

THE CORPORATION OF THE CITY OF GREENWOOD
WATER REGULATIONS BYLAW NO. 1025, 2024

A BYLAW TO REGULATE THE OPERATION, MAINTENANCE, IMPROVEMENTS OF THE CITY OF GREENWOOD WATER UTILITY SERVICE AREA; AND PROVIDE FOR THE IMPOSITION OF FEES AND CHARGES AGAINST THE OWNER OR OCCUPIER OF REAL PROPERTY LOCATED WITHIN THE CITY OF GREENWOOD WATER UTILITY SERVICE AREA.

WHEREAS the *Community Charter* gives a municipality the authority to regulate a local service;

AND WHEREAS the City of Greenwood is authorized, by bylaw, under Section 194 of the *Community Charter*, to impose a fee or charge payable in respect of all or part of a service of the municipality;

NOW THEREFORE the Council of the City of Greenwood, in open meeting assembled, enacts as follows:

1. TITLE

1.1 This bylaw may be cited for all purposes as “City of Greenwood Water Utility Regulation and Rates Bylaw No. 1025, 2024”.

2. APPLICATION

2.1 This Bylaw shall apply to the owner or occupier of all parcels located within the City of Greenwood Water Utility Service Area.

3. INTERPRETATION

3.1 Words or phrases defined in the *Interpretation Act*, *Community Charter*, *Local Government Act*, or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

4. DEFINITIONS

4.1 In this Bylaw, unless the context otherwise requires:

“**Agricultural User**” means any Owner of land in the Agricultural Land Reserve or agricultural land that is connected to the Waterworks System;

“**Applicant**” means any Owner or their agent making application for a water service connection and from whom the City of Greenwood may expect to receive revenue on a continuing basis for this service.

“**Backflow Preventer**” means a mechanical apparatus installed in a water system that prevents the backflow of contaminants into the potable Waterworks System;

“**Agricultural Land**” means land used for agricultural purposes, as defined by the BC Assessment Authority;

“Bylaw Enforcement Officer” means any person(s) appointed by the Council of the City of Greenwood for the enforcement of City Bylaws;

“City” means the Corporation of the City of Greenwood;

“City specifications” means the specifications, drawings and other standards for works and services established under the Subdivision, Development and Servicing Bylaw;

“Commercial” means all industrial, utility and business properties as defined as Class 2, 4, 5 and 6 under the B.C. Assessment Act and any institutional or apartment buildings with three or more units and any residential with two or more units within the same assessment folio, upon written application by the Owner;

“Council” means the Municipal Council of the Corporation of City of Greenwood;

“Curb Stop” means the valve on a Service pipe located on the street or lane at or near an Owner’s Parcel Boundary;

“Domestic User” means any Owner of land connected to the Waterworks System using water for residential household requirements, sanitation, fire prevention or lawn and garden irrigation purposes;

“Dwelling Unit” means a building or a part of a building in which a person or persons live. This means one or more rooms are to be used as or designed as a residence, which contains sleeping, cooking and sanitary facilities and has an independent entrance, either directly from outside a building or from a common hallway inside a building;

“Highway” means Highway 3;

“Manager” means the Public Works Working Foreman or designate.

“Non-Domestic User” means any Owner of land connected to the Waterworks System that is not using water as a Domestic User or Agricultural User;

“Occupier” means a person who is in physical possession of premises, or has responsibility for, and control over, the condition of premises, the activities conducted on those premises and the persons allowed to enter those premises. There may be more than one occupier of the same premises;

“Owner” shall have the same meaning assigned to it by the British Columbia *Land Title Act*;

“Parcel Boundary” means the line that defines the perimeter of a parcel of land;

“Person” means any natural person or legal entity;

“Service” means and includes the supply of water to any Owner or any lot and all the pipes, valves, fittings, meters, connections and other things necessary for the purpose of such supply;

