

TOWN OF WILKIE

**A BYLAW TO CONTROL AND REGULATE THE WATER AND WASTEWATER UTILITIES PROVIDED BY THE TOWN OF WILKIE.**

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

**PART I – GENERAL:**

**TITLE:**

1. This bylaw shall be known as the Utilities Management Bylaw.

**DEFINITIONS:**

2. In this Bylaw:

- a) "ADMINISTRATOR" means the Town of Wilkie Administrator or other person designated to administer the utility accounts for the Town of Wilkie.
- b) "COUNCIL" means the Council of the Town of Wilkie.
- c) "PARCEL" means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.
- d) "OWNER" means the assessed property owner or authorized representative thereof, as contained in the records of the Town of Wilkie.
- 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 allowance 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 of Wilkie in the capacity of the Administrator with the responsibility for administration of the Public Works Department, and shall also be deemed to 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 allowance.
- j) "TOWN" means the Town of Wilkie, 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.

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

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- (b) Clause 8(l)(j) of The Municipalities Act, which provides the Town the authority to pass bylaws respecting public utilities;  
hereby continue the water and sewer utility for the purpose 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 30<sup>th</sup> 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 1 business day 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.  
(g) Properties that do not have access to the Municipal Sanitary system shall install a private on-site sanitary system in accordance with Saskatchewan Public Health requirements.

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 Wilkie, where water service is to be provided to Premises, the Town shall supply water to the Premises at the curb stop 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 on his/her premises for the installation of the meter. The meter location must be acceptable to the Public Works Department and shall provide ready and easy means of access to the said meter for examination by the meter reader. Every consumer shall 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.  
(c) New water meter installations must be completed by a licensed plumber. The water meter will be supplied by the Town.

7. Construction of Service Connection:

- (a) The Owner of each Premise 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 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.The Public Works Manager is responsible for reviewing and approving the Service Connection construction permit application. Every Service connection constructed shall be inspected and accepted by a designated Town Public Works official prior to backfilling and is subject to inspection upon discretion of the Public Works Manager.
- (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 to the contrary. Regardless of who undertakes construction, any such street portion, when constructed, once installed shall belong to the Town and shall be the Town's responsibility to maintain.
- (f) The Owner will disconnect all abandoned Service Connections previously made, if required. The Owner shall obtain a Service Connection severance permit, Appendix IV. Fees for a disconnection are set forth in Schedule "A".
- (g) No owner will reconnect to a Water Service Connection previously made. An owner may reconnect to a Waste Water Connection, upon inspection by camera and approval by the Public Works Manager.
- (h) The owner shall be responsible for the replacement cost of any damages to town property as follows:
  - (i) The actual cost of sidewalk and curb repair will be billed to the owner.
  - (ii) The actual cost of pavement repair to be done by the Public Works will be billed to the owner.

8. Maintenance & Repair of Service Connection:

- (a) The Town shall be responsible for all maintenance of the Street Portion of the Service Connection.
- (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) In the event of a blocked sewer line:
  - (i) The Owner is responsible to obtain the services of a private sewer cleaning service;
  - (ii) the costs of cleaning or unplugging the service line shall be that of the property owners, The Owners shall direct the sewer contractor to, if possible indicate on their bill the location and cause of the blockage and;
  - (iii) If the same blockage occurs three 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;
    - A) Where the blockage is tree roots and there are boulevard trees, the Town may reimburse up to a maximum of \$250.00 per year per civic address, subject to approval by the Administrator.
      - i. The owner is responsible to supply a copy of the paid invoice, with a date stamped photo identifying what caused the blockage (tree roots), at the Town Office for reimbursement;
      - ii. If the Town of Wilkie denies the reimbursement of said invoice; said invoice cannot be resubmitted for consideration;
      - iii. The owner may appeal by forwarding correspondence to the Administrator requesting a review of their claim for reimbursement and final decision;

- B) Where the blockage was located on any portion of the Service Connection and found to be any other objects or items other than tree roots, the Owner shall bear the costs;
  - C) The Owner is responsible to complete annual maintenance regarding the service line at their own expense.
- (d) Blockages of the Sanitary Sewer System
- (i) No person shall cause any blockage of the sanitary sewer system.
  - (ii) The owner of a property shall bear any expenses incurred by the Town as a result of a blockage of the sanitary sewer system.
  - (iii) 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.
- (e) Town's Right to Recover Costs for Damage/Remedial Action:
- (i) When any person, in failing to abide by the provision of this Bylaw, causes damage to or interferes with the sanitary sewer system, such person shall be liable to the Town for all costs incurred by the Town in making repairs or taking remedial action. The Town may, in accordance with section 369 of the Act, add these costs to the property owner's taxes.
  - (ii) The costs associated with making repairs or taking remedial action shall be an amount owing to the Town.
  - (f) 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 devices. 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.

