

## TOWN OF CANORA

### Bylaw Number 24-01

#### **A BYLAW TO REGULATE AND CONTROL THE WATER AND SEWER SYSTEM**

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

- 1) This bylaw shall be cited as "*The Water and Sewer Management Bylaw*".
- 2) In this bylaw:
  - a) "Authorized person" means a municipal employee, person or contractor under the authority of the Public Works Supervisor, or person under the direction of the Fire Department.
  - b) "Backflow prevention valve" means a valve in that portion of the property owner's plumbing system known as the building drain, which is installed downstream of any connection and which is intended to prevent reverse flow from a public sewer main into the sewer portion of a building plumbing system.
  - c) "Chief Administrative Officer" means the administrator of the Town of Canora.
  - d) "Consumer" means the owner, tenant or occupant who makes application for connection to the waterworks system of the Municipality and for whom a utility account is established.
  - e) "Curb stop" means the valve on a service pipe located on the street or lane at or near an owner's property boundary.
  - f) "Meter" means an apparatus for measuring and recording the quantity of water passing through it and shall include all accessory materials required for the installation and operation of the meter.
  - g) "Municipality" means Town of Canora.
  - h) "Person" includes any applicant, consumer, corporation, occupant, owner or the legal representative of a person, responsible for the payment of charges for water and sewer services.
  - i) "Plumbing regulations" means *The Saskatchewan Plumbing Regulations* and amendments thereto.
  - j) "Property owner" means the assessed owner or authorized representative thereof, as contained in the records of the Town.
  - k) "Public Works Supervisor" means the Public Works Supervisor.
  - l) "Service connection" means the part of the water and sewer system that runs from the main lines of the water and sewer system to a building or other place on a property for the purpose of providing water and sewer services to the parcel, and includes the connection to the main line and couplings, curb stops, meters and other apparatuses inside the building or other place for the provision of the water and sewer service.
  - m) "Waterworks system" means the whole or any part of the equipment by which or through which the Municipality conveys water within its jurisdiction and includes pumps, filtration systems, water treatment plant, reservoir, water mains, pipe valve connections, hydrants, corporation stops, valves and other related works, curb-stops, meters and all other related appliances.
- 3) Service connections
  - a) All buildings or premises shall be connected to the Municipality's waterworks and sanitary sewer system, provided there is reasonable access to water and sewer mains, except as otherwise provided by this Bylaw.
  - b) Every person who requires water and sewer services to a property shall make application for connection to the Municipality's waterworks system.
  - c) All applications for connections to the municipal system must be made in writing. The application must be filed at the Town office and must be signed by the property owner or authorized agent.
  - d) The cost of the installation of lines from a pre-existing service or from the water and/or sewer mains to the premises shall be borne by the property owner, including replacement of pavement, curbing, sidewalk and any other

damages occurring as a result of the installation of water and sewer mains and lines.

- e) The installation of a service connection will be at a location authorized by the Municipality. Any new connection must be to the current municipal standard.
  - f) The property owner shall provide a place in the premises for the installation of a water meter, which shall be acceptable to the Municipality, and shall provide for wiring to an outside reader.
  - g) Only one (1) connection is permitted for each property unless approved by the Municipality. At the discretion of the Municipality, common or individual metering and shut-offs may be required for multi-unit buildings.
  - h) Where an applicant for a water service requires a quantity or type of service greater than which can be supplied from the existing works, the Municipality may require the said applicant to pay for all or part of any works considered necessary to increase system capacity to meet the water requirements.
  - i) A water service shall not be activated to a property until all fees have been paid in full; a water meter has been installed on the property and has been inspected by the Municipality and found to be in compliance with this Bylaw.
  - j) No person shall cause or allow water to flow onto or to be released on or to be used on the land which the person requires service, unless the water is being lawfully supplied to such land in accordance with the provisions of this Bylaw.
  - k) Water and sewer line ownership is defined as follows:
    - i. The Municipality owns the water and sewer mains;
    - ii. The property owner owns the water and sewer service connections from the main to the building;
    - iii. The Municipality owns the curb stop and water meter.
  - l) The cost of subsequent repairs, replacement or maintenance of water and/or sewer lines from the water and/or sewer main to the premises shall be the responsibility of the property owner.
  - m) Every person connecting their premises to the waterworks system shall install a valve in the line before the meter to allow for shutting off the water to the premises.
  - n) The Plumbing Regulations shall apply to and govern all plumbing and drainage within the Municipality.
- 4) Waterworks system
- a) No person other than an Authorized Person shall open, close or interfere with any hydrant, valve or curb stop connected with the water works system, and no person shall in any way interfere with any curb stop, pipe or other waterworks appliance outside of their premises, nor shall they interfere with any water meter, whether inside or outside of their premises.
  - b) The Municipality does not guarantee a specific pressure or a continuous supply of water quality to meet the special requirements of individual users.
  - c) When a property owner requests that any of the waterworks system be moved or relocated, the entire cost of moving or relocating the said works shall be borne by the owner unless other arrangements are agreed upon in writing by both parties.
  - d) No person shall attach any pipe or line to the waterworks service except for normal use.
  - e) No person shall introduce into the waterworks system any harmful matter, substance or thing, whether liquid or solid, that would be injurious to health, life, or property or that may injure, pollute, or damage any stream, water course, drain sewer, sewage system, water system and/or the water treatment plant.
  - f) The Municipality shall have the right to shut off the water to any consumer without notice for the purpose of making repairs to the mains, meters or service lines or for connecting or constructing extensions or new work or any other work, and to keep it shut off as long as may be necessary to enable work to be completed. Whenever possible, affected consumers shall be notified by the Municipality in advance.
  - g) The Municipality or its employees shall not be liable for any damages resulting from the discontinuance of waterworks supply, whether from natural causes or

