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**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

**COUNCIL REPORT**

Date:	January 26, 2026
From:	Jenn Moller, Director, Engineering and Transportation Services
Subject:	District Historic Grinder Pumps Service Policy and Procedure

**RECOMMENDATION**

THAT the Council report titled “District Historic Grinder Pumps Service Policy and Procedure” dated January 26, 2026, from the Director, Engineering and Transportation Services be received for information.

THAT the proposed “Historic Grinder Pumps Policy No. 0225” be approved.

THAT the proposed “Historic Grinder Pumps Procedure No. 0226” be approved.

THAT the proposed “Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026” be read a first, second and third time.

**1.0 Purpose**

This report and its recommendations respond to Council’s October 20, 2025, direction to develop a cost recovery approach based on a "user pay" model for providing service of grinder pumps previously installed by the District on private property (District Historic Grinder Pump).

Council also directed staff to prepare Bylaw amendments, a Council Policy, and a supporting Procedure for Council’s consideration to support the proposed cost-recovery model, see attached appendices:

- Appendix A:** Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026
- Appendix B:** Historic Grinder Pumps Policy No. 0225
- Appendix C:** Historic Grinder Pumps Procedure No. 0226

**2.0 Legislation/Bylaw/Policy**

*Community Charter* – A provincial statute that provides municipalities and their councils with a legal framework for the powers, duties, and functions that are necessary to fulfill their purposes, the authority and discretion to address existing and future community needs, and the flexibility to

determine the public interest of their communities and to respond to the different needs and changing circumstances of their communities.

Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw No. 299, 2007 and amendments - A bylaw to establish a regulatory system for liquid waste. Metro Vancouver Regional District Integrated Liquid Waste and Resource

District of West Vancouver Sewerage and Drainage Regulation Bylaw No. 5263, 2023 - A bylaw to impose rates and connection fees for the use of the municipal sewerage and drainage system.

### **3.0 Council Strategic Objective(s)/Official Community Plan**

#### Official Community Plan

Section 2.5 of the 2018 Official Community Plan (OCP), Municipal Operations and Infrastructure, outlines several key policies related to sewage and drainage systems. However, these do not pertain to the subject matter of this report.

#### Council Strategic Objectives

This report pertains to Council Strategic Objective:

5.0: Deliver municipal services efficiently.

### **4.0 Background**

#### **4.1 Previous Decisions**

Council, at its **October 20, 2025, Regular Meeting**, received a staff report for information. The report provided Council with an update on the development of a cost recovery model for reinstating maintenance service for historic District-installed pumps, and requested additional Council direction since, additional review suggested a “fee for service” approach as a more appropriate cost recovery model than the previously recommended Local Area Service approach:

THAT

1. staff be directed to proceed with developing a fee-for-service model that provides for reinstatement of District servicing of historical municipal maintained grinder pumps benefiting private property owners on a cost-recovery basis;
2. staff be directed to prepare a proposed policy and supporting procedures that provide for District servicing on a fee-for-service cost-recovery basis;
3. staff prepare applicable amendments to the District of West Vancouver’s Sewerage and Drainage Regulation Bylaw No. 5263, 2023, that allows for reinstatement of servicing of

historical municipal maintained grinder pumps benefitting private property owners on a cost recovery basis; and

4. staff report back in Q1 2026 with an update on the Council direction, including proposed policy and supporting procedure, and proposed bylaw amendments for Council's consideration.

Council, at its **March 31, 2025, Closed Meeting**, directed staff to prepare and send a letter to the owners of those properties which have benefited from historical municipally-maintained grinder pump systems. The letter was to provide property owners with an overview of a legal framework for cost recovery based on a Local Area Service model, including some terms and conditions for a District servicing plan. The letter allowed for an opportunity to opt in to participate in the cost recovery model once established.

Council, at its **January 27, 2025, Closed Meeting**, passed the following resolutions:

THAT

1. staff be directed to prepare an amendment to Sewerage and Drainage Regulation Bylaw No. 5263, 2023, such that the District maintains, repairs, replaces municipal grinder pumps as required;
2. staff be directed to report back to Council with a proposed cost-recovery model for maintaining these systems for consideration at a future closed Council meeting;
3. the cost recovery model include a simplified form of release and indemnification in favour of the District; and
4. the decision to prepare an amendment to Sewerage and Drainage Regulation Bylaw No. 5263, 2023 and development of a cost-recovery model be released for public information.

