

CITY OF PITT MEADOWS
SANITARY SEWER & DRAINAGE BYLAW
No. 2890, 2021

A bylaw to regulate connections to the Sanitary and Drainage Systems, to impose connection fees, and to impose a charge for the use of the Sanitary System

Under its statutory powers, including sections 8 *[fundamental powers]*, 15 *[licensing and standards authority]* and 194 *[municipal fees]* of the *Community Charter*, the Council of the City of Pitt Meadows enacts as follows:

1. Citation/Title

- 1.1 This bylaw may be cited as the “Sanitary Sewer & Drainage Bylaw”.

2. Repeal

- 2.1 Sanitary Sewer and Storm Drain Bylaw No. 2601, 2013 and its amendments are repealed.

3. Severability & References

- 3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion will be severed and the remainder of the bylaw is deemed valid.
- 3.2 A reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.

4. Definitions

- 4.1 In this bylaw,
- a) **Applicant** means an Owner or authorized agent thereof making application for a permit;
 - b) **City** means the City of Pitt Meadows;
 - c) **Cross Connection** means a connection between the Sanitary System and Drainage System;
 - d) **Director** means the Director of Engineering & Operations, an authorized representative, or any person appointed by Council to serve in that capacity;

- e) **Drainage Connection** means the pipe located within the City's right-of-way that conveys surface, ground and storm water from a parcel to the Main of the Drainage System, including the inspection chamber, valves, meters, and related appurtenances;
- f) **Drainage System** means the City owned and operated drainage works, including Mains, Drainage Connections, pumping stations, ditches, detention facilities and outfalls located within the City's right-of-way;
- g) **Inflow and Infiltration** means storm water that enters the Sanitary System through downspouts, foundation drains, or Cross Connections and groundwater that enters the Sanitary System through cracks or breaks in the pipe or defective connections;
- h) **Main** means a pipe located within the City's right-of-way which is meant to convey flow from parcels, including valves, fittings and other appurtenances, but excludes connections;
- i) **Occupier** means householders, tenants or owners of a dwelling;
- j) **Owner** means an owner of a parcel and as defined in the *Community Charter*;
- k) **Private Drainage System** means a pipe and any drainage works, including pumping stations, ditches, detention facilities, plumbing, outfalls and related appurtenances located on an Owner's parcel;
- l) **Private Sanitary System** means a pipe and any sanitary sewer works, including lift stations, treatment plants, sewage lagoons, plumbing, sanitary outfalls and related appurtenances located on an Owner's parcel;
- m) **Prohibited Waste** as defined in the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw;
- n) **Restricted Waste** as defined in the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw;
- o) **Sanitary Connection** means the pipe located within the City's right-of-way that conveys Sanitary Waste from a parcel to a Main of the Sanitary System, including the inspection chamber, cleanout wye, fittings, and related appurtenances;
- p) **Sanitary System** means the City owned and operated sanitary sewer works, including Mains, Sanitary Connections, lift stations, treatment plants, sewage lagoons and outfalls located within the City's right-of-way.
- q) **Sanitary Waste** means water-carried wastes from residential,

commercial, institutional, and industrial establishments, but excludes Prohibited Waste;

5. Powers and Duties of the Director

- 5.1 All the design, operation, maintenance, repair, improvement and extension of the Sanitary and Drainage Systems will be under the control and supervision of the Director.
- 5.2 The Director may give written notice to an Owner in which the Owner must do some or all of the following work within the time specified by the Director:
- a) conduct tests and investigations, including smoke testing, dyed water testing, closed circuit television inspection or other procedures on the parcel to detect leakage, Cross Connections, and Inflow and Infiltration;
 - b) provide reports prepared by a registered professional with respect to the repair of any leakage or the removal of any Cross Connections, and Inflow and Infiltration;
 - c) repair any Private Sanitary System or Private Drainage System or other works to prevent leakage, Cross Connections, and/or Inflow and Infiltration; or
 - d) remove or dispose of any contaminant that is deposited into any part of the Sanitary System from the Private Sanitary System.
- 5.3 Despite section 5.2, the City may temporarily or permanently discontinue the sanitary and/or drainage service immediately without prior notice to the premise where:
- a) a person violates any of the provision of this bylaw;
 - b) the Director or Public Health Authority so determines; or
 - c) Council determines that it is in the public interest to require such discontinuance.

6. Right of Entry

- 6.1 The Owner of every parcel and the Occupier of every premise will at all reasonable times allow, suffer and permit the Director, Operations Supervisor, Building Inspector or authorized representative to enter into or upon the parcels and premises to inspect any Private Sanitary System, Sanitary Connection, Private Drainage System, Drainage Connection, and

to inspect for actual or potential leakage, Cross Connection, and Inflow and Infiltration in order to ascertain whether or not the provisions of this bylaw are being complied with.

