

BYLAW NO. 09/2016

A BYLAW OF THE TOWN OF REGINA BEACH TO REGULATE AND CONTROL THE USE AND CONSUMPTION OF WATER FROM THE MUNICIPALITY'S WATER WORKS SYSTEM

The Council of the Town of Regina Beach, in the Province of Saskatchewan, enacts as follows:

1. This bylaw will be cited as "The Water Management Bylaw".

REQUIREMENT TO CONNECT TO THE MUNICIPALITY'S WATERWORKS

2. Subject to Section 49(1) and (2) of the *Local Improvements Act, 1993*, property owners, whose land is benefiting from the services of the municipality shall be required to connect the property, by municipality approved connections, with the municipal systems of storm sewers, waterworks, or with any one or more of any systems of the municipality.

APPLICATION FOR UTILITY SERVICE AND TURN ON/TURN OFF REQUESTS

3. Application for installation of an initial water service, for a new developed property, from the Municipality's water works system must be made to the Town of Regina Beach (Town office), by way of Form #1, a minimum of 14 days prior to the date the service is required and accompanied with payment of the Initial Water Service Fee as outlined in Schedule "A".
4. Any time a new water service is being hooked to the Municipality's curb stop the following applies:
 - The Town office must be given one week minimum notification of the date the installation will take place;
 - A Town of Regina Beach Public Works & Utilities (Public Works & Utilities) employee must be on site during the hookup;
 - The hookup must take place during Public Works & Utilities hours of operation.
5. Any applicants requesting water service for new subdivisions will require a service agreement to be drawn up between the applicant and the Municipality.
6. A shut-off valve will be installed by a qualified tradesperson in every connection to the municipal water distribution system to make it possible to isolate the meter from the supply side. The cost of material and installation is the responsibility of the consumer.

7. A water service will not be activated until a water meter, as supplied by the Municipality, has been installed in a safe and accessible location. The installation must be done by a Public Works and Utilities employee or a qualified tradesperson at the expense of the consumer.
8. In the event a water meter is required that is not the standard size used in the Municipality, the applicant will be charged the difference between the cost for the special meter and the standard meter used by the Town as per current costs to purchase it and will be charged a Utility Consumer Deposit as set out in Schedule "A".
9. It is the consumer's responsibility to care for the water meter and to ensure the water meter is in working order. If it is not in working order, the consumer must report this to the Town office and a Public Works & Utilities employee will service the meter. If there are any charges applicable they will be as per Schedule "A" and will be charged and collected in the same manner as regular water rates. The consumer shall be liable for the full cost of a meter installed on his property, as indicated in Schedule "A", 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.
10. The water meter remains the property of the Municipality and shall not be tampered with.
11. Each applicant will be billed a Utility Consumer Deposit as outlined in Schedule "A".
12. The Utility Consumer Deposit will be refunded upon service being discontinued provided all water charges have been paid in full.
13. May 1st through to September 30th is the water connection (turn on) and disconnection (turn off) period for seasonal water lines unless request is made to the Town office ten days in advance, approval of which is not guaranteed. It is the consumer's responsibility to request the turn on and turn off a minimum of 24 hours and no later than 3 p.m. the day preceding the requested turn on/turn off date. Availability of requested date is not guaranteed. If deemed by the Municipality that the consumer or a representative of the consumer must be present during the turn on that will be indicated at the time of booking.
14. The water meter and a shut off valve must be available to Public Works & Utilities staff at the time of turn on and turn off.
15. Any turn on or turn off requests will be completed by a Public Works & Utilities employee only and will be carried out only during the Public Works & Utilities hours of operation.
16. Charges will apply upon turn on and turn off of water service as outlined in the Town of Regina Beach Bylaw to Fix the Rates to be Charged for the Use and Consumption of

Water from the Municipality's Water Works System.

17. Any application for water service from outside the Municipality must be presented to Council and rates determined by a service agreement.

LIMITING OF WATER USAGE

18. The Council may, if it appears necessary, curtail or limit the use of water either generally or for a period of time or for a period of time each day or for any area in the Municipality. Such power may be exercised by resolution of Council authorizing administration to impose and enforce such restrictions as are contained in the resolution.

