

Municipal LGDE Help Manual

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7. Statistics Schedules

7(a) General Statistics (Schedule C1)

A. Area

This is the total incorporated area (land and water) of a local government (in hectares), including taxable and non-taxable area.

B. Road Distance

This is the total distance of roads located within the municipal boundaries that is under the authority of the municipality (in accordance with Part 3, Division 5 of the *Community Charter*). This includes, but is not limited to, streets, roads, land, bridges, viaducts and any other way open for public use. The table is divided into two broad categories (paved and unpaved roads).

- Paved roads include all roads covered by rigid or flexible pavement (i.e. concrete, bituminous, mulch, retread and penetration).
- Unpaved roads include all treated and untreated gravel surfaces and earth surfaces.

C. Number of Voters on the Voters List

This is the number of voters on the local government's voters list. This list is either maintained by the municipality or by the Province (provincial voting list).

D. Number of Municipal Employees

This is the number of full-time equivalent municipal employees.

E. Development Information

This section deals with both building permit and business license information.

1. Number of Building Permits Issued.

This represent the total number of building permits issued in accordance with section 54 of the *Community Charter*.

Residential – All permits issued for building residential properties (residential being defined as Class 1 property under regulation to the *Assessment Act*).

Industrial/Agricultural – All permits issued for building of industrial or agricultural facilities (defined as Classes 4, 5 and 9 properties under regulation to the *Assessment Act*).

Commercial - All permits issued for building of commercial facilities (defined as Class 6 properties under regulation to the *Assessment Act*) except any institutional properties.

Institutional – All permits issued for building facilities for delivering government services (either directly or indirectly) and include government

offices; hospitals; seniors housing; and primary, secondary and post secondary education facilities.

Other – Building permits issued for any other types of development that do not fit into the above categories.

2. Total Building Permit Value

This is the total dollar value of all building permits issued during the reporting period.

3. Total Building Permit Construction Value

This is the total value of all improvements constructed during the reporting period.

4. Total Number of Business Licenses Issued

The total number of business licenses issued by council (under section 15 of the *Community Charter*) during the reporting period.

F. Number of Fire Hydrants

Total number of fire hydrants located within the municipal boundary.

G. Distance of Pipes

This is the total distance of pipes for water, sewer and storm drainage within the municipal boundary (other than pipe under the control of the RD). The pipes are broken down into categories depending on whether they are mains or secondary lines and based on the purpose of the piping (water, sewer, drainage). If the drainage system cannot be separated from the sewer system, include both drainage and sewer together under the line labelled “Sanitary Sewer Pipes.”

H. Water Systems

Water works systems are systems for water supply including source, treatment, storage, transmission and distribution facilities, where water is furnished or offered for domestic/commercial purposes (as defined under Section 1 of the *Drinking Water Protection Regulation* --- BC Reg. 200/2003). These include (but are not limited to) mains, distribution lines, intakes, wells, reservoirs, pressure reducing valves (PRVs), pump-houses and treatment and disinfection facilities.

This table is divided into three columns based on the source of water (surface, ground, and combined).

- Surface Water – water from a source open to the atmosphere and includes streams, lakes, rivers, creeks, springs and shallow wells (under direct influence from surface water(s) as defined under the ***Drinking Water Protection Regulation***
- Ground Water – water below the surface of the ground (except shallow wells) as defined under the *Water Act*.
- Combined Water – water from both surface and ground sources.

Number of Systems

Some local governments may be responsible for more than one large and/or small satellite system. Identify each separate system based on raw water source (column). For those systems that are part of a larger regional system, do not identify this system here (refer to 'Shared/Regional Systems' in the next line).

Shared/Regional Systems

Identify those systems that are part of a shared facility or regional facility under the appropriate column.

The remaining information fields must be completed based on the total number of systems (municipal and shared).

Level of Treatment**% Water Receiving Disinfection**

Based on total annual potable water supplied by the municipality, identify percentage of water under each column that receives disinfection.

Disinfection – means a treatment process that kills or inactivates organisms which are infectious or injurious to human health. These include, but are not limited to, the use of chlorine, chloramine, chlorine gas, ultra violet light, and ozone.

% Water Receiving Additional Treatment

Based on total annual potable water supplied by the municipality, identify percentage of water supplied, under each column that receives additional treatment.

Additional treatment – means any physical, biological or chemical process which makes water potable, in addition to disinfection. These include, but are not limited to flocculation, coagulation, filtration, activated carbon, iron/manganese removal and pH control.

Number of Intakes and Wells

Point of raw water extraction. A water works system may have one or many intakes/wells. Under each column, identify the total number of intake(s) and well(s). For those systems that are part of a larger regional/shared facility, the connection(s) to the larger system will be considered the intake(s).

Number of Service Connections –

This is the number of property connections to the water system.

Residential

Total number of system connections to residential properties (i.e. Class 1 properties under the *Assessment Act*)

Commercial and Other

Total number of commercial and other (schools, hospitals, other institutions) identified by water source. This is all connections excluding residential and industrial/agricultural properties.

