

BYLAW NO. 16 - 2022

A BYLAW OF THE TOWN OF FORT QU'APPELLE TO PROVIDE THE SERVICE OF WATER AND SEWER AND THE RATES TO BE CHARGED FOR THE USE AND CONSUMPTION OF WATER AND THE USE OF SEWER.

COUNCIL of the Town of Fort Qu'Appelle, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw will be cited as The Water and Sewer Service and Charges Bylaw.
2. The Purpose of this bylaw is to govern the services and charges for water and sewer in the Town of Fort Qu'Appelle.
3. Definitions
 - (a) Dwelling Unit means –
 - (i) a single family home;
 - (ii) each individual household with separate living accommodations within a single family home, multi-dwelling unit buildings with separate living accommodations, basements suites, duplexes, triplexes, fourplexes, and/or each unit within a multi-family building that has separate dwelling units. Sharing laundry facilities within, but not limited to, a single family dwelling, multi-dwelling unit, apartments, or condos does not consolidate the separated households into one household within the building. Renting of a bedroom room in a single family home that shares laundry, kitchen, and bathroom is not considered a separate dwelling unit.
 - (b) Person, Consumer, Customer - means the person or persons, organizations, corporations, etc. responsible for the payment of charges for water services and includes the owner, tenant or occupant of any real property connected with or supplied with water through a water connection to the Town's watersystem;
 - (c) Public Works Department - means the person or persons employed by the Town in the capacity of the Manager with the responsibility for administration of the Works Department, and shall also be deemed to include the meter person responsible for the installation, maintenance, and reading of water meters.
 - (d) Town - means the Town of Fort Qu'Appelle and its employees.
4. Application
 - (a) Every person desiring to have his/her premises connected to the waterworks system shall apply to the Town for that service.
 - (b) Each dwelling unit within a single family dwelling, basements suites, duplexes,

triplexes, fourplexes, condos, apartments and/or each unit within a multi-family building will require their own meter and billing as a separate account for their separate dwelling unit. Where existing buildings have only one meter and are unable to have a meter installed for each dwelling unit, a water services account will be charged on the existing account for each dwelling unit.

- (c) Every person shall provide at his/her own expense a place in 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 at all times 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. The location shall be convenient for the meter reader and acceptable to the Public Works Department.
- (d) Every customer intending to vacate any premises supplied with water from the waterworks system or who intends to discontinue the use of such water shall give notice of the same to the Town.

5. Charges and Late Accounts

- (a) Each water service allocation shall be accompanied by payment for a water services deposit in an amount equal to the minimum quarterly charge for water and sewer consumption.
- (b) The charges to be paid by the water consumer whose water service has been turned on shall be those set out in Schedule "A" attached; provided, however, that the minimum shall be payable in every case whether or not any water is consumed.
- (c) Persons who own or occupy premises drained or that are by bylaw required to be drained into the sewer shall pay for such services a rental rate or service charge in accordance with Schedule "B" attached.
- (d) All accounts which sewer rate are charged shall also be charged a wastewater levy in accordance with Schedule "C" attached.
- (e) Accounts for water service and/or sewer service shall cover a period of three successive months, and shall be rendered on or before the first day of the month next following such period. Accounts shall be paid within a period of thirty days from the date on which such accounts are rendered.
- (f) Where services are discontinued or commence part way through a billing period, the charges shall be prorated to the minimum portion of one month.
- (g) Any balance outstanding after thirty days from the billing date will be subject to a 2% penalty per month interest charge.
- (h) If an account is not paid within the period of thirty days as indicated on the invoice, a Final Warning Notice will be send to the landlord/tenant stating that the arrears and any accumulated interest are to be paid within 15 days.
- (i) At the expiration of the date on the Final Warning Notice, if no payment has been received, the order for disconnection will be prepared by the Chief Administrative Officer and issued to the Public Works Department.
- (j) The only method of stopping the Final Warning process or actual disconnection of the water service is payment of all the arrears in full.
- (k) When the water service is cut off, it shall not be turned on until all arrears have been paid,

together with a fee of **\$60.00 (Sixty dollars)** to cover the expenses of turning off the water and turning it on again; provided that if it is required to turn on the water service outside the employees' regular working hours, the fee shall be **\$150.00 (One Hundred and Fifty Dollars)**.

