

# TOWN OF LANGHAM

## BYLAW 2015-02

### WATER AND SEWER BYLAW

A BYLAW OF THE TOWN OF LANGHAM TO FIX THE RATES TO BE CHARGED FOR THE USE AND CONSUMPTION OF WATER, TO FIX THE RATES TO BE CHARGED BY WAY OF RENT OR SERVICE CHARGE FOR THE USE OF SEWER, AND TO PROVIDE FOR THE MANAGEMENT AND ADMINISTRATION OF WATER AND SEWER SERVICES.

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The Council of the Town of Langham, in the Province of Saskatchewan, enacts as follows:

#### **I     DEFINITIONS**

- 1) “ADMINISTRATOR” means the Town Administrator for the Town of Langham.
- 2) “CLERK” means the Utility Clerk or other person designated to administer the utility accounts for the Town of Langham.
- 3) “CONSUMER” means any person or persons who occupies a premises and makes application for water and/or sewer utility services, and for whom a utility account is established.
- 4) “PREMISES” means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.
- 5) “OWNER” means the assessed property owner or authorized representative thereof, as contained in the records of the Town.
- 6) “PROPERTY PORTION” means the property between the outer line of the street and the inner surface of the wall of the building supplied with the sewer and water service.
- 7) “SERVICE CONNECTION” means the water and sewer pipes which connect the water and sewer mains to the inner surface of the wall of the building supplied with the water and sewer utility service.
- 8) “STREET PORTION” means the property between the water and sewer mains and the outer line of the street.
- 9) “TOWN” means the Town of Langham, in the Province of Saskatchewan.
- 10) “UTILITY ACCOUNT” means the record of account maintained by the Clerk showing water and sewer utility service rates billed to the consumer and payments received on the account.

11) “UTILITY SERVICE” means the provision by the Town of a public potable water supply to a premises and the provision of a public sewage collection and disposal system from a premises, which is occupied by a consumer.

**II WATER AND SEWER RATES/FEES**

**1) WATER RATES**

The charges to be paid by the water consumer whose water service has been turned on shall be those set out in *Schedule “A”* attached; provided, however, that the minimum shall be payable in every case whether or not any water is consumed.

**2) SEWER RATES**

Persons who own or occupy premises drained or that are by bylaw required to be drained into the sewer shall pay for such services a rental rate or service charge in accordance with *Schedule “B”* attached.

**2) INFRASTRUCTURE FEE**

All consumers shall pay an infrastructure fee in accordance with *Schedule “C”* attached.

**III ADMINISTRATION OF UTILITY ACCOUNTS**

**1) ISSUANCE AND COLLECTION PROCEDURE**

**a) FIRST NOTICE**

Accounts for water service and/or sewer service shall cover a period of one (1) month, unless such service is connected in the interim, and shall be rendered on or before the first day of the month next following such period. Accounts shall be paid within a period of thirty (30) days from the date on which such accounts are rendered.

**b) SECOND NOTICE**

Accounts unpaid following the last day of each month, shall be levied a 1.5% per month penalty.

**c) THIRD NOTICE**

If a utility account remains outstanding more than 60 days, a registered letter shall be sent to the consumer, stating that if arrears are not paid within 30 days the outstanding utility balance may be applied to the tax roll as described in III(1)(e) or disconnected as described in III(1)(d).

**d) FINAL NOTICE**

If the account remains in arrears beyond the 30 days as indicated on the third notice, the Town Clerk may issue a *Notice of Disconnection* for nonpayment, as set out in *Appendix I* of this bylaw. The notice shall state that if the utility account is not paid within 30 days from the date in which the *Notice of*

*Disconnection* has been issued, the utility service may be disconnected. The utility service will be reconnected only after all arrears and reconnection fees, as stated in *Schedule “D”* of this bylaw, are paid in full.

e) TRANSFER TO TAX ROLL

If any rates, charges or rent in arrears, including late payment charges remain unpaid for 90 days, that amount may be added to and thereby form part of the taxes on the land or buildings with respect to which service was provided, as provided for by Section 369(1)(b) of *The Municipalities Act, 2006*.

**IV CONNECTION TO THE WATER SYSTEM**

**1. APPLICATION**

a) All persons desiring to be supplied with water from the Municipality’s water supply system shall make application to the Town in the prescribed form attached as *“Appendix II”*.

b) Utility meters will be read and service connections turned on or off on regular working days, Monday to Friday 9:00 AM to 12:00 Noon and 1:00 PM to 5:00 PM. Water will be turned on by a town employee only if a responsible adult representative of the consumer is present to check for leaks or open taps. The consumer must be present to allow a town employee access to the meter for a reading, unless the meter has a remote recorder attached.

c) Consumers requiring service connections outside of regular working hours shall pay in advance, the afterhours charges as set out in *Schedule “D”* of this bylaw.

