

MEMORANDUM

TO Council

FROM: Administration

DATE: February 25, 2025

SUBJECT: Water and Sewer Bylaw No. 1587-25

Below is a summary of the major changes included in the Water and Sewer Bylaw No1587-25. Throughout the proposed Bylaw, language and format have been updated and may not be detailed in the following summary as the intent has not changed.

The right column lists the major changes to the adjacent Sections. Several sections from the current bylaw have been removed or relocated and are also listed.

| Existing Bylaw Section | Proposed Bylaw Section | Section Description Update |
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| | 1 | <u>Title</u> <ul style="list-style-type: none">• New section referencing the Bylaw as the Water and Sewer Bylaw. |
| 1&2 | 2 | <u>Purpose</u> <ul style="list-style-type: none">• Combined the existing Section 1 and 2 and updated language. |
| 3 | 3 | <u>Definitions</u> <ul style="list-style-type: none">• Removed definitions that were not used again in the Bylaw and updated terminology of definitions.• Added definitions:<ul style="list-style-type: none">- Curb Cock- Engineering Standards- FOG (Fats, Oils, Grease)- Hot tapped- Lock out Shut off Valves- Peace Officer- Prohibited material- Structural integrity |

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| | | <ul style="list-style-type: none"> • Removed definitions: <ul style="list-style-type: none"> - Bylaw Enforcement Officer - Sanitary system removed - Service valve |
| | 4 | <p><u>Authority</u></p> <ul style="list-style-type: none"> • Added the Section of “Authority” and lists how Council delegates responsibility to the CAO. • Included responsibility of proof regarding written approval relating to the Bylaw. |
| 4 | 5 | <p><u>Administration of Utility and Collections</u></p> <ul style="list-style-type: none"> • Updated general supervision of all utility services from the Director of Public Works to the CAO. • Included references to the applicable schedules. • Stipulated that all billable work requires acceptance from owner. |
| 5 | 6 | <p><u>Payment of Utility Accounts</u></p> <ul style="list-style-type: none"> • Included a \$2.00 service fee for all paper utility account invoices. • Included exemption for waiving the fee for paper utility account invoices. |
| 6 | 7 | <p><u>Water Distribution System & Utility</u></p> <ul style="list-style-type: none"> • Stipulating that when connecting a new service to a water main, that it is to be hot tapped. This has been a long standing practice for public works. • Updated “Clear Zone” language from existing Bylaw. • Specifying that approval must be obtained for all hot taps on the system. • Removed reference to water sealing. • Referenced improper use of RV dump station. • Meters to be read every month. • Clarified that the Town has a right to remove a water meter for testing. • Updated disputed water meter process fee to \$500 from \$100 and added a 10% administration fee. • Changed “no adjustments” for over registering water meter to account for a refund for the last billing period. • Included engineering standards to services and servicing guidelines. |

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| 7 | 8 | <p><u>Wastewater System</u></p> <ul style="list-style-type: none"> • Updated section title. • Replaced “Industrial or Trade waste” title with “Sector specific pretreatment- wastes related to vehicle and equipment washing, repair and maintenance” • Updated language for interceptors and introduced limits. • Included cleaning schedule template for vehicle washing, repair and maintenance facilities. • Replaced “Grease Traps” with Sector Specific Pretreatment- Food Service Establishments” • Updated language for interceptors and grease traps. • Introduced FOG limits and included a cleaning schedule template for grease trap inspection. • Removed property line from 8.07. This means that the property owner would be responsible for all plugs and blockages on the sanitary sewer service line. • Referenced CCTV and associated costs. • Changed “will” to “may” provide costs to the owner for town forces to repair a portion of the sanitary sewer service line between the building and the house. • Included language around what constitutes structural integrity for the sanitary sewer service line. • Updated language for a clear zone around town infrastructure. |
| | 9 | <ul style="list-style-type: none"> • <u>Prohibited Materials</u> • New section. • The creation of benchmarks facilitates operations in determining how much grease, oil etc., is unacceptable. Averages are on the relaxed side of the industry standards. |
| 8 | 10 | <p><u>Stormwater System</u></p> <ul style="list-style-type: none"> • Added requirement for the owner or occupant of a property to manage, retain surface drainage of a property if prohibited materials are likely about to enter the stormwater system, cause erosion of the system, or to slow the volumetric release on the system. • Updated language for a clear zone around town infrastructure. |
| | 11 | <p><u>Unlawful, Unauthorized and Accidental Releases</u></p> <ul style="list-style-type: none"> • New section “Unlawful, Unauthorized and Accidental Releases”. • This section formalizes a practice and facilitates the Town to recover costs relating to unauthorized releases on the Water, Sanitary, Storm systems. |

