



BYLAW NO. 368/16 WATER AND SEWER MANAGEMENT BYLAW

A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO MANAGE AND CONTROL THE CONSTRUCTION, INSTALLATION, USE, CONSUMPTION, AND DISCHARGE OF A WATER AND SANITARY SEWER SYSTEM

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

1. DEFINITIONS

1.1 In this Bylaw:

- a) **Authorized Person** – An employee of the Town or an individual/business contracted by the Town to perform work on behalf of the Town.
- b) **Backflow Prevention Valve** – A valve in that portion of the property owner's plumbing system known as the building drain, which is installed downstream of any connection and which is intended to prevent reverse flow from a public sewer into the sewer portion of the building plumbing system.
- c) **Boundary** – The perimeter of an owner's property.
- d) **Commercial** – Any principal business, trade, profession, industry, occupation, or employment carried on, and any premises from which goods and services are provided; and shall include any public building such as a school, hospital, church etc.
- e) **Consumer(s), Person(s), Customers** – Synonymous terms; the person or persons, organizations, corporations, etc. responsible for the payment of charges for water and sanitary sewer service.
- f) **Council** – The Council of the Town of Strasbourg.
- g) **Cross Connection** – Any temporary, permanent, or potential water connection that may allow backflow to occur and includes swivel or changeover devices, removable sections, jumper connections, and bypass arrangements.
- h) **Occupant** – Includes:
 - (i) A person residing on a property or in a building on a property;
 - (ii) A person entitled to the possession of a property or a building on a property if there is no person residing on the property or in the building; or
 - (iii) A leaseholder of a property.
- i) **Owner** – A person who has the right, title estate, or interest in land or improvements other than that of a mere occupant, tenant, or mortgagee.
- j) **Property** – Within the Municipality:
 - (i) All or part of any parcel of land, as defined in *The Land Titles Act, 2000*, on an approved plan;
 - (ii) A number of parcels of land, as defined in *The Land Titles Act, 2000* that are assessed together; or
 - (iii) Any area of land use for a single assessment and includes all buildings or other structures located on a parcel of land.
- k) **Plumbing Regulations** – The *Saskatchewan Plumbing Regulations* and amendments thereto.
- l) **Residential** – The premises on a property containing a residential dwelling unit and includes a house used for business and residential purposes and mobile home dwelling.

- m) **Residential Multi-Unit** – A building comprised of two or more dwelling units located on a property.
- n) **Service Connection** – The part of the water and sewer system that runs from the main lines of the water and sewer system to a building or other place on a property for the purpose of providing water and sewer services to the parcel, and includes the connection to the main line and couplings, stopcocks, meters, and other apparatuses inside the building or other place for the provision of the water and sewer service.
- o) **Town** – The Town of Strasbourg, its employee or employees whose employment requires them to undertake certain works under this Bylaw.

2. WATERWORKS SYSTEM

- 2.1 The collection of the charges for waterworks service, cut-off, and resumption of such services, sums collected from customers and the supervision of all books, accounts and other records in connection with the waterworks service shall be under the immediate control of the Administrator.
- 2.2 No person other than an Authorized Person of the Town, shall open, close, or interfere with any hydrant, gate or valve connected with the waterworks system, and no person shall in any way interfere with any curb stop, pipe, or other waterworks appliance outside of their premises, nor shall they interfere with any water meter, whether inside or outside of their premises.
- 2.3 When water is to be shut off for non-payment of account, notices shall be sent to the owner of the property. If water is to be shut off for non-payment of account on a rental property, notices shall be sent to both the owner and the renter if the water account is in the renter's name.
- 2.4 No person shall turn water on in any premises or open a Town curb stop except for an Authorized Person of the Town. When water has been turned off for nonpayment of rates or for failure to protect meter or pipes to the satisfaction of the Town or for any other necessary or proper reason, no person shall turn it on again who is not duly authorized to do so. Such service shall not be reconnected or turned on without approval of an Authorized Person.
- 2.5 For the purpose of making repairs to the meter(s) or of connecting or repairing service pipe or constructing extensions or new work or any other work, the Town shall have the right to shut off the water from any consumer without notice and to keep it shut off as long as may be necessary to enable work to be completed. Whenever possible, the consumers affected by these situations shall be notified by the Town of the impending shut off to enable the consumers to prepare for the lack of service.
- 2.6 The Town or its employees shall not be liable for any damages resulting from the discontinuance of waterworks supply, whether from natural causes or accident, with or without notice, to any building, boiler, or factory deriving its supply from the waterworks system.
- 2.7 The Town shall have the right to discontinue the supply of water for fountains or jets, hoses or sprinklers or to limit the hours for using the same.
- 2.8 No person shall willfully or maliciously hinder or interrupt the Town in the exercise of any of the powers conferred with respect to the provision of the waterworks service.