Council, at its **October 30, 2023, Regular Meeting**, passed the following resolutions:

THAT proposed "Sewerage and Drainage Regulation Bylaw No. 5263, 2023" be adopted.

THAT proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5275, 2023" be adopted.

Council, at is **October 23, 2023, Regular Meeting**, received a report from the Senior Manager, Engineering Utilities Planning, Design, and Project Delivery titled "Sewer and Drainage Utility Fee Bylaw No. 4538, 2007 Repeal and Replace" and passed the following resolutions:

THAT

1. proposed "Sewerage and Drainage Regulation Bylaw No. 5263, 2023" be read a first, second, and third time; and

2. proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5275, 2023” be read a first, second, and third time.

## 4.2 History

### Historical provision of private system pump servicing

Due to natural topography and grades within the District, there are both gravity and pumped sewer systems; this is the case for both District municipal and private sewerage systems. Of those private pumped systems, there are a limited number of properties for which the District has historically assumed operational responsibility for pump service and maintenance.

In the early 1970’s, the District’s plumbing and building codes were amended to require all properties to connect to the municipal sewer system. Shortly after, the District Council determined that it was preferable to expedite the process of connecting all properties to the municipal sanitary system rather than continuing to support and regulate the operation of private septic systems. At the time, to mitigate the upfront costs to affected private property owners, the District opted to subsidize the installation of the grinder pumps that some properties within the District would require to connect to municipal sewer. However, it was not the District’s intention to maintain this infrastructure in perpetuity. Informally and in the absence of formal agreements or policy, District operations staff continued to maintain some of these systems at no cost to the property owners.

### Formalizing a consistent ownership model for private systems

In October 2023, Council adopted Sewerage and Drainage Regulation Bylaw No. 5263, 2023, and with it a new policy that the District would no longer install, repair or provide maintenance for private sanitary systems as part of municipal sanitary utility operations.

In adopting this bylaw, Council formalized a consistent ownership model where all private property owners are fully responsible for sewer systems on their property whether it is gravity fed or requires a grinder pump. This change affected approximately 150 property owners who had continued to benefit from District Historic Grinder Pump Services.

The policy change outlined in Sewerage and Drainage Regulation Bylaw No. 5263, 2023, and described in the staff report associated with the bylaw adoption was made primarily to improve equity and achieve a consistent ownership model where all property owners are fully responsible for sewer systems on their private property, ensuring a more equitable approach for all ratepayers.

Affected property owners received notification of this change by registered letter dated July 15, 2024; upon receiving notice, some affected property owners expressed concern with the policy change. In response to this feedback, Council directed staff to consider and report back on options to reinstate District Historic Grinder Pump Service under a cost-recovery model. More recently, Council directed staff to proceed with a recommended “fee for service” approach as a cost-recovery tool, and to prepare a supporting Policy, Procedure and Bylaw Amendments for Council consideration.

## **5.0 Analysis**

### **5.1 Discussion**

#### Policy Framework

The proposed policy outlines an approach for providing inspection, servicing, repairs, maintenance, replacement, or removal of District Historic Grinder Pumps and describes the scope of the service, eligibility criteria, and the process through which eligible property owners may obtain the service.

Under the proposed policy all costs of providing the costs of responding to call for service from properties using a District Historic Grinder Pump will be recovered from the property owners.

Some residents who have expressed an interest in receiving more information about opting into a servicing plan, have advised the District that they would like pump replacement as well as maintenance and repair service from the District. However, there are circumstances whereby residents would no longer be eligible for the service, including property redevelopment, or situations in which an upgrade, reconfiguration or change to the system is required. It is important to note the historical provision of the grinder pump service was a hybrid model in and of itself. The District’s responsibility in servicing and maintaining the system was and will remain limited to:

- the pump,
- the pump control panel (and housing if required), and
- and level floats.

The property owner was and will remain responsible for:

- the wet well containing the pump,
- pump sewer force line constituting the private lateral (typically point of demarcation is at property line, bylaw contemplates this) to District’s collection system,
- electrical power and alarm system for floats (i.e.: monitors level in well, overflow), and

- the sewage effluent.

The proposed Policy, Procedure, and Bylaw Amendments are based on preserving this point of demarcation of responsibility.

