

TOWN OF WILKIE BYLAW NO. 2022-05

7. Each dwelling unity or other structure to which water is supplied (including 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 licensed journeyman plumber.
8. 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 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.
9. All connections made 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 Municipality may require the contractor to reopen the trench to ensure proper connection.
10. Except as otherwise provided therein, 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.

APPLICATION TO RECEIVE UTILITY SERVICE

11. All requests to connect utility services shall be done by making an appointment through the Town Office at least one day prior to the day the connection is required. This is to ensure municipal staff can schedule the connection request. Municipal staff shall ensure that someone will be at the residence when services are connected to ensure there are no problems (i.e.: broken pipes).
12. To ensure tenants are responsible for any outstanding invoices during their occupancy; and, landlords are responsible for any outstanding accounts during time when the property is vacant the following shall apply:
 - a) Upon the completed Request for Rental Service attached as Schedule "A", the landlord/owner of the property may be added onto the water & sewer account of the rental property if the tenant authorizes disclosure of their account information to the landlord.
 - b) If the tenant agrees to the disclosure of account information, the landlord/owner and the tenant will each receive a copy of the water/sewer invoice.
 - c) If the tenant does not complete the "Request for Rental Service" the water/sewer invoice will remain in the landlord/owner's name.
 - d) At all times the water/sewer accounts are the responsibility of the landlord/owner and any unpaid accounts at December 31 of each year will be added to the tax roll account of the landlord/owner in accordance with *the Municipalities Act*.
 - e) Tenants are required to pay a water deposit equal to the minimum charge of one billing period which shall be paid prior to the water/sewer being changed into their name.
 - f) Water deposits shall be refunded upon service being discontinued at the request of the consumer, provided all water usage charges and fees are paid in full. In the event water usage charges and fees are not paid in full, the water deposit or a portion thereof will be applied to the water usage charges and fees of the consumer.

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UNPAID CHARGES

13. All rates, costs or charges imposed by this Bylaw or the Bylaw to fix the rates to be charged for the use of water and sewer services, that remain unpaid after 30 days or after December 31, in any year, may be transferred to the tax roll of the property owner, and may be collected in a like manner as municipal taxes are by law recoverable.

This process may occur whether the service was supplied to the owner or tenant of the land or building, if the municipality has provided prior notice to the owner and tenant that the charges for utility services to the parcel are in arrears and if the municipality has:

- a) sent a registered letter to each of the tenant and landowner respecting the unpaid charges and the consequences at least 30 days before the amounts are to be added to the tax roll;
 - b) applied any deposit provided by the tenant to the public utility with respect to the parcel to the unpaid charges if the tenant has vacated the property; and
 - c) where possible and reasonable, discontinued the utility service to the parcel.
14. The costs to notify the property owner and the tenant as listed in (a) above, will be added to the utility account for which the notifications are being sent.

WATER DISCONNECTION

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

- a) Failure to open a utility account;
- 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.

16. When an account is 30 days in arrears, the landlord/owner and/or tenant will be notified in writing that if their account is not brought to current within 14 days the utility services will be disconnected.

17. All requests for disconnections shall be done by making arrangements through the Town Office at least one day prior to the day the disconnection is required. Upon receiving notification to disconnect a service, municipal staff shall ensure that someone will be at the residence at the time the service is disconnected. A check will be completed to ensure that the water line is off before leaving the residence.

18. 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 \$60.00 to cover the expenses of turning off the water and for turning it on again, \$160.00 if after regular working hours. 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.

19. If a consumer needs to have their water disconnected for repair purposes, a charge of \$60.00 will be assessed to the property owner or \$160.00 if outside of regular working hours. If equipment is needed to locate the shut off (i.e.: backhoe to remove snow) the owner will be charged a minimum of one hour for the equipment used, no overtime rates will be charged for the equipment.

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20. When a new water service is opened into a residence, the old connection shall be shut off at the curb stop by municipal staff and the property owner is responsible to cap the old service connection off inside the residence. Municipal staff are required to ensure the old service connection has been capped off.

WATER METERS AND CURB STOPS

21. The Municipality will not be responsible for the installation of a new water meter; this must be done by a licensed journeyman plumber. The Municipality will supply the water meter.
22. 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.
23. Where a meter requires replacement due to damage, being frozen, or for any other reason, the property owner shall pay to the Town an amount equal to the cost of the meter or parts required to fix the meter invoiced to the Municipality plus shipping charges, if applicable, together with any tax payable.
24. 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.
25. 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.
26. 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.
27. Municipal staff will perform valve locates at no cost to the property owner whenever required to do so. The public is encouraged to call the Town Office for a valve locate whenever work is being performed in their front yard to insure the valves are not buried or damaged by the work being completed.

SUMP PUMP REQUIREMENTS

28. Sump pump and sump pits are recommended for all new construction.

WATER CONSERVATION

29. All outside watering of lawns, flower beds, trees and gardens effective May 1st to September 30th of each year shall be permitted as follows:
- Outside watering is permitted during the hours of 6:00 p.m. to 11:00 a.m. each day.
30. Any person who contravenes this section of the bylaw by watering outside of the hours stated section 27 shall be guilty of an offence and liable to a fine of \$50.00 for the first offence, \$100.00 for the second offence and \$200.00 for the third offence and for each offence thereafter.