- 2.9 Every customer intending to vacate any premises supplied with water from the waterworks system or who intends to discontinue the use of such water, shall give notice of the same to the Town and shall turn off the stop cock on the inside of the building before leaving.
- 2.10 To prevent freeze-up, the Town may authorize or instruct the consumer to connect a "bleeder" line or open a tap. The additional gallonage of water consumed is to be estimated and deducted from the charges made to the consumer during the period the water is permitted to run. This section applies only where the Town is satisfied the service pipes outside the private property are not at a sufficient depth below the surface of the ground to prevent freeze-up.
- 2.11 The Town shall be responsible for making repairs to the water service line up to and including the curb stop valve. Any costs to the repairs to the water service line from the curb stop valve to the water meter shall be the responsibility of the property owner.
- 2.12 No person shall introduce into the waterworks system any harmful matter, substance, or thing, whether liquid or solid, that would be injurious to health, life, or property or that may injure, pollute, or damage any stream, water course, drain sewer, sewage system, water system, and/or the water treatment plant.
- 2.13 No person shall connect, cause to be connected, or permit to remain connected to the water system any piping, fixture, fitting, container or appliance, in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance to enter the public water system or the water system within the premise without installing backflow prevention devices on the water system in and upon the premise.
- 2.14 No person shall connect, cause to be connected, or permit to remain connected to the water system a cross connection that has not been approved in writing by the Town.
- 2.15 No person shall attach any pipe or line to the waterworks service except for normal use.
- 2.16 No person shall willfully or maliciously discharge water so that it is wasted.
- 2.17 No person shall willfully open, close, or obstruct any water hydrant.
- 2.18 A waterworks service will only be turned on after receipt of application and applicable fees and only if a responsible representative of the consumer is present when the Town activates the service.
- 2.19 No person shall construct or dig a well on any property which can be serviced from the Town's waterworks system or abuts on a water main.

3. WATERWORKS SYSTEM – WATER METERS AND ACCESS

- 3.1 The Town will install to its satisfaction a water meter within the premises of every person or business, applying for or receiving waterworks service.
- 3.2 At the discretion of the Town, common or individual metering and shut-offs may be required for multi-unit buildings.

- 3.3 Water meters shall remain the property of the Town.
- 3.4 The Town shall be entitled to read the water meters regularly and/or estimate the water usage.
- 3.5 Every person connecting their premises to the waterworks system shall install a gate valve in the line before the meter to allow for shutting off the water to the premises.
- 3.6 All water meters shall be sealed at time of installation and it shall be an offense for any person to break the seal and/or tamper with the meter in any way. Where evidence of tampering with the seal or meter is found, the person who applied for service and who is billed for service shall be deemed responsible and shall be guilty of an infraction of this Bylaw.
- 3.7 Every person receiving water shall provide at his own expense, a suitable place in the premises for the installation of a meter.
- 3.8 The Town may enter the premises of any customer at any reasonable time, for the purpose of reading a meter, directing and installing or sealing a meter or other related appliances, and removing, altering, or repairing such meter as circumstances require, conducting and sampling tests, inspecting any service connection, or maintenance and repair. All inspections under this Bylaw shall be carried out in accordance with Section 362 of *The Municipalities Act*.
- 3.9 Any person who obstructs or refuses to admit the Town to have free access to all parts of the premises on which the waterworks service is delivered, shall be deemed guilty of an infraction of this Bylaw.
- 3.10 No service will be given and any existing service may be discontinued without notice where no meter has been installed.
- 3.11 Where more than one meter is required in any premises, the full utility deposit fee for such an additional meter(s) shall be made to the Town before service is provided through such meter(s).
- 3.12 Every owner or occupant shall give every facility for the installation of water meters and shall protect same from frost and other damage and shall provide ready and easy access to said meter for examination by the meter reader and shall at all times properly and efficiently protect the service pipes and fixtures from frost or other injury so that the meter shall not in any way be damaged. In cases where the Town considers any meter insufficiently protected from frost, the water may be cut off until measures have been taken for its protection to the satisfaction of the Town.
- 3.13 The owner shall be liable for the full cost of a meter installed on their property if damaged by frost or from any cause other than ordinary wear from operation. The repair or replacement cost shall be charged and collected in the same manner as regular water rates.
- 3.14 The Town may, with or without any request of any person, or shall upon request by any consumer, remove any meter placed under the provisions of this Bylaw that is suspected of not correctly measuring the quantity of water delivered through the same and have the meter tested. If the meter is found to register less than three (3) per cent over or three (3) per cent under the actual quantity, it shall be deemed to be correct.

