



Kaipara te Oranganui • Two Oceans Two Harbours

Consultation Document

Proposed Wastewater Drainage Bylaw

(to replace the existing Wastewater Drainage Bylaw 2016)



Council would like to hear your views on a proposal to make a new Wastewater Drainage Bylaw to replace the existing Wastewater Drainage Bylaw 2016

Key dates:

Submission period:	20 September to 20 October 2021
Chat with a Policy Analyst:	12 & 14 October 2021
Chat with a Councillor:	1 – 5 November 2021
Deliberations:	15 November
Decision of Council:	15 December

Proposal

This Consultation Document includes:

<i>The reasons for the proposal</i>	<u>pg 2</u>
<i>An overview of the purpose of the proposed Bylaw</i>	<u>pg 3</u>
<i>The legislative considerations</i>	<u>pg 3</u>
<i>How to make a submission</i>	<u>pg 4</u>
<i>A draft of the proposed Wastewater Drainage Bylaw</i>	<u>pg 5</u>
<i>A submission form</i>	<u>pg 17</u>

Reasons for the proposal

Council has completed the required five year review of Council’s Wastewater Drainage Bylaw 2016 (the 2016 Bylaw). Following the review, Council decided that while much of the content and approach of the existing Bylaw is still appropriate, there are some issues that should be addressed.

The 2016 Bylaw contained matters and powers that are already provide for in legislation that Council can act on. These duplications needed to be removed for clarity. It also needed updating to be written in a more ‘plain English’ style to make it easier to read and understand. Some of its elements are highly operational and are better placed in internal policies and guidelines.

At the time the 2016 Bylaw was made, Council also adopted a Wastewater Drainage Policy (the Policy). This is a non-statutory document but was provided to support the implementation of the Bylaw. The review found that much of the Policy duplicates the Bylaw provisions or provides for operational matters. It also found that some of the Policy aspects are better placed within the Bylaw itself. As a result it is also proposed that the Policy is revoked as part of this process.

And finally, the format and structure of the 2016 Bylaw does not meet current best practice standards.

While the purpose and context of the 2016 Bylaw remains largely unchanged, the review has resulted in a very different looking document. As such, Council is proposing to revoke the existing 2016 Bylaw and replace it with a new Wastewater Drainage Bylaw (the Bylaw) for transparency and clarity.

Overview of the proposed Bylaw

The Bylaw addresses two key issues:

- the protection of Council's wastewater infrastructure system and asset
- the protection of public health and safety through a monitoring regime for on-site wastewater systems.

Council requires appropriate powers to protect our wastewater infrastructure and to support public health and safety matters through a monitoring system that supports the efficient and effective operations of onsite wastewater systems in identified areas.

Damage or interference with wastewater infrastructure

Council's wastewater assets are a key element in providing for public health and safety in the District. Protecting this infrastructure is therefore essential and Council needs effective rules to prevent damage or interference with this infrastructure, which also includes what people discharge into the system.

The Bylaw allows Council to take remedial action where necessary and provides a framework of what people can do in the vicinity of the assets.

Onsite wastewater systems

Onsite wastewater systems are not usually seen as a major cause of pollution, however aging and failing systems can and do contribute significantly to the deterioration in water quality in areas with sensitive environments or high densities of systems. In addition to the environmental effects caused by the discharge of partially treated or untreated sewage, failing onsite wastewater systems also pose a health risk to people.

To operate effectively, onsite wastewater systems (including the disposal field) must be designed, installed, operated and maintained correctly, and with new systems, operated in accordance with the manufacturer's guidelines. The property owner or occupier plays an important role in managing what goes into their system and ensuring that the system receives regular servicing and maintenance as and when required.

The onsite wastewater system provisions provide the appropriate systems and powers to ensure Council can work with property owners to make sure their onsite systems are functioning properly.

Legislative considerations

The proposed Bylaw is subject to the provisions of the Local Government Act 2002 (the Act). When making and amending bylaws under this Act, Council is required to make certain determinations before proceeding to make a bylaw and is also required to consult with the community to amend, revoke and replace or make a bylaw.

As Council is proposing to revoke and replace the 2016 Bylaw, it is required to make the relevant considerations under section 155 of the Act, as well as considering the reasonably practicable options available in accordance with section 77 of the Act.