Initially, it was recommended that to properly implement this model, the District would require an easement or statutory right of way registered against each property's title. Upon further review and discussion and to simplify administrative requirements and minimize upfront costs, a blanket servicing agreement is recommended and forms part of the proposed policy documents. The Servicing Agreement will include provisions:

- granting access to the property;
- requiring owners to keep undergrowth/structures clear to permit access to the grinder pumps;
- consenting to repairs;
- agreeing to pay the costs related to the service; and
- providing indemnity and release provisions (with the objective of managing and mitigating risk for the District).

#### Other Considerations

Upon further review and analysis, including a review of the history of maintenance of the grinder pumps, the notices and labels on the pump appurtenances, and duration of grinder pump maintenance, the District has concluded that the District Historic Grinder Pumps located on private property are owned by the District.

However, this conclusion on ownership does not affect the validity of the conclusions reached previously and provided to the District. Section 18 of the *Community Charter* is not applicable here because the retraction of the *gratis* service is not premised on any failure of the owners to comply with bylaw or service requirements.

Should the District adopt a user pay model, section 28 of the *Community Charter* is not applicable because the user pay model is not premised on any transfer of ownership of the grinder pumps.

Under the user pay model, the costs of the maintenance relate solely to each property that makes a call for maintenance or repair. Therefore, any costs charged are related to the property's use, or in some cases, abuse, of the grinder pumps. Staff have concluded that if Council decides to charge the property owners for the unique, property specific costs incurred by the District to provide this service to the owner's of private property, that is a reasonable exercise of Council's discretion and authority to allocate staff and other resources for the benefit of the community.

The District has not provided maintenance services for District Historic Grinder Pumps since July 2024. In light of the proposed approach, staff recommend that the District consider for payment any reasonable documented claims for work undertaken on the District Historic Grinder Pumps between July 15, 2024 to the present date.

## 5.2 **Climate Change & Sustainability**

Does not apply.

## 5.3 **Public Engagement and Outreach**

Information regarding the October 2023 policy change has been posted to the District website. It can be found by visiting [westvancouver.ca/sewer](http://westvancouver.ca/sewer).

Four notification letters have been distributed to affected property owners.

- The first letter, dated July 15, 2024, notified affected property owners of the policy change Council adopted with the Sewerage and Drainage Bylaw No. 5263, 2023 in October 2023.
- The second letter, dated May 15, 2025, informed affected property owners of Council's March 31, 2025, direction and provided an opportunity to opt in to a cost recovery model based on a Local Area Service framework.
- The third letter, dated November 10, 2025, provided an update to property owners who had previously expressed interest in opting into the proposed reinstatement of District maintenance support for private sewer grinder pumps, of Council's October 20, 2025, direction to staff.
- The fourth letter was distributed to advise affected property owners about the meeting at which this matter will be considered.

Staff have also supported Council in managing correspondence, meeting with residents and responding to a number of resident enquiries resulting from the above notification processes.

## 5.4 **Other Communication, Consultation, and Research**

Municipal solicitors as well as staff from Financial Services, Legislative Services, and Land Development have been consulted with respect to the preparation of this report and supporting regulatory framework to support a a fee-for-service model that provides for reinstatement of District servicing of historic municipal maintained grinder pumps benefiting private property owners on a cost-recovery basis.

## 6.0 **Financial Implications**

Council has directed staff to proceed with establishing reinstatement of District servicing of District Historic Grinder Pumps, benefiting private property owners, on a cost-recovery basis.

Provision of these services to eligible property owners under a cost recovery model to recover 100% of the costs of providing service is not anticipated to have a financial impact on the District. Provision of this service may result in some marginal impacts to existing staff resource allocation for the purposes of administering and providing the service, where these resources would otherwise be redirected towards infrastructure and operational needs.

A consistent ownership model where all property owners are fully responsible for the cost of sewer systems on their private property is more equitable for all rate payers.

## **7.0 Options**

### **7.1 Recommended Option**

THAT the Council report titled “District Historic Grinder Pump Service Policy and Procedure” dated January 26, 2026, from the Director, Engineering and Transportation Services be received for information.

THAT the proposed “Historic Grinder Pumps Policy No. 0225” be approved.

THAT the proposed “Historic Grinder Pumps Procedure No. 0226” be approved.