- 3.15 In the event that a meter, when checked, is found to have failed to register correctly during any portion of the preceding three (3) month period, the amount of water consumption for such period shall be taken to be either the same as that of the next previous period in which the meter has registered correctly or the same as that of the corresponding period in the preceding year, whichever may be more advantageous to the consumer.
- 3.16 The costs and expenses incurred by the Town for the purpose of directing and installing or sealing water meters or other related appliances, and removing, altering or repairing such water meters as circumstances require, conducting and sampling tests, inspecting any service connections, or maintenance and repair of a water meter or other related appliances shall be the responsibility of the Town.

4. SANITARY SEWER SYSTEM

- 4.1 Where the sanitary sewer collection system is not available to a property, the disposal system shall be connected to a private sewage disposal system complying with *The Public Health Act*. The owner shall operate and maintain the private sewage disposal system in a sanitary manner at all times at no expense to the Town. At such time as a sanitary sewer collection system becomes available to a property served by a private sewage disposal system, the provisions of Section 4.1 shall then apply to the property and a direct connection shall be made to the sanitary sewer collection system thereby removing or abandoning the private sewage disposal system in a proper manner, or, if approved by the Town, the private sewage disposal system may be connected and pumped into the sanitary sewer collection system.
- 4.2 After making reasonable efforts to notify the owner or occupant of the property, or in an emergency, the Town is entitled to free access at all reasonable times to all part of the property to which the sanitary sewer system is connected for the purpose of inspecting any sewer service connection, and/or constructing, maintaining or repairing any sewer service connection.
- 4.3 Any person who obstructs or refuses to admit the Town to have free access to all parts of the premises on which the sanitary sewer service is delivered, shall be deemed guilty of an infraction of this Bylaw.
- 4.4 Rental rates or service charges imposed by this Bylaw shall commence at and from the time the sewer outlet is open to receive drainage, irrespective as to when the plumbing fixtures are installed.
- 4.5 All premises to be connected in the future to the sanitary sewer system shall install a backflow prevention valve, in accordance with *The Public Health Act*, to eliminate sewer back-up.
- 4.6 Every owner or occupant that makes a claim or demand, takes any action or alleges that they have a cause of action, claim or demand against the Town for or by reason of loss of whatsoever kind or nature arising out of any incident of sewer back-up and or flooding shall install a backflow prevention valve on the premises at the cost of the owner or occupant.
- 4.7 The owner of any premises receiving the supply of sewer from the Town pursuant to this Bylaw shall be responsible for the installation and maintenance of all pipes, fixtures, and

equipment required for such supply from the property line to and inside of his premises, in accordance with the provisions of this Bylaw.

4.8 Every owner or occupant shall take every precaution not to cause a blockage in the sewer service line between the building and the sanitary sewer main. All expenses for the cleaning or clearing of blocked sewer service connections shall be the responsibility of the owner or occupant of the property regardless of whether the problem occurs on Town or private property.

4.9 No person shall discharge directly or indirectly, deposit or cause, or permit the discharge or deposit any matter into the Town's sanitary sewer system in circumstances where:

(a) To do so may cause or result in:

- (i) A hazard to human health or the environment;
- (ii) A health or safety hazard to any workers responsible for operating and maintaining the sanitary sewer system;
- (iii) Interference with the operation or maintenance of the sanitary sewer system, or which may impair or interfere with any sanitary sewer treatment process;
- (iv) A hazard to any person, animal, property or vegetation;
- (v) Damage to the sewer or wastewater system; or
- (vi) An obstruction or restriction to the flow in the sewer system.

