

RM OF BRITANNIA NO. 502

BYLAW 03-2019

**BYLAW OF THE R.M. OF BRITANNIA NO. 502 TO PROVIDE FOR THE MANAGEMENT AND
ADMINISTRATION OF WATER AND SEWER UTILITIES**

The Council of the R.M. of Britannia No. 502 in the Province of Saskatchewan enacts as follows:

PART I – GENERAL:

1. **Title:** This Bylaw shall be known as the Water and Sewer Utility Administration Bylaw 2019.
2. **Definition:** The following definitions shall apply to this Bylaw:
 - (a) *“clerk”* means the Chief Administrative Officer or other person designated to administer the utility accounts for the R.M. of Britannia No. 502.
 - (b) *“parcel”* means a building or structure or any part thereof, which is connected to utility services.
 - (c) *“owner”* means the assessed property owner or authorized representative thereof, as contained in the records of the Hamlets of Greenstreet and Hillmond.
 - (d) *“premises”* means the business and/ or residential buildings located within the Hamlets of Greenstreet and Hillmond or any part thereof. Where a parcel of land or building contains one or more units which are or may be occupied separately and are each connected to the water supply or separately metered, then each portion shall be a premises.
 - (e) *“property portion”* means the property between the outer line of the street and the inner surface of the wall of the building supplied with sewer and water service.
 - (f) *“regular hours of business”* means the hours between 8:00 a.m. and 12:00 noon and 1:00 p.m. to 5:00 p.m. Mountain Standard Time from Monday to Friday excluding Statutory Holidays.
 - (g) *“service connection”* means the water pipes which connect the water mains to the inner surface of the wall of the building supplied with the water utility service, or the sewer pipes which connect the sewer mains to the outer surface of the wall of the septic tank being used to settle out the solids before pumping liquid effluent through the sewer pipes to the sewage lagoon.
 - (h) *“street portion”* means the property between the water and the sewer mains and the outer line of the street.
 - (i) *“Greenstreet”* means the Unorganized Hamlet of Greenstreet located in the R.M. of Britannia No. 502, in the Province of Saskatchewan.
 - (j) *“Hillmond”* means the Unorganized Hamlet of Hillmond located in the R.M. of Britannia No. 502, in the Province of Saskatchewan.
 - (k) *“utility”* means the provision of water and sewer services provided by the Rural Municipality of Britannia No. 502.
 - (l) *“utility account”* means the record of account maintained by the Chief Administrative Officer showing water and sewer utility service rates billed to the parcel and payments received on the account.
 - (m) *“Utility Rates Bylaw”* means Bylaw 24-2018 of the R.M. of Britannia No. 502, as amended from time to time.

(n) “utility services” means the provision by the R.M. of Britannia No. 502 of a public potable water supply to a premise and the provision of a public sewage collection and disposal system from a premise.

3. Interpretation: Any reference to a statute shall be taken to include a reference to any amending or replacing statute.

PART II – CONTINUATION OF WATER UTILITY

4. Continuation: The R.M. of Britannia No. 502, having constructed and operated water supply systems and sewer systems as a public utility within the Hamlets of Greenstreet and Hillmond, and being vested with authority pursuant to:

(a) Clause 8 (1)(i) of *The Municipalities Act*, which grants the R.M. of Britannia No. 502 the authority to pass bylaws respecting services provided by or on behalf of the Hamlets of Greenstreet and Hillmond, including the authority to establish fees for providing those services and;

(b) Clause 8(1)(j) of *The Municipalities Act*, which provides the R.M. of Britannia No. 502 the authority to pass bylaws respecting public utilities;

Hereby continue the water and sewer utility for the purpose of supplying water to any resident or business located within the Hamlets of Greenstreet and Hillmond in accordance with the terms of this bylaw.

PART III - CONNECTION OF UTILITY

5. Requirement to Connect:

(a) Every premises located within the Hamlets of Greenstreet and Hillmond shall be connected to the utility, except as otherwise provided by this bylaw.

(b) Premises may be exempted from the requirement to connect to the utility by resolution of council, which exemption may be granted, refused or rescinded within the sole discretion of the council.

(c) Where there may be any premises not connected to the utility, which premises are not subject of an exemption resolution granted by council as at the effective date of this bylaw, the owner of such premises shall apply to be connected to the utility on or before the 30th day thereafter.