“Service Connection” means the connecting line from the Waterworks System to the Parcel Boundary and includes all related pipes, shut off valves and other appurtenances;

“Single-family Detached Dwelling” means a Dwelling Unit generally designed for and occupied by one family;

“Sprinkling” means to allow water from the City’s water supply to enter onto lawns, gardens and other outdoor areas;

“Street” means a street, avenue, lane, or a road, excluding Highway 3;

“Turn-off” means to discontinue the Service to any Owner or any lot by closing a Curb Stop or by such other means as the City finds appropriate;

“Turn-on” means to commence the Service to any Owner or any lot by opening a Curb Stop or by such other means as the City finds appropriate;

“Water Connection” means the pipes and appurtenances on private property used or intended to be used to conduct water from the Curb Stop to the private property;

“Water User” means any Person who is the Owner or agent for the Owner of any premises to which the Service is provided and also any Person who is the Occupier of any such premises and also any Person who is actually a user of water supplied to any premises; and

“Waterworks System” means the entire water system of the City, including without limitation, the distribution system and the intake, reservoirs and any water treatment facilities.

5. ENFORCEMENT

5.1 The Building Inspector, Bylaw Enforcement Officer, or other such persons that may be appointed by the City of Greenwood Council may enforce this Bylaw.

5.2 A person must not interfere with or obstruct the entry of the Building Inspector, Bylaw Enforcement Officer, or other such person that may be appointed by the City of Greenwood Council to enforce this Bylaw.

6. PROHIBITIONS

6.1 No person shall connect to or interfere in any way with the Waterworks except in accordance with the provisions of this Bylaw.

6.2 No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the Waterworks except in conformity with this Bylaw.

6.3 No person shall, sell, waste, dispose, of or give away City of Greenwood water for use other than on their premises or permit it to be taken or carried away by any Person or Persons, or applied for the benefit of others Persons or premises except by the permission of the City of Greenwood.

- 6.4 No person shall use water contrary to the provisions within this Bylaw.
- 6.5 No person shall connect, cause to be connected or allow to remain connected to the Waterworks System any pipe, fixture, fitting, container, appliance or apparatus, in any manner which, under any circumstances, could cause or allow any part of the Waterworks System to become contaminated;
- 6.6 No person shall connect any apparatus, fitting, or fixture to the Waterworks System which may in any way harm the Waterworks System.
- 6.7 No Person shall cause, permit or allow any device or apparatus of any kind to be or remain connected to the Waterworks System or allow it to be operated in such a manner as to cause sudden large demands for water or otherwise affect the stability of water pressure in the Waterworks System and, for the purposes of this section, such prohibited devices and apparatuses include, without limitation:
- a) booster pumps;
 - b) quick opening valves or quick closing valves;
 - c) flush meters;
 - d) rod hopper water closets;
 - e) water-operated pumps or siphons;
 - f) standpipes;
 - g) large outlets.
- 6.8 Notwithstanding Section 6.7, an Owner may apply to the City in writing for permission to connect a prohibited device or apparatus to the Waterworks System. Upon receiving written permission from the Manager, the Owner may connect a prohibited device or apparatus to the Waterworks System, subject to any terms and conditions imposed by the Manager.
- 6.9 No Person shall destroy, injure, obstruct access to, or tamper with any hydrant, valve, Curb Stop, pipe, pump or other fixture of the Waterworks System or the Water Connection and no Person shall, in any manner, make any additions, alterations or other changes to the Waterworks System or the Water Connection.

7. VIOLATION

- 7.1 Any person who:
- a) Violates the provisions of this Bylaw;
 - b) Causes or permits any act in contravention of violation of the provisions of this Bylaw;
 - c) Neglects or omits Bylaw requirements;
 - d) Fails to comply with bylaw orders, directions, or notices; or

e) Prevents, obstructs or attempts to prevent to obstruct the authorized entry of any person authorized to enforce this Bylaw under Section 5;

7.2 Commits an offence against this Bylaw. Each day that a violation is permitted to continue shall constitute a new and distinct offence.

