



Making a difference...together

**PORT RENFREW UTILITY SERVICES COMMITTEE**  
 Notice of Meeting on **Monday, February 6, 2023 at 2p.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.

C. Carlsen

W. Forsberg

C. Welham

A. Wickheim, Electoral Area  
Director

## AGENDA

### 1. ELECTION OF CHAIR

*Pursuant to Bylaw No. 3281  
Election conducted by Senior Manager*

### 2. ELECTION OF VICE CHAIR

*Conducted by the Chair*

### 3. APPROVAL OF AGENDA

### 4. ADOPTION OF MINUTES .....3

*Recommendation: That the minutes of the November 21, 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 Port Renfrew Utility Services Committee at [ivsadministration@crd.bc.ca](mailto:ivsadministration@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 – Port Renfrew Utility Services Committee Orientation.....7

#### 8.2. Port Renfrew Transfer Station Operation .....30

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

*To ensure quorum, advise **Mikayla Risvold** [mrivold@crd.bc.ca](mailto:mrivold@crd.bc.ca) if you cannot attend.*

**Port Renfrew Utility Services Committee  
Agenda – February 6, 2023**

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**8.3. Project and Operations Update .....32**

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

**8.4. Referral From Electoral Areas Committee – Electoral Areas Water Conservation  
Bylaw No. 1, 2022 (Bylaw No. 4492).....35**

**9. PORT RENFREW UTILITY SERVICES COMMITTEE MEETING SCHEDULE**

*Regular meetings of the Port Renfrew Utility Services Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on Monday, February 6, Monday, June 12 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:** Monday, June 12, 2023



Making a difference...together

**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, November 21, 2022 at 2:00 p.m., in the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT:** **Committee Members:** C. Welham (Chair); A. Wickheim (Electoral Area Director); D. Quigley (EP)

**Staff:** I. Jesney, Acting General Manager, Integrated Water Services; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations; L. Ferris, Manager, Policy & Planning; C. Preece, Manager, Core Area Wastewater Conveyance Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 2:02 p.m.

**1. APPROVAL OF AGENDA**

Generator Replacement was added to item 8, New Business.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the minutes of the June 28, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair welcomed A. Wickheim to the Committee and thanked D. Quigley for his service.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

J. Dales introduced himself as the Acting Senior Manager, Wastewater Infrastructure Operations and advised he looks forward to working with the Committee.

**6. COMMISSION BUSINESS**

**6.1. 2023 Operating and Capital Budget**

I. Jesney presented the street lighting budget.

**Port Renfrew Utility Services Committee  
Minutes – November 21, 2022**

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Staff responded to a question from the Committee regarding the possibility of changing the current streetlight lightbulbs to LED lightbulbs. Staff advised the streetlights are owned by BC Hydro and CRD pays for the service. Staff will contact BC Hydro to determine if there is a plan to change the lightbulbs.

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2022 actual surplus or deficit be carried forward to the 2023 operating budget.

**CARRIED**

T. Watkins presented the refuse disposal budget.

Discussion ensued regarding:

- Recycling of styrofoam and plastic
- Recycle BC standards
- Managing rainfall

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Refuse Disposal Local Service as presented and recommend that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ERF).

**CARRIED**

I. Jesney presented the water budget.

Staff responded to a question from the Committee regarding the Asbestos Cement (AC) pipe replacement. Staff advised the pipe was breaking in a variety of places and will need to be replaced. The AC pipe does not pose any risk to the public. The Committee discussed deferring Capital Projects 22-01, 23-01, 23-04 for one year as there is currently no grant available.

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee

Approve the 2023 Operating and Capital Budget for the Water Local Service as amended to defer Capital Projects 22-01, 23-01 and 23-04 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

**CARRIED AS AMENDED**

Discussion ensued regarding:

- Positive enrollment
- Illegal connections
- Outflow meter from water source
- Annual leakage incidence

Staff advised acceptable amounts of leakage are dependent on the age of the water system. Fire hydrant flushing is counted as non-revenue water. Tank levels are monitored and tracked to ensure communities do not run out of water. Staff advised

the aquifer is likely tied into the river, and a leak detection study is an option if there is concern.

I. Jesney presented the sewer budget.

Staff responded to a question from the Committee regarding the price of the generator and potential cost increases. Staff advised an estimate would be provided from an electrical consultant or contractor. If the previous generator can be sold, funds from the sale will go back to the service.

