

TOWN OF EATONIA
BYLAW NO. 9/24

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

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

PART I – GENERAL:

TITLE:

1. This bylaw shall be known as the “Water and Sewer Utility Administration Bylaw”.

DEFINITIONS:

2. In this Bylaw:
 - a) **“ADMINISTRATOR”** means the Town of Eatonia Administrator or other person designated to administer the utility accounts for the Town of Eatonia.
 - b) **“COUNCIL”** means the Council of the Town of Eatonia.
 - c) **“OWNER”** means the assessed property owner or authorized representative thereof, as contained in the records of the Town of Eatonia.
 - d) **“PARCEL”** means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.
 - e) **“PREMISES”** means business and/or residential buildings located within the Town or any part thereof. Where a parcel of land or a building contains one or more portions or units which are or may be occupied separately and are each connected to the water supply or separately metered, then each such portion shall be a premises.
 - f) **“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.
 - g) **“PUBLIC WORKS DEPARTMENT”** means the person or persons employed by the Town with the responsibility for the management of the Public Works Department, and shall also include the meter person(s) responsible for the installation, maintenance and reading of water meters.
 - h) **“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.
 - i) **“STREET PORTION”** means the property between the water and sewer mains and the outer line of the street.
 - j) **“TOWN”** means the Town of Eatonia, in the Province of Saskatchewan.
 - k) **“UTILITY”** means the water and sewer utility continued by this Bylaw.
 - l) **“UTILITY ACCOUNT”** means the record of account maintained by the Administrator showing water and sewer utility service rates billed to the parcel and payments received on the account.
 - m) **“UTILITY RATES BYLAW”** means the Utility Rate Bylaw as approved by the Local Government Committee.
 - n) **“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 the premises.

- o) **“WATER METER”** means a device, owned by the Town, which may monitor, record and report the volume of water provided to a premises over time.
3. Interpretation: Any reference to a statute shall be taken to include a reference to any amending or replacement statute.

PART II – CONTINUATION OF WATER UTILITY:

4. Continuation: The Town, having constructed and operated a water supply system and the town sewer system as a public utility, and being vested with authority pursuant to:
- (a) Clause 8(1)(i) of *The Municipalities Act*, which grants the Town the authority to pass bylaws respecting services provided by or on behalf of the Town, including the authority to establish fees for providing those services; and
 - (b) Clause 8(1)(j) of *The Municipalities Act*, which provides the Town the authority to pass bylaws respecting public utilities;

hereby continues the water and sewer utility for the purposes of supplying water to any resident or business located within the Town in accordance with the terms of this Bylaw.

PART III – CONNECTION TO UTILITY:

5. Requirement of Connect:
- (a) Every Premises located within the Town 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 Council.
 - (c) Where there may be any Premises not connected to the Utility, which Premises are not the 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 constructed within the Town, and where such Premises have not been granted an exemption, the Owner of such Premises shall apply to be connected to the Utilities on or before the granting of a building permit for 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 Bylaws.
 - (e) Where 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 a demolition permit by the Town.
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 Town of Eatonville, where water service is to be provided to Premises, the Town 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.

- (b) Every person shall provide at his/her own expense a place in his/her premises for the installation of the water meter. The water meter location must be acceptable to the Public Works Department and shall provide ready and easy means of access to the said water meter for examination by the meter reader. Every owner shall, at all times, properly and efficiently protect the service pipes and fixtures from frost or other injury so that the water meter shall not in any way be damaged. Every owner shall also provide at his/her own expense, a place, usually on the outside wall of his/her premises, where a remote read out unit may be installed. The location shall be convenient for the meter reader and acceptable to the Public Works Department.

7. 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 permit are set out in Schedule "A" of this 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 has paid the Town, in advance, the fees set out in Schedule "A" to this Bylaw;
 - (iii) Except in accordance with Town construction design standards as set out in Appendix II, 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) The Owner 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.
- (f) No Owner will disconnect a Service Connection previously made, without first completing the Application for Water and Sewer Utility Services, Appendix III. Fees for a disconnection are set forth in Schedule "A".
- (g) No owner will reconnect to a Service Connection previously made without first completing the Application for Water and Sewer Utility Service, Appendix III. Fees for a disconnection are set forth in Schedule "A".