7. Responsibilities of Users

- 7.1 A person must not alter, connect to, disconnect from, add to, remove from or otherwise interfere with the Sanitary or Drainage System without written permission of the Director.
- 7.2 A person must not tamper, destroy or damage in any manner any part of the Sanitary or Drainage System.
- 7.3 A person must not bury, cover or obstruct, at any time or in any manner, the access to any inspection chamber or any other fixture connected to the Sanitary or Drainage System.
- 7.4 A person must not discharge, deposit or cause, allow or permit to be discharged or deposited into any part of the Sanitary or Drainage System any Prohibited Waste or Restricted Waste that may accumulate in, attack or weaken the Sanitary or Drainage System without written permission of the Director.
- 7.5 Every Owner will operate and maintain their Private Drainage System and Private Sanitary System, valves, oil and grease traps, fixtures and other related devices in good condition whereas the Private Drainage System and Private Sanitary System will:
 - a) be clear of all obstructions, including roots, grease deposits, debris and other solids, which may impede the flow or obstruct the transmission of fluids;
 - b) be free of any structural defects, including cracks, breaks, openings, rodent holes or missing portions, which may allow the introduction of extraneous flow or debris into the Sanitary or Drainage System, or allow the discharge of Sanitary Waste onto the parcel; and
 - c) be uniform and without sags.
- 7.6 Every Owner will prevent:
 - a) the discharge of ground water, rain water, surface water, Prohibited Waste or Restricted Waste into the Sanitary System; and
 - b) the discharge of Sanitary Waste, Prohibited Waste or Restricted Waste into the Drainage System or to the environment.

8. Parcel to be Connected

- 8.1 Unless specifically exempted in this bylaw, every Owner must:
- a) ensure that all Sanitary Waste originating from any building located on such Owner's parcel is connected to and discharged into the Sanitary System when such system is within 45m of the Owner's parcel or available to the parcel as determined by the Director;
 - b) ensure that all surface water originating from such Owner's parcel is contained entirely on that parcel and connected to and discharged into the Drainage System when such system is within 45m of the Owner's parcel or available to the parcel as determined by the Director; and
 - c) obtain a connection permit in accordance with section 9.
- 8.2 A Drainage Connection will not be required if the Owner installs an effective alternate method for the disposal of storm water in accordance with the Subdivision and Development Servicing Bylaw.
- 8.3 Each building must be separately and independently connected to the Sanitary and Drainage System, providing however, that where two or more buildings are situated on the same parcel, one Sanitary Connection and one Drainage Connection for the buildings may be permitted with the approval of the Director.
- 8.4 Where the Owner does not connect their parcel to the Sanitary and/or Drainage System, as required in section 8.1, the Director may:
- a) serve the Owner a notice of non-compliance giving the Owner thirty (30) days from the date on the notice to comply with the provisions of this bylaw; and
 - b) direct that the City may enter the parcel to undertake such connections at the cost of the Owner after the expiration of the thirty (30) day period.
- 8.5 Any costs incurred by the City under the provisions of section 8.4, if not paid by December 31st of that year in which they were incurred, are considered to be taxes in arrears on the parcel in question.

9. Connection Application

- 9.1 Every Applicant wishing to connect a parcel to the Sanitary or Drainage System must, prior to installation:

- a) apply for a permit from the City, in the form prescribed by the Director, to make the connection(s);
- b) pay to the City the connection fees specified in Schedule "A", as applicable;
- c) submit a design plan or a drawing of each proposed connection if requested by the Director, including:
 - (i) existing services;
 - (ii) proposed services;
 - (iii) the location of buildings, trees, driveways and sidewalks; and
 - (iv) minimum building elevation (MBE);in which the plan or drawing has been prepared by a professional engineer in accordance with the Subdivision and Development Servicing Bylaw; and
- d) in the case of any commercial or industrial premises, submit a design and layout of the protective devices proposed to neutralize the discharge of any Restricted Waste or Prohibited Waste.

9.2 The Director may refuse a Sanitary and/or Drainage Connection if, in their opinion, the respective Sanitary or Drainage System has insufficient capacity to service the parcel for the purpose set out in the application.

9.3 New Sanitary and Drainage Connections are required at the Applicant's cost whenever:

- a) a new house or building is to be constructed; or
- b) an existing house or building is to be renovated and the estimated construction value is greater than \$50,000 and the work results in an increased demand upon the Sanitary and/or Drainage System after renovations are complete.