Discussion ensued regarding:

- Illegal suites and additional strain on the system
- Sludge disposal costs
- Possible land from developers

**MOVED** by A. Wickheim, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Sewer Local Service as amended to defer Capital Projects 22-02, 23-01 and 25-01 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

**CARRIED AS AMENDED**

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as amended.

**CARRIED AS AMENDED**

## **6.2. Project and Operations Update**

T. Watkins presented the Port Renfrew Refuse Disposal update.

Discussion ensued regarding the refuse disposal attendant on-site, and the plan for when the current attendant retires.

J. Marr presented the Port Renfrew Water update.

Staff responded to a question from the Committee regarding the hydrant replacement program. Staff advised this project has been deferred in favour of using funds for an emergency AC watermain replacement. The current hydrants are reaching end of life and the project will resume when the AC pipe replacement is complete.

J. Kelly presented the Port Renfrew Sewer update.

Staff advised an email is required from the Electoral Area Director to authorize the use of Community Works Funds.

J. Dales presented the operational update.

## 7. CORRESPONDENCE

There was none.

## 8. NEW BUSINESS

### 8.1. Generator Replacement

Item 8.1 was discussed during item 6.2.

Discussion ensued regarding:

- Location of main water shutoff
- Pipe freezing during cold weather
- Concern from Fire Chief regarding shutting off water

Staff advised shutting off a service does not impact the fire system, and AC watermain are at the biggest risk in the event of a natural disaster.

D. Quigley thanked the Committee and staff for their support over the years and wished the Committee all the best.

## 9. ADJOURNMENT

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the November 21, 2022 meeting be adjourned at 3:37 p.m.

**CARRIED**

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CHAIR

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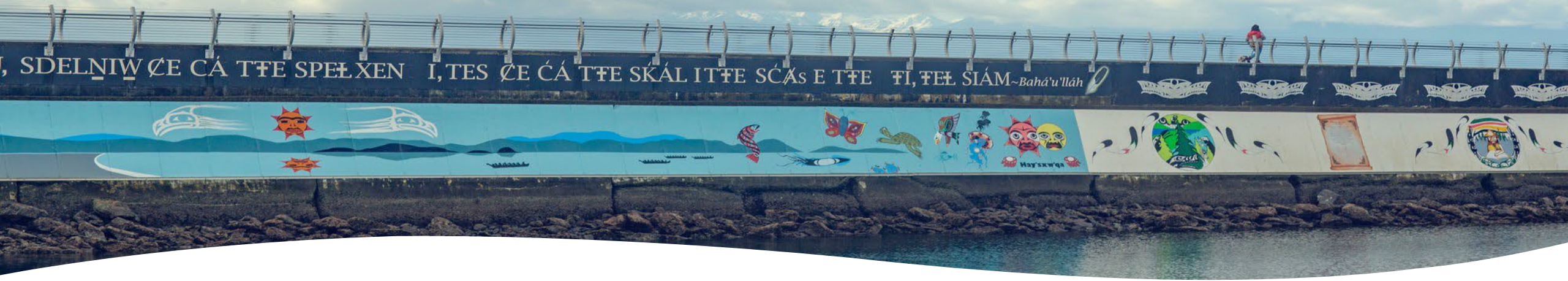
SECRETARY



# Port Renfrew Utility Services Committee

February 6, 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), WŚIKEM (Tseycum), and x<sup>w</sup>sepsəṃ (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

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

# Governance Overview



## Committee Governance

- CRD Procedures Bylaw No. 3828
- LSA Commission Bylaw No. 3281, 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

**Port Renfrew Water System**

**1500mm Water Main Alignment**

**Legend:**

- Proposed 1500mm Water Main Alignment
- Existing Water Mains
- Port Renfrew Water Treatment Plant
- Port Renfrew Water Distribution System

**Scale:** 0 to 300 meters

**North Arrow:** Indicated by a star symbol.

**Map Labels:** Charles St, Powell Main Rd, Port Renfrew Water Treatment Plant, Port Renfrew Water Distribution System.



## Service Overview



## Port Renfrew Water

The Port Renfrew water service was originally owned by a forestry company and was transferred to the CRD in 1989 to service the Beach Camp area. The water service was recently expanded in 2021.

