



# Sanitary Sewer Use Bylaw – Implementation Plan Summary

## Sanitary Sewer Use Bylaw Adoption and Implementation

The proposed draft Sanitary Sewer Use Bylaw will be submitted to City Council in June, 2019. An Information Report to Council will precede the draft bylaw coming to Council. Depending on the direction staff receives from City Council as a result of the Information Report, revisions to the proposed draft bylaw may be required. Depending on the extent of revisions required, adoption of the new Sanitary Sewer Use Bylaw will occur Summer 2019. Adoption of the new bylaw will require consequential amendments to four City of Prince George bylaws:

- Officer Positions and Delegation of Authority Bylaw No. 8340, 2011
- Bylaw Notice Enforcement Bylaw No.8813, 2016
- Municipal Ticket Information Utilization Bylaw No.8919, 2017
- Comprehensive Fees & Charges Bylaw No.7557, 2004 (September 2019 Finance and Audit)

The proposed Sanitary Sewer Use Bylaw as it is presently drafted introduces new requirements that have been recommended for implementation according to the following schedule:

Item	Implementation
<b>Bylaw</b>	Core bylaw comes into effect upon adoption
<b>Waste Discharge Permits</b>	Industrial, commercial or institutional (ICI) operations discharging per Bylaw Section 7.0, <u>on or before the bylaw adoption date</u> , must apply for a waste discharge permit not more than 90 days after bylaw adoption unless: <ol style="list-style-type: none"> <li>1. They comply with a Code of Practice; or</li> <li>2. The Authorized Person has determined that a permit is not required.</li> </ol> <u>Following bylaw adoption</u> , an application for a new waste discharge permit or an amendment to an existing permit must be made not less than 60 days prior to the date that the discharge is proposed to start.
<b>Authorization - Septage Hauler</b>	Authorization required per Bylaw Section 8.5 must be obtained by septage haulers operating <u>on or before the bylaw adoption date</u> , through written application not more than 90 days following bylaw adoption. <u>Following bylaw adoption</u> , an application for an authorization must be made no less than 60 days prior to the date that discharge at a septage disposal facility is proposed to start.
<b>Authorization - Sani-dump</b>	Operators of Sani-dumps connected to the sanitary sewer system per Bylaw Section 7.4, operating <u>on or before the bylaw adoption date</u> , must apply for an authorization not more than 90 days after bylaw adoption. <u>Following bylaw adoption</u> , an application for an authorization for a new sani-dump must be made not less than 60 days prior to the date that the sani-dump is proposed to begin accepting wastewater.
<b>Codes of Practice</b>	Codes of practice become effective immediately for all <b>new</b> ICI operations upon bylaw adoption. A completed code of practice registration form is required 30 days prior to the operation starting to discharge. A three (3) year implementation period for all <b>existing</b> ICI operations meeting the definitions of one or more of the Codes, beginning at bylaw adoption, has been proposed. A completed code of practice registration form is required within 90 days of the applicable code of practice becoming effective following bylaw adoption.

## Codes of Practice Implementation Plan

Since 1972, the BC Plumbing Code has required ICI operations that generate wastewater containing fats, oil, grease, gasoline, sand and grit to install treatment interceptors. The Codes of Practice proposed for Prince George build on the BC Plumbing Code requirements by ensuring that minimum standards for wastewater treatment, inspection, maintenance and record-keeping are in place to keep the required interceptors performing effectively. Three Codes of Practice are proposed in the draft Sanitary Sewer Use Bylaw:

- Food Service Operations
- Mechanical Repair Operations
- Vehicle Wash Operations

Key to achieving bylaw compliance from these sectors will be a cooperative approach and an effective education and audit program. Whenever possible, site visits will be arranged with notification, respecting operator's time and encouraging preparation for the visit.

Following bylaw adoption, all new businesses meeting the definition of a Code of Practice must immediately comply with their requirements. Existing businesses will be notified and provided with a timeline for phased approach to implementation:

Year	Focus	Activities
1	Notification and education	<ul style="list-style-type: none"> <li>• Letter of notification sent to every operation under a Code of Practice</li> <li>• Information provided on requirements and schedule</li> <li>• Education materials provided to assist operations with meeting requirements</li> <li>• Site visits by Source Control Program staff</li> <li>• Advertise widely, provide workshops if need arises</li> <li>• Use website as a hub for information, forms and good news stories</li> </ul>
2	Status update and evaluation of treatment works, inspection & maintenance practices and record-keeping	<ul style="list-style-type: none"> <li>• Follow up letter sent to every operation under a Code of Practice</li> <li>• Site visits by Source Control Program staff focusing on best management practices, specific needs including information</li> <li>• Confirm compliance of treatment works or plan for compliance</li> <li>• Continue to use website as a hub for information to support operations and highlight good news stories. Begin to post performance indicators i.e. % of operations with required record-keeping</li> </ul>
3	Code implementation status and confirming compliance	<ul style="list-style-type: none"> <li>• Status letter sent to every operation under a Code Practice</li> <li>• Site inspections by Source Control Program staff</li> <li>• Confirmation of compliance with the Codes, including treatment works</li> <li>• Maintain website with useful information and tools. Post more performance indicator information for each sector</li> </ul>

### Performance Indicators

Measuring the success of the implementation plan through select performance indicators:

- allows for adjustments to be made to the implementation plan; and
- is important feedback information to share with Code of Practice operations.