8. Grit Interceptors and Oil/Water Separators – Installation:

- (a) Grit interceptors and oil/water separators shall be installed in accordance with *The National Plumbing Code of Canada* and *The Plumbing Regulations*.
- (b) Grit interceptors and oil/water separators shall be located to be readily and easily accessible for inspection, cleaning and maintenance.

9. Maintenance & 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) Grit Interceptors – Operation, Maintenance and Cleaning:
 - (i) A grit interceptor shall be operated and maintained in accordance with the manufacturer's guidelines.
 - (ii) A grit interceptor shall be maintained in good working order.
 - (iii) Sand and solids shall be removed from a grit interceptor on a regular basis. The combined volume of sand and solids shall not be permitted to build up a depth of more than 75% of the total liquid depth in the grit interceptor.
 - (d) Blockages of the Sanitary Sewer System:
 - (i) The owner of the property shall bear any expenses incurred by the Town as a result of a blockage of the sanitary sewer system.
 - (ii) The Public Works Department may complete a sewer cleaning and the Owner shall be charged for the service in accordance with Schedule "A".
 - (iii) The Owner shall be responsible for the whole cost whether the blockage occurred on the Street Portion or the Property Portion of the parcel.
 - (iv) Any costs incurred by the Town in remedying any interference with or blockage of the sanitary sewer system shall be an amount owing to the Town individually and collectively by the Owner and the occupants.
10. Discharge into Sewage System:
- (a) Except as expressly agreed to in writing by the Administrator, no person shall discharge or permit to be discharged into the sewage system any matter other than domestic sewage resulting from normal human living processes.
 - (b) For greater certainty, and without in any way restricting subsection 10(a), no person shall discharge or permit to be discharged into the sewage system:
 - (i) Any matter containing what the Town considers to be a hazardous waste;
 - (ii) Any substance that may cause the Town to be in violation of any regulatory or operating license, approval or permit for the sewage system;
 - (iii) Any 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, including, without restriction, hydrocarbon substances such as gasoline and diesel fuel;
 - (iv) Any matter which, by itself or in combination with any other substances, is capable of obstructing the flow of or interfering with the operation or performance of the sewage system including, without restriction, grease and solid substances such as sand, grit, mud, plastics, rags, sanitary napkins and wet wipes;
 - (v) Any matter with corrosive properties which, by itself or in combination with any other substance, may cause damage to the sewage system;
 - (vi) Any substance having a pH of less than 5.5 or greater than 9.5;
 - (vii) Any matter containing a toxic or poisonous substance, or a waste which when combined with another waste may cause toxic or poisonous substances to be liberated;
 - (viii) Pharmaceuticals;
 - (ix) Corrosive or toxic substances, including, without restriction, pesticides and herbicides;
 - (x) Radioactive materials;
 - (xi) Condensing water;
 - (xii) Any heater water or other liquids of a temperature higher than eighty (80) degrees Celsius;
 - (xiii) The contents of any privy vault, manure pit or cesspool; or
 - (xiv) Any noxious or malodorous substance capable of creating a public nuisance.

- (c) No sewage or other matter resulting from any commercial, trade, industrial or manufacturing process shall be discharged or permitted to be discharged into the sewage system unless prior approval has been granted by the Administrator and only then after any required pre-treatment of the sewage or other matter, as prescribed by the Administrator.
- (d) All necessary pre-treatment equipment or works shall be installed by the owner, at the owner's sole expense, prior to the construction of the service connection and thereafter shall be continuously maintained and operated by the owner.