The water service consists of:

- Approximately 231 parcels
- 316 single family equivalents
- Ground Water Source and Water Treatment Plant
- Approximately 4.4 km of 150 mm (6") and 100 mm (4") water mains



# Sewer Service Area



# Service Overview



## Port Renfrew Sewer

The CRD Board was requested by petition in 1989 to assume responsibility for the collection, conveyance, treatment and disposal of sewage in Port Renfrew.

The sewer service consists of:

- Approximately 88 parcels
- 98 single family equivalents
- Wastewater treatment plant
- Approximately 2 km of 200 mm (8") AC gravity sewer mains.
- 81 metre 200mm (8") steel outfall



# Service Levels



## Water, Sewer, Streetlighting

- Operational management for the supply, treatment, storage and transmission of retail water supply.
- Operational management for the conveyance and treatment of sanitary sewer.
- Retail billing services.
- Engineering and planning support.
- Asset management and maintenance planning.
- Administrative services.
- Street lights owned and maintained by BC hydro

# Service Levels



## Refuse Disposal Service

- Garbage and recycling depot in Port Renfrew operated under the authority of Bylaw No. 1745
- Facility provides drop off services for garbage, scrap metal, appliances, paint, motor oil and packaging and paper products
- Funding sources
  - Port Renfrew requisition
  - Pacheedaht Nation service fee
  - Solid Waste Service operating budget
  - Sale of recyclables (metal, large appliances)
  - Recycle BC service fee



# 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

# Port Renfrew Utility Services Budget

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

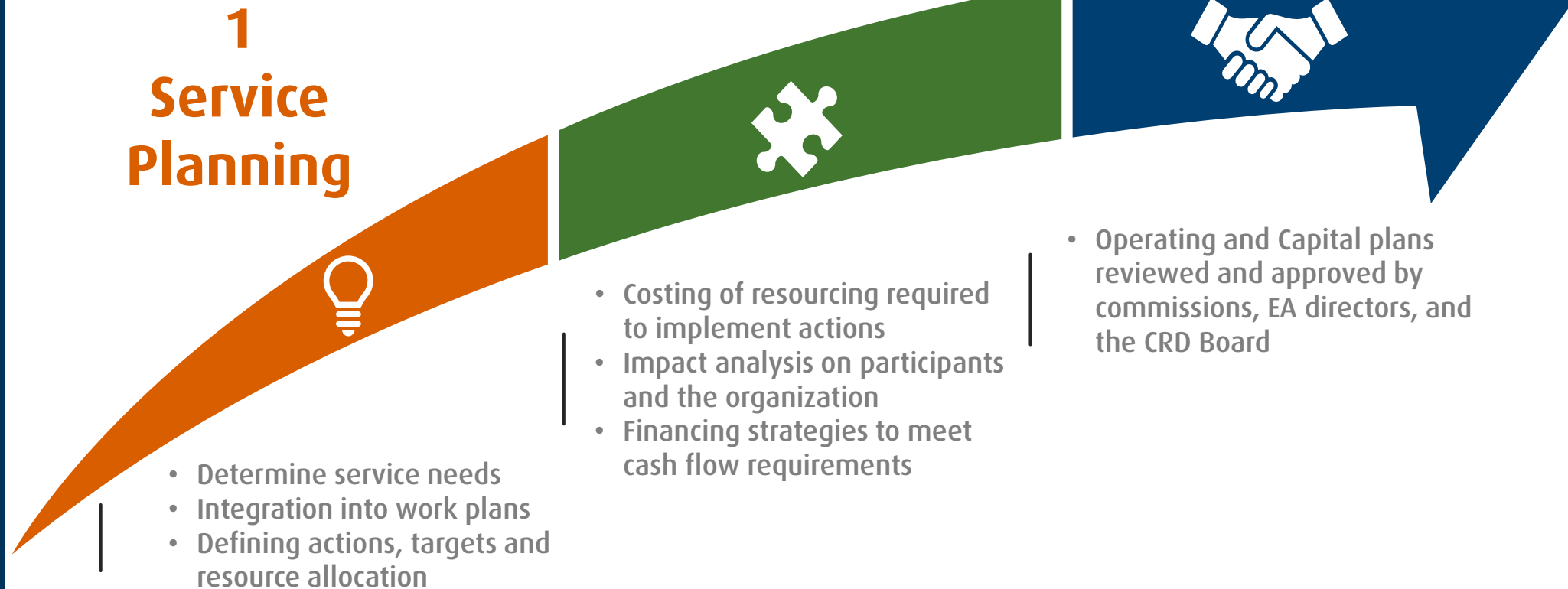
- Water
  - The operating budget for 2023 is estimated at **\$133,600**
  - The capital budget for 2023 is estimated at **\$40,000**
- Refuse Disposal
  - The operating budget for 2023 is estimated at **\$93,420**
  - The capital budget for 2023 is estimated at **\$12,000**
- Sewer
  - The operating budget for 2023 is estimated at **\$130,994**
  - The capital budget for 2023 is estimated at **\$100,000**
- Streetlight
  - The operating budget for 2023 is estimated at **\$9,079**
  - No capital budget for this service
- 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

