

**To:** Mayor and Council  
**From:** Paul Gipps, CAO

**Meeting Date:** August 19, 2025  
**Meeting Type:** Regular Council Meeting

**Prepared by:** Nick Van Dalen, Engineering Technician II  
**Department:** Engineering and Environmental Services

**Title:** Solid Waste Management Regulation Amendment Bylaw 1297, 2025  
**Description:** A bylaw to amend the Solid Waste Management Regulation Bylaw 708, 2009

---

## RECOMMENDATION

THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be read a first, second, and third time.

## EXECUTIVE SUMMARY

This report presents amendments to Solid Waste Management Regulation Bylaw 708, 2009 that will align the end of the month billing payment due date with the Water and Sanitary Sewer Regulation and Rates billing schedule.

## DISCUSSION/ANALYSIS

In 2022, the District transitioned to new utility billing software and adjusted the payment due date for quarterly bills to the 15<sup>th</sup> day of the second month following quarter-end. This adjustment was intended to standardize billing cycles; however, it has resulted in a turnaround time that is too short to accommodate meter reading, data validation, bill preparation, mailing, and sufficient notice for customers to make payments.

Council has given three readings to both the Water and Sanitary Sewer Regulation and Rates Amendment Bylaws amending the billing payment due date from the 15<sup>th</sup> to the end of the second month following each billing cycle. This change provides a more manageable timeline for staff and improved customer experience.

Amendments to Solid Waste Management Regulation Bylaw 708, 2009 will extend the utility billing due date to the end of the second month following each billing cycle for consistency across all three bylaws.

## FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

## COMMUNICATION

Notification of the change will be included with the quarterly billing inserts. Since this change benefits customers by providing additional time to pay their utility bill, this level of communication is considered appropriate.

## ALTERNATE RECOMMENDATION(S)

1. THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be amended (as identified by Council)  
AND THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be read a first, second, and third time as amended.
2. THAT the Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be deferred pending additional information identified by Council.

Respectfully Submitted.

**Nick Van Dalen, Engineering Technician II**

---

**Report Approval Details**

Document Title:	Solid Waste Management Regulations Amendment Bylaw.docx
Attachments:	- Attachment A – Solid Waste Management Regulation Amendment Bylaw.pdf
Final Approval Date:	Aug 13, 2025

**This report and all of its attachments were approved and signed as outlined below:**

**Matthew Salmon, Infrastructure & Development Engineer Director – Aug 11, 2025 – 11:29 AM**

**Reyna Seabrook, Director of Corporate Services - Aug 11, 2025 - 4:10 PM**

**Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 7:27 AM**

**Makayla Ablitt, Legislative & FOI Coordinator - Aug 13, 2025 - 11:17 AM**