(d) Where premises are hereafter moved into or constructed within the Hamlets of Greenstreet and Hillmond, the owner of such premises shall apply to be connected to the utility on or before the granting of a building permit for the construction, and any such premises may not be occupied until such time as the premises are connected to the utility in accordance with the terms of this bylaw.

(e) Where the premises are to be renovated and such renovations require the cessation of utility service, the owner shall apply to be temporarily disconnected from the utility for such time as shall be necessary to effect renovation, such application to be made on or before the granting of a building permit for the purposes of such renovation (or in the event a permit is not required, at least 10 business days before renovation shall commence.)

(f) Where premises are to be demolished and where such premises have not been granted an exemption, the owner shall apply to be disconnected from the utility, such application to be made on or before the granting of the demolition permit by the R.M. of Britannia No. 502.

6. Connection Point and Place of Supply:

(a) From and after such time as connection to the utility is approved, and subject to the terms and conditions of this bylaw and any other bylaw of the R.M. of Britannia No. 502 where water service is to be provided to premises, the R.M. of Britannia No. 502

shall supply water to the premises at the property line of the land to be serviced, adjacent to such street, lane or easement upon which the water supply line shall be situated.

7. Construction of Service Connection:

- (a) The owner of each premises is responsible for any and all construction work done to connect to or 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 R.M. of Britannia No. 502.
- (b) No owner shall install a service connection without first submitting an *Application to Construct a Service Connection* (as set out in Appendix I). The application must be authorized by an R.M. of Britannia No. 502 official as designated by the Chief Administrative Officer prior to the start of any installation of a service connection. Fees for such a permit are set out in Schedule "A" of this bylaw.
- (c) No service connection shall be installed except in accordance with R.M. of Britannia No. 502 construction design standards as set out in Appendix "II", unless otherwise permitted in writing by the R.M. of Britannia No. 502.
- (d) Every service connection constructed shall be inspected and accepted by a designated R.M. of Britannia No. 502 official during regular hours of business, prior to backfilling. Requests for inspections should be provided to the R.M. of Britannia No. 502 office at least 24 hours prior to inspection.
- (e) Inspections lasting longer in duration than one hour, or performed outside of regular hours of business shall be charged an additional fee as outlined in "Schedule A" of this bylaw.
- (f) Fees to be paid to the R.M. of Britannia No. 502 may be adjusted:
 - (i) Where the owner requests installation work from the R.M. of Britannia No. 502 which is above the normal prescribed minimum standard, in which case, the owner shall be responsible to reimburse the R.M. of Britannia No. 502 for all additional costs 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.
- (g) The R.M. of Britannia No. 502 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 R.M. of Britannia No. 502 and shall be the R.M. of Britannia No. 502's responsibility to maintain.
- (h) No owner will remove or sever a service connection previously installed, without first obtaining an *Application to Remove or Sever a Service Connection* (as set out in Appendix IV). Fees for an application to remove or sever a service connection set forth in Schedule "A".
- (i) No owner will reconnect to a service connection previously made without first obtaining an *Application to Construct a Service Connection* (as set out in Appendix I).

8. Maintenance & Repair of Service Connection:

- (a) The R.M. of Britannia No. 502 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 R.M. of Britannia No. 502 to be beyond repair, the R.M. of Britannia No. 502 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 R.M. of Britannia No. 502 retains all rights, including but not being limited to those of entry and repair granted to it in Sections 26 through 28 of *The Municipalities Act*.
- (c) The owner shall be responsible for disconnect and reconnect fees when required for repairs to the property portion of their water or sewer line as outlined in Schedule "A". After hours service fees as outlined in Schedule "A" may also be applicable in emergency situations.
- (d) The owner is responsible for repair and replacement of a water meter damaged as a result of freezing.
- (e) In the event of a blocked sewer line:
 - (i) The owner is responsible to obtain the services of a private sewer cleaning service:
 - (ii) The owner shall obtain approval prior to the work commencing, and a public works staff person must be present at the time the work is undertaken;
 - (iii) The cost of the work shall be borne as follows:
 - (A) All invoices for sewer service shall be rendered to the owner. The owners shall direct the sewer contractor to, if possible, indicate on their bill the location and cause of blockage, and:
 - (1) Where the blockage was located on the street portion of the service connection, the R.M. of Britannia No. 502 shall reimburse the owner for all reasonable costs;
 - (2) Where the blockage was not on the street portion, the owner shall bear the costs;
 - (B) Where the location cannot be ascertained, the R.M. of Britannia No. 502 will reimburse the owner one-half of all reasonable costs. Notwithstanding the foregoing, the R.M. of Britannia No. 502 will not be liable to reimburse the owner where prior approval was not obtained.

