

BYLAW 04-2023

UTILITIES MANAGEMENT BYLAW

The Council of the Village of Tuxford, in the Province of Saskatchewan, enacts as follows:

PART I - SHORT TITLE

1. This Bylaw may be cited as the Village of Tuxford Utilities Management Bylaw

PART II – DEFINITIONS

2. In this Bylaw:

“ADMINISTRATOR” shall refer to the Administrator of the Village of Tuxford

“COUNCIL” shall refer to the Council of the Village of Tuxford

“DESIGNATED OFFICER” shall mean the person authorized to enter a private dwelling for maintaining, repairing or replacing village-owned meters;

“DWELLING UNIT” shall be as defined as a separate set of living quarters, whether occupied or not, usually containing sleeping facilities, sanitary facilities and a kitchen or kitchen components. For the purposes of this definition, "kitchen components" include, but are not limited to, cabinets, refrigerators, sinks, stoves, ovens, microwave ovens or other cooking appliances and kitchen tables and chairs.

“MUNICIPALITY” shall refer to the Village of Tuxford

“OUT OF VILLAGE SUBSCRIBERS” shall mean individuals/businesses who:

1. own a structure located outside of the corporate limits of the Village of Tuxford
2. receive water service from the Village of Tuxford
3. do not pay taxes to the Village of Tuxford on the structure referenced in 1 above.

“PROPERTY” shall mean a parcel of land located within the boundaries of the Village of Tuxford and on which a building or buildings (commercial or residential) may or may not be situated, whether such buildings are occupied or unoccupied.

PART III – PURPOSE

3. The purpose of this Bylaw is to set out management policies with respect to utilities within the boundaries of the Village of Tuxford by identifying requirements, expectations, deposits, maintenance responsibilities and general services.

PART IV – REQUIREMENT TO CONNECT TO WATER AND SEWER

4. Any owners of property in the municipality whose land or any portion of whose land adjoins a street or lane along which a water or sewer main has been laid are required to connect the principal building(s) to the system of water and sewer mains constructed and owned by the Village. All occupied buildings must be connected to the appropriate utility lines. Any property not connected at the time of passing of this bylaw will be expected to make the necessary arrangements for water line to be installed from the mainline to the property line before any additional development will be allowed on their property. Any new connection will be subject to lagoon capacity. The preferred contractor for the Village is Double K Excavating who will invoice the office in which 10% will be added for administration fees before invoicing property owner.
5. At the discretion of Council, a developer may be required to install all or a portion of the mainline to service development in instances where the water and/or sewer main has not already been installed in

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an adjoining street or lane.

6. Meters can only be installed where a plumbing permit has been issued and the installation is to be done by a qualified plumber.
7. Each dwelling unit, as set out in this bylaw, must have a separate curb-stop to facilitate water/Sewer disconnection.
8. All contractors working on connections to water and sewer mains within Village limits must be approved by the municipality.
9. All connections made to the main water and sewer lines shall be subject to the approval of an inspection by the municipality prior to water being turned on. The installation and inspection **MUST** take place prior to the lines being buried. If the municipal staff has not been advised of the need for an inspection the Village may require the contractor to reopen the trench to ensure proper connection.
10. A Water and Sewer Account Application must be filled out with a fee of \$100.00 for all new accounts.

PART V – METER READINGS & BILLING PROCEDURES

11. Water meters shall be read (or if unable to access the premises, estimated) and billings issued quarterly. Such reading shall be completed by the 6th day of the month and the billing to be issued not later than the lastth day of the month.
12. In the event a meter or remote reader is inaccessible for whatever reason an estimate will be used for billing purposes. All meters need to be directly read from the meter by a designated official or by remote reader no less than 2 times in a calendar year

PART VI – WATER DISCONNECTION

13. The municipality reserves the right to shut off the supply of water for any of the following reasons:
 - a) Failure to provide access to the premises;
 - b) Tampering with the water meter or the seal;
 - c) Theft of water;
 - d) Excess leakage of water on the private service line;
 - e) Contamination or potential for contamination of water from the private service or private system;
 - f) Contravention of any section of this Bylaw
 - g) Non-payment after two billing cycles which is equal to six months
14. If water service is disconnected due to non-payment, the service will not be reconnected until all arrears are paid in full together with a fee of \$100 to cover expenses and a new meter deposit in place. Should the designated officer be required to turn on the said water outside of the employee's regular working hours, a fee of \$200 shall be charged to cover the cost of call out.
15. In instances where an emergency requires the temporary disconnection of water to a property, there will be no charge to the occupant.
16. In instances where an occupant requests a temporary disconnect consideration will be given to accommodate the request. A disconnect and reconnect fee of \$50.00 is paid prior to the disconnection.

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17. During the winter months, to avoid the potential of broken water lines, unpaid utility amounts owed by the owner of the property may be added to the tax roll rather than proceeding with water disconnection. At any time during the year, the Council may, by resolution, (in accordance with section 369(1)(b) of The Municipalities Act) direct that unpaid utility amounts be added to the tax roll. Administration will ensure due process is followed with respect to adding arrears to taxes.
18. If the water supply to a dwelling unit is disconnected for infringement of the provisions of the bylaw, the same shall not be reconnected until all penalties, fees, rates, charges and arrears have been paid or arrangements have been made for full repayment of same.