THAT the proposed “Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026” be read a first, second and third time.

### **7.2 Considered Options**

Council may request additional information or provide alternate direction (to be specified).

## **8.0 Conclusion**

This report responds to Council direction to prepare and bring for consideration a policy, supporting procedure, and bylaw amendments that establish scope, terms and conditions to support a servicing approach for reinstating District servicing of historic grinder pumps benefitting private property owners on a cost recovery basis.

Author:



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Jenn Moller, Director, Engineering and Transportation Services

Concurrence:



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Clay Nelson, Senior Manager, Procurement and Risk Advisory

**Appendices:**

**Appendix A:** Sewerage and Drainage Regulation Bylaw No. 5263, 2023,  
Amendment Bylaw No. 5441, 2026

**Appendix B:** Historic Grinder Pumps Policy No. 0225

**Appendix C:** Historic Grinder Pumps Procedure No. 0226

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District of West Vancouver

**Sewerage and Drainage Regulation  
Bylaw No. 5263, 2023,  
Amendment Bylaw No. 5441, 2026**

Effective Date:

# **Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026**

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District of West Vancouver

# **Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026**

A bylaw to

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for District Historic Grinder Pump Services on a fee for service basis for District Historic Grinder Pumps complying the requirements for service set out herein;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

## **Part 1 Citation**

- 1.1 This bylaw may be cited as Sewerage and Drainage Regulation Bylaw No. 5263, 2023, Amendment Bylaw No. 5441, 2026.

## **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

## **Part 3 Previous Bylaw Repeal**

- 3.1 Section 4.1 of the Bylaw is amended by inserting the following definitions:

**“District Historic Grinder Pump”** means a grinder pump that was installed on private property by the District and includes the pump, pump control panel, and level floats one or more of which are identified by a sticker indicating that the grinder pump is District property or for which proof is provided establishing that the grinder pump is owned by the District;

**“District Historic Grinder Pump Service” or “Service(s)”** means inspecting, servicing, repairing, maintaining, replacing, or removing a District Historic Grinder Pump.

Does not include inspecting, servicing, repairing, maintaining, replacing, or removing a grinder pump, whether a District Historic Grinder Pump or another grinder pump when:

- a) the use of the property on which a District Historic Grinder Pump was located is changed;
- b) a grinder pump is installed by the Owner; or
- c) the property is redeveloped.

Does not include inspecting, servicing, repairing, maintaining, replacing, or removing of the:

- a) sump;
- b) effluent contained within the sump, sewerage piping conveying effluent to or from the sump; or
- c) electrical power, alarm and/or monitoring systems, or any other infrastructure ancillary to the systems operation for the purposes of discharging sewage waste.

**“Eligible Property Owner”** means an owner of property on which a District Historic Grinder Pump is located which has received District Historic Grinder Pump Service and who has executed an agreement authorizing District employees to come on to the property for the purposes of providing grinder pump Services;

3.2 Section 7.9 of the Bylaw is amended by inserting the following:

- 7.9.2 Notwithstanding the provisions of section 7.9.1, where a *District Historic Grinder Pump* is located on private property *District Historic Grinder Pump Services* may be provided to the property at the expense of the *Owner*.
- 7.9.3 Where *District Historic Grinder Pump Services* are provided to a property, the *Owner* shall pay to the District the fee set out in Schedule C which shall equal the Districts’ actual costs of providing the *District Historic Grinder Pump*

*Services* based on the materials, staff time, overhead, and administration fee.

- 7.9.4 The property to which *District Historic Grinder Pump Services* are provided will no longer be eligible for such *Services* if any of the following exist.
- a) the current *Owner* of the property has not signed a *Service Agreement* requesting the *District Historic Grinder Pump Services*;
  - b) the grinder pump does not have *District Historic Grinder Pump* label identifying the grinder pump as a *District Historic Grinder Pump*;
  - c) redevelopment of the property changes requiring replacement of the grinder pump;
  - d) the use of the property changes requiring replacement of the grinder pump; or,
  - e) the District determines that there is a need to reconfigure or upgrade the grinder pump.