FROZEN WATER LINES

19. All frozen water lines shall be referred to the Town office. The Public Works & Utilities department shall measure to determine on which property, the consumer's side of the curb stop or the Municipality's side of the curb stop, the ice is located. Frozen water lines shall be thawed by the Public Works & Utilities department, subject to availability of manpower and man hours. The Public Works & Utilities department shall recommend the use of a plumber if necessary. The Public Works & Utilities department shall record, on the attached Form #2, where the service line was frozen. Each form shall bear the signature of the Public Works & Utilities employee, the consumer, and the plumber where necessary, and shall be presented to Council for follow-up.
20. Accounts shall be settled as follows:
 - The Municipality shall pay 1/2 of the cost if the service line is frozen on both the Municipality's and the consumer's property;
 - The Municipality shall pay all of the cost if the service line is frozen on the Municipality's property only;
 - The consumer shall pay all of the cost if the service line is frozen on the consumer's property.
 - The Municipality shall not be responsible for any costs if Form #2 is not signed by the Public Works & Utilities department and the consumer.
 - Any costs applicable to the consumer for thawing the service line are as per Schedule "A" and will be charged and may be collected on an invoice basis or as the water rates are collected.
21. To prevent freeze-up, the Municipality may authorize or instruct the consumer to connect a "bleeder" line or open a tap. It shall be the decision of the Public Works & Utilities department whether bleeder line water can be discharged on the ground or into a septic tank for slope sensitivity or drainage reasons.

22. The additional gallons or water consumed to be estimated and deducted from the charges made to the consumer during the period the water is permitted to run.
23. This applies only where the Municipality 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.
24. The Municipality is not responsible for any costs pertaining to the thawing of service lines which have been previously thawed and the "bleeder" line has been turned off.

BACK FEEDING

25. If, for any reason, a consumer must back feed to a neighbouring consumer the Town office must authorize the hookup and a meter reading must be given to the Town office before beginning back feeding and another reading must be given to the Town office when finished back feeding. The cost for the metered water usage will be split between the two consumers and will be charged and collected in the same manner as regular water rates.

SCOPE

26. The Municipality will have the right to limit the amount of water furnished or to turn off water service completely to any and/or all consumers should circumstances warrant such action. Water service will not be turned on until any problems are rectified and all outstanding water charges, turn on and turn off fees, as outlined in the Town of Regina Beach Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water from the Municipality's Water Works System, are paid in full.
27. The Municipality will have the right to turn off the water service from any consumer, without notice, and keep it turned off as long as may be necessary when making repairs to the main lines or in connecting or repairing service pipes, or in constructing new infrastructure, or in the event of any water service emergency.
28. No person will in any way interfere with any main lines, curb stop, curb box, pipe or other waterworks appliance outside of his own premises, nor will he in any way interfere with any meter whether inside or outside his premises.
29. The Municipality shall be responsible for making repairs to the service line from the main line up to and including the curb stop. Any costs for repairs to the service line from the curb stop to the water meter, including repairs to the external ends of meter tails, shall be the responsibility of the consumer. Any costs for repairs to the water meter shall be the responsibility of the consumer, as per Section 9.
30. No person will damage, tamper, fill up or cover over any curb box or valve box.

31. The resale of water is strictly prohibited.
32. No person will obstruct the access within twelve feet of any fire hydrant or willfully or carelessly cause damage.
33. No person or persons, except the Chief Administrative Officer or those acting with his/her permission or under the direction of the Council, or members of the Fire Department in the event of fire, will open, close or interfere with any hydrant, gate or valve connected with the water works system.
34. No person will draw water from the Municipality's waterworks system unless authorized through this bylaw or by the Chief Administrative Officer.
35. No person will interfere with any portion of the Municipality's waterworks system.
36. Any authorized person must allow authorized servants or agents of the Municipality to have free access during regular Public Works & Utilities working hours or during an emergency, to all parts of the premises in which water is delivered, for the purposes of inspecting or repairing any service pipe or for the placing of meters upon any service pipe or connection within or without any building as he deems expedient and for the purpose of protecting or regulating the use of any meter.
37. The Municipality 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. In the event the request was made by any consumer and deemed to be correct, the costs of such testing will be the responsibility of the consumer.
38. The Municipality or its employees shall not be liable for any damages resulting from the discontinuance of water supply, whether from natural causes or accident, with or without notice, to any building, boiler or factory deriving its supply from the waterworks system.
39. Any consumer receiving services from the Municipality but who is not receiving a bill shall contact the Town office immediately and shall remain responsible for the charges for the services commencing on the date on which consumer began receiving such services.
40. Where consumption on an idle service shows more than 50 gallons of water used at that property where there is no consumer with an account, the owner of the property may be placed in an account and charged for the billing period prior to the idle consumption.