Council considered these matters at the August 2021 Council Meeting as part of the process to approve this Consultation Document. The [report](#) containing the relevant matters and the associated minutes of the meeting can be found on Council's website.

The [2016 Bylaw](#) can be found on Council's website for completeness.

Tell us what you think

How to give us your feedback

There are a few ways you can tell us what you think. You can submit your feedback in writing and/or you can discuss your views with a Councillor over the phone or via audio visual link.

Written submissions

You can provide us with a written submission. There are a few options for how you can do this:

- [do it online](#)
- follow the instructions at the back of this document for other options.

Chat with a Councillor

We are holding 'Chat with a Councillor' sessions for you to talk directly to one of the Councillors on the Wastewater Drainage Bylaw Panel to provide your thoughts, any concerns and feedback.

These sessions will be 15 minutes long and held during the week beginning 1 November 2021. They will be over the phone or via an audio/visual link depending on your preference. Each discussion will be supported by a Council staff member who will record the key points of your feedback.

[Register for a session](#) or follow the instructions on the submission form at the back of this document. We will be in touch as soon as possible after receiving your registration to schedule your session.

Please note that you don't have to provide a written submission to tell us about your thoughts in person, although you are welcome to do both.

What will happen with your feedback?

All feedback received will be summarised and reported back to the Panel of Elected Members who will deliberate on the feedback provided and then make a recommendation to the Council on the proposal. They will receive copies of all written submissions as well.

Chat with a Policy Analyst

To assist you with your submission, or to answer any questions you may have, we are inviting you to have a phone or video chat with a member of our team.

You can book a 15-minute session for this during the following times:

Tuesday 12 October, 11am – 1pm

Thursday 14 October, 1pm – 3pm

You can call us on **0800 727 059** and book a session with a member of our customer services team, or [schedule online](#).

If you choose a phone call, one of the team will call you on your provided number at your booked time. If you choose a video chat, you will be sent an email invitation to join a chat at your selected time.



Kaipara District Council Wastewater Drainage Bylaw

DRAFT

Pursuant to sections 145 and 146 of the Local Government Act 2002, Kaipara District Council makes the following bylaw to manage wastewater.

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Part A

Preliminary provisions

1. Title

1.1 This Bylaw is the Wastewater Drainage Bylaw.

2. Commencement

2.1 This Bylaw comes into force on ## Month 2021.

3. Application

3.1 This Bylaw applies to the Kaipara District.

4. Purpose

4.1 The purpose of this Bylaw is to:

- a. maintain, promote and protect public health
- b. regulate the drainage, collection and disposal of sewage, including regulating onsite wastewater systems
- c. protect the public wastewater system from damage and misuse.

5. Interpretation

5.1 In this Bylaw, unless the context otherwise requires:

<i>Authorised Officer</i>	means <ol style="list-style-type: none"> a. a person authorised by Council to perform duties under this Bylaw b. a person appointed by Council as an enforcement officer under section 177 of the Local Government Act 2002.
<i>Council</i>	means the Kaipara District Council.
<i>District</i>	means the District of the Kaipara District Council.
<i>Drain</i>	means <ol style="list-style-type: none"> a. the public sewer and lateral connections (pipes, passages and channels) that carry away wastewater from the point of discharge and owned, administered, and maintained by Council b. wastewater pipes, passages or channels on private property between the property and the point of discharge and owned and maintained by the owner of the property.
<i>Nuisance</i>	has the meaning given by the relevant subsections of section 29 of the Health Act 1956, as they are applicable to the purpose of this Bylaw in accordance with clause 4.
<i>Occupier</i>	means a person who inhabits, leases, uses or controls any property or premises, whether as an owner, tenant, licensee or otherwise.

5.2 Words implying the singular include the plural and vice versa.

5.3 The Interpretation Act 1999 applies to this Bylaw.

- 5.4 Where the meaning of a word has been determined to have the same meaning as provided for that word or term in a stated piece of legislation or other regulatory tool, for completeness, in the event of the meaning of a word or term changing in the relevant legislation or regulatory tool, then the meaning of the word or term changes for the purposes of this Bylaw as well.
- 5.5 Any explanatory notes are for information purposes, and do not form part of this Bylaw, and may be inserted, amended, or revoked without formality. Explanatory notes are provided within the green boxes throughout this Bylaw.