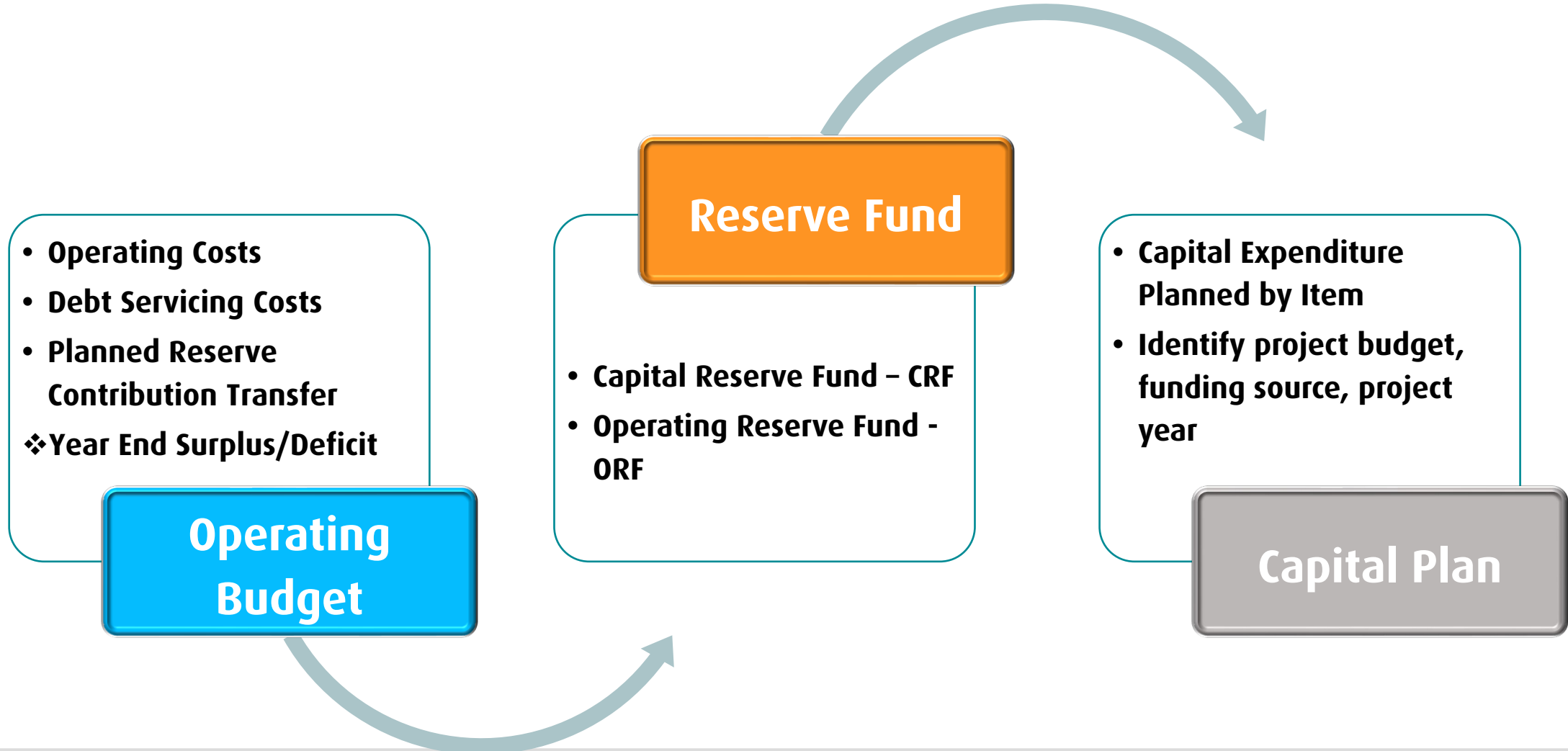
## November - February

- 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



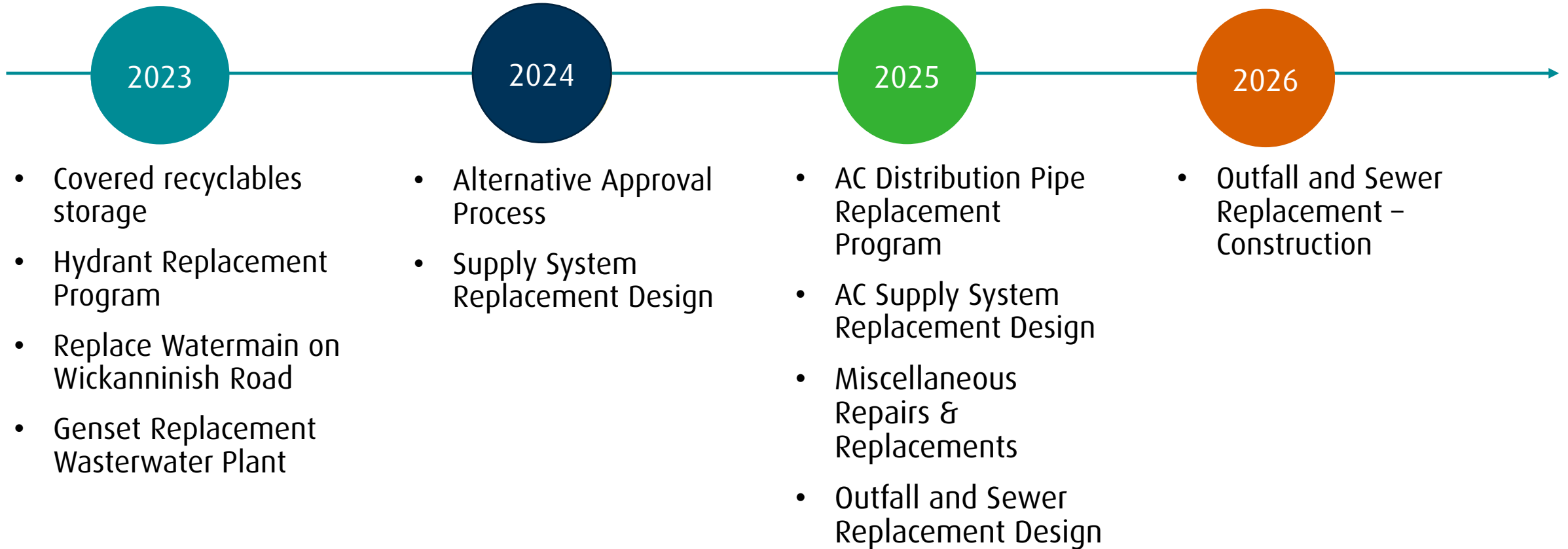


# Grants

## CRD GRANTS PORTFOLIO

	External Grants	Grants in Aid	Community Works Fund
<b>Who's eligible to apply?</b>	<ul style="list-style-type: none"> <li>• Various</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations, including Non-profits</li> <li>• Societies</li> </ul>	<ul style="list-style-type: none"> <li>• Non-profits (including ID) and non-governmental</li> <li>• CRD Service</li> <li>• For-profits</li> </ul>
<b>What type of projects are funded?</b>	<ul style="list-style-type: none"> <li>• Various</li> </ul>	<ul style="list-style-type: none"> <li>• Various</li> <li>• One-time funding for special projects</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure projects</li> <li>• Asset mgt. capacity building</li> </ul>
<b>What is the application process?</b>	<ul style="list-style-type: none"> <li>• Granting agencies drive the process</li> </ul>	<ul style="list-style-type: none"> <li>• CRD drives the process</li> </ul>	<ul style="list-style-type: none"> <li>• CRD drives the process</li> <li>• UBCM is program administrator</li> </ul>
<b>What is the approval process?</b>	<ul style="list-style-type: none"> <li>• Granting agencies drive the process</li> </ul>	<ul style="list-style-type: none"> <li>• EA Director</li> <li>• CFO through Delegation Bylaw</li> </ul>	<ul style="list-style-type: none"> <li>• EA Director</li> <li>• CAO/CFO</li> </ul>

# Key initiatives





# Thank you



@crdvictoria



Capital Regional District



CRDVictoria



crd.bc.ca



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, FEBRUARY 06, 2023**

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**SUBJECT**     Port Renfrew Garbage and Recycling Depot Operation

**ISSUE SUMMARY**

To provide an update on the continued operation of the Port Renfrew Garbage and Recycling Depot.