(b) The sewer or wastewater has two or more separate liquid layers.

(c) The sewer or wastewater contains:

- (i) Asphalt or concrete and cement based products;
- (ii) Combustible liquids;
- (iii) Dyes or colouring materials which may or could pass through the wastewater system and discolour the treated wastewater effluent, excepting there out dyes or colouring materials utilized by the Town in maintaining the sewer and wastewater system;
- (iv) Fuels;
- (v) Flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion;
- (vi) Hazardous substances;
- (vii) Pesticides;
- (viii) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to animal parts or tissues, ashes, bones, cinders, feathers, glass, gravel, metal, mud, manure, plastics, potters clay, rags, rock, sand, shavings, soil, straw, tar, unground garbage, and wood;
- (ix) Toxic or poisonous substances, not including household chemical bought "over the counter" in quantities discharged to the sewer of 1 litre or less; or
- (x) Wastes, including but not limited to agricultural, biomedical, gardening, ignitable, pathological, and reactive.

4.10 Every owner or operator of a restaurant or other commercial, industrial, and institutional premises where food is cooked, processed or prepared, for which the premises are connected directly or indirectly to the Town's sanitary sewer system, shall take all necessary measures, including procuring and utilizing a mandatory grease bin or a grease interceptor, to ensure that oil and grease are prevented from entering the sanitary sewer system in excess of the provisions of this Bylaw.

4.11 Every owner or operator of a vehicle or equipment service station, repair shop or garage or of a commercial, industrial, or institutional premises or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to the Town's sanitary sewer system shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing to the sanitary sewer system in excess of the limits in this Bylaw.

5. PLUMBING

5.1 The Plumbing Regulations shall apply to and govern all plumbing and drainage within the Town.

5.2 Application for a plumbing permit for sanitary sewer service connection and fixtures shall be completed by a plumber or plumbing contractor on a prescribed form supplied by the Saskatoon Health Region.

5.3 The fee for the permit shall be as specified in the Plumbing Regulations.

6. SERVICE CONNECTIONS

6.1 All buildings or premises constructed, or if any renovations are completed after the passing of the Bylaw, shall be connected to the Town's waterworks and sanitary sewer system, provided there is reasonable access to water and sewer mains.

6.2 Water and sewer connections shall be installed at or near the boundary on all properties with a residential, commercial, and residential multi-unit building.

6.3 Waterworks and sanitary sewer connections may be installed at a vacant property upon request by the owner of the vacant property.

6.4 The Town shall determine the location of the water and sewer connection at or near the boundary of the property.

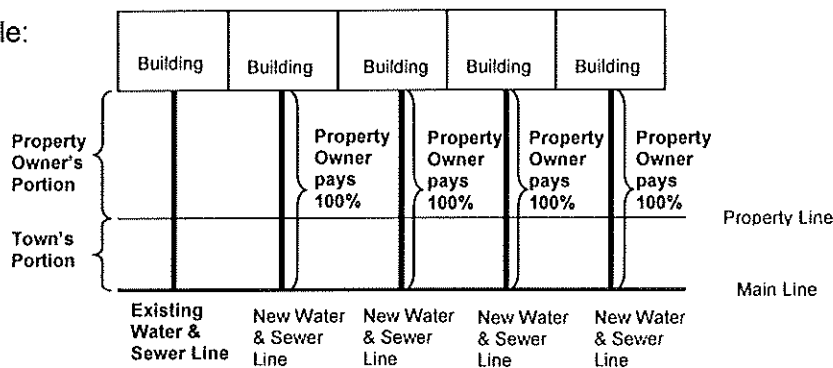
6.5 The Town shall be responsible for ensuring the construction, maintenance, repair, and or replacement of the water and sewer connections from the Town's main line to the boundary of the owner's property meets municipal standards and may enter any land for that purpose.

6.6 The owner of the property shall be responsible for construction, maintenance, repair and or replacement of the water and sewer service connection from the boundary of the property to anywhere on, under, or above their property.

6.7 Any plumber employed and designated by the owner of the property will be considered as the agent of the said owner while employed in prosecution of the work of introducing the waterworks and sewer service into the property and will not be recognized as in any sense the agent of the Town, nor will the Town or its employees be responsible for the acts of the said plumber.