PART IV – ADMINISTRATION OF ACCOUNT

9. Application for Commencement of Service:

- (a) All applications for Commencement of Water and Sewer Utility Service, shall be made in prescribed form attached as Appendix "III".
- (b) All applications for Termination of Water and Utility Service shall be made in prescribed form as attached as Appendix "III", and shall specify the affected premises and indicate the date of termination.
- (c) The R.M. of Britannia No. 502 may terminate service in accordance with the provisions of this or any other bylaw of council.

10. Conditions of Supply:

- (a) The R.M. of Britannia No. 502 retains the right to restrict or ration the amount of water being consumed by any premises.
- (b) The owner shall ensure that after construction of the service connection, and prior to commencement of water services, all water tanks, swimming pools or other storage vessels or containers 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.

- (c) The owner of any 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.
- (d) No owner shall sell, convey or dispose of, or give away or permit water to be carried or taken away or use it or supply it for the benefit of others, without the express written permission of the R.M. of Britannia No. 502. This prohibition does not apply to the supply of water and sewer service to any tenant located on the premises, provided that the water supplied to a tenant shall be consumed on the premises and may not be used or carried to another location.
- (e) No other water supply shall be connected to the premises in any way, which would result in a direct or indirect connection to the R.M. of Britannia No. 502 water supply.

11. Water Meter Installations:

- (a) Where premises are hereafter moved into or constructed within the Hamlets of Greenstreet and Hillmond, or where existing premises are to be renovated and such renovations require the cessation of utility service, the owner of such premises shall apply to have a water meter installed within their premises.
- (b) All owners are required to pay a water meter deposit at rates set out in Schedule "A". Such deposit will be credited to the utility account upon termination of service.
- (c) All meter installation and maintenance work shall be scheduled at the R.M. of Britannia No. 502 Office, unless the work is of an emergency nature.
- (d) Installation of meters by request shall be charged at rates set out in Schedule "A".
- (e) Water Meter Testing – a meter may be tested for accuracy on request of the owner. Such testing shall consist of sending the meter to a qualified contractor. The results of the test shall be final. If the test confirms accuracy, the owner of the property where the meter was installed shall pay for the cost of the testing. If the test shows deficiency in the meter, the R.M. of Britannia No. 502 shall pay for the cost of the testing.

12. Commencement and Termination of Service:

- (a) Water meters will be read and service connections will be turned on or off during regular hours of business.
- (b) Water will be turned on by an R.M. of Britannia No. 502 employee only if a responsible, adult representative of the owner is present to check for leaks or open taps.
- (c) The owner must be present to allow an R.M. of Britannia No. 502 employee access to a water meter for a reading, unless the water meter has a remote or electronic reading water meter recorder attached.
- (d) Owners requiring service outside of regular hours of business shall schedule an appointment and shall pay, in advance, the after hours service fees as set out in Schedule "A" of this bylaw.
- (e) The R.M. of Britannia No. 502 reserves the right to terminate service at any time, by providing the owner with 24 hours written notice.

13. Utility Billing:

- (a) Utility accounts shall be billed quarterly, at the beginning of January, April, July, and October.
- (b) Water meters shall be read not less than twice in a calendar year.
- (c) Estimates shall be adjusted to actual usage at the billing following the estimate.

- (d) Estimates shall be based on the average of previous billing periods when historical information is available, and shall be based on 75% of previous billing when historical information is not available.

14. Overdue Accounts and Recovery Costs:

- (a) Any costs, fees or permits payable under this bylaw which are not otherwise recovered, may be added to the utility account for the parcel, and may be collected in like manner as utility rates.
- (b) Accounts not paid within 90 days of mailing shall have an overdue charge added to the account, as per the Utility Rate Bylaw.
- (c) If a utility account remains outstanding more than 120 days, a final reminder notice shall be sent to the owner, stating that if arrears are not paid within 7 days, the water utility service will be disconnected. All fees associated with disconnection and reconnection along with all arrears will be required prior to reconnection. Any unpaid fees will be added to the outstanding utility account.
- (d) As provided for in Section 369(1)(b) of *The Municipalities Act 2006*, unpaid charges for a utility service provided to a parcel by the public utility that are owing with respect to the parcel may be added to the tax roll for that parcel.