Relationship between this Bylaw and Acts, Regulations and Council's District Plan

Compliance with the Bylaw does not remove the need to comply with all other applicable Acts, regulations, bylaws, the Kaipara District Plan and the Regional Plan for Northland. Where there is any conflict between this Bylaw and any Act or Regulation, the Act or Regulation will take precedence.

In addition to this Bylaw, Council and the Northland Regional Council has a range of powers with respect to wastewater drainage. These include powers under the Building Act 2004, the Local Government Act 1974 (LGA74), the Local Government Act 2002 (LGA02), the Resource Management Act 1991 (RMA), the Health Act 1956 and the Public Works Act 1981.

Part B

Public wastewater systems

6. Acceptance of discharge

- 6.1 All wastewater discharged into a public wastewater system must meet the specifications/limits as provided in Schedule A.

7. Protection of public wastewater systems

- 7.1 No person may damage or interfere with a public wastewater system or cause a nuisance to a public wastewater system, including by:
- a. disposing of any object or substance into a drain that is likely to result in total or partial blockage
 - b. digging through, puncturing, or crushing a public drain
 - c. placing a potentially crushing load over a public drain.
- 7.2 No person may obstruct access to any part of a public wastewater system, including by:
- a. covering a service opening
 - b. constructing any structure over any part of a public wastewater system
- unless the obstruction has been authorised by a resource consent or building consent.

8. Excavation

- 8.1 A person must not, without a permit or building consent, excavate or carry out piling or similar work closer than
- a. two metres from any component of a public wastewater system

- b. five metres from the centre line of any rising main or trunk sewer.

Associated enforcement powers

Council has powers under s459 of the LGA74 to require the installation, cleaning or repair of traps (e.g. grease traps), methods of ventilation, and other fittings to private drains.

It is unlawful under the Building Act 2004 and s467 of the LGA74 to connect a private drain to a public drain without a building consent and prior approval and Council can take action in such cases.

Any disconnection of a property from a public drain must be undertaken in accordance with the requirements of the Building Act 2004. Council can issue the owner of the property with a notice to fix or take further action if required.

In addition to enforcement action under this Bylaw, Council can prosecute:

- under s175 of the LGA02 any person who wilfully or negligently destroys, damages, stops, obstructs, or otherwise interferes with a public wastewater system
- under s237 of the Public Works Act 1981 anyone who excavates or otherwise interferes with any land in the vicinity of a sewer or who damages a sewer through such excavations.

Part C

Onsite wastewater systems

9. Operation

- 9.1 The person responsible for an onsite wastewater system must ensure that the system does not create a nuisance.

10. Access

- 10.1 No person may
- a. allow vegetation to grow
 - b. erect or maintain any fence, building or other structure
 - c. cover any service opening

in a manner that in the opinion of an Authorised Officer may obstruct access to an onsite wastewater system for inspection purposes.

11. Decommissioning or removal of onsite wastewater systems

- 11.1 Where an onsite wastewater system is to be decommissioned or removed, this must be done by, or under the supervision of an SQP.
- 11.2 The property owner must ensure that a report by an SQP providing the details of how the system has been appropriately decommissioned or removed is provided to Council within three months of completion of the decommissioning or removal.
- 11.3 Where the owner does not comply with 11.2, Council may request the report or undertake an onsite inspection and may charge the owner for this inspection.

Associated consenting and enforcement powers

Council has powers under the Health Act 1956 to act where human effluent or malfunctioning on site wastewater systems are creating a nuisance. These include the power to abate nuisance without notice under s34 and the power to enter land or dwellings for that purpose as per ss128 and 133. All expenses incurred in the abatement of a nuisance under s34 can be recovered from the owner or occupier of the premises.

A building consent in terms of the Building Act 2004 is required to install a new onsite wastewater system.

Council may require a property to connect to a public wastewater system under s459 of LGA74.

Part D

Onsite wastewater system monitoring regime

12. Coverage area

- 12.1 Part D of this Bylaw applies to onsite wastewater systems located within the coverage area as provided in Schedule B.