PART IV – ADMINISTRATION OF ACCOUNT:

- 9. Application for Commencement and Termination of Service:
 - (a) All applications for Utility Service shall be made in the prescribed form attached as Appendix III and pay the water meter deposit as set out in Schedule "A".
 - (b) All applications to terminate service shall be in writing as a signature on Appendix III, shall specify the affected Premises and shall indicate the date of termination.
 - (c) The Town may terminate service in accordance with the provisions of this or any other bylaw of the Council.
- 10. Conditions of Supply:
 - (a) The Town retains the right to restrict or ration the amount of water being consumed by any Premises.
 - (b) The Owner shall ensure that from and after construction of the Service Connection, all water tanks, swimming pools or other storage vessels 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.
 - (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.
 - (e) 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 Town. This prohibition does not apply to the supply of water and sewer service to any tenant located on the Premises, provided that water supplied to a tenant shall be consumed on the Premises and may not be used or carried to another location.
 - (f) No other water supply shall be connected to the Premises in any way which would result in a direct or indirect connection to the Town water supply.
- 11. Meter Installations:
 - (a) All meter installations and maintenance work shall be scheduled at the Town Office, unless the work is of an emergency nature.
 - (b) The Public Works Department shall repair or replace water meters where necessary due to normal wear, at no charge to the consumer. However, where repair or replacement of water meters is necessary due to physical damage to the water meter caused by the owner's negligence, a new water meter will be installed by the Town and the owner will be charged for the cost of the water meter plus the cost of the labour to do the work.

- (c) Where an owner permits a water meter to freeze and damage to the water meter results, repairs shall be made by the Town and the owner will be charged for the cost of materials and labour.
12. Commencement and Termination of Service:
- (a) Utility meters will be read, and Service Connections turned on or off on regular working days, Monday to Friday 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
 - (b) 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.
 - (c) The owner must be present to allow a town employee access to the meter for a reading, unless the meter has a remote or electronic reading meter recorder attached.
 - (d) Owners requiring service outside regular working hours shall pay, in advance, the after-hours charges as set out in Schedule "A" of this Bylaw.
 - (e) The Town reserves the right to terminate service at any time, providing the owner with 24-hour written notice.
13. Utility Billing:
- (a) Utility accounts shall be billed on a bi-monthly basis. The minimum amount shall be payable in every case whether or not any water is consumed.
 - (b) Water meters shall be read three times a year, around the middle to the end of April, August and December and estimated on the months in between actual readings.
 - (c) Utility accounts must have at least one actual reading in a calendar year for billing. If unable to obtain an actual reading in a year, the service will be disconnected until a reading is obtained for billing.
14. Overdue Accounts and Recovery of 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 may be collected in like manner as the Utility rates.
 - (b) If an account is not paid in full by the end of the month in which the utility notice is sent out, an interest charge will be added to the account on the first business day following the billing due date, as per the Utility Rates Bylaw. The utility notice will have the due date printed on it.
 - (c) As provided for in Section 369(1)(b) of *The Municipalities Act*, 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.
 - (d) If an account is in arrears and over the period of 60 days from the last day of the billing period, the water service may be discontinued without notice. When service is discontinued for non-payment, the said service shall not be reconnected until all arrears and accrued penalties are paid in full. The fee to cover the expense of turning off the water and turning it on again are set out in Schedule "A" and shall be paid prior to the service being reconnected. No reconnections will be done after 4:00 p.m. Monday to Friday or on weekends or holidays.

PART IV – PENALTIES:

- 15. A person who:
 - (a) contravenes any provisions of this Bylaw; or
 - (b) obstructs, hinders or impedes any authorized representative of the Town in the exercise of any of their powers or duties pursuant to this Bylaw is guilty of an offence upon summary conviction, subject to the provisions of the General Penalty of the Town of Eatonia.

- 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 Town may terminate Utility Service without notice to the Owner or any occupant of the affected Premises.

- 17. Where the Town 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 – REPEAL & COMING INTO FORCE:

- 18. That Bylaw No. 3/13 and 8/21 are hereby repealed.

- 19. This Bylaw shall come into force and be in effect on the final passing thereof.

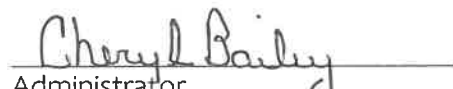
Read a 1st time on July 9, 2024

Read a 2nd time on July 9, 2024

Read a 3rd time on July 9, 2024




Mayor


Administrator

Certified a true copy of Bylaw No. 9/24
adopted by resolution of Council on the
9th day of July 2024.

Administrator

WATER AND SEWER UTILITY ADMINISTRATION BYLAW NO. 9/24
APPENDIX I
APPLICATION TO CONSTRUCT 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 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: _____

WATER AND SEWER UTILITY ADMINISTRATION BYLAW NO. 9/24
APPENDIX 1
APPLICATION TO CONSTRUCT 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 system of the Town of Eatonia.