9.4 Despite section 9.3, the Director may approve the use of an existing Sanitary and/or Drainage Connection provided that it meets the other requirements of this bylaw, and the Director is satisfied that it is suitable for continued use considering the size, material, condition, age, and other factors deemed by the Director.

9.5 Any fees applicable to the above connection permit do not include works within the parcel of the Applicant, except the inspection of the Applicant's Private Drainage System and/or Private Sanitary System at the point of connection.

- 9.6 The issuance of a connection permit for a parcel does not constitute approval of any development proposed for the parcel.

10. Connection Location

- 10.1 The location of Sanitary and Drainage Connections will be at the discretion of the Director.
- 10.2 If an Applicant requests that a connection be installed at a location other than that proposed by the Director, and if the Director approves such location, the Applicant will pay all additional costs associated with installation at that location. The Director may use a previously disconnected connection, if appropriate.

11. Septic Tanks

- 11.1 Pursuant to the *Public Health Act*, an Applicant must decommission a septic tank that is no longer in use within thirty (30) days of completion of a Sanitary Connection to the parcel.

12. Application for Disconnection Permit

- 12.1 Every Applicant wishing to disconnect or demolish a building connected to the Sanitary or Drainage System must:
- a) apply for a permit from the City, in the form prescribed by the Director, to make the disconnection(s);
 - b) pay to the City the disconnection fees specified in Schedule "A", as applicable;
 - c) have the Private Sanitary System and/or Private Drainage System inspected for any leakage, Cross Connection, and Inflow and Infiltration;
 - d) submit a security of \$5,000 in the form of cash or irrevocable letter of credit (LOC), if the disconnection permit is in conjunction with a demolition permit; and
 - e) pay to the City the total cost of works associated with disconnection, including but not limited to removal of the Sanitary and/or Drainage Connection back to the Main.

13.Connection Installation

- 13.1 Upon approval of the application, the City will request a minimum of two quotes from the City's pre-qualified list of contractors, including any associated City costs, or provide a City estimate. Once provided to the Applicant, these estimates are valid for sixty (60) days.
- 13.2 All Sanitary and Drainage Connections are to be installed by the City's successful pre-qualified contractor or by the City, at the cost of the Applicant. Works by others will not be permitted, unless otherwise approved by the Director.
- 13.3 The diameter of every gravity draining:
- a) Sanitary Connection will be 100mm (4"); and
 - b) Drainage Connection will be 150mm (6").
- 13.4 Despite section 13.3, the Director may approve a larger-sized connection if, in their opinion:
- a) the Sanitary or Drainage System is capable of adequately servicing the parcel for the purpose set out in the application; and
 - b) the proposed use will not detrimentally affect the other users of the Sanitary or Drainage System.
- 13.5 At the point where the Private Sanitary System is joined to the Sanitary Connection, at the property line, a 200mm (8") inspection chamber will be installed at the Applicant's cost in accordance with the Subdivision and Development Servicing Bylaw.
- 13.6 At the point where the Private Drainage System is joined to the Drainage Connection, at the property line, a 200mm (8") inspection chamber will be installed at the Applicant's cost in accordance with the Subdivision and Development Servicing Bylaw.
- 13.7 Should an Owner install a Private Sanitary System and/or Private Drainage System, it will be done in accordance with the City's Building Bylaw, B.C. Building Code and other applicable provincial regulations.
- 13.8 All Private Sanitary Systems and Private Drainage Systems must pass City inspection prior to backfilling at the point of connection.

14. Sanitary User Rates

- 14.1 The Owner will pay, in addition to all other rates, charges and fees for the use of the Sanitary System, the amounts specified in Schedule "B" of this bylaw.
- 14.2 The rates set out in Schedule "B" are payable to the City on or before the due date. Such rates are payable whether or not:
- a) the dwelling(s) or building(s) on a parcel are occupied;
 - b) any Owner or Occupier of a parcel makes use of any of the service;
or
 - c) the service is interrupted or altered in any manner.

15. Sanitary Residential Rates

- 15.1 Upon issuance of a building permit to construct a dwelling that will be serviced under this bylaw, excluding a multi-family residence and a secondary suite, the Owner of the subject parcel will pay, in advance, the per diem rate set out in Schedule "B" for the balance of the year following 120 days after building permit issuance.
- 15.2 Upon issuance of a building permit to construct a multi-family residence that will be serviced under this bylaw, the Owner of the subject parcel will deposit to the City, in the form of cash or irrevocable letter of credit, the deposit amount per unit as set out in Schedule "B".
- 15.3 Prior to the issuance of an occupancy permit for a multi-family residence, the Owner of the subject parcel will pay, in advance, the per diem rate set out in Schedule "B". The amount due will be deducted from the deposit provided for in section 15.2. Any shortfall owing to the City will be paid prior to issuance of an occupancy permit and any surplus owed by the City to the Owner will be paid within thirty (30) days.
- 15.4 Secondary suites identified before the due date are considered separate dwellings and pay an unregistered suite fee, except when the secondary suite is registered and licensed with the City before the due date in which case the Owners pay forty percent (40%) of the residential dwelling rate for the secondary suite.

