

MILL BAY WATERWORKS DISTRICT

POLICY

SUBJECT: MBWD Water Services for Potential Development Policy **POLICY NO:** 23-10-06

DATE: October 23, 2006 *revised November 2019* **PAGE:** 1 of 2

PURPOSE

To outline the Mill Bay Waterworks District policy and procedures for Developers who wish to explore the possibility of obtaining water services from the Mill Bay Waterworks District.

POLICY

Mill Bay Waterworks District (MBWD) recognizes that from time to time Developers will be considering connection to the MBWD system to support their potential developments. The following are the necessary steps in determining viability.

- The Developer will notify MBWD in writing about the property they wish to develop, including the type of development being planned number of lots/units etc.
- The MBWD office will arrange for a meeting between the MBWD Board of Trustees and the Developer principals to review the following:
 - Scope of development
 - Development location relative to the MBWD boundaries
 - MBWD Principles for Project Development
- The Developer would be required to commit to an engineering study to identify sourcing of water, consultants, infrastructure requirements for water delivery, and fire protection needs. The study will provide cost estimates for all phases of the potential development.
- If the study estimates are determined to be within the expectation of the development concept, and acceptable to MBWD, a Memorandum of Understanding (MOU) between MBWD and the Developer will be drafted by a lawyer of MBWD's choice.
- A meeting to review the MOU content and outline roles and responsibilities of all principals through the project development process.

PRINCIPLES FOR PROJECT DEVELOPMENT

- In all transactions MBWD will remain cost neutral as per MBWD Subdivision Water Regulation Bylaw 179. All charges incurred by MBWD associated with the development will be charged back to the Developer.
- During the initial discussion stage, the Developer will agree to source a new water supply to support the potential develop to include appropriate fire protection and domestic water demands and funding an engineering study to determine infrastructure needs with cost estimates. Should the decision be made to move forward with the potential development, the principles of the MOU between the parties would be drafted.
- MBWD personnel, at the Developer's expense, shall carry out any connection to the existing system once the development has been approved and water sourcing complete.
- MBWD will maintain an "arm's length" contact with the development relying on a pre-assigned Project Manager to act as liaison with District engineering, and coordinate management and inspection of installation systems.
- The Developer will be responsible for the costs of all District engineering vetting of design and project management.
- The Developer's engineer and Project Manager will ensure through regular inspection and communication total contractor compliance with MBWD specifications manual.
- If a hydrogeologist is needed to recommend and oversee water source development, this will be funded by the Developer.
- The development may be phased. Each phase must be supported with funding in advance as outlined in the MOU.
- Where the proposed development lies outside existing District boundaries, requiring application to the Ministry for boundary expansion, the District will consider whether there is any significant benefit to the community before entering the MOU phase.

ROLES AND RESPONSIBILITIES

MBWD PROJECT MANAGER

The Project Manager will be appointed by MBWD. The position will report to the MBWD Board of Trustees and be responsible for ensuring that all off-site and on-site infrastructure is in compliance with MBWD specifications. The Project Manager maintains regular contact with Developer Engineer and MBWD Engineer to coordinate inspection and progress. Monthly reports to Trustees will be provided.

DISTRICT ADMINISTRATOR

Where funding is received in accordance with an MOU agreement, the MBWD Administrator will set up accounts, retain financial records and disburse project funding as advised by the MBWD Engineer and the Project Manager. Advises the board of funding disbursements.

MBWD INSPECTOR

The Inspector will be appointed by the District and under the direction of the Project Manager. The inspector will perform regular inspections of both property off-site and on- site works to ensure total compliance with MBWD specifications.