**2. SECURITY DEPOSIT**

a) Each Water and Sewer Utility Services application requires a Security Deposit as set out in *Schedule “D”* of this bylaw.

b) Security Deposits shall be due within 30 days of the date of connection. Failure to make this payment by 45 days from the date of connection shall result in service disconnection.

c) The security deposit shall be refunded, without interest, upon service being discontinued, provided all water and sewer usage charges are paid in full. Any refund shall be made in the name of the consumer only.

d) Security deposits may be transferred to a new premise upon notification

from the consumer.

### 3. RATIONING AND WATERING RESTRICTIONS

a) The Municipality may by bylaw ration or limit the amount of water furnished to any and/or all consumers should circumstance deem to warrant such action.

### 4. GENERAL REGULATIONS

a) No person shall convey, sell, dispose of, or give away or permit water to be carried or taken away or use it or supply it for the use or benefit of others.

b) No other water supply shall be connected to the Town water supply.

c) All water tanks, swimming pools or other storage vessel or container which have or will contain non-potable or other contaminated water, and which are connected to the water utility service, shall have a water back flow preventer installed so as to prevent non-potable or contaminated water from siphoning back into the water utility service.

d) Any consumer who occupies premises containing a water heater which is located above ground level shall install a water back flow preventer ahead of the water heater intake, so as to prevent damage to the water heater in the event of water pressure failure.

e) Utility accounts shall be billed monthly. Water meters shall be read quarterly on the last five (5) working days of February, May, August, and November. Water meters shall be read not less than twice in a calendar year.

f) Monthly estimates shall be based on the minimum water and sewer rates/fees as laid out in *Schedule "A"*, *Schedule "B"*, and *Schedule "C"*. Water Consumption Estimates shall be adjusted to Actuals at the billing following the meter read as laid out in *Schedule "A"*. If an actual water meter read cannot be obtained at the time of meter reading, estimates shall be based on the previous years consumption for that billing period.

g) The Town shall be responsible for all maintenance of the street portion of the service connection. At such time as the service connection is deemed by the Town to be beyond repair, the Town may, under the Local Improvements Act, replace the service connection at the expense of the property owner.

h) The owner of the property shall be responsible for the maintenance of the property portion of the service connection.

i) If the water supply is shut off from the premises of a consumer for infringement of the provisions of this bylaw, same shall not be turned on until all penalties, fees, rates, charges, and arrears, if any, have been paid.

j) The service of the consumer/owner who contravenes Section IV of this bylaw may be discontinued and a fine of one hundred dollars (\$100.00) shall be imposed for breach of the bylaw.

**V CONNECTION TO THE SEWER SYSTEM**

**1. GENERAL REGULATIONS**

a) No person shall discharge into any drain, sewer, or sewage system operated by the Municipality, anything of a harmful matter, substance, or thing whether liquid or solid, that would be injurious to health, life, or property or that would injure, pollute or damage any stream, watercourse, drain, sewer, sewerage system or sewage treatment plant.

b) The service of the consumer/owner who contravenes Section V of this bylaw may be discontinued and a fine of one hundred dollars (\$100.00) shall be imposed for breach of the bylaw.

**2. BLOCKED SEWER LINES**

a) In the event of a blocked sewer line, owners and/or consumers may request (*Appendix IV*) the Town of Langham to clear such blockages. Where the blockage occurs in the property portion of the service or no blockage is found a fee shall be charged to the owners and/or consumers, prescribed in *Schedule "D"*.

**Bylaw No. 2011-08, 2012-07 and 2012-08 are hereby repealed.**

THIS BYLAW SHALL come into force and take effect on the first day of June (1), 2015, pending approval being issued by the Local Government Committee.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ADMINISTRATOR