accident, with or without notice, to any building, boiler, or factory deriving its supply from the waterworks system.

- h) No person shall willfully or maliciously discharge water so that it is wasted.
  - i) No person drawing water from a hydrant or a coin-operated dispenser shall use a container or tank that is contaminated with any chemical harmful to animal or plant life, nor shall there be containers with chemicals harmful to any animal or plant life stored or transported on the vehicle hauling or trailer holding the water container or tank.
  - j) No person shall construct or dig a well on any property which can be serviced from the municipal waterworks system or abuts on a water main.
- 5) Works on private property
- a) No person to whose premises water is supplied shall make, or permit to be made, any additional connection to his service of either temporary or permanent nature, for the purpose of supplying water to another building, or mobile home on their, or any other property without permission of the Municipality.
  - b) No person shall interconnect any portion of works on private property which are supplied by the Municipality with an external source of water.
  - c) The property owner shall be responsible for the safekeeping, maintenance, repair and replacement of all service pipes and plumbing systems from the water main and shall protect them from frost or other damage, and shall promptly repair frozen, leaky, or imperfect pipes or fixtures.
- 6) Meter location
- a) Every person who wishes to receive a supply of water from the waterworks system shall have installed a water meter on their property in compliance with the provisions of this Bylaw.
  - b) Every water meter shall be installed by the Municipality or qualified contractor retained by the owner of the parcel and approved by the Municipality.
  - c) The water meter shall be located in the building as close as possible to the entrance point of the water connection into the building and before any appliance, unless otherwise approved by the Municipality.
  - d) If any breakage, stoppage, or other irregularity in a water meter is observed by the consumer, the consumer shall notify the Municipality immediately.
  - e) No person shall remove or in any way disturb a water meter except under the direction of the Municipality.
  - f) The consumer shall provide adequate protection for the water meter against freezing, heat, and other severe conditions which might damage the meter.
  - g) Where a consumer permits a water meter to freeze and damage to the meter results, the repairs or replacement shall be made by the Municipality and the cost of replacement and/or of materials and labour shall be billed to the consumer.
  - h) Where damage to the meter results from tampering, any repairs including materials, labour, and/or replacement shall be at the cost of consumer.
  - i) If a water meter installed on a property is destroyed, lost, or damaged in any way, the owner shall repair or replace the water meter at their cost.
  - j) A consumer must, at all reasonable times, provide adequate, convenient, and unobstructed access to the Municipality for inspecting and reading the water meter.
- 7) Water use
- a) No consumer shall convey, sell, dispose of, give away, permit to be carried or taken away, or supply water for the use or benefit of others.
  - b) The Municipality shall have the right to limit the amount of water furnished to any or all consumers should circumstances warrant such action.
  - c) The Municipality may install or connect a bypass line or authorize a consumer to open a tap in any premises to prevent water lines from freezing. Consumers with an open bypass line or tap will not be charged for any additional water usage.

8) Connection and disconnection

- a) The Municipality may order the water supply to be discontinued without notice for violation of any of the provisions of this Bylaw or any other bylaw or policy regulating rates charges for water and/or sewer services including the non-payment of rates, fees or charges when due, for refusing to provide for the proper installation of a meter or backflow device, for failure to maintain the water service and private system in good condition without any leaks, or for a failed backflow assembly.
- b) Persons who request to have their water service connected or disconnected shall give the Municipality at least one (1) business days' notice, unless in the event of an emergency; the conditions and regulations and fees to be charged shall be regulated by any other bylaw or policy of the Municipality.
- c) No connections will be done after 4 p.m. on Monday to Friday or on weekends or holidays.
- d) No disconnections will be done after 4 p.m. on Monday to Friday, or on weekends or holidays, except in the case of an emergency.
- e) Service will be connected or disconnected by an Authorized person only if the occupant or owner is present to check for leaks or open taps.