8. APPLICATIONS FOR SERVICE CONNECTION AND WATER CONNECTION

8.1 An Owner or an Owner's duly authorized agent must make an application to the City to install a Water Service from the Waterworks System to the Owner's Parcel Boundary, and the Water Connection from property line to their private property. An Owner or an Owner's duly authorized agent must submit the application on the required form(s), as provided by the City and amended from time to time. Such Applicant shall, on making the application, pay to the City the applicable fee(s) as set out in **Schedule "A"**.

9.0 CONSTRUCTION OF THE WATER SERVICE

9.1 Upon a completed application being received for the installation of a Service Connection, and payment of applicable fee(s) as set out in **Schedule "A"**. A contractor pre-approved by the City may install a Service Connection from the Waterworks System to the Parcel Boundary and a Curb Stop at the Parcel Boundary.

9.2 An Owner is responsible for the installation of a Water Service and a Curb Stop at the Parcel Boundary, or location decided by the Manager, at their sole cost.

9.3 Each property shall have only one Service Connection except where a separate connection is required by the Manager.

9.4 The size of the pipe to be used in providing a Water Service to any premises and also the position in the street in which the Water Service is to be laid shall be determined by the Manager.

9.5 No work of any kind in relation to a Water Service, either for the laying of a new Water Service or repair of an existing Water Service, shall be done by any Person other than a contractor approved by the Manager.

10.0 CONSTRUCTION OF THE WATER CONNECTION

10.1 Upon a completed application being received for the installation of a Water Connection and payment of the applicable fee(s) in full, the Owner may install a Water Connection from the property line to the Owner's private property and the Manager shall classify the Owner as either a Domestic User, a Non-domestic User, an Agricultural User, or any combination thereof.

10.2 An Owner is responsible for the installation of a Water Connection, at their sole cost.

10.3 Installation of a Water Connection must comply with the following requirements:

- (a) the type and size of pipe used for the Water Connection must meet the standards for piping as determined by the Manager or his/her designate;
 - (b) all Water Connection lines shall be installed to provide a minimum depth of 1.5 metres cover;
 - (c) where required by the Manager, the property owner must have a Backflow Preventor installed by a certified Plumber, located on the water line delivering City water immediately after the main residential shut-off valve. All associated costs for installation and maintenance are the responsibility of the property owner.
 - (d) after the Water Connection lines have been installed, the Owner must not backfill the excavation until the installation of the Water Connection has been inspected and approved by the City.
- 10.4 No work of any kind in relation to a Water Connection, either for the laying of a new Water Connection or repair of an existing Water Connection, shall be done by any Person other than a contractor approved by the Manager.
- 10.5 The Owner is solely responsible for supplying, installing and maintaining the service line from the Curb Stop into their private property.
- 10.6 The Owner is responsible for any damage caused by the Owner to the Curb Stop and must immediately notify the Manager of any such damage. The City will repair and bill the repair on the owners utility bill.
- 10.7 All property owners required to have a cross connection control device, shall follow regulations as set out in the Cross Control Regulation Program.
- 10.8 An Owner is responsible for maintaining the Water Connection control device and Backflow Preventer in good repair and in a clean and sanitary condition at all times, and must remedy any defect in the Water Connection as soon as the Owner becomes or is made aware of the defect. The Owner must immediately advise the Manager of any defect in the Water Connection.
- 10.9 All required property owners as set out in section 10.7 shall have the back flow preventers inspected annually by a qualified professional at the owner's expense. A copy of the report shall be submitted to the City.
- 10.10 All new water connections shall be serviced from a street rather than the highway whenever possible. The Manager shall make the decision regarding the location of water connections.
- 10.11 The City is responsible for the service connection. The owner shall be responsible for the safe keeping, maintenance (including maintaining safe access to the Waterworks Curb Stop and valves that are located on the owners property and keeping the Waterworks Curb Stop and valves clearly visible to Operators), repair and replacement of all service

pipes and plumbing systems from the outlet of the Waterworks Curb Stop or standard Waterworks valve at their property line and shall protect them from frost or other damage, and shall promptly repair frozen, leaky or imperfect pipes or fixtures.