3.3 Delete Schedule “C” and replace with new Schedule C as attached hereto.

## **Schedules**

Schedule C – Service Charges

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

DRAFT

### Schedule C –Service Charges

Sewer Leak Administration Fee	10% of Original Sewer Charge up to \$200
Service Call Fee	\$75/hour
After Hours Call-out Fee	\$450
Service Connections *	Actual Cost**. Applicants to provide security equal to the estimated cost, including 20% overhead, and a 50% contingency.
District Historic Grinder Pump Service Application Fee	\$150
District Historic Grinder Pump Administration Fee	10% of Actual Cost** up to \$200

*\*For work other than listed above or where extraordinary conditions prevail such as rock excavation, creek crossings, other utility interference, sidewalks etc. the estimated cost to be actual installation cost plus 20% overhead. Estimated cost plus 50% contingency to be paid in advance as security see Section 15.1 Connection Fees in this Bylaw.*

*\*Actual Cost = staff time, materials, and equipment used*

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District of West Vancouver  
**POLICY**

Title: Historic Grinder Pumps  
Division: Engineering and Transportation Services  
Policy Number: 0225  
File Number: 0282-20-0225

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## 1. Purpose

- 1.1. This policy outlines the District's approach for providing inspection, servicing, repairs, maintenance, replacement, or removal of District historic grinder pumps for private property owners that have benefited historically from District-installed pumps, on the basis that benefiting property owners would pay the full costs of this service.

## 2. Scope

- 2.1. This policy and related procedure will describe the scope of service, eligibility criteria, and the process by which Eligible Property Owners will access the service.

## 3. Definitions

- 3.1. **"Cost-recovery model"** means the recovery of all costs related to the Services.
- 3.2. **"Council"** means the Council of The Corporation of the District of West Vancouver.
- 3.3. **"District"** means The Corporation of the District of West Vancouver.
- 3.4. **"District Historic Grinder Pump"** means a grinder pump that was installed on private property by the District and includes the pump, pump control panel, and level floats one or more of which are identified by a sticker indicating that the grinder pump is District property or for which other proof is provided establishing that the grinder pump is owned by the District.
- 3.5. **"District Historic Grinder Pump Service" or "Service(s)"** means inspecting, servicing, repairing, maintaining, replacing, or removing a District Historic Grinder Pump.

It does not include inspecting, servicing, repairing, maintaining, replacing, or removing a grinder pump, whether a District Historic Grinder Pump or another grinder pump when:

- a) the use of the property on which a District Historic Grinder Pump was located is changed;
- b) a grinder pump is installed by the Owner; or
- c) the property is redeveloped.

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## POLICY

It does not include inspecting, servicing, repairing, maintaining, replacing, or removing of the:

- a) sump;
  - b) effluent contained within the sump, sewerage piping conveying effluent to or from the sump; or
  - c) electrical power, alarm and/or monitoring systems, or any other infrastructure ancillary to the systems operation for the purposes of discharging sewage waste.
- 3.6. “Eligible Property Owner”** means an owner of property on which a District Historic Grinder Pump is located which has received District Historic Grinder Pump Service and who has executed an agreement authorizing District employees to come on to the property for the purposes of providing grinder pump services.
- 3.7. “Employee”** means any current permanent full-time, permanent part-time, temporary, casual, and contract employees of the District of West Vancouver.
- 3.8. “Owner”** means owner as defined in the Community Charter.
- 3.9. “Servicing Agreement”** means the Servicing Agreement attached as **Appendix A** to the Historic Grinder Pumps Procedure 0226, as amended.

## 4. Policy Statement

### 4.1. Background

In 2024, pursuant with the new Sewerage and Drainage Regulation Bylaw No. 5263, 2023, the District retired its maintenance and renewal program for grinder pumps located on private property.

Subsequently, the District determined to provide District Historic Grinder Pump Services to Eligible Property Owners of District Historic Grinder Pumps under a cost recovery model to recover 100% of the costs of providing District Historic Grinder Pump Service.

Property owners who meet eligibility criteria can opt in to continue receiving District servicing for District Historic Grinder Pumps located on private property.

### 4.2. Goals

The goals of this policy and related procedure is to:

- a) institute District Historic Grinder Pump Services on a fee for Service basis for District Historic Grinder Pumps;
- b) confirm and clarify Council’s objectives for establishing the Service for Eligible Property Owners of District Historic Grinder Pumps;
- c) clearly define the scope of the Service the District will provide under the cost recovery model;
- d) define eligibility criteria for Eligible Property Owners of District Historic Grinder Pumps to receive this Service;
- e) clearly outline a fee structure for the cost recovery model; and

## District of West Vancouver **POLICY**

- f) establish procedures by which Eligible Property Owners of District Historic Grinder Pumps will access this Service, and by which staff will confirm eligibility for receipt of this Service.