13. Emptying, inspection and maintenance – septic tanks

- 13.1 Every owner of an onsite wastewater system incorporating a septic tank, must, within one month of a request of Council, provide evidence of the last emptying, inspection and any associated recommended maintenance or repair of the septic tank undertaken by an SQP.
- 13.2 On receipt of satisfactory information under clause 13.1, an Authorised Officer will determine an appropriate future emptying and inspection cycle for the system, which will be between three and six years from the date of the previous emptying and inspection activities. This will be determined based on a range of matters, including but not limited to:
- a. the number of permanent residents at the property
 - b. whether the property is a permanent residence or a holiday home
 - c. the records provided under clause 13.1.
- 13.3 Every owner will be advised in writing of and must comply with, the emptying and inspection cycle determined under clause 13.2.
- 13.4 An owner may apply for an exemption from clause 13.1-13.3 where the onsite wastewater system is being operated in accordance with a Resource Consent issued from Northland Regional Council.
- 13.5 Where an owner does not provide evidence in accordance with clause 13.1, Council will request the septic tank to be emptied and inspected by an SQP and evidence of this to be provided within one month of receipt of the request. On receipt of the documentation, clause 13.2 applies thereafter.

- 13.6 Every owner must act in accordance with any recommendations resulting from their system being emptied and inspected in accordance with clause 13.1 or 13.3 within three months of the date of the emptying and inspection.
- 13.7 Any repairs or maintenance required under clause 13.6 must be undertaken by an SQP.
- 13.8 Every owner must within one month of receiving a request from Council, provide records of any works undertaken under clause 13.6 of this Bylaw.
- 13.9 Where an owner does not comply with the requirements of clauses 13.5 or 13.8, Council may employ an SQP to complete the work and will charge the owner of the system for any costs incurred.

14. Inspection and maintenance – mechanical or alternative systems

- 14.1 Every owner of an onsite wastewater system of a mechanical system or alternative system type, and for which there is no service contract in place with the manufacturer or installer of the system, or a third party approved by either the manufacturer or installer; must ensure the system is inspected and serviced by an SQP at least once every 12 months.
- 14.2 Every owner of an onsite wastewater system of a mechanical system or alternative system type and for which there is a service contract in place with the manufacturer or installer of the system, or a third party approved by either the manufacturer or installer; must ensure the system is serviced in accordance with the conditions of the service contract.
- 14.3 An owner may apply for an exemption from clause 14.1 or 14.2 where the onsite wastewater system is being operated in accordance with a Resource Consent issued from Northland Regional Council.
- 14.4 An owner may apply for an extension for the requirements of clause 15.1 including for, but not limited to the following reasons:
 - a. the date of the most recent inspection and maintenance activities
 - b. the number of permanent residents at the property
 - c. whether the property is a permanent residence or a holiday home.
- 14.5 An extension request under clause 14.4 may be approved or declined by Council.
- 14.6 Every owner must act in accordance with any recommendations resulting from an inspection or service in accordance with clauses 14.1 and 14.2 within three months of the date of the inspection or service report.
- 14.7 Any repairs or maintenance required under clause 14.6 must be undertaken by an SQP.
- 14.8 Every owner must within one month of receiving a request from Council, provide records of any works undertaken in accordance with clause 14.6 of this Bylaw.
- 14.9 Where an owner does not comply with the requirements of 14.8, Council may undertake an onsite inspection and may charge the owner for this inspection.
- 14.10 Where an inspection undertaken in accordance with clause 14.9 shows that maintenance, cleaning or repair works are required, Council will advise the owner of the required works and will allow three months for the works to be completed.
- 14.11 Where the owner does not comply with the requirements of 14.10, Council may employ an SQP to complete the work and will charge the owner of the system for costs incurred.

Part E

Permits and fees

15. Permits

- 15.1 Council may issue permits in accordance with the relevant clauses of this Bylaw.
- 15.2 Council may request specific information for an application for a permit and prescribe any conditions on permits issued.
- 15.3 A permit under this Bylaw may be cancelled by Council at any time.

16. Suitably Qualified Persons

- 16.1 A person may apply to Council for a permit to act as a Suitably Qualified Person (SQP) to supply services for the purposes of this Bylaw.
- 16.2 A permit under clause 16.1 will be issued in accordance with the categories and associated authorised clauses as provided in the definition of Suitably Qualified Person - SQP in clause 5 of this Bylaw.