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| 9 | 12 | <u>Bulk Water</u> <ul style="list-style-type: none"> Removed reference to “coins”. |
| 10 | 13 | <u>Septage Receiving and Hauled Wastewater</u> <ul style="list-style-type: none"> Updated section title and included parameters around “Hauled Wastewater”. |
| 11 | 14 | <u>Enforcement and Penalties</u> <ul style="list-style-type: none"> Included “Enforcement” in the section title. Moved “e” and “f” from 14.01 to a new 14.02 titled “Offences and Fines”. Used more direct language for 14.02 a). Included 14.02 c) to address reoccurring violations Included 14.02 d) that includes ability to use 545 orders from MGA. Included 14.03 a) b) and c) that more directly address the details around the “Disconnection of Utility Services”. |
| | 15 | <u>Severability Provision</u> <ul style="list-style-type: none"> New section, intended to keep the entirety of the Bylaw valid if a section is deemed invalid. |
| 12 | 16 | <u>Transitional and Coming Into Force</u> <ul style="list-style-type: none"> No significant update |
| 13 | 17 | <u>Schedules</u> <ul style="list-style-type: none"> New schedules listed. |
| A | A | <u>Utility Servicing Procedure</u> <ul style="list-style-type: none"> Updated language. |
| B | B | <u>Utility Fees and Charges</u> <ul style="list-style-type: none"> Increased fee for service disconnection and reconnection request from \$50.00 to \$75.00. Increased fine amount from \$250 to \$500. Introduced a table of charges for services offered. |
| C | C | <u>Tenant Utility Application Form</u> <ul style="list-style-type: none"> No change |
| | D | <u>Release of Liability</u> <ul style="list-style-type: none"> New schedule based on advice from insurance regarding liability. Limits signatures to homeowners. Specifies homeowners responsibility of monitoring and potential damage related to homeowners property. |
| | E | <u>Prohibited Materials</u> <ul style="list-style-type: none"> New schedule for common prohibited materials relating to the wastewater and stormwater system. |

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| | F | <u>FOG Interceptor Service Record</u> <ul style="list-style-type: none"> • Service record template for restaurants and related businesses. |
| | G | <u>Pre-treatment Maintenance Record</u> <ul style="list-style-type: none"> • Service record template for waste related to vehicle and equipment repair and maintenance. |
| B | H | <u>Utilities Request</u> <ul style="list-style-type: none"> • Was previously included in Schedule “B” • Updated work request form. |

Financial Impacts of Proposed Budget

| Category | Current Fee | Proposed fee | Approximate Annual Budget Impact |
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| Paper Utility Account Invoice | No charge | \$2.00/ envelope | Canada post fee- \$1.23/ envelope Registered for E-Bill: 692 people/month Mailed: 1,835 people/ month Current cost: \$27,085/ year* from Canda Post |
| Utility disconnection/ reconnection | \$50.00 per | \$75.00 per | Approximate \$1,500 increase in revenue. Hasn't been increased since 2012. |
| Sewer Lagoon Effluent Disposal (Only Oilfield Camp) | \$18.00/m3 \$90.00 tipping fee | \$20.00/m3 \$100.00 tipping fee | Approximate \$25,000/ year increase in revenue. Hasn't been increased since inception in 2012. |

*Staff time and material not included. Takes about 2 days/ month to send out current volume of utility account invoices