



**TOWN OF OKOTOKS  
ADMINISTRATIVE GUIDELINES**

- Original Signed -  
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Chief Administrative Officer

**Title:** Water Allocation

**Number:** A21-02

**CAO Approval Date:** May 13, 2021

**Review Date:** As required

**Revised Date(s):** February 24, 2022

**Originating/Lead Business Centre:** Community Development & Engineering

- Reference(s):**
- Water Allocation Policy CMD-P-3.10
  - Land Use Bylaw 17-21
  - *Municipal Government Act*
  - Chief Administrative Officer’s (CAO) Delegation of Authority Administrative Guideline A17-02

**Purpose**

In accordance with Water Allocation Policy CMD-P-3.10, the CAO will establish, publish, and periodically update the Water Allocation Administrative Guidelines, which will include:

- Expected Water Usage for different land uses and the methodology used by the Town to calculate expected Water Usage;
- The Water License Costs and the methodology used by the Town to calculate the Water License Costs; and
- Conditions and requirements for assignment of Common Capacity.

**Authority**

The management and verification of Development Capacity and consideration of new requests for Development Capacity subject to the Water Allocation Policy and Water Allocation Administrative Guidelines is designated as outlined the CAO Delegation of Authority Administrative Guideline.

**Expected Water Usage**

1. The methodology for calculating Water Usage and Development Capacity requirements for new development will be based on the following:

Land Use Designation/Type	Estimated Consumption (m <sup>3</sup> )	
	Area Based (m <sup>3</sup> /ha/year)	Unit Based (m <sup>3</sup> /unit/year)
Traditional Neighbourhood (TN) / Residential		250
Neighbourhood Core (NC) / Residential	8700 <sup>b</sup>	174
General Commercial – GC	3000	
Industrial – IBP	3000	
Public School Sites (excluding High Schools)	1500	3750
Irrigated Playing Fields		3000

- 1.1. Neighbourhood Core (NC) District dwelling units will be calculated on the number of actual units. If an estimate of the number of units is not reasonably available at the land use and/or subdivision stages, the Town may estimate Water Usage at an average consumption of 174 m<sup>3</sup>/unit/year and 50 units per hectare due the variable density permitted under the NC District. This allocation will be reviewed at the time of subdivision and development permit application; this Capacity may be revised based upon the actual number of units developed.
- 1.2. Direct Control Districts or other land use types not included above will be classified to its nearest equivalent or a site-specific rate as determined by Administration.
- 1.3. Development Capacity is not allocated for non-irrigated municipal reserve lands, public utility lots, stormwater management facilities, and other public infrastructure that is not expected to utilize potable water or where usage is expected to be negligible.
- 1.4. Elementary, junior, or kindergarten to grade 9 (K-9) school sites will be based on a fixed area of 2.5 hectares/school to represent typical building consumption. High school sites will be evaluated on a site-specific basis in consideration of the expectations for Capacity and general design. Water for irrigating outdoor playing fields will be in addition to the above noted amount.
- 1.5. Variations of the above calculation methodology may be used at Administrations' discretion where usage is expected to vary considerably from expected water usage.
- 1.6. Consumption numbers will be periodically updated using current data. Rebates and/or surcharges will not be issued to previously issued certificates for changes that are a result of an update to water consumption numbers.

## **Water License Costs**

2. The methodology used by the Town to calculate the Water License Costs:
  - 2.1. Starting in 2022, the cost of the Common Capacity will be established on an annual basis in the Rates and Fees Bylaw, and calculated annually on a total cost recovery basis.
  - 2.2. The unit cost for Common Capacity will be calculated annually as per the following general formula:
 
$$\text{Common Water License Cost Unit Rate} = \text{Water License Costs} / \text{Common Capacity}$$
  - 2.3. Water License Costs will be calculated annually as per the following general formula:
 
$$\text{Water License Costs} = \text{Total Expenditures} - \text{Total Revenues} + \text{Town Administration Fee} + \text{Interest Charges}$$

Annual Town Administration Recovery Fee = annually calculated amount to recover the estimated internal administrative costs to administer and upkeep the policy.

- 2.4. Interest charges will be charged annually based upon Water License Costs owing at the time of calculation at a rate of 2.5%
- 2.5. The Common water volume will be calculated annually as per the following general formula:  
  
Closing Volume = Starting Volume + Transfers – Allocations ± Adjustments
- 2.6. Adjustments will periodically occur to align Common Capacity with Town usage. Adjustments may include increases to Common Water Capacity through efficiencies and efficiency sponsored projects.

### **Water Reuse and Efficiency Projects**

3. The Town has budgeted for Water Reuse and Water Efficiency Projects. These efficiency projects are expected to increase Development Capacity. Reasonable costs for these projects will be included in Total Expenditures with increases in Development Capacity being added to Common Capacity.

### **Common Capacity Conditions**

4. The maximum amount of Common Capacity that can be assigned is 60,000m<sup>3</sup> per application. The Town has paid Water License Costs for Common Capacity which is intended to fund imminent development. This condition is intended to limit the amount of Common Capacity assigned to lands which have not proceeded to a subdivision servicing agreement and/or development permit.
5. For greater clarity, the application referenced in clause 4 above and in clause 6 d. of Water Allocation Policy CMD-P-3.10 can be for lands in more than one subdivision or development. A subdivision servicing agreement or development permit must be entered for all Allocated Lands in the application before a developer may access Common Capacity for other land use redesignation applications.