

**TOWN OF ARCOLA
BYLAW NO. 2024-02**

**A BYLAW OF THE TOWN OF ARCOLA IN THE PROVINCE OF SASKATCHEWAN
TO CONTROL AND REGULATE THE WATER AND WASTEWATER UTILITIES
PROVIDED BY THE TOWN OF ARCOLA**

COUNCIL of the **Town of Arcola**, in the Province of Saskatchewan, enacts as follows:

1. Short Title:

This bylaw may be cited as "**The Town of Arcola Utilities Management Bylaw**".

2. DEFINITIONS:

In this bylaw:

2.1 "CAO" or "ADMINISTRATOR" shall refer to the Chief Administrative Officer of the Town of Arcola;

2.2 "COUNCIL" shall refer to the Council of the Town of Arcola;

2.3 "DESIGNATED OFFICER" shall mean the person authorized to enter a private dwelling for maintaining, repairing or replacing town-owned meters;

2.4 "MUNICIPALITY" shall refer to the Town of Arcola;

2.5 "PROPERTY" shall mean a parcel of land located within the boundaries of the Town of Arcola and on which a building or buildings (industrial/commercial, residential, or agriculture) may or may not be situated, whether such buildings are occupied or unoccupied.

2.6 "OWNER" means a person who has the right, title, estate or interest in land or improvements other than that of a mere occupant, tenant, or mortgagee.

3. PURPOSE:

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

4. REQUIREMENT TO CONNECT TO WATER AND WASTEWATER SERVICES:

4.1 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 wastewater main has been laid are required to connect the principal building(s) to the system of water and wastewater mains constructed and owned by the Town. 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 (and, if available, Wastewater) line(s) to be installed from the mainline to the property line before any additional development will be allowed on the property.

4.2 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 Wastewater main has not already been installed in an adjoining street or lane.

4.3 Each dwelling unit or other structure to which water is supplied (including apartments, duplexes, semi-detached dwellings, condominiums and garages) must have an individual water meter and curb stop to facilitate individual billing. Meters can only be installed by a qualified plumber.

4.4 Each dwelling unit, as set out in this bylaw, must have a separate curb-stop to facilitate water disconnection for vacancy or non-payment with

STR

the following exceptions:

- a) If the billing is being paid by a Condominium Association with a shared service line from the curb and there is a need for disconnection for vacancy or non-payment the main service valve to the condominium group will be turned off; and,
- b) In instances where existing multi-unit buildings do not have individual curb-stops for each unit, the owner will be required to install same at his/her own expense or must agree to have the entire water billing rendered in his/her name.

4.5 All contractors working on connections to Water and Wastewater mains within Town limits must be approved by the municipality and must have a Town Business License.

4.6 All connections made to the main Water and Wastewater lines shall be subject to the approval of and 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 Town may require the contractor to reopen the trench to ensure proper connection.

4.7 Except as otherwise provided herein, or as may otherwise be directed by Council, no person shall consume water supplied through the Waterworks System except where the consumption thereof is measured by a water meter.

5 APPLICATION TO RECEIVE UTILITY SERVICE

5.1 All properties within the corporate limits of the municipality must be supplied with water from the municipal system and all new development is required to connect to the Town sanitary system wherever possible. Properties that do not have access to the Town Sanitary system shall install a private on-site sanitary system in accordance with Saskatchewan Public Health requirements. An application to the Municipality in a form as set out in Schedule "A" to this Bylaw shall be completed and connection fees paid in accordance with Schedule "B" where applicable.

5.2 Application for utility service shall be made by the property owner. Landlords will be required to leave the utility billing in their name as property owner in order to ensure they have control over the payment of the utility billing. There will be no rental accounts.

6 METER READINGS & BILLING PROCEDURES

6.1 Readings / Billings will be done bi-monthly February, April, June, August, October, December.

6.2 Each Billing will include a charge for Water, Water Infrastructure, Sewer, Sewer Infrastructure, Refuse & Recycle.

6.3 In the event a meter or remote reader is inaccessible for whatever reason, the designated officer shall leave a note indicating the need for a reading. If a reading cannot be obtained an estimate will be used for billing purposes.

6.4 Accounts shall be paid within a period of thirty (30) days from the billing date. Where the utility bill remains unpaid after thirty (30) days, they shall be deemed overdue, as set out in the Utility Service Charge Bylaw. If an account is not paid within the period of ninety days, the water service may be cut off. After the ninety-day period the amount of utility arrears may be added to taxes.