PART IV – PENALTIES:

15. An owner who contravenes any of the following provisions of this bylaw:

- (a) Subparagraphs 5 (c) through (f);
- (b) Subparagraphs 7 (b), (c), (d) and (g);
- (c) Subparagraphs 10 (b) through (e)

Shall be guilty of an offence and upon summary conviction, subject to the provisions of the General Penalty Bylaw of the R.M. of Britannia No. 502.

- 16. Notwithstanding any penalties imposed by this bylaw, where a contravention of any of the provisions set forth in Paragraph 15 should be of a continuing or ongoing nature, the R.M. of Britannia No. 502 may terminate utility service without notice to the owner or any occupant of the affected premises.
- 17. Where the R.M. of Britannia No. 502 should incur costs as a result of an offence hereunder, such costs may be added to and form part of taxes on the premises.

PART V – COMING INTO FORCE

- 18. This bylaw shall come into force and take effect on March 20, 2019.
- 19. Bylaw 16-2017 is repealed effective upon the coming into force of this bylaw.

Reeve

Chief Administrative Officer

WATER AND UTILITY ADMINISTRATION BYLAW

APPENDIX I

APPLICATION TO CONSTRUCT A SERVICE CONNECTION

PROPERTY OWNER:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CIVIC ADDRESS: _____

LOT: _____ BLOCK: _____ PLAN: _____

CONTRACTOR:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

The undersigned contractor hereby agrees as follows:

1. To construct the service connection in accordance with the attached specifications;
2. To provide proof of liability insurance in the amount of \$1,000,000.00 or more;
3. To pay an application fee of \$50.00;
4. To provide the R.M. of Britannia No. 502 with 24 hours' notice prior to inspection;
5. To indemnify and save harmless the R.M. of Britannia No. 502 with respect to any action against the R.M. of Britannia No. 502 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: _____

APPLICATION TO CONSTRUCT A SERVICE CONNECTION

(Continued)

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 service of the R.M. of
Britannia No. 502.

Date

Authorized R.M. of Britannia No. 502 Official

WATER AND SEWER UTILITY ADMINISTRATION BYLAW

APPENDIX II

SPECIFICATIONS FOR BUILDING SERVICE CONNECTIONS

1. The owner is responsible to supply all material, labor and equipment to perform all operations involved in connection, assembly testing and certification of the water and sewer building connection(s) as described in this permit application.
2. The work consists of construction and installation of water and sewer service pipe from the R.M. of Britannia No. 502 service box up to but not including the water meter inside of the house. Basic water and sewer construction shall be as per drawing "A".
3. Provincial and federal plumbing codes and any other regulations pertaining to water and sewer installation, as well as any local R.M. of Britannia No. 502 specifications shall be followed.
4. The R.M. of Britannia No. 502 should be notified at least 24 hours prior to commencement of construction.
5. Water Service pipe shall be:
 - Minimum inside diameter of 20 mm;
 - Copper type "K" soft or plastic type as approved by the R.M. of Britannia No. 502 Engineers;
 - Insulated where required by the R.M. of Britannia No. 502 using insulation material as approved by R.M. of Britannia No. 502 Engineers.
6. Sewer Service pipe shall be:
 - PVC pipe complete with rubber gaskets as approved by R.M. of Britannia No. 502 Engineers;
 - Minimum inside diameter of 100 mm;
 - Insulated where required by the R.M. of Britannia No. 502 using insulation material as approved R.M. of Britannia No. 502 Engineers.
7. Pipe bedding and backfill material shall be either the bottom of the trench (undisturbed soil) or sand.
8. Water service line can be installed in a common trench with sanitary sewer line.
9. To install:
 - Ensure that all pipes and fittings are clean and free of defects before, during and after installation;
 - Trench to minimum cover of 2.6 m over sewer pipe, 2.8 m over water pipe at curb stop; and 2.25 m at building, or as approved by R.M. of Britannia No. 502 Engineers (depths are to be from finished grade);
 - Sewer pipe to have a minimum grade of 1% for 150 mm, 2% for 100 mm;
 - Lay sewer pipe on a prepared bed, ensuring proper alignment to prevent undue settlement;
 - Installation of sewer pipe shall be to pipe manufacturer's specifications and using approved equipment;
 - Sewer pipe is not to be laid on frozen bedding;
 - Water pipe is to be installed so it will drain to the curb stop from the building, at sufficient depth to prevent frost penetration.
10. Building Connections:
 - Water and sewer connection lines shall be brought a minimum of 1 m up inside the basement. A ball valve shall be installed on the water line, inside the building by the owner. The R.M. of Britannia No. 502 shall install the water meter;
 - The owner is responsible to inspect the existing curb stop prior to connection of water service. If the existing curb stop is bent or rusted or in some way damaged, the owner shall report this to the R.M. of Britannia No. 502. The R.M. of Britannia No. 502 will then