6. Re-Connections

- (a) No re-connections will be done after 4:00 p.m. Monday to Friday or on weekends or on holidays. A **Sixty Dollar (\$60.00)** re-connection fee shall be charged and failure to make payment or arrangements to do so will result in termination of service.
- (b) When a water service seasonal cut off is requested by a homeowner, there shall be a fee of **\$60.00 (Sixty dollars)** to cover the expenses of turning off the water and turning it on again.
- (c) If an emergency request for a re-connection is necessary after 4:00 p.m. Monday to Friday, on the weekend or on a holiday, a fee of **One Hundred and Fifty Dollars (\$150.00)** will be charged.

7. Connection Procedure

- (a) The water meter deposits (refundable) to be charged to water users for meters installed for new buildings shall be as set out in the following:
 - (i) Standard residential meter - One Hundred Dollars (\$100.00)
 - (ii) Standard business meter - Two Hundred Dollars (\$200.00)
 - (iii) Large size business meter - actual cost of the meter
- (b) A Twenty Dollar (\$20.00) (non-refundable) connection fee is payable at the same time the water meter deposit is paid and is deemed to be a service fee for parts and labour required to connect the water supply to the consumer.
- (c) The water meter deposit and water connection fee must be paid before connection to the water supply will be done.
- (d) Where any person requests water service connection, disconnection or service line location during a construction project, a Twenty Dollar (\$20.00) service fee shall be charged to that person in advance of each work.

8. Disconnection Procedure

- (a) Where a consumer requests disconnection of water service to move from one location to another within the Town, the Town shall transfer the refundable portion of the water meter deposit on the location being vacated and any amounts outstanding at that location to the new service location.
- (b) Where a consumer requests a temporary disconnection of water service, upon reconnection of the service, a connection fee of Twenty Dollars (\$20.00) shall be charged.

9. Whenever any building or premises supplied by water is vacated, the owner shall apply to the Municipality to turn off the water supply on the outside of the building and shall give proper notice

to the Chief Administrative Officer. Any owner or consumer who fails or neglects to give proper notice shall be liable and responsible for payment of all water rates and other charges up to and including the date the water supply is disconnected.

10. In case a premise is vacant and service pipe and fixtures are not protected, the Municipality may turn off the supply of water without notice and collect the expenses incurred. Expenses due again the said building or premises will be collected from the owner of the premises. Damage to a meter through improper protection by the owner or occupant shall be repaired or replaced at the expense of the owner.
11. All outstanding water accounts at December 31st shall be added to the property owner's tax arrears account in accordance with *the Municipality's Act*. The cost for a registered letter informing the consumer how and when unpaid utility amounts are added to the tax account will be considered an additional charge to the consumer.
12. To improve billing accuracy and 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 written advice of the landlord/owner, the tenant may be added onto the water and sewer account. The Town requests the landowner/owner's cooperation in providing information on "new" tenant's. The Town will set up the water/sewer accounts in conjunction with occupancy dates.
 - (b) The landlord/owner and the tenant will each received a copy of the water/sewer invoice.
 - (c) 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 Municipality's Act*.
13. Water Meter Maintenance
 - (a) The Public Works Department is authorized to enter into any building, commercial, residential, or industrial, that utilizes a water meter for the purpose of checking and inspecting the water meter. If an owner or tenant denies access for the Public Works Department to inspect a water meter, the Public Works Department can, with the approval of the Chief Administrator Officer, disconnect the water service until such inspection can be completed.
 - (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 labour to do the work and shall be added to the consumer's account.
 - (c) 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 labour shall be added to the consumer's account.

14. Consumers with Shallow Water Lines

- (a) All consumers who have shallow water lines and who have a history of problems with water lines freezing shall be required to leave their water run in the winter months to avoid water line freezing. These consumers are identified at the discretion of the Public Works Department.

15. Complaint Procedure

- (a) 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) if such error is not apparent in the meter reading books a minimum service fee of Twenty-Five Dollars (\$25.00) must be paid by the consumer prior to the meter technician's investigation;
- (iii) upon payment of the service fee, the Town General Office shall complete a Work Order for the meter technician, who shall then contact the consumer regarding the complaint;
- (iv) the consumer shall be asked to be present at the time the meter technician attends;
- (v) the technician shall remove the meter and ask the consumer if he wishes to accompany him to the Water Department to be present during the testing of the meter. Should the consumer not wish to be present, the meter shall be taken and tested for accuracy standards for cold water meters according to the American Water Works Association;
- (vi) should the meter be found to be accurate according to the standards the Twenty-Five Dollars (\$25.00) service fee shall be retained by the Town;
- (vii) should the meter be found to be inaccurate, the Twenty-Five Dollars (\$25.00) service shall be refunded to the consumer and the inaccuracy difference in percent (%) shall be used to adjust the account for one previous billing period;
- (viii) 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
- (ix) 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 .5 cubic metres in difference.