16. Sanitary Industrial, Commercial and Institutional Rates

- 16.1 Upon issuance of a building permit to construct a building for industrial, commercial or institutional use that will be serviced under this bylaw, the Owner of the subject parcel will pay, in advance, the per diem rate set out in Schedule "B" for the balance of the year following 120 days after building permit issuance.

17. Unpaid Rates or Charges

- 17.1 When any rates or charges due by any person under this bylaw remain unpaid on the 31st of December, the same will be deemed to be taxes in arrears in respect of the parcel for which the service was provided and such sum will be recoverable under the provisions of the *Community Charter*.

18. Offences and Penalties

- 18.1 Any person who:

- a) violates any provision of this bylaw or neglects or fails to do anything required to be done by this bylaw, or
- b) causes or permits any other person to violate any provision of this bylaw or neglects or fails to do anything required to be done by this bylaw with respect to the parcel of which they are the Owner,

commits an offence under this bylaw and is subject to the imposition of any and all penalties or remedies available to the City pursuant to this bylaw or to other applicable bylaws or legislation.

- 18.2 Any person who:

- a) acknowledges that they are the Owner or Occupier of the parcel, or
- b) is apparently the Owner or Occupier and is in occupation of the parcel at the time of the offence, in respect of which the violation, neglect or failure has occurred,

is deemed to be a person who falls within the definitions provided in section 18.1.

- 18.3 Any person who commits an offence pursuant to section 18.1 will be liable, upon conviction, to a minimum fine of two hundred dollars (\$200) and not more than the maximum fine provided by the Offence Act. Where the

offence is a continuing one, each day that the offence is continued will constitute a separate offence.

19. Schedules

19.1 The following schedules are attached to, and form part of, this bylaw:

- a) Schedule A – Charges and Fees
- b) Schedule B – Sanitary User Rates

READ a FIRST, SECOND and THIRD time on February 15, 2022.

ADOPTED on [DATE].

Bill Dingwall
Mayor

Kate Barchard
Corporate Officer

SCHEDULE "A"**CHARGES AND FEES**

<u>Permit for Sanitary & Drainage Connection</u> Non-refundable application fee *Note this fee covers application for all utilities applied for at one time (water, sanitary, and drainage) All connections will be at the actual cost of all direct materials, labour, equipment, inspections plus an administration charge as specified in the Administration Services Fee Setting Bylaw.	\$100.00 varies
<u>Permit for Sanitary & Drainage Disconnection</u> Non-refundable application fees *Note this fee covers application for all utilities applied for at one time (water, sanitary, and drainage) All connections will be at the actual cost of all direct materials, labour, equipment, inspections plus an administration charge as specified in the Administration Services Fee Setting Bylaw.	\$100.00 varies

SCHEDULE "B"**SANITARY USER RATES**

The following annual charges for use of the Sanitary System apply to all parcels served by the Sanitary System owned, operated and maintained by the City:

	USES	USER RATE
A.	Residential Units	
	Rate per dwelling unit and mobile home space:	\$352.00
B.	Hotel, Motel, Auto Court, Boarding Houses and like units	
	Rate per room available for hire:	\$86.00
C.	Restaurants, Cafes, Eating Establishments	
	Minimum rate for the first 50 seats:	\$352.00
	Plus – rate per additional 10 seats or any fraction thereof:	\$36.00
D.	Laundromats, Dry Cleaners	
	Minimum rate for the first 5 machines installed therein	\$584.00
	Plus – rate per additional machine installed	\$69.00
E.	Schools	
	Rate per classroom:	\$280.00
F.	Commercial and Institutional Units <i>(not specified)</i>	
	Rate per unit:	\$352.00
G.	Industrial Units <i>(including ice arenas, golf courses, car washes and warehouses)</i>	
	Minimum rate for the first 1,000,000 gallons of annual water usage recorded by City meters:	\$703.00
	Plus – rate per additional 1,000,000 gallons or fraction thereof:	\$2,818.00
H.	Per Diem Rates	
	Residential building per dwelling unit:	\$0.96/day
	Industrial, Commercial or Institutional building per unit:	\$0.96/day
I.	Deposit Amounts	
	Multi-family residence	\$100/unit