrank, MSc, P.Eng., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4492, “Electoral Areas Water Conservation Bylaw No. 1, 2022”
Appendix B: Bylaw No. 4499, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022”

**CAPITAL REGIONAL DISTRICT
Bylaw No. 4492**

ELECTORAL AREAS WATER CONSERVATION BYLAW

WHEREAS under Section 335 of the *Local Government Act*, a regional district may regulate in relation to a service;

AND WHEREAS the Capital Regional District ("CRD") has established or continued Water Supply local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas;

AND WHEREAS the CRD desires to enact regulations to protect local Water System supplies to mitigate the risk of low water storage levels within these Water Systems;

AND WHEREAS this bylaw does not apply to water not provided under a Water System operated by the CRD on behalf of service participants, such as water from private water systems, irrigation wells, or water provided by other public authorities;

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Definitions

In this bylaw, the following terms, whether capitalized or not, have the following meanings:

"Automatic shut-off nozzle" means a nozzle, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water.

"Board" means the Board of the Capital Regional District.

"Boat" means a vessel propelled on water by an engine, oars or sails.

"Boulevard" means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

"Bylaw Enforcement Officer" means a person appointed or contracted by the Board or the Council of a Municipality to enforce this bylaw.

"CRD" means the Capital Regional District.

"Excess Water Use" means to apply or use more Water than is required to provide a service, produce a product or complete a task, and without limitation includes the application of Water to a hardscape, such as a sidewalk, driveway or parking lot, or to exterior windows or exterior building surfaces, through a hose or power-washer to the point that Water runs-off or spreads to surrounding areas.

“Exempted Person” means an Owner or Occupier of property identified in Schedule “A” as exempt or excused from one or more of the regulations under this bylaw.

“Farm” refers to a parcel of land classified as farmland for assessment and taxation purposes.

“Fill” means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure, but for certainty does not include topping up with or adding Water in the normal course of operation, where the hot tub, swimming pool, fountain, wading pool, or similar structure is filled with Water and is in operation at the time Water Use Restrictions come into effect.

“General Manager” means the General Manager of the Capital Regional District Integrated Water Services Department.

“Irrigation System” means an irrigation system that consists of controllers, wiring, and accessories such as climate and soil sensors, piping, and emission devices such as sprinklers, rotors or micro-irrigation components that artificially supplies water to a landscaped area, lawn or garden.

“Lawn” or “Turf” means a cultivated area that surrounds or is adjacent to an institutional, commercial or residential building, and that is covered by grass, turf or other plants used as ground cover, such as but not limited to clover, and that is used for decorative, ornamental or recreational purposes.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 Pounds per square inch to deliver Water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Irrigation Manual prepared and published by the Irrigation Industry Association of British Columbia (1999), but does not include weeper hoses or soaker hoses.

“Motion-Activated Sprinkler Device” means a water sprinkling device that automatically operates through detection of motion or similar event and is used to deter wildlife and other animals.

“New Lawn” or “New Turf” means a lawn that is newly established either by seeding or the laying of new sod or turf on a property.

“Newspaper” has the same meaning as in the *Community Charter*.

“Notice” means a Notice given under Section 5 of this bylaw.

“Nursery” means a commercial business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Occupier” has the same meaning as in the *Community Charter*.

“Once-Through Cooling” means to use Water to provide a cooling effect through the transfer of heat to Water that circulates only once through equipment, and is then discharged,

whether to a sewer, stream, other water body, to the ground, or otherwise.

“Over-Water” means to apply Water in a manner that saturates the lawn, Boulevard or landscaped area being watered to the point of saturation and results in Water spreading or running-off to other areas including, but not limited to, municipal storm drains.

“Owner” has the same meaning as in the *Community Charter*.

“Public Authority” has the same meaning as in the *Community Charter*.

“Public, Institutional or Community Playing Field” means grass, sod or turf covered grounds that are owned, maintained or operated by a public authority, or by a private institution such as a private school, and are designed to be played upon, or that are used for sporting or other community events and activities, but for certainty does not include a lawn or turf on private residential property.

“Public Spray Park” means a facility that is open to the public and that is equipped with water sprays, water jets, sprinklers and similar devices that spray water for recreation and enjoyment of the users.