17. Fees

- 17.1 Council may by resolution, after consultation in accordance with section 150 (3)(b) of the Local Government Act 2002:
 - a. set fees for receiving and processing an application and issuing a permit
 - b. set fees for receiving and processing an application for an exemption under 13.4 and 14.3
 - c. set fees for inspection of properties under clauses 11.3 and 14.9
 - d. determine situations when permit fees may be remitted, refunded or waived.

Part F

Enforcement, offences, and penalties

18. Offences

- 18.1 It is an offence to breach this Bylaw.
- 18.2 Any person commits a breach of this Bylaw who:
 - a. does, or causes to be done, or knowingly permits or suffers to be done anything contrary to the provisions of this Bylaw
 - b. omits or neglects to do, or knowingly permits or suffers to remain undone, anything which according to the purpose of this Bylaw, ought to be done by that person at the time and in the manner provided for by this Bylaw
 - c. does something which under this Bylaw they are required not to do
 - d. knowingly permits or suffers any condition or thing/s to exist contrary to any provision/s in this Bylaw

- e. fails to comply with any notice or direction given to that person under this Bylaw
- f. obstructs or hinders any Authorised Officer in the performance of any duty to be discharged by that Officer under or in the exercise of any power conferred upon them by this Bylaw.

18.3 Where it is suspected that any person has omitted a breach of this Bylaw, that person shall, on the direction of an Authorised Officer provide their full name and address.

19. Removal of works, structures, or things

19.1 Council may, in accordance with section 163 of the Local Government Act 2002:

- a. remove or alter a work or thing that has been constructed in breach of this bylaw
- b. recover any costs of removal or alteration from the person who committed the breach.

20. Penalties for breach of the Bylaw

20.1 Every person who commits an offence against this Bylaw is liable to a penalty under sections 239 and 242 of the Local Government Act 2002.

21. Exceptions

21.1 A person is not in breach of this Bylaw if that person proves that the act or omission followed the directions of an Authorised Officer or was in accordance with an approval of Council.

Bylaw breaches

A breach of the bylaw is an offence under s 239 of the LGA02 and the fine of up to \$20,000 is provided under s 242 of that Act.

In accordance with section 162 of the Local Government Act 2002 Council may apply to the District Court for an injunction to restrain a person from committing a breach of this Bylaw.

Other powers

A person may also be guilty of an offence punishable under the Resource Management Act 1991, the Health Act 1956, the Land Drainage Act 1908, the Building Act 2004, the Litter Act 1979, or any other applicable Act.

Part F Savings

22. Savings

22.1 Any permissions, approvals or other authorisations issued under the Wastewater Drainage Bylaw 2016 continue to be in force in accordance with their terms, unless re-negotiated, renewed, or cancelled by Council.

Schedule A

Acceptable Discharge

The following physical and chemical characteristics are the maximum permissible for the acceptance of wastewater into the public sewer from each Point of Discharge. Any increases in any characteristic would be subject to Council approval and would require a specific separate agreement with the property owner and/or occupier.

Flow: 6,000 litres per day at no more than 2 l/s

Parameter	Maximum mg/litre*	Parameter	Maximum mg/litre*
(BOD), 5-Day Biochemical Oxygen Demand	300	Molybdenum	0.04
(COD), Chemical Oxygen Demand	800	Nickel	0.05
Total Suspended Solids	300	Oil/grease/fat [including cooking oils and fats]	150
Total Phosphorous	12	pH range	6-9
Total K Nitrogen	50	Phenol	10
Total Dissolved Solids	750	Phenol-cresol	16
Temperature	<38 degrees C	Silver	5
Oil/grease - extractable material	80	Sodium Absorption Ratio	<8
Aluminium	20	Selenium	0.005
Ammonia	50	Sulphates	500
Arsenic	0.018	Vanadium	0.2
Beryllium	0.2	Zinc	0.3
Boron	0.5	Any one or combination of Dichloro-Diphenyl-Trichloroethane (DDT), Dichloro-diphenyl-dichloroethane (DDD), and Dichloro-diphenyl-dichloroethylene (DDE).	0.0004 Trigger for sum of all DDT, DDD and DDE.
Cadmium	0.0015		
Chloride	350		
Chromium	0.25		
Cobalt	0.1		
Copper	0.15		
Cyanide	0.34	Dieldrin substances (Organo Chlorine Pesticides) Dieldrin substances (Organo Chlorine Pesticides)	0.0001 Trigger for sum of all Organo Chlorine Pesticides
Fluoride	2		
Formaldehyde	50		
Iron	20	PCBs, (polychlorinated Biphenyl)	0.002
Lead	0.1		
Lithium	5		
Manganese	10		
Magnesium	50		
Mercury	0.001		