- 10.12 Existing highway connections may be changed to a street connection if the Manager decides the street is the most cost effective long term solution. The City is responsible for the service connection. The owner is responsible for the water connection from the house up to the curb stop.
- 10.13 Owners of properties designated by Interior Health as having a water system within a system are responsible for sampling and testing the water quality and submitting the reports to the City.

11. WATER TURN-OFF / TURN-ON

- 11.1 All applications for the Turn-off or Turn-on of the water Service must be made in writing to the City of Greenwood not less than forty-eight (48) hours before the Turn-off or Turn-on is required during normal business operating hours.
- 11.2 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in **Schedule "A"**.
- 11.3 Any Person who applies to the City for the Turn-on of the Water Connection shall provide to the Manager confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 11.4 No Person shall make an application for the Turn-off of the Water Connection from any premises in use, or occupied by any other Person, until such use or occupation has ceased, the premises have been vacated or the occupying Person has been given notification of thirty (30) days.
- 11.5 Any unauthorized Person found to have turned the water on or off is guilty of an offence under this bylaw and will be subject to a penalty as set out in **Schedule "B"**.

12. WATER DISCONNECTION/RECONNECTION

- 12.1 When any building within the City is removed, demolished or abandoned, application for disconnection of a water Service shall be made in writing, by the property Owner, on the required form(s) as provided by the City and amended from time to time and delivered to the City Office. Until such application has been submitted, water rates may be charged as prescribed in **Schedule "A"** to the property Owner.
- 12.2 All applications for the disconnection or reconnection of the water Connection must be made in writing to the City not less than one (1) week before the disconnection/reconnection is required.

- 12.3 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in **Schedule "A"**.
- 12.4 Any Person who applies to the City for reconnection of the Water Service shall provide to the Manager confirmation that the Water Service was satisfactorily tested, inspected and approved by the City.
- 12.5 When the City or the Owner shuts off the water, the Owner will continue to pay for water utilities.
- 12.6 Should the property owner elect to have the water service to a building turned on or off. The water customer charge and fixed/capital fees will continue to be charged.

13. RESTRICTIONS ON USE OF WATER

- 13.1 Council may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit irrigation, yard and garden Sprinkling, car washing and private pool filling to reduce water usage when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.
- 13.2 The City may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit other water uses when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.

14. SHUT OFF OF WATER SUPPLY

- 14.1 The City of Greenwood may shut off the supply of water to any property for any or all of the following reasons:
 - a) a request for Turn-off or discontinuance of the Service;
 - b) maintaining, repairing, renovating, replacing, disinfecting or otherwise operating the Waterworks System;
 - c) an emergency that threatens the safety of the Waterworks System, utilities, property, or the public;
 - d) non-compliance with any provision of this bylaw;
 - e) shortage of water supply.
 - f) failure to pay utility bills as set out in Section 16 of this Bylaw.

15. NOTICES OF WATER SHUT OFF

- 15.1 Where water supply is to be shut off for non-compliance with any provision of this bylaw, the City will give notice to the Owner.
- 15.2 Where water supply is to be shut off for non-compliance due to Section 14.1 (f), the City will give notice to the owner as set out in section 15.6.