6.5 Any property Owner that abuses the use of the Sewer Services will be fined and banned from the services of the Municipality.

7 WATER DISCONNECTION

7.1 The municipality reserves the right to shut off the supply of water for any of the following reasons:

- a) Failure to open an account or failure to complete an accurate application for service;
- b) Non-payment of the Town utility bill;
- c) Failure to provide access to the premises;
- d) Tampering with the water meter or the seal;
- e) Theft of water;
- f) Excess leakage of water on the private service line;
- g) Contamination or potential for contamination of water from the private service or private system;
- h) Contravention of any section of this Bylaw.

7.2 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 \$100.00 to cover the expenses of turning off the water and for turning it on again. If the water supply to a property 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.

7.3 If an account owner needs to have the water shut off for their own reason, there will be a charge of \$25 for each time the Public Works staff performs this. Under no circumstances can a shut off or turn on be done by anyone other than by a Public Works staff. The owner or a representative must be onsite when water is turned on, to prevent an accident that may result in an insurance claim or damage.

7.4 In instances where an emergency requires the temporary disconnection of water to a property, there will be no charge to the property owner.

8 NEW CONSTRUCTION AND INSTALLATION OF WATER METERS AND REMOTE READERS:

8.1 The Municipality will not be responsible for the installation of a new water meter, expansion tank or other plumbing fixtures in a newly constructed building. This must be done by a qualified journeyman plumber. The Municipality will supply the water meter.

8.2 At the time of new construction, it is expected that a 'remote' reader, supplied by the Town, 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.

8.3 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.

8.4 If a remote meter reading device is installed in addition to the existing meter, the remote meter shall be the official reading.

STX

- 8.5 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.
- 8.6 At the time of new construction, it is the responsibility of the owner to ensure that the curb stop is not restricted by landscaping, driveways or other material.
- 8.7 It is the responsibility of the property owner to ensure that the curb stop 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.

9 SUMP PUMP REQUIREMENTS:

- 9.1 Sump pumps and sump pits are recommended for all new construction.
- 9.2 Sump pumps and weeping tile drainage shall not be directed into the Town sewer main and shall be pumped to the surface in a location that drains towards the front street or back lane without negatively affecting adjacent properties.

10 GENERAL PROVISIONS:

- 10.1 The Municipality will be responsible for the water meter only, not parts connected to the meter nor for any plumbing that may be required in replacement of a meter.
- 10.2 Where a meter requires replacement due to damage, being frozen, or for any other reason, the subscriber shall pay to the Town an amount equal to the cost of the meter invoiced to the Town, shipping charges plus the cost of labour to do the work.
- 10.3 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.
- 10.4 The Town Municipal staff may enter the premises in which a customer has water service, for the purpose of removing any meters or other property of the Town if the water supply has been discontinued.
- 10.5 The cost of the installation of new services for water and/or sewer lines from the main, including all valves, shut offs, drains and pavement recapping shall be incurred by the property owner.
- 10.6 The Town is responsible for construction, maintenance, repair and replacement of the main lines and the service connection from the main line to the curb stop or if there is no curb stop the property line. Any contractors performing work on Town owned property or infrastructure must be approved by Town Council or Town Municipal staff.
- 10.7 In the event of a water 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 after the curb stop on an individual's property side of the curb stop they will be responsible for the cost of repair. Should the damage or break occur with the curb stop or on the Town property side of the curb stop the Town 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 Town and the property owner. The Town expects that the owner will immediately contact Town Municipal

5/18

staff prior to any work being undertaken. If no contact is made with the Town prior to the contractor commencing work and if the contractor hired to perform the work is not vetted by the Town prior to commencing the work, the Town will not take on the responsibility for any of the payments relative to repair work that is done.

10.8 In the event of a Wastewater blockage/break on a service line, the cost to clean, camera and remove blockage shall be at the responsibility of the property owner no matter where the blockage is located on the service line. It is anticipated that a blockage/break on a service line is the result of inappropriate use of the service line (such as damage, or any items flushed other than defecation, urine, toilet paper), and 100% of the cost will be that of the property owner, unless there is substantive proof that the blockage/break is a result of work being done on town property or the blockage being located within the Town sewer main. The Town expects that the owner will immediately contact Town Municipal Staff prior to any work being undertaken. If no contact is made with the Town prior to the contractor commencing work, and if the contractor hired to perform the work is not vetted by the Town prior to commencing the work, the Town will not take on the responsibility for any of the payments relative to repair work that is done.