Date

Administrator

WATER AND SEWER TULITY ADMINISTRATION BYLAW NO. 9/24
APPENDIX II
SPECIFICATION FOR BUILDING SERVICE CONNECTIONS

1. The Owner is responsible for supplying all material, labor and equipment and 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 constriction and installation of water and sewer service pipe from the Town of Eatonia mains but not including the water meter inside of the house. Basic water and sewer construction shall be as per attached drawing "A".
3. Provincial and Federal plumbing codes and any other regulations pertaining to water and sewer service installation, as well as any local Town of Eatonia specifications shall be followed.
4. Water and sewer connections must be inspected by the authorized town inspector before such connections are backfilled.
5. Water Service pipe shall be:
 - Minimum inside diameter of 20 mm
 - Copper type "K" soft or plastic type as approved by Town.
 - Insulated where required by the town, using insulation material as approved by an engineer.
6. Sewer Service pipe shall be:
 - PVC pipe complete with rubber gaskets.
 - Minimum inside diameter of 100 mm
 - Insulated where required by the Town, using insulation material as approved by an engineer.
7. Pipe Bedding and Backfill Material shall be either the bottom of the trench (undisturbed soil) or sand.
8. Water service lines 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 an engineer (depths are to be from finished grade)
 - Sewer pipe to have minimum grade of 1% for 150mm, 2% for 100mm
 - Lay sewer pipe on prepared bed, ensuring proper alignment to prevent undue settlement.
 - Installation of sewer pipe shall be to pipe manufacturer's specification 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 Town of Eatonia shall supply the water meter to be installed.
 - The owner is responsible to inspect the existing curb stop prior to connection of the water service. If the existing curb stop is bent or rusted or in some way damaged, the owner shall report this to the Town of Eatonia. The Town will then supply the owner with a new curb stop at no charge, and the owner will be responsible to installation. If the owner does not advise the Town prior to installation of the water service, the owner shall replace the curb stop at the owner's expense.

11. Inspection and Approval Requirements:

- The Town of Eatonville 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 inspection shall be done during regular working hours Monday to Friday, 8:00 a.m. to 4:00 p.m.

WATER AND SEWER UTILITY ADMINISTRATION BYLAW NO. 9/24
APPENDIX III
APPLICATION FOR WATER AND SEWER UTILITY SERVICES

DATE: _____

NAME.: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____

I hereby apply for water and sewer utility service to be provided by the Town of Eaton. 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 Town Council from time to time. I further agree to abide by the terms and conditions of each such bylaw and resolution.

Signature

Date

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.

Date for Connection: _____ Deposit Paid \$ _____

Account # _____ Meter Reading: _____

Termination of Service:

I hereby apply for the above water and sewer utility service to be terminated at the above noted street address.

Date for Disconnection: _____ Meter Reading: _____

Refund/Apply Deposit \$ _____

Signature

Date

WATER AND SEWER UTILITY ADMINISTRATION BYLAW NO. 9/24
SCHEDULE "A" FEES

1. Application for a New Service Connection	\$50.00
2. New Service Connection – Water & Sewer Line Installation	\$36.00/foot
3. After Hours Service Fee (Subsection 12(d))	\$100.00/hour/man
4. Disconnection Fee – Meter Testing	\$35.00
5. Reconnection Fee – Meter Testing	\$35.00
6. Disconnection Fee on a Seasonal Basis	\$50.00
7. Reconnection Fee on a Seasonal Basis	\$50.00
8. Water Meter Deposit	\$150.00
9. Disconnection & Reconnection Fee – Utility Arrears	\$100.00
10. Water Meter Testing	At cost to the town
11. Thaw Frozen Water Lines	At cost to the town
12. Sewer Cleaning – Minimum 1 hr charge	\$120.00/hr
After Hours – Minimum 1 1/2 hrs call out charge	\$180.00/hr
Mileage for Out-of-Town Residents (charged both ways)	\$1.00/km
13. Sewer Camera – Minimum 1 hr charge	\$120.00/hr