

COWICHAN BAY WATERWORKS DISTRICT

POLICY

SUBJECT:	To Outline Procedures to Obtain Water Services for Potential Development	POLICY NO:	CBWD 29-09-08
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PURPOSE

To establish the Cowichan Bay Waterworks District (CBWD) policy and procedures for developers who wish to explore the possibility of obtaining water services from the CBWD.

POLICY

The Cowichan Bay Waterworks District recognizes that from time to time developers may be considering connection to the CBWD system to support their potential development(s). The following is to identify the necessary steps in determining viability.

1. The developers will provide written notification to the CBWD in regards to the property they wish to develop, including the type of development being planned, the number of lots and/or units, etc.
2. The CBWD office to arrange for a meeting between the Board of Trustees and the principal developers to review the following:
 - a. scope of development
 - b. development position relative to CBWD boundaries
 - c. discuss and outline the process to proceed forward (see appendix 1)
3. CBWD's engineer will review the information provided in items 1 and 2 and will provide infrastructure requirements for the development.
4. The developer is required to commit to an engineering study to identify infrastructure requirements for water delivery and fire protection needs. The study will provide cost estimates for all phases. In addition, the developer will be responsible for identifying all consultants involved with the project.
5. If the study estimates are determined to be within the expectation of the development concept and are acceptable to CBWD, a Memorandum of Understanding (MOU) between the district and the developer will be drafted by the lawyer of CBWD's choice.
6. A meeting will be held to review the MOU content and outline roles and responsibilities of all principals. This would include but not be limited to;
 - a. developer(s), their engineer and lead contractor
 - b. CBWD engineer, project manager, inspector, board of trustees and district officer
7. The developers will make written application to the district by completing the necessary application forms and paying in full, the required fees.
8. The District's engineer cannot be retained by the developer for any portion of the project as this would create a conflict of interest within the working relationship.

COWICHAN BAY WATERWORKS DISTRICT
Policy 29-09-08
Appendix #1

Principles for Project Development

1. **In all transactions the district will remain cost neutral.** All charges incurred by CBWD associated with the development will be charged back to the developer.
2. During the initial discussion stage, the developer will agree to funding appropriate fire protection and an engineering study to determine infrastructure needs with cost estimates. It is from this point that the principles of the MOU between both parties would be crafted.
3. CBWD's personnel shall carry out any connection to the existing system at the developer's expense.
4. The district will maintain an "arms length" contact with the developer relying on a pre-assigned project manager to act as liaison with district engineering and, the district will coordinate management and inspection of installation of the systems.
5. The developer will be financially responsible for all district engineering vetting of design and project management.
6. The developer's engineer and the project manager will ensure through regular inspection and communication, complete contractor compliance with CBWD's Engineering Specifications and Standard Drawings.
7. Where the proposed development lies outside existing district boundaries requiring application to the Ministry for a boundary extension, the district will consider whether there is any significant benefit to the community before entering the MOU phase.

Roles and Responsibilities

PROJECT MANAGER

This role will be one selected by the district. The position will report to the trustees and will be responsible for ensuring that all off site and on site infrastructure is in compliance with CBWD specifications. This person also maintains regular contact with the developer's engineer and the district's engineer to coordinate inspection and progress. Monthly reports to trustees must be provided.

CBWD INSPECTOR

This role will be identified by the district and will work under the direction of the project manager. The inspector will perform regular inspections of both property off site and on site works to ensure complete compliance with CBWD's specifications.

IMPROVEMENT DISTRICT OFFICER

Where funding is received in accordance with an MOU agreement, the district administrator will set up accounts, retain financial records and disburse project funding as advised by engineering and the project manager and, advise the trustees of funding disbursements.

I HEREBY CERTIFY THAT the foregoing is a true copy of Policy CBWD 29-09-08 as adopted by the District and sealed with the District seal on the 29th day of September, 2008.

Sandra Neilly, District Administrator