PART VII – NEW CONSTRUCTION AND INSTALLATION OF WATER METERS AND REMOTE READERS

19. The municipality will not be responsible for the installation of a new meter in a newly constructed building. This must be done by a qualified Journeyman Plumber.
20. At the time of new construction, it is expected that a 'remote' reader be installed and that this be placed on the front or side of the building to ensure the municipal staff does not need to access the back or side yard of the property or an area within a fenced/locked location.
21. If a remote reader is already located on the side or rear of a building, the municipality will not be responsible for any damage done to flower beds, gates, fences and the like and cannot guarantee that gates will always be appropriately secured following the reading of the remote. Further, if said remote is inaccessible due to the gate being locked, family pets being allowed to run at large within the fenced area, or other reasons beyond the control of the municipality, the owner will be requested to move the remote to an accessible location that is not within the fenced area.
22. If a meter has failed to register during any portion of the preceding month, the amount of water consumption for the month will be estimated based on previous usage.
23. At the time of new construction, it is the responsibility of the owner to ensure that the curb stop (cc) is not restricted by landscaping, driveways or other material.
24. It is the responsibility of the property owner to ensure that the curb stop (cc) and water meter are accessible at all times. If damage is done to lawns, gardens, driveways, sidewalks or premises in locating the curb stop or water meter it remains the responsibility of the owner to ensure repairs are made to the owner's property.

PART VIII – GENERAL PROVISIONS

25. The Village will contract a qualified Journeyman Plumber with respect to repair, replacement or maintenance of village-owned meters. The Municipality will be responsible for the meter only, not parts connected to the meter nor for any plumbing that may be required in replacement of a meter.
26. The municipality reserves the right to disconnect the water service from any customer, without notice, and to keep the water service off for as long as necessary, to enable street repairs, service type repairs, or for the purpose of constructing new works.
27. The Village will contract a qualified Journeyman Plumber who may enter the premises, on the Village's behalf, in which a customer has water service, for the purpose of removing any meters or other property of the Village if the water supply has been discontinued.
28. In the event of a water/ sewer break on a service line or damage to a service line, the cost of repair shall relate specifically to the location of the damage or break. Should the damage or break occur on an individual's property they will be responsible for the cost of repair. Should the damage or break occur on Village property the Village will be responsible for the repair. In the event that there is no clear definition as to the location of the break the cost will be shared on an equal basis by the Village and the property owner. The Village expects that the owner will immediately contact Council prior to any work being undertaken. If no contact is made with the Village prior to the contractor commencing work, the Village

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will not take on the responsibility for any of the billing relative to repair work that is done. Any contractor hired to do work in the Village will need to be vetted by the Village prior to commencing work or the Village will not take responsibility for any of the billing.

29. Out of Village subscribers do not pay taxes to the Village for the structure being serviced and service must be fair and equitable to other residents of the Village who are supporting the utility through the taxes they pay on their land and improvements within Village limits. Accordingly, out of Village subscribers will be subject to the following provisions:
- a. They will pay for water usage at the same rate as other users of the utility;
 - b. Any repair to any waterline lying between the last service connection within the Village, and the out of Village subscriber will be the responsibility of that subscriber, regardless of whether it lies within or beyond Village boundaries. Any such costs will be incurred reasonably, and will be invoiced to the user, to be paid within 30 days;
 - c. Where an invoice (b above) is not paid within 90 days, service will be suspended until the account is current. Thereafter, the municipality will not undertake any repair to the said waterline until such time as the costs have been estimated, and the subscribers have deposited that amount with the Village on account of the anticipated costs;
 - d. Where there is a lengthy distance between the last municipal service connection and the out of Village subscriber it is the recommendation of the municipality that the out of Village subscriber ensure a tap is running, at their own expense, during periods of extreme cold (winter months).

PART IX - COMING INTO FORCE AND EFFECT

30. This bylaw shall come into force upon adoption by Council.

Bylaw 02-2017 is hereby repealed



Certified a true copy of Bylaw
adopted by resolution of Council
on the 11th day of April 2023.



Mayor



Administrator

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Water and Sewer Account Application Schedule A

PART 1 (Part 1 is required to set up a new account – it is critical that we have a contact number and email address as part of your application.)

(Please note: Your account name should appear as shown on your property title)

**Principle Account Holder: _____

Secondary Account Holder: _____

Street Address: _____

**Billing Address: _____

***Home Ph #: _____ Work Ph #: _____ Cell Ph #: _____

**Email: _____ Possession Date: _____

The following is applicable to renters only: Please note that we are required to report delinquent accounts to the property owner. Please initial to indicate that you have read and understand that the Landlord will receive copies of correspondence regarding your account.

Tenant's initials _____

PART 2

The following is information that is useful to us with regards to keeping track of our population and demographic stats. We assure you it will be held in confidence unless you give us signed permission to use it. Please indicate your wishes with regards to using your personal information for the following:

Do we have your permission to include your name, address, and/or phone number to our Emergency Manual? Yes _____ No _____

How many people are in your household?

Please indicate how many are within each age bracket: 0 – 19 _____ 20 – 54 _____ 55 + _____

Signature: _____ Date: _____

****REQUIRED information ***A minimum of one working telephone number is REQUIRED**

For office use only:

Deposit Amount: _____ Receipt No. _____
(\$100 for owners; \$300 for renters)

Date Received: _____ Village of Tuxford : _____