### **4.3. Eligibility**


To receive District Historic Grinder Pump Services, property owners must meet eligibility criteria, and fulfill obligations as described in the procedure related with this policy.

- 4.4. The District Historic Grinder Pump Services will be terminated if the use of the property is changed or if there is redevelopment of the property in a manner affecting the District Historic Grinder Pump Services.
- 4.5. Eligible Property Owners may, at any time, terminate the District Historic Grinder Pump Services by providing the District with written confirmation of termination and thereafter no District Historic Grinder Pump Services will be provided to the property.

## **5. Related Policies or Procedures**

- 5.1. Historic Grinder Pumps Procedure 0226
- 5.2. Sewerage and Drainage Regulation Bylaw No. 5263, 2023, as amended.

## 6. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Policies only)</b>		
<b>Council report Document ID (Council Policies only)</b>		
<b>Signature</b>		

## 7. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0226)	<input type="checkbox"/> No
<b>Date of last review</b>	2026	

District of West Vancouver  
**PROCEDURE**

Title: Historic Grinder Pumps  
Division: Engineering and Transportation Services  
Procedure Number: 0226  
File Number: 0282-20-0226

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## 1. Governing Policy

- 1.1. This procedure is related to Historic Grinder Pumps Policy 0225, as amended.
- 1.2. This procedure adopts the definitions set out in the policy.

## 2. Scope/Application

- 2.1. A property owner seeking to opt in to receive District Historic Grinder Pump Services will follow steps outlined in this procedure to access the service.
- 2.2. Employees of the District will follow steps outlined in this procedure to confirm property owner eligibility for District Historic Grinder Pump Services prior to the District providing District Historic Grinder Pump Services for District Historic Grinder Pumps on private property.

## 3. Procedure

### 3.1. Eligibility criteria

The following criteria must be met for a property to be eligible for District Historic Grinder Pump Services:

- 3.1.1. District Historic Grinder Pump must be located on the property and must be relied on for the purposes of discharging sewage waste to the nearest District sewer main. The property owner will include in the application for service referenced in section 3.3 a photograph of the District Historic Grinder Pump Services showing that the grinder pump has a sticker attached to it identifying it as a District Historic Grinder Pump, or some other proof establishing that the grinder pump is owned by the District;
- 3.1.2. the property owner will sign up for the District Historic Grinder Pump Services in advance of any request for services and will execute the Service Agreement including consent and release terms in the form attached as **Appendix A** to this procedure and must agree to pay all District costs related to the District Historic Grinder Pump Services;
- 3.1.3. the property owner must ensure that there is clear and safe access to the District Historic Grinder Pump to permit the District to access the District Historic Grinder Pump and provide the District Historic Grinder Pump Services. In the absence of clear and safe access District Historic Grinder Pump Service will be permanently terminated and property owners will be deemed to assume ownership and the

## District of West Vancouver PROCEDURE

responsibility for maintaining or replacing the grinder pump located on the property and no further District Historic Grinder Pump Services will be provided;

- 3.1.4. when requiring Services, the property owner must serve the District with a written request for District Historic Grinder Pump Services, unless there is an emergency, in which case a telephone request will be sufficient;
- 3.1.5. the property owner must pay all of the costs of the District Historic Grinder Pump Services; and
- 3.1.6. the property owner must comply with all of the provisions of the Service Agreement.

### **3.2. Scope of District Historic Grinder Pump Service**

- 3.2.1. The District will provide the Services set out in Historic Grinder Pumps Policy 0225.
- 3.2.2. The District will not provide inspecting, servicing, repairing, maintaining, replacing, or removing a grinder pump, whether a District Historic Grinder Pump or another grinder pump when the use of the property on which a District Historic Grinder Pump was located is changed, a grinder pump is installed by the Owner, or the property is redeveloped, and will not provide inspecting, servicing, repairing, maintaining, replacing, or removing of the sump, effluent contained within the sump, sewerage piping conveying effluent to or from the sump, electrical power, alarm and/or monitoring systems, or any other infrastructure ancillary to the systems operation for the purposes of discharging sewage waste.