16. The Town of Fort Qu'Appelle shall have the right to ration or limit water furnished to any or all consumers should circumstances seem to warrant such action. In such actions may be instituted by order in periods of low water supply, and all consumers shall comply with such rationing order. Non-compliance after two warnings shall result in the service being disconnected.

17. Neither the Municipality, nor its employees shall be held liable for any damages resulting from suddenly shutting off the supply of water from any building or premises deriving its supply from the Municipality's water system, either with or without notice. Wherever practicable, reasonable notice of intention to shut off water supply shall be given to consumers.
18. Nothing in this bylaw relieves any person from complying with any provision of any Federal or Provincial legislation or any other Bylaw of the Municipality.

19. Offences and Penalties

(a) Where any person who:

- (i) willfully or maliciously hinders or interrupts the Town of Fort Qu'Appelle in the exercise of providing water services;
- (ii) willfully or maliciously discharges water so that it is wasted;
- (iii) without the authorization of the Town Manager, opens or closes any hydrant or obstructs free access to any hydrant;
- (iv) causes harmful or offensive matter to be added to or deposited into the water or waterworks or source of supply for such waterworks or in any way fouls the water or commits any willful damage or injury to the works or pipes;
- (v) willfully tampers with a meter connected to a service conduit within or outside a building or place so as to alter the amount of water registered by the meter, unless that person has the approval of the Public Works Manager;
- (vi) attaches any line or pipe to the property of the Town of Fort Qu'Appelle or obtains or uses a water service without the consent of the Town of Fort Qu'Appelle;
- (vii) willfully, and without authority, hinders, interrupts or cuts off the supply of a water service;


is guilty of an offence and liable in accordance with the provisions of the Town of Fort Qu'Appelle Bylaws.

20. Bylaws No. **1-2012 and 13-2016** are hereby repealed.
21. The rates, charges, tolls or rents contained in this bylaw shall come into force and take effect on January 1, 2023 and upon receipt of the approval issued by the Saskatchewan Municipal Board, Local Government Committee.

Read a first time this 8th day of September, 2022.

Read a second time this 8th day of September, 2022.

Read a third time and adopted this 22nd day of September, 2022.



Mayor



Chief Administrative Officer

[Seal]

Certified true copy of Bylaw No. 16 - 2022 passed by the Council of the Town of Fort Qu'Appelle at their regular meeting on Thursday, September 22, 2022.

Administrator

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned over the signature line.

**Town of Fort Qu'Appelle
Schedule "A"**

Quarterly Water Rates 2023

Metered

1. 6,000 gallons or less	Minimum	\$38.00
2. 6,001-12,000 gallons	Per 1,000 Gallons	\$ 3.75
3. 12,001 gallons and up	Per 1,000 Gallons	\$ 3.25

**Town of Fort Qu'Appelle
Schedule "B"**

Quarterly Sewer Rates

1. Basic quarterly billing for each dwelling unit		\$78.60
2. Apartment/Condo Blocks/Mobile Home Park	Basic per suite	\$78.60
3. Barber Shop/Beauty Parlor/Doctors Office	Basic Plus	\$ 2.15
4. Restaurants/Hotel/Motel (Single Use)	Basic Plus	\$ 7.70
5. Hotel/Motel (with restaurant attached)	Basic Plus	\$ 15.35
6. Churches with halls attached	Basic Plus	\$.45
7. Hospital/ Nursing Home/Schools/Treaty 4	Basic Plus	\$ 21.25
8. Car Wash/Laundromat	Basic Plus	\$ 63.75
9. Grocery Store	Basic Plus	\$ 63.75

**Town of Fort Qu'Appelle
Schedule "C"**

Quarterly Waste Water Rate for 2023

1. Flat Rate	\$137.00
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Quarterly Waste Water Rate for 2024

1. Flat Rate	\$142.00
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Quarterly Waste Water Rate for 2025

1. Flat Rate	\$147.00
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