**PART IV WATER METERS AND CURB STOPS**

9.

Water Meter Management:

- (a) Each dwelling or other structure must have an individual water meter and curb stop to allow for individual billing.
- (a) In a multi-unit building, as set out in this bylaw (including duplexes, semi-detached dwellings and condominiums), each dwelling unit must have a separate curb stop to facilitate water disconnection for vacancy or non-payment with the following exception:
  - (1) If the billing is being paid by a Condominium Association with a shared service line from the curb.
- (b) And furthermore; If there is a need for disconnection for vacancy or non-payment, the main service valve to the condominium group will be turned off. Where an existing multi-unit building does not have individual curb stops for each unit, the following applies:
  - (1) The owner will be required to install individual curb stops at his or her own expense; or,
  - (2) The property owner must agree to have the entire water billing rendered in his or her name.
- (d) The property owner of each dwelling or other structure to which water is supplied is responsible for the following:
  - (1) Ensure that the curb stop is not restricted by landscaping, driveways or other material at the time of new construction;
  - (2) 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;
  - (3) The property owner may call the Town Office for a valve locate whenever work is being performed in their front yard to ensure the valves are not buried or damaged by the work being completed.

11. Water meter maintenance:

- (a) All meter replacements and maintenance work shall be scheduled at the Town Office, unless the work is of an emergency nature.

- (b) The Public Works Department will 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 meter caused by the consumer's negligence, a new meter will be installed by the Town and the consumer will be charged the cost of the meter plus the cost of the labor to do the work and shall be added to the consumer's account. Where a consumer permits a water meter to freeze and damage to the meter results, repairs shall be made by the Town and the cost of materials and labor shall be added to the consumer's account.
- (d) The Municipality and municipal staff are responsible for the following:
  - (1) Entering 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;
  - (2) Performing valve locates at no cost to the property owner when required.
- 12. Owner's responsibility of Water meters
  - (a) 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. Any damaged meters are to be reported to the Town Office.
  - (b) 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.

**PART V – ADMINISTRATION OF ACCOUNT:**

- 13. Application for Commencement and Termination of Service:
  - (a) Where any person requests water service connection, disconnected, or service line location during a construction project, or other reason, the fee in accordance with Schedule A applies.
  - (b) All applications for Utility Service shall be made in the prescribed form attached as Appendix III.
  - (c) 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.
  - (d) The Town may terminate service in accordance with the provisions of this or any other bylaw of Council.
- 14. Conditions of Supply:
  - (a) The Town retains the right to restrict 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) 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.
  - (d) 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.
- 15. Water Restrictions:
  - (a) All outside watering of lawns, flower beds, trees and gardens between May 1<sup>st</sup> and September 30<sup>th</sup> of each year shall be permitted only during the hours of 6:00 p.m. to 11:00 a.m. each day.
  - (b) Any person who contravenes this section of the bylaw by watering outside of the hours stated shall be guilty of an offence and is liable for the following fines:
    - (1) \$50.00 for the first offence,

- (2) \$100.00 for the second offence; and
  - (3) \$200.00 each offence thereafter.
  - (c) The municipality shall have the right to limit the amount of water furnished to consumers should circumstances warrant such action.
16. 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 or representative is present to check for leaks or open taps.
  - (c) Owners requiring service outside regular working hours shall pay, in advance, the after-hours charges as set out in Schedule "A" of this Bylaw.
17. Utility Billing:
- (a) The billing of residential water accounts shall be done quarterly. All charges will be made based on the actual meter reading.
  - (b) 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.
  - (c) The Town of Wilkie Utility Accounts for billing purposes will only be in the name of the owner of the home. No tenants name shall form part of the Utility Account.
18. 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.
- And furthermore; The municipality may disconnect the water service from any property, without notice, and 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.
19. Overdue Accounts and Recovery of Costs:
- (a) All accounts shall be payable when they are rendered. The due date for services rendered shall be the date indicated on the invoice.
  - (b) Subject to subsection 19(c) and 19(d); All rates, costs or charges imposed by this Bylaw, that remain unpaid after 30 days or after December 31 of the year in which it becomes payable, the amount of the rate, charge, rent or fee shall be added to and thereby form part of the taxes on the land or buildings with respect to which the service was provided.
  - (c) The municipality must provide notice by sending a letter by regular mail to the property owner at least 30 days before the outstanding amounts are to be added to the tax roll.
  - (d) The municipality has discontinued the utility service to the parcel if it is possible and reasonable, in the opinion of the municipality, to do so.
  - (d) 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.
  - (e) 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.