9) Sanitary sewer

- a) Only one (1) connection is permitted for each property unless approved by the Municipality. At the discretion of the Municipality, a duplex or semi-detached dwelling may have a separate sewer service line from each unit to the main.
- b) No owner will make or cause to be made any connection with any municipal sewer or house drain for the purpose of conveying into the same, storm water from roof drainage, cistern, sump pump or tank overflow, condensing or cooling water.
- c) Only an Authorized person will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any municipal sewer.
- d) Only an Authorized person will cut, break, pierce, or tap any municipal sewer or introduce any pipe, conduit or tube through or into any municipal sewer.
- e) All premises to be connected to the sanitary sewer system shall meet the requirements of the Plumbing Regulations and from the date of this Bylaw shall install a backflow prevention valve, in accordance with *The Public Health Act*, to mitigate sewer back-up.
- f) The Municipality shall not be liable for damage due to back-up of sewage. It shall be the responsibility of the consumer to install backflow prevention valves and floor drain covers and it is the owner's responsibility to ensure proper use and operation of these devices.
- g) Every owner or occupant that makes a claim or demand, takes any action or alleges that they have a cause of action, claim or demand against the Municipality for or by reason of loss of whatsoever kind or nature arising out of any incident of sewer back-up and/or flooding shall install a backflow prevention valve on the premises at the cost of the owner or occupant.
- h) No consumer shall discharge into any drain, sewer or sewage system operated by the Municipality a harmful matter, substance or thing, 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 facility.
- i) Every owner or operator of a restaurant or other commercial, industrial and institutional premises where food is cooked, processed or prepared, for which the premises is connected to the sanitary sewer system shall take all necessary measures, including procuring and utilizing a grease trap or interceptor to ensure that oil and grease are prevented from entering the sanitary sewer system as required by this Bylaw or the Plumbing Regulations.
- j) Where the sanitary sewage collection system is not available to a property, the disposal system shall be connected to a private sewage disposal system complying with *The Public Health Act*. The owner shall operate and maintain the private system in a sanitary manner at all times at no expense to the Municipality.

#### 10) Right of access

- a) After making reasonable efforts to notify the owner or occupant of a property, or in an emergency, the Municipality is entitled to free access at all times to all or part of the property to which the waterworks system is connected for the purpose of inspecting any water meter or service connection, and/or constructing, maintaining or repairing any water service connection.
- b) After making reasonable efforts to notify the owner or occupant of a property, or in an emergency, the Municipality is entitled to free access at all times to all or part of the property to which the sanitary sewer system is connected for the purpose of inspecting any sewer service connection, and/or constructing, maintaining or repairing any sewer service connection.
- c) No person shall obstruct or prevent the Municipality from carrying out any of the provisions of this Bylaw.

#### 11) Connection fee

- a) A \$50.00 connection fee shall be paid to the Municipality each time a consumer:
  - i) wants to be supplied with water from the municipal system; or
  - ii) wants to have their water turned off and back on again when doing plumbing work on a building.
- b) the \$50.00 connection fee does not apply to new construction.

#### 12) Meter deposit

- a) All consumers who are not the owners of the property to be served shall pay a \$200.00 meter deposit to the Municipality.
- b) The meter deposit shall be refunded upon service being discontinued, provided all water usage charges are paid in full.

#### 13) Billing

- a) Accounts for water service and/or sewer service shall cover a period of three consecutive months for residential billings and one month for commercial or industrial billings, and shall be paid within 30 days of billing date.
- b) All unpaid fees and/or costs incurred under this bylaw may be either applied to the account that the service was provided or the service may be disconnected.
- c) If an account is not paid within the said 30 days, the water service shall be disconnected and not be reconnected until all arrears have been paid together with a reconnection fee.
- d) Any rates or charges that remain unpaid 60 days after the billing date, shall be added to and thereby form part of the taxes on the land or building(s) with respect to which the service was provided.

#### 14) Penalties

- a) The Municipality may turn off the supply of water to any person in default of the requirements of this or any other Bylaw or policy regulating water rates or services. The person in default will be required to follow the procedures in place under this or any other bylaw or policy regulating water service and accounts before any water service may be restored.
- b) It shall be unlawful for any person, whose water has been turned off pursuant to this section, to turn such water on again, or to take any water from the waterworks system until such time as the Municipality authorizes the service to be restored.
- c) Any person who contravenes Subsections 4(i) or 9(h) of this bylaw shall have service discontinued and a fine of \$2,000.00 for an individual or \$5,000.00 for a corporation shall be imposed.
- d) Any person who contravenes any provision of this bylaw for which no other penalty is provided shall be guilty of an offense and liable upon summary conviction to penalties provided under the general penalty bylaw of the Municipality.
- e) Conviction of a person for a breach of any provision of this Bylaw does not relieve that person from compliance with the Bylaw.

15) Bylaw 06-16 is hereby repealed.

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*Mayor*

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*Chief Administrative Officer*

Introduced and read a first and second time this 19th day of December 2023

Read a third time with the unanimous consent of all Council members present and adopted this 19th day of December 2023.