“Residential Property” means a property which is used primarily for the purpose of residence by persons on a permanent, temporary or seasonal basis.

“Soaker Hose” or “Weeper Hose” means a garden hose or a pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

“Sprinkler” means an Irrigation System, a sprinkler system, or a hose connected, water emitting device such as sprinklers, rotors, or sprayer components, that artificially supply water to a landscaped area, lawn or garden, but excludes a Micro-irrigation or Drip-irrigation System.

“Stage” refers to the Stages 1, 2 and 3 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

“Surface Coating” means one or more coatings such as paint, preservative, or stucco applied to exterior building surfaces.

“Tree Farm” means a commercial operation or business such as a tree plantation, tree nursery, or Christmas tree farm that grows trees for sale, and includes a privately owned forest that is managed for timber production.

“Turf Farm” means a commercial operation or business that grows and sells sod or turf.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway or other roadway.

“Water”, when used as a noun, means drinking water supplied by the CRD from a Water System Supply directly or indirectly to an Owner or Occupier, and when used as a verb means the act of using or applying such Water.

“Water System” or “Water Systems” means the following local services, individually or collectively as applicable, as set out in the below table:

Water System Name	Establishing Bylaw
Beddis Water System	Bylaw No. 3188, “Beddis Water Service Establishment Bylaw No. 1, 2004”
Cedar Lane Water System	Bylaw No. 3424, “Cedar Lane Water Service Establishment Bylaw No. 1, 2007”
Cedars of Tuam Water System	Bylaw No. 3021, “Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002”
Fulford Water System	Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004”
Highland/Fernwood Water System	Bylaw No. 3753, “Highland and Fernwood Water Service Establishment Bylaw No. 1, 2010”
Lyll Harbour/Boot Cove Water System	Bylaw No. 2920, “Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001”
Magic Lake Estates Water System	Bylaw No. 1874, “Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990”
Skana Water System	Bylaw No. 3089, “Skana Water Service Establishment Bylaw No. 1, 2003”
Sticks Allison Water System	Bylaw No. 2556, “Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997”
Surfside Park Water System	Bylaw No. 3087, “Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003”
Port Renfrew Water System	Bylaw No. 1747, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”
Wilderness Mountain Water System	Bylaw No. 3503, “Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008”

“Water System Area” means the area serviced by a Water System, as may be amended by the CRD from time to time.

“Water System Supply” means the CRD drinking water supplies for the Water Systems operated and administered by the CRD under the authority referred to in the Recitals to this bylaw.

“Water Use Restrictions” means the restrictions prescribed in Schedule “A” of this bylaw.

“Wading Pool” means a shallow, artificial pool 600 mm or less in depth, of portable or permanent construction for children to play or wade in.

2. Application

The restrictions and regulations in this bylaw are applicable in each Water System’s service area.

3. Inspection

A Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property which is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

4. Water Use Restriction Stages

- (1) The Stage 1 Water Use Restrictions prescribed in Schedule "A" are in effect each year from May 1 to September 30 inclusive, except as provided under subsection (2).
- (2) When necessary for the conservation of Water or the preservation of the Water Supply the General Manager may:
 - (a) amend the effective period of time for Stage 1 for any or all Water Systems, or
 - (b) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time for any or all Water Systems.
- (3) The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule "A" for that Stage take effect 48 hours after the Notice for that Stage under section 5(1) and remain in effect until that Stage is terminated.
- (4) A Stage will remain in effect until it is terminated under this bylaw, or until the commencement of another Stage.

5. Notice

The General Manager must make a public announcement of the activation or termination of any water use restriction stage, other than the automatic activation and termination of the Stage 1 water use restriction on May 1 and September 30 of each calendar year, and may do so by one or more of the following means:

- (a) radio or television broadcast;
- (b) posting on the CRD website and social media;
- (c) posting or delivery of notices; or
- (d) publication in a local newspaper.