GENERAL PROVISIONS

31. No person other than a municipal employee in the course of his/her duties shall fill, or allow another person to fill, a water tank larger than 100-gallon capacity from that person's water service at any location within the Town of Wilkie other than at the water service provided for that purpose at 306-2nd Avenue East, Lots 8-10, Block 7, Plan C1321 (Fire Hall) or 703 – 8th Street West, Parcel C, Plan 64-S-08946 (Rack

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Petroleum) unless the individual is using a back flow prevention device which will prevent contamination of the municipalities water system.

32. No person shall discharge into any drain, sewer or sewer system operated by the municipality of a harmful matter, substance, whether liquid or solid, that would be injurious to health, life or property or that would injure, pollute, or damage any stream, watercourse, drain, sewer, sewage system or sewage treatment plant.
33. 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.
34. 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 Municipality if the water supply has been discontinued.
35. The Municipality is responsible for construction, maintenance, repair and replacement of the water and sewer main lines and the service connection from the water mainline to the curb stop or if there is no curb stop to the property line. Any contractors performing work on Municipal owned property or infrastructure must be approved by Town Council or Town Municipal staff.
36. In the event a water or sewer service line has to be repaired or replaced, the Town shall be responsible for 100% of the costs from the main to the property line and the property owner shall be responsible for 100% of the costs of the service line on their property. The property owners shall hire a contractor to complete the work on their property. Municipal staff will inspect any lines before the trench is backfilled to ensure the work meets municipal specifications. The Municipality expects that the owner will immediately contact Town Municipal staff prior to any work being undertaken. If no contact is made with the Municipality prior to the contractor commencing work, the Municipality will not take on the responsibility for any of the payments relative to repair work that is done.
37. In the event of a wastewater blockage on a service line, the costs of cleaning or unplugging the service line shall be that of the property owners. If the same blockage occurs three (3) times in a twelve-month period, the sewer camera will be used to determine the extent of the blockage at no cost to the property owner. If the service line requires repairs or replacements, work will be completed as per section 36. If the blockage is determined to be on the property owner's side and they do not fix or repair the service line, they will be required to contact a plumber to clear any future obstructions. The owner shall contact Town Municipal staff prior to any work being undertaken. If no contact is made with the Municipality, the Municipality will not take on responsibility for the payment of any work that is done.
38. The Municipality is responsible for costs associated with repairs due to the following:
 - a) Trees located on municipal property which have roots that grow into the connection or line.
 - b) Problems related to the installation of other utilities by the Municipality within the right-of-way.
 - c) Other reasons as determined by Town Council.
39. The Municipality shall not be liable for damages due to wastewater back-up. It shall be the responsibility of the property owner to install backflow prevention. Plumbing regulations require anti-backflow valves and covers for the floor drains to be part of the original installation. It is the owner's responsibility to ensure proper use of an operations of these safety devices.

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TERMINATION OR TRANSFERRING ACCOUNTS

40. It is the responsibility of the property owner or tenant to notify the Municipality of any changes to the billing of their utility service.

PAYMENT OF CONNECTION FEES

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

RESTRICTIONS

42. The municipality shall have the right, by resolution of Council, to limit the amount of water furnished to consumers should circumstances warrant such action.

PENALTIES

43. Any person who contravenes any provision of this bylaw or which no other penalty is provided shall be guilty of an offence and liable upon summary conviction to penalties provided under the general penalty bylaw of the municipality.

REPEAL OF FORMER BYLAWS


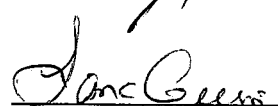
44. Bylaw No. 08/18 cited as the Water and Sewer Management Bylaw; and all amendments thereto are hereby repealed.

COMING INTO FORCE

45. This bylaw shall come into force and take effect on the date of third and final reading by the Council of the Town of Wilkie.



Mayor



Administrator

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SCHEDULE "A"

**Request for Rental Service
Application Form**

1. To ensure your application can be processed, please complete all sections of this form.
2. Questions can be directed to the Town of Wilkie by phone at (306) 843-2692 or email: wilkieoffice@sasktel.net.

A refundable deposit equal to a quarter water billing is also due at this time. This deposit will be returned to you at the time the account is closed as long as the account is paid in full.

Customer Information:

First Name	
Last Name	
Mailing Address	

Town of Wilkie Service Location Information:

Street Address	
House Number	
Effective ON Date	

Contact Information:

Telephone (the number you are available at during regular business hours)	
Cell Phone	
Email	

Landlord Information:

Last Name, First Name	
Telephone	
Email	

Please check to approve disclosure of your account information to the individual identified as the landlord contact.

Additional Information:

Applicant's Declaration:

In signing this form, you are declaring this information to be true and complete and to the best of your knowledge.

Signature of Applicant

Date