### **3.3. Application process for Eligible Property Owners**

- 3.3.1. Property owners must complete the eligibility criteria prior to receiving District Historic Grinder Pump Services.
- 3.3.2. Property owners must complete an application form and must execute the Service Agreement attached as **Appendix A** to this procedure.
- 3.3.3. Upon payment of the application administrative fee by the property owner, District employees will process the application to confirm eligibility. If the eligibility criteria are met, District Historic Grinder Pump Services will be provided to the eligible property.
- 3.3.4. The District will notify the property owner via email when all conditions are met.

### **3.4. Servicing Agreement**

- 3.4.1. The Servicing Agreement will establish terms including agreement to provide access to the pump and property around the pump; keep undergrowth and structures clear to permit access; consent to repairs and replacement as determined by the District and its Employees; consent to payment; and provide for indemnity and release of the District for provision of historic grinder pump servicing.
- 3.4.2. Limitations and liability
  - a) Property owner will provide safe access/egress for District employees.
  - b) District employees maintain the right to refuse unsafe work.

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## 3.5. Servicing provided on a cost recovery basis

- 3.5.1. The Owner shall pay the fees for services as set out in the Sewerage and Drainage Regulation Bylaw No. 5263, 2023, as amended.
- 3.5.2. The Owner shall pay the District’s actual costs for parts and materials plus a 10% administration fee.


## 3.6. Termination of service for historic grinder pump

- 3.6.1. District Historic Grinder Pump Service will only be provided to District Historic Grinder Pumps. The Services will terminate when:
  - a) the property no longer meets eligibility requirements;
  - b) redevelopment requiring replacement of the historic system takes place;
  - c) the use of the property changes requiring replacement of the historic system takes place; or
  - d) the District determines that there is a need to reconfigure or upgrade the grinder pump.

## 4. Related Policies or Procedures

- 4.1. Historic Grinder Pumps Policy 0225
- 4.2. Sewerage and Drainage Regulation Bylaw No. 5263, 2023, as amended.

## 5. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Procedures only)</b>		
<b>Council report Document ID (Council Procedures only)</b>		
<b>Signature</b>		

## 6. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2026	

**Appendices:**

**Appendix A** – District Historic Grinder Pump Servicing Agreement

DRAFT

District of West Vancouver  
**PROCEDURE**

**Appendix A: District Historic Grinder Pump Servicing Agreement**

THIS SERVICING AGREEMENT (the “**Agreement**”) is made as of the \_\_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN:**

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER,**  
a municipality incorporated under the *Local Government Act*,  
having an address at:

750 17<sup>th</sup> Street  
West Vancouver, BC V7V 3T3  
(the “**District**”)

**AND:**

**REGISTERED OWNER NAME(S),**  
the registered owner(s) of the lands located at:  
STREET ADDRESS  
West Vancouver, BC POSTAL CODE described below  
(the “**Owner**”)

**NOW THEREFORE** in consideration of the terms and conditions set out herein, and other good and valuable consideration, the Parties agree as follows:

**1. PROPERTY**

This Agreement applies to the real property legally described as:

Legal Description: \_\_\_\_\_  
(the “**Property**”)

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**2. DEFINITIONS**

In this Agreement:

- a) “**Historic Grinder Pump**” means a grinder pump identified by the District as eligible for District Historic Grinder Pump Services in the Policy.
- b) “**Policy**” means the District’s *Historic Grinder Pumps Policy 0225*, as amended.
- c) “**Procedure**” means the District’s *Historic Grinder Pumps Procedure 0226*, as amended.

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- d) “**Services**” means District Historic Grinder Pump Services as defined in the Policy.

### 3. CONSENT TO SERVICES

- 3.1 The Owner requests and consents to the District providing the Services for the District Historic Grinder Pump located on the Property.
- 3.2 The Owner acknowledges and agrees that:
  - a) The Services are provided only for District Historic Grinder Pumps;
  - b) The District has sole discretion to determine the nature, scope, timing, and method of providing the Services; and
  - c) The District does not guarantee uninterrupted operation, performance, or lifespan of the District Historic Grinder Pump.