6. Determining Water Use Restriction Stages

In making a determination under Section 4(2), the General Manager may consider the following factors:

- (1) time of year and typical seasonal water demand trends;
- (2) precipitation and temperature conditions and forecasts;
- (3) current and forecasted storage levels and storage volumes of CRD Reservoirs or Water Systems and draw down rates;
- (4) stream flows and inflows into CRD Reservoirs and Water Systems;
- (5) water usage, recent consumption and trends, and customer compliance with restrictions on Water use under this bylaw;

- (6) Water System performance;
- (7) the effects of climate change; and
- (8) any other factor the General Manager considers to be relevant for making a determination under Section 4(2).

7. Water Use Restrictions

- (1) The Water Use Restrictions for each Stage are prescribed for each Water System in Schedule "A" to this bylaw and must be followed during the period that the applicable Stage is in effect under this bylaw.
- (2) For greater clarity, when a Stage is in effect under this bylaw, no person shall perform any of the outdoor watering activities described in Schedule "A" to this bylaw except at the days and times, and in the manner permitted, during that Stage as set out in Schedule "A".
- (3) No person shall waste Water by using more Water from a Water System than is required to provide a service, produce a product or complete a task, including but not limited to:
 - (a) allowing a tap or hose to run Water unnecessarily,
 - (b) the Over-Watering of plants or lawns,
 - (c) power-washing, using water from a hose, or otherwise applying or using Water in a manner that constitutes Excess Water Use, or
 - (d) using a Motion-Activated Sprinkler Device or Sprinkler in such a manner that water spray patterns are not confined to the property on which the device is located, and are allowed to spray onto adjoining public or private property.
- (4) No person, being an Owner or Occupier of property in a Water System Area, shall use Water or cause Water from a Water System to be used contrary to the provisions of this bylaw in effect at the time of use.

8. Exemptions to Water Use Restrictions

- (1) Nurseries, Farms, Turf Farms and Tree Farms are exempted from all Stage restrictions.
- (2) Exempted Persons are exempted from Section 7 to the extent permitted by Schedule "A".

9. Schedules

- (1) Schedule "A" of this bylaw forms part of and is enforceable in the same manner as the bylaw.

10. Offences and Penalties

- (1) A person who contravenes this bylaw commits an offence and is liable to a fine not less than \$100 and not exceeding \$10,000.
- (2) Where an offence is committed or continues for more than one day, a person shall be

deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not less than \$100 and not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

- (3) Nothing in this bylaw shall limit the District from pursuing any other remedy that would otherwise be available to the District at law.
- (4) A Bylaw Enforcement Officer may, if they have reason to believe an offence has been committed against this bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or older, a ticket information pursuant to Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990”, as may be amended or repealed and replaced from time to time, indicating a penalty equal to the amount stipulated for such an offence.

11. Bylaw Citation

This Bylaw may be cited as “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”.

READ A FIRST TIME THIS	th	day of	2022
READ A SECOND TIME THIS	th	day of	2022
READ A THIRD TIME THIS	th	day of	2022
ADOPTED THIS	th	day of	2022

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
to Bylaw No. 4492

OUTDOOR WATER USE RESTRICTION STAGES

APPLICATION

This schedule does not apply to Nurseries, Farms, Turf Farms and Tree Farms.

1. STAGE 1 Water Restrictions

(1) During Stage 1,

- (a) no person shall, by any method, water a lawn growing on a property, including but not limited to a property that is used for residential, commercial, or institutional purposes, on more than one day per week between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.
- (b) no person shall
 - (i) water trees, shrubs, flowers and vegetables on any day with a Sprinkler other than during the prescribed hours for Stage 1 lawn watering or on any day at any time if watering is done other than by hand-held container, hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
 - (ii) water newly planted trees, shrubs, flowers and vegetables by any method referred to in Section 1(1)(b)(i) of this Schedule other than during installation and the following 24 hours;
 - (iii) outside the prescribed Stage 1 lawn Watering hours, water new sod or newly seeded lawns, other than on new sod installation and during the first 21 days after installation, or for newly seeded lawns, water until growth is established or for 49 days after installation, whichever is less;
 - (iv) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on any day, unless failure to water will result in a permanent loss of plant material;
 - (v) wash a Vehicle with Water other than by using a hand held container or a hand held hose equipped with an automatic shut-off nozzle or at car dealerships or commercial car washes; and
 - (vi) use Water to wash sidewalks, driveways, parking lots, exterior windows or exterior building surfaces, by means of other than a power washer or hand-held hose equipped with a shut-off valve or in a manner that results in Excess Water Use.

- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device that is activated manually by the user is equipped with a timer or automatic shut-off that prevents continuous emission of Water.
- (2) As exceptions to the Stage 1 restrictions,
 - (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than two days of the week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on more than one day per week; and
 - (ii) water trees, shrubs, flowers and vegetable gardens other than at the times and in the manner prescribed under Section 1(1)(b)(i) of this Schedule.
 - (c) owners or operators of golf courses shall not water
 - (i) fairways on any day, other than during the Stage 1 lawn prescribed times;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 1(1)(b)(i), of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material.

2. STAGE 2 Water Restrictions

- (1) During Stage 2,
 - (a) no person shall, by any method, water a lawn growing on a property including but not limited to property that is used for residential, commercial or institutional purposes, on more than one day per two-week period between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.

- (b) no person shall
 - (i) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (ii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife;
 - (iii) water a lawn on property used as a cemetery;
- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device activated manually by the user is equipped with a timer or automatic shut off that prevents continuous emission of Water;
- (d) a person must not
 - (i) fill an ornamental fountain with Water, or
 - (ii) operate an ornamental fountain that uses Water, other than an ornamental fountain that re-circulates continuously and is not replenished or re-Filled with Water from the a Water System Supply; and
- (e) no person shall
 - (i) water trees, shrubs, flowers and vegetables on more than one day per week with a Sprinkler other than during the prescribed morning hours (4:00 a.m. to 10:00 a.m.) for Stage 2 lawn watering or on any day at any time if watering is done other than by hand-held container, hand-held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation system;
 - (ii) water newly planted trees, shrubs, flowers and vegetables during installation and for the following 24 hours other than by any method referred to in Section 2(1)(e)(i) of this Schedule;
 - (iii) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on more than one day per week unless failure to water will result in a permanent loss of plant material;
 - (iv) wash a Vehicle or Boat with Water other than commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash; or
 - (v) leave water service turned on, at the residential point of connection to the residence, home, or dwelling, when property is uninhabited for more than 30 consecutive days.

- (2) As exceptions to Stage 2 restrictions,
- (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than one day per week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on no more than one day per week if failure to water will result in a permanent loss of plant material;
 - (ii) water trees, shrubs, flowers and vegetable gardens other than at the times and in the manner prescribed under Section 2(1)(e)(i), and (ii) of this Schedule;
 - (c) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during prescribed lawn watering times;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 2(1)(e)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water so will result in permanent loss of plant material.

3. STAGE 3 Water Restrictions

- (1) During Stage 3,
- (a) no person shall
 - (i) water a lawn, turf or Boulevard;
 - (ii) fill a wading pool, swimming pool, hot tub or garden pond;
 - (iii) operate a Public Spray Park;
 - (iv) operate or fill an ornamental fountain with Water;
 - (v) wash a Vehicle or a Boat with Water;
 - (vi) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (vii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife; or
 - (viii) leave water service turned on when property is uninhabited for more than 30 consecutive days.
 - (b) no person or Public Authority shall
 - (i) water trees, shrubs, flowers and vegetables on any day, except where watering only one day per week between the hours of 4:00 a.m. to 10:00 a.m. and when watering is done by hand-held container, a hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
 - (ii) water newly planted trees, shrubs, flowers and vegetables other than between the

hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. if watering is done by hand-held container or a hand held hose equipped with an automatic shut-off nozzle, during installation and during the following 24 hours after installation is completed;

- (iii) water public, institutional or community playing fields other than between the hours of 4:00 a.m. to 10:00 a.m., on no more than one day per week, if failure to water will result in a permanent loss of plant material.

(2) As exceptions to the Stage 3 restrictions,

- (a) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 3(1)(b)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material;
- (b) Vehicles and Boats must not be washed with Water other than at commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash.

