

MILL BAY WATERWORKS DISTRICT

POLICY

SUBJECT: To out line the Procedures to Obtain Water Services for potential developments.

POLICY NO: 23-10-06

DATE: Oct. 23, 2006

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PURPOSE

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

POLICY

The 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 is to identify the necessary steps in determining viability.

- The developer will provide written notification to the MBWD in regards to the property they wish to develop, including the type of development being planned number of lots/units etc.
- The MBWD office to arrange for a meeting between the Board of Trustees and the developer principals to review the following:
 1. Scope of development
 2. Development position relative to the MBWD boundaries
 3. Discuss and outline of process going forward. (See appendix 1).
- 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.
- 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 the district and the developer will be drafted by the Lawyer of MBWD's choice.
- A meeting to review the MOU content and outline roles and responsibilities of all principals going forward. These would include but not limited to:
 1. Developer, their Engineer and Contractor head.
 2. MBWD Engineer, Project Manager, Inspector and District Officer.

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Appendix # 1

PRINCIPLES FOR PROJECT DEVELOPMENT

- **In all transactions the District would remain cost neutral. (See Subdivision Water Regulation Bylaw # 179) (All charges incurred by the MBWD associated with the development will be charged back to the developer).**
- During initial discussion stage, developer will agree to source new water, funding appropriate fire protection, and funding an engineering study to determine infrastructure needs with cost estimates should the decision be made to go forward. It is from this point that the principles of the MOU between the parties would be crafted.
- The Water District Personnel at the developer's expense shall carry out any connection to the existing system.
- The District will maintain an "arms 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 all District engineering vetting of design and project management.
- The developer engineer and project manager will ensure through regular inspection and communication total contractor compliance with MBWD specifications manual.
- Where a hydrogeologist is needed to recommend and oversee water source development, a hydrogeologist will be hired this too will be funded by the developer.
- The development may be phased, however, 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

PROJECT MANAGER

This role will be one selected by the District. The position will report to the board of trustees and be responsible for ensuring that all off site and on site infrastructure is in compliance with District specifications. The person maintains regular contact with developer engineer and District engineer to co ordinate inspection and progress. Monthly reports to trustees will be provided.

IMPROVEMENT DISTRICT OFFICER

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

MBWD INSPECTOR

The position will be identified 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.