20. Re-Connection:  
No re-connections will be made after 4:00 p.m. Monday to Friday or on weekends or holidays. A One-hundred Dollar (\$100.00) re-connection fee for the first re-connection and increased by one-hundred Dollars (\$100.00) for each subsequent re-connection in a one year period shall be charged and failure to make payment or arrangements to do so will result in termination of service.
20. Complaint Procedure  
Where a consumer registers a complaint with the Town upon receiving his/her billing and demands a check on the reading taken of the water meter, the complaint will be handled as follows:
- (i) the Town's records shall be checked and should the Town's meter reading books indicate an obvious error in readings, the consumer shall be contacted for a recheck of the readings. No service fee will be charged in this instance and an adjustment shall be made to the billing;
  - (ii) Public Works department will assess the water meter, if the meter is not a data logging meter, the public works department will replace with a new data logging meter.
  - (iii) should a consumer complaint not be resolved or should the consumer not be satisfied with the procedures mentioned above, the consumer may make a written request to Council for further consideration; and
  - (iv) should a location be equipped with an outside reading device, the reading on the inside meter shall be considered as the correct reading, if differences in the two readings occur. It shall be the consumer's responsibility to regularly check for differences and notify the Town immediately if the two readings are found to be over 200 gallons in difference.

- 21 General Provisions:
- (a) 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 property's water service at any location within the Town of Wilkie. Section 31(a) does not apply to:
    - (i) 306-2nd Avenue East, Lots 8-10, Block 7, Plan C1321 (Fire Hall)
    - (ii) 703 – 8<sup>th</sup> Street West, Parcel C, Plan 64-S-08946 (Rack Petroleum)
    - (iii) A property using a back flow prevention device which will prevent contamination of the municipalities water system.

**PART IV – PENALTIES:**

21. Any person who contravenes any provision of this bylaw shall be guilty of an offence and liable to the fines set out in Schedule B and; upon summary conviction to the penalties provided Schedule B this Bylaw. All other sections not listed under Schedule B shall fall under the General Penalty Bylaw of the municipality.

**REPEAL OF BYLAWS:**

21. Bylaw No. 2025-08 and all other amendments thereto are hereby repealed.

**PART V – COMING INTO FORCE:**

22. This Bylaw shall come into force and take effect from, and after the date of the final passing thereof, which shall take effect on the date of third reading and adoption of this bylaw.



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
*Rebecca Parvett*  
CAO

Read a third time and hereby adopted on  
the 22<sup>nd</sup> day of December, 2025.

\_\_\_\_\_  
Attest true copy of Bylaw No. 2025-17  
adopted by resolution by Council of the  
Town of Wilkie on the 22<sup>nd</sup> day of December, 2025

\_\_\_\_\_  
*Rebecca Parvett*  
Administrator

UTILITIES MANAGEMENT BYLAW

APPENDIX 1

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 \$100.00.
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: \_\_\_\_\_

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UTILITIES MANAGEMENT BYLAW  
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 Wilkie.

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator

UTILITIES MANAGEMENT BYLAW

APPENDIX II

SPECIFICATION FOR BUILDING SERVICE CONNECTIONS

**1.0 GENERAL**

**1.1 Description**

- .1 This section specifies requirements for constructing building services and appurtenances, to lines, grades and dimensions as directed.
- .2 The Owner is responsible to supply all material, labor and equipment and to perform all work involved in connection, assembly, testing and certification of the water and sewer building connection(s).
- .3 Planned work must be approved by the Town before proceeding with work.

**1.2 Record Drawings**

- .1 Provide data for record drawings including details of pipe material as well as maintenance and operating instructions.

**1.3 Scheduling of Work**

- .1 Schedule work to minimize interruption of service.

**2.0 PRODUCTS**

**2.1 Sewage Pipe and Fittings**

- .1 Polyvinyl Chloride Pipe: PVC pipe shall be SDR 28 conforming to ASTM D3034. Joints to be rubber ring type. Fittings to be of similar manufacture to the pipe.
- .2 Sewer Pipe Insulation: Insulated sewer service pipe as required by the Engineer or when the cover over the service line is less than 2.0 metres, shall be insulated with expanded polystyrene insulation as follows:
  - .1 The insulation shall have a density of 24 kg/m<sup>3</sup> and the thickness shall be an actual minimum thickness of 50 mm with a compressive strength of 110 kPa;
  - .2 The insulation on pipe and fittings shall be covered with a minimum 1 mm thick HDPE outer jacket.
  - .3 The insulation shall extend to the ends of the bell. Where the bell and spigot ends meet the insulation, it shall be covered with mastic to ensure a waterproof joint exists.