SEAL



Nursing Homes.....	\$ 177.40
All Others.....	\$ 30.40 each

**SCHEDULE “C” TO BYLAW 2015-02**

**MONTHLY INFRASTRUCTURE FEE:**

Banks, Credit Unions.....	\$ 45.00 each
Barber Shop.....	\$ 45.00 each
Restaurants.....	\$ 45.00 each
Churches.....	\$ 45.00 each
Drug Stores.....	\$ 45.00 each
Garages.....	\$ 45.00 each
Offices.....	\$ 45.00 each
Pool Rooms.....	\$ 45.00 each
Residences.....	\$ 45.00 each
Schools - Permanent.....	\$ 45.00 each
Schools - Portable.....	\$ 45.00 each
Hotel, Motels & Multi-Suite Units:	
2 - 4 Suites.....	\$ 45.00 each
5 - 12 Suites.....	\$ 45.00
13 - 20 Suites.....	\$ 45.00
21 - 30 Suites.....	\$ 45.00
Recreational Vehicle Park:	
Utility Buildings.....	\$ 45.00 each
1 - 4 Sites.....	\$ 45.00
5 - 12 Sites.....	\$ 45.00
13 - 20 Sites.....	\$ 45.00
21- 30 Sites.....	\$ 45.00
Nursing Homes.....	\$ 45.00
All Others.....	\$ 45.00 each

**SCHEDULE “D” TO BYLAW 2015-02**

**RECONNECTION FEES [PART III (1) (d)]:**

- During Regular Working Hours..... \$75.00
- Outside Regular Working Hours..... Not Available

**SERVICE CONNECTION FEES [PART IV (1) (c)]:**

- Connection Fee during Regular Working Hours..... \$0.00
- Connection Fee outside of Regular Working Hours... \$150.00

**SECURITY DEPOSITS [PART IV (2)(A)]:**

- 5/8” Meter..... \$250.00
- 3/4” Meter..... \$250.00
- All Other Sizes..... To be determined at the time of application and based upon the current purchase price of the water meter.

**SEWER LINE CLEANING [PART V (2) (a)]:**

- Cleanings during regular working hours ... \$50.00
- Cleanings outside of regular working hours ... \$150.00



**NOTICE OF DISCONNECTION  
APPENDIX "I" TO BYLAW 2015-02**

DATE: \_\_\_\_\_

CONSUMER/OWNER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

RE: NOTICE OF DISCONNECTION FOR NON-PAYMENT  
WATER AND SEWER UTILITY ACCOUNT # \_\_\_\_\_

Section III(1)(C) of Bylaw # 2015-02 of the Town of Langham states that service may be disconnected if utility account arrears extend beyond ninety (90) days. Our records indicate that your account is past due in the following amount(s):

Over 30 Days:       \$ \_\_\_\_\_  
Over 60 Days:       \$ \_\_\_\_\_  
Over 90 Days:       \$ \_\_\_\_\_  
Total Due:           \$ \_\_\_\_\_

To avoid disconnection of service, please remit the above total amount to the Town Office no later than \_\_\_\_\_, or services shall be turned off.

Note: A reconnection fee will be charged to reconnect service.

Reconnection fees will be as stated on Schedule "D" of this bylaw.

Please contact the Town Office for information.

**APPLICATION FOR WATER & SEWER UTILITY SERVICES  
APPENDIX “II” TO BYLAW 2015-02**

<b>NEW</b>	
Date	
Civic Address	
Customer Name	
Spouse	
Mailing Address	
Home #	
Work #	
Cell #	
<b>CONNECTION DATE</b>	
Signature	

<b>OFFICE USE ONLY</b>	
Worksheet #	
Owner #	
Deposit Letter Sent	
Deposit Paid	
Deposit Entered	
Bill ID #	
Connected on Computer	
Recycle Cart #	
Garbage Cart #	

<b>PREVIOUS</b>	
Customer Name	
Spouse	
Mailing Address	
Home #	
Work #	
Cell #	
<b>DISCONNECTION DATE</b>	

<b>OFFICE USE ONLY</b>	
Owner #	
Bill ID #	
Deposit on File	
Final Reading	
Final Water	
Final Sewer	
Meter Deposit Refund	
Previous Outstanding	
Total Final Bill	
Disconnected On Computer	

**APPLICATION TO CLEAN SEWER LINES APPENDIX "IV" TO BYLAW 2015-02**

Date of Application: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Residence to be cleaned: \_\_\_\_\_

Type of call: \_\_\_\_\_ Problem Call \_\_\_\_\_ Regular Maintenance

Blockage Found: Yes / No

Distance to Blockage: \_\_\_\_\_

Description of Blockage/Cause: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Cleanings\*

During Regular Hours \*\*..... Fee: \$50.00

After Regular Hours \*\*..... Fee: \$150.00

\*\* Regular Hours are: Monday – Friday, 9:00 am - Noon and 1:00 am - 5:00 pm

Date of Cleaning: \_\_\_\_\_

Time of Cleaning: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Town Employee: \_\_\_\_\_