supply the owner with new curb stop at no charge, and the owner will be responsible for installation. If the owner does not advise the R.M. of Britannia No. 502 prior to installation of water service, the owner shall replace the curb stop at the owner's expense.

11. Inspection and Approval Requirements:

- The R.M. of Britannia No. 502 shall be contacted for inspection of all service connections prior to backfilling. Any deficiencies found during inspection shall be corrected at the owner's expense before final approval for connection is given;
- All inspections shall be done during regular hours of business.

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX III

***APPLICATION FOR COMMENCEMENT OF WATER AND SEWER UTILITY SERVICES/
APPLICATION FOR TERMINATION OF WATER AND SEWER UTILITY SERVICES***

DATE: _____ RECEIPT#: _____

ACCOUNT# _____

STREET ADDRESS: _____

REGISTERED OWNER: _____

PHONE # (HOME): _____ WORK: (1): _____

CELL: _____

MAILING ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

I HEREBY APPLY FOR WATER AND SEWER UTILITY SERVICE TO BE PROVIDED BY THE R.M. OF BRITANNIA NO. 502. I ACKNOWLEDGE AND AGREE THAT SERVICE SHALL BE PROVIDED IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE WATER AND SEWER UTILITY ADMINISTRATION BYLAW AND THE UTILITY RATES BYLAW, AND SUCH OTHER BYLAWS AND RESOLUTIONS AS MAY BE PASSED BY THE R.M. OF BRITANNIA NO. 502 COUNCIL FROM TIME TO TIME. I FURTHER AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF EACH SUCH BYLAW AND RESOLUTION.

SIGNATURE: _____ Date: _____

Termination:

I hereby apply for the above water and sewer utility service to be terminated.

SIGNATURE: _____ Date: _____

WATER AND UTILITY ADMINISTRATION BYLAW

APPENDIX IV

APPLICATION TO REMOVE OR SEVER A SERVICE CONNECTION

PROPERTY OWNER:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CIVIC ADDRESS: _____

LOT: _____ BLOCK: _____ PLAN: _____

CONTRACTOR:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

The undersigned contractor hereby agrees as follows:

1. To remove or sever the service connection in accordance with the attached specifications;
2. To provide proof of liability insurance in the amount of \$1,000,000.00 or more;
3. To pay an application fee of \$50.00;
4. To provide the R.M. of Britannia with 24 hours' notice prior to inspection;
5. To indemnify and save harmless the R.M. of Britannia No. 502 with respect to any action against the R.M. of Britannia No. 502 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: _____

APPLICATION TO REMOVE OR SEVER A SERVICE CONNECTION

(Continued)

Date of Removal or Severance: _____

Inspected by: _____

Comments :

I hereby authorize removal or severance of the above property to the water and sewer service of the R.M. of Britannia No. 502.

Date

Authorized R.M. of Britannia No. 502 Official

WATER AND SEWER UTILITY ADMINISTRATION BYLAW

SCHEDULE "A"

FEES

1. APPLICATION TO CONSTRUCT A SERVICE CONNECTION	\$50.00
2. APPLICATION TO REMOVE OR SEVER A SERVICE CONNECTION	\$50.00
3. SERVICE INSPECTION FEE (per hour for each hour after the first hour)	\$50.00
4. AFTER HOURS SERVICE FEE	\$75.00
5. CONNECTION FEE	\$50.00
6. DISCONNECT FEE	\$50.00
7. RECONNECT FEE	\$50.00
8. METER INSTALLATION BY REQUEST	\$75.00
9. WATER METER DEPOSIT	\$450.00