

TOWN OF LANGHAM

BYLAW 2018-06

WATER AND SEWER BYLAW

A BYLAW OF THE TOWN OF LANGHAM TO PROVIDE FOR THE MANAGEMENT AND ADMINISTRATION OF WATER AND SEWER SERVICES.

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 owns 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 RATES BYLAW” means a bylaw, as amended from time to time, 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. The

Utility Rates Bylaw is a companion bylaw to the Water and Sewer Bylaw.

12) “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 owned by a consumer.

II WATER AND SEWER RATES/FEES

1) WATER RATES

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

2) SEWER RATES

Persons who owns 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”* of the Utility Rates Bylaw.

3) INFRASTRUCTURE FEE

All owners shall pay an infrastructure fee in accordance with *Schedule “C”* of the Utility Rates Bylaw.

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 owner, stating that if arrears are not paid within 30 days the outstanding utility balance will be applied to the tax roll as described in III(1)(d).

d) TRANSFER TO TAX ROLL

If any rates, charges or rent in arrears, including late payment charges remain unpaid, 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*.

2) TENANTS

a) Application for utility service shall be made by the owner. Owners will be required to leave the utility billing in their name as owner to ensure they have control over the payment of the utility account. If the owner wishes to have the billing in the name of the new tenant, then it will be the responsibility of the owner to ensure the Town has a deposit on file to be held on account and applied to any outstanding amounts on account and also be credited to the final billing for that tenant with any remaining water meter balance paid to the tenant. Owners shall pay a deposit fee in accordance with *Schedule “D”* of the Utility Rates Bylaw. Any utility account amount over and above the amount of the deposit that remains outstanding shall remain the responsibility of the owner. The tenant will be advised that the owner will receive copies of any “past due” utility accounts.

b) The utility deposit set out in this Bylaw shall be refunded or applied to the final billing upon service being discontinued due to a change of ownership or vacating the premises. If the utility account is outstanding, the deposit will be applied to the utility account prior to disconnection, and a deposit will again be required prior to reconnection of services. It is the owner’s responsibility to advise the Town of any vacancies, or pending vacancies as soon as they are known.

IV CONNECTION TO THE WATER SYSTEM

1) APPLICATION

a) All owners 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 “I”*.

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 owner is present to check for leaks or open taps. The owner must be present to allow a town employee access to the meter for a reading, unless the meter has a remote recorder attached.

c) Owners requiring service connections shall pay in advance, the charges as set out in *Schedule “D”* of the Utility Rates Bylaw.

(d) Application for utility service shall be made by the property owner.

Landlords will be required to register the utility billing in their name as the property owner in order to ensure they have control over the payment of the utility billing.

2) RATIONING AND WATERING RESTRICTIONS

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

3) 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 owner who owns 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"* of the Utility Rates Bylaw. Water Consumption Estimates shall be adjusted to Actuals at the billing following the meter read as laid out in *Schedule "A"* of the Utility Rates Bylaw. 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 an owner 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 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.

4) CONSTRUCTION OF SERVICE CONNECTION

- a) The owner of each premises is responsible for any and all construction work done to connect to or to disconnect from the Utility, as provided for in this Bylaw. Such responsibility shall extend to and include obtaining the necessary permits and authorizations, the supervision of any contractor(s) and ensuring that any work meets the specifications and requirements of the Town.
- b) No owner shall install a service connection without first obtaining a service connection construction permit (as set out in *Appendix I*) prior to the start of any installation of a service connection. Fees for such a permit are set out in *Schedule "D"* of the Utility Rates Bylaw.
- c) No service connection shall be installed:
 - (i) By any contractor not approved in writing by the Town in advance of construction;
 - (ii) Until the owner shall have paid to the Town, in advance, the fees set out in *Schedule "D"* of the Utility Rates Bylaw;
 - (iii) Except in accordance with Town construction design standards, unless otherwise permitted in writing by the Town;
- d) Every Service Connection constructed shall be inspected and accepted by a designated Town official prior to backfilling.
- e) Fees to be paid to the Town may be adjusted:
 - (i) Where the owner requests installation work from the Town which is above the normal prescribed minimum standard, in which case, the owner shall be responsible to reimburse the Town for all additional cost arising therefrom:
 - (ii) Where the service connection is made on a street which is not contained on a normal sixty-six (66) foot street right-of-way allowance. Street width variations from this standard shall be adjusted on a proportionate basis.
- f) The Town or its contractor shall install the street portion of the service connection unless there is a development and/or servicing agreement entered

into to the contrary. Regardless of who undertakes construction, any such street portion, when constructed, shall belong to the Town and shall be the Town's responsibility to maintain.