**2.2 Water Pipe and Fittings**

- .1 Water Pipe: Pipe for building services shall be High Density Polyethylene Pipe (HDPE), SDR9, Series 200 conforming to AWWA C901. The pipe shall be manufactured in accordance with ASTM D2737 and all current revision, using materials designated PE2306, PE3306 or 3406. Joints shall be standard compression type with stainless steel inserts with no alternates.
- .2 Corporation Stops: Shall be standard brass with Mueller tapping thread suitable for compression type connection to piping.
- .3 Curb Stops: Curb stops shall be standard brass with drain and compression type joints, Mueller Mark II Oriseal valve with drain. The valve casing shall be John East #3063 curb box or approved equal.
- .5 Filler Grease: Shall be Grade O Zunicon Light, Food Grade.

### **3.0 EXECUTION**

#### **3.1 Preparation**

- .1 Clean pipes, fittings, valves, and appurtenances of accumulated debris and water before installation. Carefully inspect materials for defects. Remove defective materials from site.

#### **3.2 Trenching and Backfill**

- .1 Trench depth to provide minimum cover over sewer pipe to 2.7 m and 3.0 m for water from finished grade.

#### **3.3 Bedding**

- .1 Bedding shall be Sand Bedding and extend to 300 mm above the crown of the pipe.
- .2 Shape bed true to grade to provide continuous uniform bearing surface for pipe exterior. Do not use blocks when bedding pipe.
- .3 Shape transverse depressions as required to make joints.
- .4 Compact full width of bed to at least 95% of maximum dry density.
- .5 Place bedding stone in lieu of sand bedding material when required by the Town.
- .6 Fill any excavation below level of specified bedding with bedding stone.

#### **3.4 Sewer Pipe Installation**

- .1 Lay pipe to manufacturer's standard instructions and specifications. Do not use blocks.
- .2 Join pipes to manufacturer's recommendations.
- .3 Handle pipe by approved methods.
- .4 Lay pipes on prepared bed, true to line and grade. Ensure barrel of each pipe is in contact with shaped bed throughout its full length. Take up and replace defective pipe. Correct pipe which is not in true alignment or grade or pipe which shows undue settlement after installation.
- .5 The pipe shall be installed in full sections without damage to bell. The pipe shall be terminated outside the right-of-way a distance of 1.0 to 4.0 metres from the property line.
- .6 Do not exceed permissible deflection at joints as recommended by pipe manufacturer.
- .7 Protect installed pipes from ingress or dirt and water or other foreign materials. Whenever work is suspended, install a removable watertight bulkhead at open end of the last pipe laid to prevent entry of foreign materials.
- .8 Position and join pipes with approved equipment. Do not use excavating equipment to force pipe sections together.
- .9 Cut pipes as required for specials, fittings, or closure pieces in a neat manner as recommended by pipe manufacturer, without damaging pipe or its coating and to leave a smooth end at right angles to axis of pipe.
- .10 Align pipes carefully before jointing.
- .11 Maintain pipe joints clean and free from foreign materials.

- .12 Avoid displacing gasket or contaminating with dirt or other foreign material. Gaskets so disturbed to be removed, cleaned, lubricated and replaced before jointing is attempted.
- .13 Complete each joint before laying next length of pipe.
- .14 Minimize deflection after joint has been made to avoid damage.
- .15 Apply sufficient pressure in making joints to ensure that joint is completed to manufacturer's recommendations.
- .16 Ensure completed joints are restrained by compacting bedding material alongside and over installed pipes or as otherwise approved by Engineer.
- .17 Do not lay pipe on frozen bedding.
- .18 Upon completion of pipe laying surround and cover pipes with approved granular material placed to dimensions indicated or requested.
- .19 Hand place granular material in uniform layers not exceeding 150 mm thick. Dumping of material directly on top of pipe is not permitted.
- .20 Place layers uniformly and simultaneously on each side of pipe to prevent lateral displacement of pipe.
- .21 Compact each layer to at least 95% of maximum dry density.