APPENDIX B

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4499**

**A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT TICKET INFORMATION
AUTHORIZATION BYLAW, 1990 TO INSERT ELECTORAL AREA
WATER CONSERVATION TICKET AMOUNTS**

WHEREAS:

- A. Under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", the Regional Board established a municipal ticket information scheme for various regional district services;
- B. Bylaw No. 4434 reserved Item 19 in Schedule 1, as well as Schedule 20, for future use; and
- C. The Board wishes to amend Bylaw No. 1857 to insert a ticketing provision for Bylaw No. 4492, "Capital Regional District Electoral Area Water Conservation Bylaw No. 1, 2022";

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:

(a) Schedule 1, Item 19 is amended as follows:

DESIGNATED BYLAW

"19. Capital Regional District Electoral Area
Water Conservation Bylaw No. 1, 2022

DESIGNATED BYLAW
ENFORCEMENT OFFICER

Bylaw Enforcement Officer
Police Officer
Peace Officer"

(b) Schedule 20 is replaced with Appendix 1 to this Bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022".

READ A FIRST TIME THIS	th	day of	2022
READ A SECOND TIME THIS	th	day of	2022
READ A THIRD TIME THIS	th	day of	2022
ADOPTED THIS	th	day of	2022

CHAIR

CORPORATE OFFICER

APPENDIX 1 TO BYLAW NO. 4499

SCHEDULE 20 TO BYLAW NO. 1857CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2022

	WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1.	Hinder/Prevent Inspection	3	\$500.00
2.	Wasting water	7.(3)	\$200.00
3.	Wasting water during Stage 2	7.(3)	\$300.00
4.	Wasting water during Stage 3	7.(3)	\$400.00
5.	Use water contrary to bylaw	7.(4)	\$200.00
6.	Stage 1 – water lawn contrary to days/times	Sch. A 1.(1)(a)	\$200.00
7.	Stage 1 – water contrary to restrictions	Sch. A 1.(1)(b)	\$100.00
8.	Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
9.	Stage 1 – Public Authority watering contrary to days/time	Sch. A 1.(2)(b)	\$100.00
10.	Stage 1 – watering golf courses contrary to restrictions	Sch. A 1.(2)(c)	\$200.00
11.	Stage 2 – water lawn contrary to days/times	Sch. A 2.(1)(a)	\$250.00
12.	Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2.(1)(b)(i)	\$250.00
13.	Stage 2 – use motion-activated sprinkler device	Sch. A 2.(1)(b)(ii)	\$250.00
14.	Stage 2 – water cemetery lawn	Sch. A 2.(1)(b)(iii)	\$250.00
15.	Stage 2 - operate Public Spray Park contrary to restrictions	Sch. A 2.(1)(c)	\$250.00
16.	Stage 2 – fill ornamental fountain	Sch. A 2.(1)(d)(i)	\$250.00

17.	Stage 2 – operate ornamental fountain	Sch. A 2.(1)(d)(ii)	\$250.00
18.	Stage 2 - water contrary to restrictions	Sch. A 2.(1)(e)	\$250.00
19.	Stage 2 – Public Authority watering contrary to days/times	Sch. A 2.(2)(b)	\$200.00
20.	Stage 2 – watering golf courses contrary to restrictions	Sch. A 2.(2)(c)	\$250.00
21.	Stage 3 – water lawn, turf or boulevard	Sch. A 3.(1)(a)(i)	\$400.00
22.	Stage 3 – fill pool, hot tub or garden pond	Sch. A 3.(1)(a)(ii)	\$400.00
23.	Stage 3 – operate a Public Spray Park	Sch. A 3.(1)(a)(iii)	\$400.00
24.	Stage 3 – operate or fill ornamental fountain	Sch. A 3.(1)(a)(iv)	\$400.00
25.	Stage 3 – wash vehicle or boat with Water	Sch. A 3.(1)(a)(v)	\$400.00
26.	Stage 3 – wash sidewalks, driveways, parking lots or exterior surfaces	Sch. A 3.(1)(a)(vi)	\$400.00
27.	Stage 3 – use motion-activated sprinkler device	Sch. A 3.(1)(a)(vii)	\$400.00
28.	Stage 3 – leave water service turned on	Sch. A 3.(1)(a)(viii)	\$400.00
29.	Stage 3 –water contrary to restrictions	Sch. A 3.(1)(b)	\$400.00
30.	Stage 3 – watering golf courses contrary to days/times	Sch. A 3.(2)(a)	\$400.00
31.	Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3.(2)(b)	\$400.00