g) No owner will disconnect a service connection previously made, without first obtaining a request to disconnect utilities permit, [*Appendix I and III*]. Fees for a disconnection are set forth in *Schedule "D"* of the Utility Rates Bylaw.

h) No owner will reconnect to a service connection previously made without first obtaining a request to connect utilities permit, [*Appendix IV*]. Fees for a connection are set forth in *Schedule "D"* of the Utility Rates Bylaw.

5) MAINTENANCE AND REPAIR OF SERVICE CONNECTION

a) The Town shall be responsible for all maintenance of the street portion of the service connection. At such time as the street portion of the service connection is deemed by the Town to be beyond repair, the Town may, under *The Local Improvements Act, 1993*, replace the service connection at the expense of the owner.

b) The owner shall be responsible for the maintenance of the property portion of the service connection, and all costs relating thereto are the responsibility of the owner. Notwithstanding the foregoing, the Town retains all rights, including but not being limited to those of entry and repair granted to it by sections 26 through 28 of *The Municipalities Act*.

c) In the event of a blocked sewer line:

(i) The owner may file a request to Clean Sewer Lines, [*Appendix II*]. Fees for a sewer cleans are set forth in *Schedule "D"* of the Utility Rates Bylaw.

V SANITARY 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 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.

- c) No owner, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The owner will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- d) All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be constructed of Town approved material of equal quality to the sewer service line in the street between the street main and the property line.
- e) Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.
- f) Each property will have only one sewer service line from the main. A duplex or semi-detached dwelling requiring a connection to the Town sanitary sewer service must have a separate sewer service line to each unit from the street main.
- g) No owner will make or cause to be made any connection with any Town sewer or house drain, or appurtenance thereof for the purpose of conveying or which may convey, into the same, storm water from roof drainage, cistern, sump pump or tank overflow, condensing or cooling water.
- h) No owner, except duly authorized employees, consultants, or contractors of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer.
- i) No owner, except duly authorized employees, consultants, or contractors of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer.
- j) No owner will interfere with the free discharge of any Town sewer, or part thereof, or do any act or thing, which may impede, obstruct the flow of or clog up any Town sewer or appurtenance thereof.
- k) No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Ministry of Environment Industrial Works Construction Application process for each such case. The owner will provide the Town with a copy of the Industrial Works Construction Application permit approval once it has been obtained from the Ministry of Environment. The necessary treatment works so prescribed will be completely installed by the owner at their expense, prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.

- l) Grease traps of sufficient size and approved design must be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town, may direct.
- m) All applications for connections to the Town sewers must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be drained, or by his authorized agent. No drain or private sewer will be connected to the Town sewer until the owner has obtained a plumbing permit. Connection must be as per current Town standards.
- n) The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.
- o) The Town may revoke or cancel permission that may have been granted to connect with the Town sewers if it finds that any of the work is not being done in accordance with the provisions of this Bylaw, the owner making such connection, will have no right to demand or claim any damages in consequence of such permission being revoked or canceled.
- p) The owner of any premises connected to a street main by a sewer service line, will be required to keep the said sewer service line, from the premises to the main, in operational condition at all times, and is fully responsible for the operation of the said sewer service line.
- q) No septic systems are allowed in corporate limits, except in designated areas.
- r) Septic systems that are allowed must adhere to provincial standards. The premises owner must have a private sewage disposal permit. Septic systems will only be considered if NO municipal sewer is available.

2) BLOCKED SEWER LINES

- a) In the event of a blocked sewer line, owners may request (*Appendix II*) 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"* of the Utility Rates Bylaw.