### 4. ACCESS TO PROPERTY

- 4.1 The Owner grants to the District, its employees, contractors, and agents, the right to enter upon the Property at all reasonable times, and at any time in the case of an emergency, for the purposes of:
  - a) completing Services for the District Historic Grinder Pump; and
  - b) performing any activities reasonably related to the Services.
- 4.2 The Owner must ensure that clear, safe, and unobstructed access to the District Historic Grinder Pump from the nearest public access point to the District Historic Grinder Pump, including access for the tools and equipment necessary to provide the Services.
- 4.3 District employees and contractors retain the right to refuse to perform the Services where, in their sole judgment, access or working conditions are unsafe.

### 5. OWNER OBLIGATIONS

- 5.1 Without limiting Section 4.2, the Owner must:
  - a) keep vegetation, structures, fencing, debris, snow, ice, and other obstructions clear of the access to the District Historic Grinder Pump;
  - b) maintain the Property so as not to interfere with the provision of the Services; and
  - c) maintain stable ground conditions and safe working surfaces.
- 5.2 The Owner agrees to pay all costs associated with the Services in accordance with Section 6.

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### 6. FEES AND PAYMENT

6.1 The Owner agrees to pay all costs incurred by the District in providing the Services, including but not limited to:

- a) labour;
- b) materials and parts;
- c) equipment;
- d) administrative costs; and
- e) taxes.

6.2 Fees are charged on a cost-recovery basis in accordance with District bylaws and fee schedules, as amended.

6.3 The District may invoice the Owner for Services provided, and payment is due in accordance with the invoice terms.

6.4 Unpaid amounts may be collected in the same manner as unpaid municipal taxes or unpaid municipal utilities, and the Property Owner acknowledges and agrees that this may include sale of the Property at the annual municipal tax sale.

### 7. RELEASE

7.1 The Owner releases and forever discharges the District and its elected officials, officers, employees, contractors, and agents from any and all claims, demands, actions, causes of action, losses, damages, costs, or expenses, including the full amount of all legal fees and expenses, that the District may sustain, incur, suffer, or be put to at any time, either before or after this Agreement ends, which arise out of or related to, directly or indirectly:

- a) the provision of the Services;
- b) entry onto the Property;
- c) any inspection, servicing, repairing, maintaining, replacing, removing, or failure of the District Historic Grinder Pump.

7.2 This release applies whether the claim arises in contract, tort, negligence, or otherwise, except to the extent caused by the District's gross negligence or wilful misconduct.

7.3 This release survives the termination or end of this Agreement.

# District of West Vancouver

## PROCEDURE

### 8. INDEMNITY

8.1 The Owner agrees to indemnify and save harmless the District and its elected officials, officers, employees, contractors, and agents from any and all claims, demands, actions, causes of action, losses, damages, costs, or expenses, including the full amount of all legal fees and expenses, which arise out of or related to, directly or indirectly:

- a) the provision of the Services;
- b) the condition of the Property;
- c) any act or omission of the Owner or any person permitted on the Property by the Owner.

8.2 This indemnity survives termination or end of this Agreement.

### 9. NO WARRANTY

9.1 The Services are provided “as is” and without warranty, express, or implied.

9.2 The District makes no representation or warranty regarding:

- a) the continued operation of the District Historic Grinder Pump;
- b) the suitability of the District Historic Grinder Pump for ongoing use; or
- c) compliance with current building or plumbing standards.

### 10. TERMINATION

10.1 The District may terminate this Agreement at any time, without compensation, upon written notice if:

- a) the Property no longer meets eligibility requirements as set out in Historic Grinder Pumps Policy 0225, as amended;
- b) the District Historic Grinder Pump requires a substantial upgrade;
- c) access or safety conditions are not maintained;
- d) the Owner fails to pay amounts owing; or
- e) the District determines, in its discretion, that continued servicing is no longer feasible or appropriate.

10.2 Upon termination, the District has no further obligation to provide the Services.

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**11. GENERAL**

**11.1 Amendments**

This Agreement may only be amended in writing signed by both parties.

**11.2 Governing Law**

This Agreement is governed by the laws of the Province of British Columbia.

**11.3 Binding Effect**

This Agreement binds and benefits the parties and their respective heirs, successors, and permitted assigns.

**11.4 Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements or understandings.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

**OWNER:**

\_\_\_\_\_  
Name:  
Date:

\_\_\_\_\_  
Name (if joint owner):  
Date:

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER:**

\_\_\_\_\_  
Authorized Signatory  
Date:

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