### 3.5 Water Pipe Installation

- .1 Construct service connections at right angles to water main unless otherwise directed. Locate curb stops 300 mm inside right-of-way.
- .2 Employ only competent workmen equipped with suitable tools to carry out tapping of mains, cutting and flaring of pipes.
- .3 Tap main at 2:00 o'clock or 10:00 o'clock position only, not closer to a joint nor closer to adjacent service connections than recommended by manufacture, or 1 m, whichever is greater.
- .4 Leave corporation stop valves fully open.
- .5 In order to relieve strain on connections, install service pipe in "Goose Neck" form.
- .6 Install curb stop with corporation box on services 50 mm or less in diameter. Set box plumb over stop and adjust top flush with final grade elevation. Leave curb stop valves fully closed.
- .7 Place temporary location markers at ends of plugged or capped disconnected water lines. Each marker to consist of a 38 x 89 mm stake extending from pipe end at pipe level to 600 mm above grade. Paint exposed portion of stake red with designated 'WATER SERVICE LINE' in black.
- .8 Water pipe shall terminate at the same point as the sewer service pipe unless directed otherwise by the Town or the Town's Engineer.

### 3.6 Building Service Connections – Undeveloped Lot

- .1 Install a water and sewer connection to each of the lots staked by the Town.
- .2 The building water and sewer services shall be installed in accordance with drawings and as directed by the Town.
- .3 Where building services are laid across recently excavated trenches, particular care shall be given to supporting the pipes. If necessary, backfill material below

the pipes shall be re-excavated and backfilled with compaction to ensure that the pipes will not settle.

- .4 All lots shall be serviced with the piping extending from the main to a point 300 mm outside the property line or as requested by the Town or the Town's Engineer.

### **3.7 Building Service Connections – Developed Lot**

- .1 Water and sewer connections shall be installed to a minimum 1 m inside of basement wall or floor. A ball valve shall be installed on the water line inside the building by the Owner. The Town shall supply the water meter to be installed.
- .2 The Owner is responsible to inspect the existing curb stop prior to connection of the water service and notify the Town for inspection. If the existing curb stop is bent or damaged, the Town will supply the owner with a new curb stop prior to installation. If the Owner does not notify the Town of inspection or damage, the Owner shall be responsible to replace the curb stop at their own expense.

### **3.8 Town's Access to the Work**

- .1 The Town shall be allowed to inspect the work at any time.
- .2 The Town 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.
- .3 All inspection shall be done during regular working hours Monday to Friday, 8:00 a.m. to 4:00 p.m.

UTILITIES MANAGEMENT BYLAW

APPENDIX III

APPLICATION FOR WATER AND SEWER UTILITY SERVICES

Date \_\_\_\_\_  
Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Civic Address \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Service Connected At \_\_\_\_\_  
 Date for Connection \_\_\_\_\_  
 Account #: \_\_\_\_\_ Meter Reading: \_\_\_\_\_ \$100.00 Fee paid (y/n): \_\_\_\_\_

Service Disconnected At \_\_\_\_\_  
 Date for Disconnection \_\_\_\_\_  
 Account #: \_\_\_\_\_ Meter Reading: \_\_\_\_\_ \$100.00 Fee paid (y/n): \_\_\_\_\_  
 House sold \_\_\_\_\_ House empty \_\_\_\_\_ Fee: paid/invoice \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A connection fee of \$100.00 must be paid at the time of connection.  
 A disconnection fee of \$100.00 must be paid at the time of disconnection.  
 If you cannot pay the deposit at this time, you will be invoiced.

**Someone must be in the house at the time the water is shut off / or turned on / at the street to confirm water is on or off.**

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

UTILITIES MANAGEMENT BYLAW

SCHEDULE "A"

FEEES

- |   |          |
|---|----------|
| 1. Application for construction of new service connection | \$100.00 |
| 2. Service connection fee – minimum for 66 ft. road width | \$100.00 |
| 3. After-hour service Fee (Subsection 12(d))              | \$200.00 |
| 4. Disconnection Fee                                      | \$100.00 |

UTILITIES MANAGEMENT BYLAW  
SCHEDULE "B"  
FINES AND PENALTIES

Any person who contravenes any of the provisions of the following subsections or with any notice or order given there-under is guilty and shall be liable to these fines payable within 30 days and; if fines are not paid and upon summary conviction to a penalty of:

	<u>Fine</u>	<u>Penalty</u>
(i) Clause 5(a)	\$ 100.00	\$ 500.00
(ii) Clause 9(a)	\$ 100.00	\$ 500.00
(iii) Clause 12(b)	\$ 100.00	\$ 500.00
(iv) Clause 15(a)	\$ 100.00	\$ 500.00
(v) Order	\$ 100.00	\$ 500.00