- 6.8 The waterworks and sanitary sewer service connection mentioned in Section 6.5 shall be approved and inspected by an Authorized Person of Town, with the service connection work to be done in accordance with Plumbing Regulations.
- 6.9 If any owner of a property fails to comply with the requirements of Sections 6.5 and 6.6, or the Town is not satisfied with the construction, maintenance, repair, or replacement of a service connection by any owner of a property, the Town may order the owner to construct, maintain, repair, or replace the service connection of the waterworks and sanitary sewer in accordance with the instructions of the Town within a specified time.
- 6.10 If an owner does not comply with any order of the Town that may be made pursuant to Section 6.7 to the satisfaction of the Town within the specified time, or in an emergency, an Authorized Person of the Town may enter any land or building, including the owner's property and buildings, to construct, maintain, repair, or replace the service connection and shall within a reasonable period of time and to the extent reasonably possible restore any property entered for that purpose to the same condition as existed prior to the Town's entry.
- 6.11 The costs and expenses incurred by the Town relating to the construction, maintenance, repair or replacement of the service connection as contemplated by Section 6.8 shall be and are deemed to be amounts owing to the Town by the owner of the property, unless otherwise determined by the Town.
- 6.12 At the time of new development, if there is no pre-existing waterworks and sanitary sewer connection to the property, the property owner shall be responsible for 100% installation of waterworks and sanitary sewer connection.
- 6.13 At the time of new development, if there is pre-existing waterworks and sanitary sewer connections to the property, the property owner shall be responsible for the waterworks and sanitary sewer connection from their building to the property line, and the Town shall be responsible for the replacement of the waterworks and sanitary sewer connection from the property line to the Town's main line.
- 6.14 At the time of new development, if there is pre-existing waterworks and sanitary sewer service to the property for one service connection, and two or more service connections are required, the Town shall be responsible for the existing line from the property line to the Town's main line, while the property owner shall be responsible for the water and sewer connection from their building to the property line. For each additional line, the property owner will pay 100% of the costs associated with putting in new waterworks and sanitary sewer service lines.

Example:



- 6.15 All property owners shall provide the Town with drawings and specifications on mechanical hook-ups. Mechanical drawings to include service connections from the Town's main line to building.
- 6.16 For every multi-unit building that has separate, registered titles of ownership for each unit, there shall be one (1) sewer and one (1) water connection per unit. The sewer line shall be no smaller than six (6) inches, and the water line shall be no smaller than two (2) inches.
- 6.17 For every multi-unit building (under 16 units) that does not have separate, registered titles of ownership for each unit, there shall be one (1) sewer line no smaller than six (6) inches, and one (1) water line no smaller than two (2) inches.
- 6.18 For every multi-unit building (over 16 units) that does not have separate, registered titles of ownership for each unit, there shall be a minimum of two (2) six (6) inch sewer lines and two (2) two (2) inch water lines.
- 6.19 All domestic water and sewer lines shall meet the requirements of *The Provincial Health Code*.

7. FINANCIAL

- 7.1 The collection of revenue derived from the waterworks and sanitary sewer system and the payment of all disbursements connected therewith, and the supervision and control of all records and accounts shall be under the direction and control of the Town Administrator.
- 7.2 All monies collected under the provisions of this Bylaw for waterworks and sanitary sewer services shall be recorded as revenue for the waterworks and sanitary sewer service and shall be used solely for payment of capital and operational costs for the water and sanitary sewer service.
- 7.3 The owner of the property receiving the provision of a waterworks and sanitary sewer service is responsible for payment of all rates and charges applicable to the service.
- 7.4 Every person desirous to receive or to continue to receive water service shall deposit with the Town a utility deposit, as set out in Schedule "A" of this Bylaw. The person who paid the said utility deposit shall be entitled to a return of the deposit when service is discontinued for which the said deposit was paid, less any outstanding amounts due at the time of discontinuing service.
- 7.5 Water service will not be turned on until the deposit is paid in full. In instances when the Town has not turned off water service prior to the applicant occupying the property, the deposit must be paid within 10 days. If not paid, the services will be cut off and shall not be resumed until payment is received together with a re-connection fee as set out in Schedule "A" of this Bylaw.
- 7.6 All monies collected for utility deposits under the provisions of this Bylaw shall be credited to the "Utility Deposit" liability account.