**BACKGROUND**

The Capital Regional District (CRD) operates a garbage and recycling depot in Port Renfrew under the authority of Bylaw No. 1745. The facility receives and manages refuse and various recyclable materials from the local community and is funded through tax requisition, an annual financial contribution by the Pacheedaht First Nation, funding from Recycle BC and the CRD's Environmental Resource Management division, as well as from the sale of recyclable scrap metal. Recycle BC also provides in-kind hauling and processing of residential recyclables covered by the Recycle BC program. The annual budget is approved by the Port Renfrew Utility Services Committee. The depot is facing challenges with respect to how it is staffed and operated, as well as from the withdrawal of recyclables hauling, processing and marketing by Recycle BC.

Since 2014, the residential recyclables have been collected at the facility under contract to the stewardship agency Recycle BC, which pays for the hauling, processing and marketing of those materials. Prior to this agreement, these costs were borne by the CRD, and the Recycle BC agreement represents an annual net benefit to the service of approximately \$100,000.

Recycle BC has recently suspended this agreement due to concerns, such as the lack of space for covered and secure storage, the requirement that staff be present at all times when the facility is open, as well as the high percentage of non-residential recyclables being collected along with the residential recyclables. Staff are working with Recycle BC to address their concerns and are attempting to re-establish service. Until a long-term solution can be established, the Port Renfrew depot's Recycle BC revenue reduction will be funded by the regional Solid Waste service based on 2018 Board funding direction for the Environmental Resource Management division to cover any shortfall of recycling depot funding in Electoral Areas.

However, Recycle BC is currently consulting on a new five-year program plan to come into effect in 2023. Under this draft plan, the Port Renfrew Depot would not be eligible for Recycle BC program funding due to the community size. CRD staff have registered concern over the new proposed eligibility criteria through Recycle BC's consultation process and, additionally, with staff at the Ministry of Environment and Climate Change Strategy.

The facility is staffed by a depot attendant who resides on the depot property as part of his compensation package. This is a longstanding arrangement that has proven mutually beneficial to both the attendant and the community; however, it is not supported by a current valid contract, and the practice poses some liability risk to the CRD, and is not supported by the site zoning. There is a mutual agreement to transition away from this arrangement by mid-2024.

**Port Renfrew Utility Services Committee – February 6, 2023**  
**Port Renfrew Garbage and Recycling Depot Operation**

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As a result, CRD staff are currently exploring waste management alternatives for the community, including discussions with the Pacheedaht First Nation and provincial non-profit Indigenous Zero Waste Technical Advisory Group. It is hoped that these discussions could allow for mutually beneficial waste management solutions for the community going forward. Staff expect to have a better understanding of potential alternatives by mid-2023.

In the interim, staff continue to work with Recycle BC to re-establish service, and have maintained collection for most recyclables by securing alternate hauling and processing. ERM's Solid Waste service has funds in its 2023 budget to cover the shortfall that will occur as a result of the suspension of the Recycle BC agreement. This will allow time in 2023 for a new approach to delivering solid waste and recycling services in Port Renfrew to be developed and approved by the Port Renfrew Utilities Services Committee beginning in 2024.

### **CONCLUSION**

The Port Renfrew Depot is currently facing challenges with respect to how it is staffed, operated and financed. These challenges need to be addressed through the development of a new approach to delivering solid waste and recycling services in Port Renfrew for implementation in 2024. CRD staff will prepare a report with options for consideration by Port Renfrew Utilities Services Committee in Q3 2023.

### **RECOMMENDATION**

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services



## REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, FEBRUARY 06, 2023

**SUBJECT**      **Capital Project Status Reports and Operational Updates – February 2023**

### **ISSUE SUMMARY**

To provide the Port Renfrew Utility Services Committee with capital project status reports and operational updates.

### **BACKGROUND**

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 187 customers in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. 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 Port Renfrew Water System is overseen by the CRD Water Quality Section.

### **CAPITAL PROJECT UPDATE**

#### **Port Renfrew Water**

##### **20-01 | Hydrant Replacement Program**

**Project Description:** Hydrants are reaching their end of life and require replacement.

**Project Rationale:** The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required on an annual basis. Priority is based on Operator and community input.