10.9 The Town would be responsible for the following reasons:

- a) Problems related to the installation of other utilities by the Town within the right-of-way.
- b) Other reasons as determined by Town Council.

10.10 It is the responsibility of the property owner to contact the plumber and the Town to ensure both are present at the time of the repair to ensure location of the blockage or break is clearly defined.

10.11 The Town shall not be liable for damages due to wastewater back-up. It shall be the responsibility of the property owner to install anti-backflow valves where service is provided by an individual lift pump on the property. Plumbing regulations require anti-backflow valves and covers for floor drains to be part of the original installation. It is the owners' responsibility to ensure proper use of and operation of these safety devices.

10.12 The Municipality may ration or limit the amount of water furnished to any or all water consumers, should circumstances deem or warrant such action.

11 TERMINATION OR TRANSFERRING ACCOUNTS:

11.1 Owners transferring from one property to another within the Town must immediately notify the Town office of the move.

12 PAYMENT OF CONNECTION FEES:

12.1 All water and wastewater connection fees are to be paid at the time of application unless other financing arrangements are entered into with the Town.

13 PROHIBITIONS:

13.1 No person shall turn on water to any property or open any valve on Town property, except under the authority of the Municipality.

13.2 No person shall make any connection whatsoever with any of the public or private pipes or mains, except under the authority of the Municipality.

13.3 No person, except the Public Works staff or members of the Fire Department in the course of their duties, shall open, close, or interfere with any hydrant, gate, or valve connection.

13.4 No person shall discharge into any drain, sewer or sewage system operated by the municipality any harmful substance, whether liquid or solid, that would be injurious to health, life or property, or that would injure, pollute, or damage any system, watercourse, drain, sewer, sewage system or sewage treatment plant.

14 COMING INTO FORCE AND EFFECT:

14.1 Bylaw No. 2022-02 is hereby repealed

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




MAYOR


ADMINISTRATOR

First Reading: March 12th, 2024
Second Reading: April 9th, 2024
Third Reading: April 9th, 2024



Certified a true copy of
Bylaw No. 2024-02 passed on the
9th day of April, 2024

Administrator

512th

Bylaw No. 2024-02 Schedule "A"
Utility Billing Request Form

*Your account name should appear as shown on your Property Title

First Name(s):	Last Name:		
Service Address:	Arcola, SK S0C 0G0		
Mailing Address:			
Possession Date:			
*Minimum of one working telephone number is required.			
Home phone:			
Work Phone:			
Cell Phone:			
EMERG Phone No:		Verbal consent to add to SMS 0	
Verbal consent to collect and use personal information for Municipal services			
Email Address:		Verbal confirmation failure to receive email does not release them from responsibility of charges ☐	
Verbal Consent to email corresp/email billing		☐	
Office Use Only			
Meter Reading:	Meter Reading Date:		
Date Received:	New Connection Fees (Amount Paid):		
Added to SMS ☐	☐ Set up account ☐ Set up Ebilling		

The information collected on this form will be used by the Town of Arcola to provide all municipal services. Under the Local Authority Freedom of Information and Protection of Privacy Act, the Town of Arcola has the authority to collect and use your personal information to provide these services. The Town of Arcola shall not use the personal information under its control without the consent, given in the prescribes manner, of the individual to whom the information relates, which is municipal services.

Staff signature: _____ Date: _____

STX

Bylaw No. 2024-02 Schedule "B"

Water and/or Wastewater Connection Fees

Water and/or Wastewater Connection Fees:

\$500 per Residential Connection

\$1000 per Commercial/Industrial Connection

- A new connection is any development or lot that was not previously connected or requires a new connection to the Town water and /or wastewater infrastructure.
- Connection fees have been established to reserve for the costs of new and future projects and improvements required for future growth and development.

APPLICATION TO CONSTRUCT SERVICE CONNECTION

Property Owner:

Name: _____

Mailing Address: _____

Civic Address: _____

Legal Description (Lot/Blk/Plan): _____

Phone: _____

Contractor:

Name: _____

Mailing Address: _____

Phone: _____

The undersigned contractor hereby agrees as follows:

1. To provide proof of liability insurance in the amount of \$1,000,000 or more.
2. 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 Signature

Office Use Only:

Receipt for Fee: _____ Proof of insurance provided: _____

5/1/24