Industrial/Agricultural

Total number of system connections to industrial & agricultural properties (i.e. Class 4, 5 and 9 properties under the *Assessment Act*).

Average Daily Flow (m³/day)

Based on total potable water supplied by the municipality, calculate average daily flow (cubic metres per day) for each column for each category (residential, commercial, and industrial/agricultural).

% of Surface Water from Combined System

For the last column “Combined Surface/Ground” water source, please provide the percentage of combined source water that comes from a surface source (not a ground source). A reasonable estimate is acceptable.

% of Total Water that Comes from Surface and Ground Sources

This is a calculated field that estimates the total percentage of water from surface and ground sources based on average daily flows and the percentage of combined source water (surface/ground) from a surface source.

The formula is equal to:

$$\text{Surface Water} = \frac{(a + (c \times d))}{a + b + c}$$

$$\text{Ground Water} = \frac{[b + (c \times (1-d))]}{a + b + c}$$

Where:

a = Average daily flow from surface water sources

b = Average daily flow from ground water sources

c = Average daily flow from combined water sources

d = % of combined water from a surface source

I. Sewer Systems

A sewage system means any facility or work that gathers, treats, transports, stores, utilizes or discharges municipal sewage or reclaimed water (as defined under Section 1 of the *Environmental Management Act* Municipal Sewage Regulation --- BC Reg. 129/99). These include (but are not limited to) mains, collector lines, pumps, outfalls and facilities for storage, treatment, reuse/recycling and disposal.

This may also include storm sewer infrastructure if it is not separate from the sanitary sewer system.

This table is divided into four columns based on the level of sewage treatment (preliminary, primary, secondary, and tertiary)

- Preliminary – generally refers to screening and grit removal
- Primary – means any form of treatment, excluding dilution, that consistently produces an effluent quality with a 5-day biochemical oxygen demand (BOD₅) not exceeding 130 mg/L and total suspended solids level (TSS) not exceeding 130 mg/L.
- Secondary – means any form of treatment, excluding dilution, that consistently produces an effluent quality with a 5-day biochemical oxygen demand (BOD₅) not exceeding 45 mg/L and total suspended solids level (TSS) not exceeding 45 mg/L, except for lagoon systems for which the effluent quality is not to exceed a BOD₅ of 45 mg/L and a TSS of 60 mg/L.
- Tertiary – means any form of treatment, excluding dilution that provides the removal of phosphorus (can also include nitrogen removal).

Number of Systems

Classify each separate system by the highest level of treatment produced. If system is part of a shared facility/system, do not identify under 'Number of Systems' (refer to 'Shared Facilities/Systems' in the next line).

Shared Facilities/Systems

Identify those systems that are part of a shared facility/system. The remainder of the fields should be completed where applicable (i.e.: The regional district may be responsible for treatment and outfalls while collection works are the responsibility of the participating municipality(s). The municipality would be required to provide information pertaining to collection works, service connections. Average daily flow information may not be available based on the individual municipality).

The remaining information fields must be completed based on the total number of systems (municipal and shared).

% of Final Effluent Receiving Disinfection

Percentage of effluent from each system (column) that receives disinfection.

Disinfection is defined as the destruction, inactivation or removal of pathogenic micro organisms by any means. Disinfection usually takes place at the end of the treatment process.

Discharge/Outfall

A discharge/outfall is a site where liquid waste is introduced into the environment from the waste system.

For each column in the table, please describe this site as one or more of the following: Marine, Fresh, In Ground, and/or Reclaimed.

- Marine – describes open marine water which is all ocean water with appropriate flushing action.
- Fresh – This includes all non-marine surface water including streams, lakes, rivers, creeks, and springs. This also includes any marine water with insufficient flushing action (e.g. embayed marine waters).
- In Ground – refers to the discharge of effluent sub-surface as described in the Municipal Sewage Regulation ---- BC Reg. 129/99.
- Reclaimed – refers to any effluent from a sewage facility that is suitable for direct designated water use or controlled use.

Number of Service Connections –

This is the number of property connections to the sewer system.

Residential

Total number of system connections to residential properties (i.e. Class 1 properties under the *Assessment Act*)

Commercial and Other

Total number of system connections to commercial and other (schools, hospitals, other institutions). This is all connections excluding residential and industrial/agricultural properties.

Industrial/Agricultural

Total number of system connections to industrial & agricultural properties (i.e. Class 4, 5 and 9 properties under the *Assessment Act*).

Average Daily Flow (m³/day)

Average daily flow into the treatment facility(s), calculated for each treatment level (column).

Liquid Waste Management Plan

Complete with yes, no, or in progress from the dropdown menu. This field is also completed by those municipalities that are part of a regional Liquid Waste Management Plan.

7(b) Home Owner Grant Certificate (Schedule C2)

This schedule shows how the Home Owner Grant was applied to various taxes (school and municipal). There should be no negative numbers entered anywhere and the Applied to School Tax boxes should not be left blank. Total Reimbursement by the Province should not be blank either. The number entered to the Retroactive Home Owner Grant should be the value of the retroactive grants, not the number of grants.

The page should be signed by both the Treasurer and the Auditor.