**Project Update and Milestones:**

<b>Milestone</b>	<b>Completion Date</b>
2023 works not yet progressed.	

#### **Port Renfrew Sewer**

##### **22-01 | Genset Upgrade**

**Project Description:** A new genset is required to provide standby power for the whole WWTP.

**Project Rationale:** The existing genset only provides standby power for the influent pumps. During a power outage, the blowers do not operate, and this puts the WWTP out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.



**Port Renfrew Utility Services Committee – February 6, 2023**  
**Capital Project Status Reports and Operational Updates – February 2023**

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Project Update and Milestones:

Milestone	Completion Date
Generator supply contract awarded to Cummins. Delivery not expected until end of 2023 or early 2024.	Ongoing
Invitation to Quote (ITQ) for generator supply	Bids received and under review
A Community Works Fund application is in process for approval. Upon approval, procurement through a quotation process will be used and upon delivery the genset installed at the new facility.	Complete

**22-02 | Alternative Approval Process (AAP) – Project Has Been Deferred To 2024**

Project Description: Based on information in the Options Study (21-02), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale: Based on information in the Options Study (21-02), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases). With the first phase being design and construct a new outfall, planning and acquiring land for a new Wastewater Treatment Plant (WWTP), and repair leaking sewer conveyance piping.

Project Update and Milestones:

Milestone	Completion Date
Project information is being gathered for the communications strategy.	Ongoing
Project funding will have final approval at the CRD Board	March 16, 2022
AAP process will commence with communications and coordination with CRD Legislative Services	Q2
Project deferred	Fiscal 2023

**OPERATIONAL UPDATE**

**Port Renfrew Water**

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

- System improvement: Operators completed their location efforts for buried valves within the system, the next step is to coordinate raising these valves later this year to protect from being buried in the future.
- Fire hydrant maintenance: 19 of the 21 hydrants have been painted.
- Break-in damage at the water treatment plant, nothing observed to be stolen. Both the door handle and fence damage have been repaired.
- Minor leak at Wickannish Rd.. due to freezing damage was excavated and repaired.
- Repaired two flared fittings ripped out of the main by a contractor.
- A tree has partially fallen at the Water Treatment Plant (late December), an arborist is being scheduled to address the safety hazard and prevent possible damage to the site.

**Port Renfrew Utility Services Committee – February 6, 2023**  
**Capital Project Status Reports and Operational Updates – February 2023**

3

**Port Renfrew Sewer**

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

- Great Pacific's outfall inspection report was received as required by Municipal Wastewater Regulations (B.C. Reg. 87/2012, Section 102). Heavy corrosion was noted at numerous locations along with extensive pitting. The degree of surficial corrosion and pipe degradation appears to have advanced noticeable beyond the 2017 inspection. All flanges were effectively sealed without obvious leakage.
- Late December an outfall blockage caused a backup at the Wastewater Treatment Plant resulting in a spill to land downstream of the treatment process. Operators were able to respond to the site and remove an outfall coupling to release the effluent, although the end of the pipe remains blocked. This has been a recurring issue due to the pipe placement and the impact on sediment build up from storm action. Options to correct the issue include divers which have been used in the past, but a more long-term solution is being investigated.
- A broken manhole cover was sourced and replaced from available inventory.

**Port Renfrew Refuse Disposal**

- The Port Renfrew Depot is currently facing challenges with respect to how it is staffed, operated and financed. These challenges need to be addressed through the development of a new approach to delivering solid waste and recycling services in Port Renfrew for implementation in 2024.
- A summary of the challenges and next steps to develop options for consideration by the Port Renfrew Utilities Services Committee is provided in a companion report to the Port Renfrew Utility Services Committee Meeting of Monday, February 6, 2023.

**RECOMMENDATION**

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

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Liz Ferris, M.Sc., PMP, Manager, Policy and Planning, Environmental Resource Management
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**

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**ELECTORAL AREAS WATER CONSERVATION BYLAW**

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**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:

<b>Water System Name</b>	<b>Establishing Bylaw</b>
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.

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4499

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

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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:

<u>DESIGNATED BYLAW</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICER</u>
“19. Capital Regional District Electoral Area Water Conservation Bylaw No. 1, 2022	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

<hr/> CHAIR	<hr/> CORPORATE OFFICER
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## APPENDIX 1 TO BYLAW NO. 4499

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

	<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE</b>
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