41. Any person guilty of an infraction of this bylaw will be charged in accordance to Schedule "B", by issuance of Form #3.
42. Unpaid charges for water service and water consumption provided to a parcel of land by the Municipality will be added to the corresponding tax roll.
43. Bylaw Numbers:
- 29/84 – To Provide for the Operation of a Waterworks System
 - 12/85 – To Restrict Outdoor Water Usage
 - 10/88 – The Restriction of Outdoor Water Usage
 - 10/92 – The Installation of Water Meters and Check Valves
 - 11/92 – To Provide for the Operation of a Waterworks System
 - 13/94 – To Provide for the Operation of a Waterworks System
- are repealed.


This bylaw, with Forms #1, #2, #3, and Schedules "A" and "B" attached will come into effect October 1, 2016.



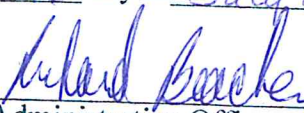

MAYOR


CHIEF ADMINISTRATIVE OFFICER

Read a third time and adopted,
this 26th day of July, 2016.


Chief Administrative Officer

Certified a true copy
of Bylaw No. 09/2016
passed by resolution of Council
on the 26 day of July 2016.


Chief Administrative Officer

**TOWN OF REGINA BEACH
SCHEDULE "A"
TO BYLAW NO. 09/2016**

1. Initial Water Service Fee:
 - a. Costs to provide new water service will be charged to the consumer at the public works rate of labour and current rate of parts plus a capital connection fee of \$3,200.00 and an administration fee of \$100.00.
 - b. A \$1000.00 deposit must be paid by the consumer prior to work beginning.
2. Utility Consumer Deposit
 - Standard Meter - \$150.00
 - Non-standard Meter - \$200.00
3. Meter Repairs – Charges will be reflective of the public works department rate of labour and current rate of parts to perform repair
4. Thawing Service Lines – Charges will be reflective of the public works department rate of labour.
5. Water Service to Outside Municipality – Approval of Council and Service Agreement with Town required

**TOWN OF REGINA BEACH
SCHEDULE "B"
TO BYLAW NO. 09/2016**

1. Any person or corporation who contravenes the Outdoor Water Usage provisions of this bylaw or fails to comply therewith, or with any notice or order given thereunder will be guilty of an offence and issued a Notice of Violation, by way of Form #3. Upon first offence any person will be liable to a penalty of \$100.00, upon second offence any person will be liable to a penalty of \$150.00 and upon third and subsequent offences any person will be liable to a penalty of \$200.00.
2. Any person or corporation who contravenes the Scope provisions of this bylaw or fails to comply therewith will be issued a Notice of Violation, by way of Form #3, and be subject to a fine of \$250.00 and will have the water service discontinued until the fine is paid and the contravention has been corrected and inspected by an agent of the Town of Regina Beach.
3. Any person or corporation who fails to pay an issued fine, and/or continues to contravene the Scope provisions of this bylaw shall be guilty of an offense and liable upon summary conviction to penalties provided under the General Penalty Bylaw of the Town.

**APPLICATION FOR WATER SERVICE
TOWN OF REGINA BEACH**

1. Property Owner Information:

Property Owner/Consumer: _____

Legal Description: _____

Civic Address: _____

Mailing Address: _____

Phone: Residence: _____ Wk: _____ Cell: _____

Email: _____

2. Contractor Information:

Company Name: _____

Contact Person: _____

Address: _____

Phone: Office: _____ Cell: _____

3. Plumber Information:

Company Name: _____

Contact Person: _____

Address: _____

Phone: Office: _____ Cell: _____

Meter Issued at Time of Approval: ☐ Yes ☐ No Meter No. _____

Water Service Line Specifications: _____

4. Conditions of the Municipality:

- a) The Municipality does not guarantee:
 - Quantity of water
 - Quality of water
 - Water pressures
 - An uninterrupted supply of water
- b) The Municipality maintains the right to discontinue water service for violation of Bylaws 09/2016 and 10/2016.