VI STORM SEWER SERVICE

1) GENERAL REGULATIONS

- a) No owner will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town.
- b) Weeping tile must be installed below all basement footings and must drain to an approved sump as per CSA standards and be pumped to the front or back of the lot as per the drainage plan.
- c) Sumps must be installed as per CSA standards and are not to be connected into the Town's sanitary sewer system.
- d) Down Spouts must be installed on all buildings and discharged a minimum of 1.81 metres (6.0 feet) away from the building.
- e) No roof drains will be connected to weeping tiles or municipal storm sewer or sanitary sewer systems. At the time the Public Works Department determines a property has a connection of this type, the property owner will be notified they are in violation of the bylaw and that the matter must be rectified within a specified timeline or the penalties will be levied.

THIS BYLAW SHALL come into force and take effect on the 1st day of June 2018.

MAYOR

ADMINISTRATOR

SEAL

**APPLICATION FOR WATER & SEWER UTILITY SERVICES
APPENDIX “I” TO BYLAW 2018-06**

NEW	
Date	
Civic Address	
Customer Name	
Spouse	
Mailing Address	
Home #	
Work #	
Cell #	
CONNECTION DATE	
Signature	

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

PREVIOUS	
Customer Name	
Spouse	
Mailing Address	
Home #	
Work #	
Cell #	
DISCONNECTION DATE	

OFFICE USE ONLY	
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 "II"
TO BYLAW 2018-06**

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*

1st During Regular Hours**.....FREE

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

After Regular Hours **..... Fee: \$50.00+ Custom Work
Overtime Rate

** 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: _____



Request to Disconnect Utilities

Appendix III To Bylaw 2018-06

I, _____ of _____
(Name) (Civic Address)

in the Town of Langham, request to have the water disconnected at the above noted property on the _____ day of _____, 20____ .

- Reconnect on the _____ day of _____, 20____;
- Until Further Notice;
- Final Disconnection;

I understand the fee to disconnect and reconnect are each as follows:

Summer (May 1 – September 30)

- During Regular Working Hours..... \$75.00
- Outside Regular Working Hours..... \$75.00+ Custom Work
Overtime Rate

Winter (October 1 – April 30)

- During Regular Working Hours..... \$150.00
- Outside Regular Working Hours..... \$150.00+ Custom Work
Overtime Rate

Dated at the Town of Langham, in the Province of Saskatchewan this _____ day of _____, 20 ____.

Municipal Officer

Requested by (signature)



Request to Reconnect Utilities

Appendix IV To Bylaw 2018-06

I, _____ of _____
(Name) (Civic Address)

in the Town of Langham, request to have the water connected at the above noted property on the _____ day of _____, 20____ .

I understand the fee to connect is as follows:

Summer (May 1 – September 30)

- During Regular Working Hours..... \$75.00
- Outside Regular Working Hours..... \$150.00

Winter (October 1 – April 30)

- During Regular Working Hours..... \$150.00
- Outside Regular Working Hours..... \$225.00

Dated at the Town of Langham, in the Province of Saskatchewan this _____ day of _____, 20 ____.

Municipal Officer

Requested by (signature)



APPLICATION TO CONSTRUCT BUILDING SERVICE CONNECTION

APPENDIX V TO BYLAW 2018-06

PLAN OF BUILDING SERVICE CONNECTION:

Date of Installation: _____

Water Line Size, Type: _____

Sewer Line Size, Type: _____

Insulation Type & Location (indicate on Plan): _____

Curb Stop Replacement: _____

Inspected by: _____

Comments: _____

I hereby authorize connection of the above property to the water and sewer system of the Town of Langham.

Date: _____ Authorized Town Official: _____

APPLICATION TO CONSTRUCT BUILDING SERVICE CONNECTION
(continued)

PROPERTY OWNER:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CIVIC ADDRESS: _____

LOT: _____ BLOCK: _____ PLAN: _____

CONTRACTOR:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

1. To construct the service connection in accordance with the attached specifications.
2. To provide proof of liability insurance in the amount of \$1,000,000 or more.
3. To pay an administration and inspection fee of \$50.00.
4. To indemnify and save harmless the Town with respect to any action against the Town resulting from any activity or lack of activity on the part of the contractor.

Date

Contractor

For Office use only:

Receipt for Fee # _____

Proof of insurance provided _____