- 15.3 Where water supply is to be shut off for reason of non-compliance with section with any provision of this bylaw, the City will give the Person affected the opportunity to make representations to Council in respect of such non-compliance, unless where safety of life or property is at risk.
- 15.4 Where water supply is to be shut off for reason of shortage of water supply, the City will give at least seven (7) days' notice, but no notice will be given where safety of life or property is at risk.
- 15.5 Where water supply is to be shut off for maintenance, repair, renovation, replacement, disinfection or other operation of the Waterworks System, the City will give at least 2 working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.
- 15.6 Notice may be given by one or more of the following:
 - a) posting notice on the property;
 - b) providing notice on an Owner's water bill;
 - c) mailing notice to the address supplied by the Owner or the address of the property;
 - d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.
- 15.7 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

16. BILLING AND PAYMENTS

- 16.1 Utility rates are divided into four equal payments. Utility rates include municipal water and sewer services. The annual billing periods are set out as follows:

Billing Period	Month to Expect Bill	Month of Due Date (30+ Days After Issuance)
January 1 – March 31	January	March 31
April 1 – June 30	April	June 30
July 1 – September 30	July	September 30
October 1 – December 31	October	December 31

- 16.3 There shall be an annual inflation rate increase for water services.
- 16.4 Council may increase the water rates above the annual inflation rate.
- 16.5 A 2.5% penalty will be placed on all accounts not paid by the due date on the quarterly bill;

16.6 Water shut off dates:

- I. User rates not paid by the deadline date established as the first working day after July 1st each year shall have the water shut off by the City;
- II. User rates not paid by the deadline date established as the first working day after October 1st each year shall have the water shut off by the City;

16.7 The costs, rates, charges and fees and/or penalties required to be paid by this Bylaw shall for a charge against the parcel serviced, and if such costs, rates, charges, fees and/or penalties are unpaid on December 31st of the year in which they become payable, they shall be entered by the City of Greenwood's Collector, in the Collector's Roll next prepared, and transferred to the tax roll in the next succeeding year as arrears of taxes against the parcel from which they arose, and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

16.8 the rates as specified in **Schedule "C"** shall be applied on the date the water turn on or turn off is made and the rate charged for the first and the final billing period shall be prorated at the rate of one twelfth (1/12th) of the annual rate for each remaining month. This only applies to new service connections.

16.9 In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

17. LIMITATION OF LIABILITY

17.1 Any supply of water by the City of Greenwood is subject to the following conditions;

- a) The City of Greenwood does not guarantee a specific pressure or continuous supply of water quality to meet the requirements of individual water users.
- b) The City of Greenwood reserves the right to interrupt Water Service at any time for the purpose of making repairs or alterations to the works. If service is to be interrupted for more than four consecutive hours, due notice shall be given to those water users affected except in the case of a water Main break or other emergency.
- c) The City is not responsible for sampling and testing the Water quality outside the City or an area considered a system within a system. It is the responsibility of the Regional District to sample and test the water quality in areas within the Regional District. Reports shall be submitted to the City.

17.2 Nothing contained in this Bylaw shall be constructed to impose any liability on the City of Greenwood to give a continuous supply of water to any person or premises.

18. OF ENTRY

- 18.1 Designated City of Greenwood staff and their agents or contractors are authorised to enter on any property or premises at any reasonable time, or in the event of an emergency for the purpose of inspecting the land and improvements and all part of the Waterworks system for the purpose of testing, repairing, replacing, maintaining, and doing work as necessary to ensure the proper functioning of the Waterworks system including without limitation all pipes, valves and appurtenances situated on the parcel, and to ensure compliance with, or prevent violation of, the provisions of this Bylaw.
- 18.2 The Owner or occupant shall provide adequate, convenient, and unobstructed access, failing which the property or premises may be considered inaccessible.