- 7.7 If a utility deposit cannot be returned to the owner of the property, and all reasonable attempts have been made to return the money to the owner but with no success, the utility deposit money shall be transferred into a general water revenue account.
- 7.8 If a consumer discontinues use of the water and sewer services and any rates and charges remain unpaid after application of the deposit, the amount outstanding may be added to and thereby form part of the taxes on the property with respect to which the water and sewer service was provided, as per Section 369 of *The Municipalities Act*.

8. ENFORCEMENT

8.1 No person shall:

- (a) Fail to comply with an order made by the Town pursuant to this Bylaw;
- (b) Obstruct or interfere with any Authorized Person or any other person acting under the authority of this Bylaw;
- (c) Fail to comply with any other provision of this Bylaw.

8.2 If an Authorized Person has reason to believe that a person is contravening any provision of this Bylaw, the Authorized Person may, by written order, require the owner or occupant of the property to which the contravention relates to remedy the contravention in accordance with Section 364 of *The Municipalities Act*.

8.3 Notwithstanding any penalties or payments imposed upon a person pursuant to the provisions of this Bylaw:

- (a) Where a contravention of any provision of this Bylaw shall be of a continuing or ongoing nature, the Town may terminate the water and/or sewer service from the property after providing reasonable notice to the owner or occupant of the property.
- (b) Where any expenses and costs incurred by the Town in remedying a contravention of the Bylaw shall be and are deemed amounts owing to the Town by the owner of the property, unless otherwise determined by the Town. Such expenses and costs may be recovered from the owner of the property by the Town by any of the following:
 - (i) A civil action for debt in a court of competent jurisdiction in accordance with Section 368 of *The Municipalities Act*;
 - (ii) Adding the amount to the tax roll of the property on which the work is done in accordance with Section 369 of *The Municipalities Act*; and/or
 - (iii) Any other means or methods authorized pursuant to *the Municipalities Act* or any other legislation.

8.4 A person who contravenes any provision of this Bylaw or neglects or refuses to comply therewith shall be guilty of an offence and liable upon summary conviction to a fine as described in the Town's General Penalty Bylaw of not less than \$50.00 and not more than \$2,000.00.

9. SEVERABILITY

9.1 A decision of the court that one or more of the provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts thereof with respect to this Bylaw.

10. REPEAL OF BYLAWS

10.1 Bylaw No. 160/82 being a Bylaw to Regulate Plumbing and Drainage and the Disposal of Sewage with the Town of Strasbourg is hereby repealed.

10.2 Bylaw No. 335/12 being a Bylaw for the Maintenance and Management of the Waterworks System and Sanitary Sewer System is hereby repealed.

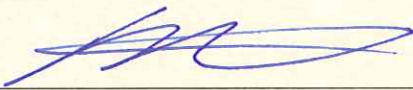
10.3 Bylaw No. 341/13 being a Bylaw to Amend Bylaw 335/12 is hereby repealed.

10.4 Bylaw No. 349/15 being a Bylaw to Amend Bylaw 335/12 is hereby repealed.


11. COMING INTO FORCE

11.1 This Bylaw shall come into force and take effect on the final date of passing by Council.



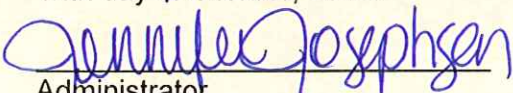


Mayor



Administrator

Certified to be a true copy of Bylaw No. 368/16 adopted by the Council of the Town of Strasbourg, on the 12th day of October, 2016.



Administrator





Utility Deposits – Section 7.4

- (a) Every person desirous to receive or to continue to receive water and/or sewer service shall deposit with the Town the following utility fee:
 - \$100.00 for property owners
 - \$150.00 for renters of premises

- (b) If a premises is used for rental purposes, both the owner and the renter are required to pay a utility deposit.

Re-Connection Fees – Section 7.5

- Disconnection from Failure to Pay Utility Deposit or Utility Bill - \$150.00
- Disconnection at Owner's Request (e.g. vacating house to sell or travel) - \$75.00
- Disconnection at Owner's Request for Repairs - \$25.00