5. Conditions of and Procedure for Approval/Acceptance:

- a) Connections to the water line are not permitted without approval from the Municipality.
- b) After approval of the Water Service Application, the process will be as follows:
 - The owner may hire an approved contractor to perform the installation of the service line from the curb stop into the residence as per specifications from the Municipality's Public Works & Utilities department. The owner may hire an approved plumbing contractor to perform the in house work. Health regulations require that a permit be obtained by a journeyman plumber through Regina Qu'Appelle Health Region for the in house work (the Municipality holds permits for Health and they may be acquired at the Town office). The journeyman plumber shall ensure a shut off valve is installed between the meter and the where the line enters the house. A remote readout pad shall be mounted at an easily accessible location outside the residence by the Municipality's Public Works & Utilities department. **The water will not be turned on until the Municipality has inspected the curb stop hookup.**
 - A minimum of 24 hours is required for turn on requests.
 - The work shall be conducted in accordance with specifications set forth by the Municipality and under inspection of the Municipality.
 - Operation of the main valves, curb stops and appurtenances shall only be completed by the Municipality or an appointed representative thereof.

6. The Property Owner Agrees to the Following:

- a) Accept all cost and responsibility associated with connection and maintenance for water line and appurtenances from the house to the curb stop.
- b) Pay to the Municipality a meter deposit as set out in Schedule "A, to Bylaw No. 09/2016 prior to the water being turned on. The meter will remain the property of the Municipality and shall not be tampered with.
- c) May be subject to disruptions of service and shall agree to conform to restrictions of water supply at the discretion of the Municipality.

- d) The Municipality's representative shall have the right to enter the premises of the property owner at any reasonable time for the purpose of making such inspections to verify the proper installation of water connections and appurtenances, assure proper use of service fixtures, make necessary repairs and maintenance and verify meter count information.

Signed this _____ day of _____, 20

Witness

Owner

Witness

Owner

Town of Regina Beach

**FROZEN WATER LINE WORKSHEET
TOWN OF REGINA BEACH**

Date/Time Reported _____

Property Owner: _____

Street Address: _____

Mailing Address: _____

Distance that water line is frozen from the meter: _____ Feet

Water Frozen on Property Owner's Property? _____ YES _____ NO

Water Frozen on Town Property? _____ YES _____ NO

Date/Time Arrived: _____


Date/Time Completed: _____

TOTAL PROJECT TIME _____

SIGNED:_____
Public Works Manager/Designate_____
Property Owner/Guardian

(TOWN OFFICE ONLY) Cost @ \$40 per hr No. of hours: _____

(minimum charge – 1 hour)

| | |
|--|---|
|  | <p>Town of Regina Beach Box 10 218 Centre Street Regina Beach, SK S0G 4C0 (306) 729-2202</p> |
| <h2 style="margin: 0;">NOTICE OF VIOLATION</h2> | |
| <p>FOR BREACH OF:</p> <p>BYLAW: _____</p> <p>SECTION: _____</p> <p>DATE ISSUED: _____</p> <p>TIME: _____</p> <p>OFFENCE: _____</p> <p>_____</p> <p>LOCATION: _____</p> <p>DETAILS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VEHICLE DESCRIPTION _____</p> <p>_____</p> <p>LICENCE PLATE # _____</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>TICKET# 0026 _____</p> | <p style="text-align: center; margin: 0;">SPECIFIED PENALTY</p> <p style="text-align: center; margin: 10px 0 0 0;">\$</p> |
| <p><i>Bylaw Enforcement Officer</i></p> <p><small>PLEASE NOTE: This Notice must accompany payment. Payments may be made in person during regular business hours, after hours using the drop slot or by mail.</small></p> <p><small>Failure to pay the specified penalty above within thirty (30) days may result in further action.</small></p> <p style="margin-top: 10px;">Served <input type="checkbox"/> in person <input type="checkbox"/> left on property <input type="checkbox"/> mail</p> | |