*except for flow, pH units, temperature and Sodium Absorption Ratio

Schedule B

Coverage Area

The coverage area within the Kaipara District and as provided for in clause 12.1 of this Bylaw includes:

1. All residentially zoned land, as identified in the Operative Kaipara District Plan, the Proposed Kaipara District (once notified), or any other proposed plan under the Resource Management Act 1991.
2. All land irrespective of zoning that is:
 - a. within 300m of the mean high water springs along the coast (east/west coasts)
 - b. within 300m of the mean high water springs of the coastal marine area (as defined in the Resource Management Act 1991) of a harbour (Mangawhai and Kaipara Harbours)
 - c. located within 300m of the margins of the Kai Iwi Lakes.

SUBMISSION FORM – Wastewater Drainage Bylaw

Thank you for taking this opportunity to comment, we welcome your feedback.

Please enter your details below

First name(s): _____ Last name: _____

Postal address: _____

Mobile: _____ Other phone: _____

Email: _____

I am writing this submission: ☐ as an individual ☐ on behalf of an organisation

Organisation name: _____

Tell us in writing

Be sure to get your written comments to us by **5pm Wednesday 20 October 2021**. You can provide your comments on the next page and follow the instructions below on how to get them to us, or choose one of the ways listed below to make your submission.

Tell us in person

You don't have to provide a written submission to tell us about your thoughts in person, although you are welcome to do both.

Instead of holding a hearing, we are holding 'chat with a Councillor' sessions for you to provide your thoughts, any concerns and feedback in person. These sessions will be 15 minutes long and held during the week beginning **1 November 2021**. The sessions will be over the phone or via an audio/visual link depending on your preference. You will get to talk 'one-on-one' to a Councillor and the discussion will be supported by a Council staff member. Please tick the box below to indicate whether you are interested in an 'in person' feedback session.

I would like to register for a 'chat with a Councillor' ☐ Yes ☐ No

Please get your registration to us by **5pm Wednesday 20 October 2021**.

Follow the instructions below on how to get your registration for a session to us. We will be in touch as soon as possible to schedule your session.

How to register and/or get your feedback to us

In person: By visiting our customer service desks at either Dargaville, 42 Hokianga Road or Mangawhai, 6 Molesworth Drive.

On the phone: **Phone 09 439 9299 or 0800 727 059** and one of our friendly team will take your registration or can even fill this form out for you over the phone.

By mail: Wastewater - Kaipara District Council, Private Bag 1001, Dargaville 0340

Online: Complete this form [online](#)

Email: Email us at submissions@kaipara.govt.nz and put 'Wastewater' in the subject line.

Join Kaipara District People's Panel!

Tick the box if you want to be added to Kaipara District People's Panel. As a member you will be asked periodically to complete short surveys, as well as to participate in other consultations Council is undertaking in the future. If you tick 'yes', you will be sent an email for more information about the panel and an invitation to complete your first survey.

I would like to join the People's Panel: ☐ Yes ☐ No

Points to remember when making a submission

- Please print clearly. The form should be easy to read and be understood and may need to be photocopied.
- We will acknowledge every submission received. Please ensure that you provide appropriate contact details for this. Emails are our preferred form of communication.
- Submissions, as part of the public consultation process, are a public record and will remain on Council's minute records be included in a publicly available agenda.
- Your submission will not be returned to you once it is lodged with Council. Please keep a copy for your reference.

***Please tell us what you think about the proposed Wastewater Drainage Bylaw.
Please provide any clause numbers where relevant.***

[illegible]

Feel free to add additional pages if required.