19. ORDER TO COMPLY

- 19.1 Designated City of Greenwood staff and their agents or contractors may order an Owner or occupant who contravenes this Bylaw to comply with the Bylaw within a specified time.
- 19.2 Where the Owner does not comply with such an order within the specified time, the designated City of Greenwood staff and their agents or contractors may order an action contained in the order to be performed by the City of Greenwood staff and their agents or contractors, or others, and the cost to the City of Greenwood of so doing may be recovered from the Owner by the City of Greenwood as if the same were a debt due to the City of Greenwood . the amount of such cost, when certified by the designated City of Greenwood staff and their agents or contractors if not before paid, shall be entered by the City of Greenwood’s Collector in the Collector’s Roll next prepared after the receipt of the certificate and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

20. PENALTIES

- 20.1 Any person who violates any of the provisions of this Bylaw is, upon summary conviction, liable, to the maximum fine provided in the *Offence Act*, plus the cost of prosecution, for each offence, and any other penalty or order imposed pursuant to the *Community Charter and Local Government Act*.
- 20.2 The penalties imposed under this section are as supplement and not a substitution for any other remedy to an infraction of this Bylaw.

21. SEVERABILITY

- 21.1 If any section, subsection, sentence, clause, or phrase of this Bylaw is deemed to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be served and the portion that is deemed invalid shall not affect the validity of the remainder of the Bylaw.

22. REPEAL

22.1 That the "Water Regulation Bylaw No. 912, 2016", and all other previous Water Rates and Regulation Bylaws be repealed.

23. EFFECTIVE DATE

23.1 THAT the Water Utility Regulation and Rates Bylaw 1025, 2024 will be in effect on January 1, 2025.


Read a First Time this	25th	day of November, 2024
Read a Second Time this	25th	day of November, 2024
Read a Third Time this	25th	day of November, 2024
Adopted by Council this	9th	day of December, 2024



Mayor

Certified a true copy of Bylaw No. 1025, 2024

On the 10th day of December, 2024.



Corporate Officer

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule A

SERVICE FEES:

1. Public Works Installation fee: \$975.00 or an amount equal to the cost of the water connection including all materials, labour, administration, equipment and overhead, whichever is greater.
2. Charges for after-hours callout – evenings, weekends, statutory holidays:
 - 2.1 If determined by the Manager to be a private water system issue or the issue was caused by the private water system there is a flat rate charge of \$250.
3. Contractor hired by the City:
 - (a) The Owner will pay all Contractor costs, including any additional service costs itemized in (b), plus a 15% administration fee.
 - (b) Additional service costs not included in (a) above:
 - (i) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping.
4. Turn on Fees: \$50.00 plus gst.
5. Turn off Fees: \$50.00 plus gst.

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule B

1. Fines:

First Offence:	\$ 200.00
Second Offence:	\$ 500.00
Third Offence:	\$ 1,000.00

2. Continual failure to comply results in the disconnection of the water at the owners expense.

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule C

This Schedule C of per annum **Water Rates** will apply effective January 1, 2025

	WITHIN THE CITY 2025	OUTSIDE THE CITY 2025
<u>RESIDENTIAL</u>		
Single Family or Mobile or Multi Family (per dwelling unit)	556.52	556.52
Carriage House	556.52	556.52
Home Based Business: Greenhouse or Beauty Salon	695.64	695.64
<u>COMMERCIAL</u>		
Apartment or Secondary Suite (per unit)	383.12	383.12
Store or Office Building	337.36	337.36
Store Front with Residence	634.40	634.40
Motel or Cabin (per unit)	162.88	162.88
Beauty Parlor or Beauty Shop	454.52	454.52
Restaurant or Dining Room	814.08	814.08
Coffee Shop	424.24	424.24
Hotel or Saloon	814.08	814.08
Church or Club	343.92	343.92
Public Garage or Service Station	470.76	470.76
Campground or RV Park: Base	504.32	504.32
- Rate per site	65.68	65.68
<u>INDUSTRIAL</u>		
Laundry or Dry Cleaner	836.32	836.32
Car Wash	700.88	700.88
Small Industries (up to 10 employees)	396.00	396.00
Small Industries (over 10 employees)	473.16	473.16
<u>INSTITUTIONAL</u>		
Schools (per classroom or gym)	246.48	246.48
<u>FORT GREENWOOD</u>		
Per Occupied Site	383.12	383.12
Clubhouse	343.92	343.92
Laundry	836.32	836.32