

**TOWN OF SHAUNAVON
BYLAW NO. 2023-10
THE WATER AND SEWER MANAGEMENT BYLAW**

**A BYLAW TO REGULATE AND CONTROL THE USE AND CONSUMPTION OF WATER
FROM THE WATERWORKS SYSTEM AND CONTROL AND REGULATE THE
DISCHARGE OF SEWER INTO THE SEWAGE SYSTEM**

WHEREAS:

Section 25(2) of *The Municipalities Act* provides the following:

“...As a term of supplying the public utility service to the parcel of land, the council may make the owner of the parcel of land responsible for the costs of the construction, maintenance, repair and replacement of the portion of the service from the main lines of the system or works to the boundary of the street, road or easement.”

And Section 25(3) of *The Municipalities Act* provides:

“If the council acts pursuant to subsection (2), the costs mentioned in that subsection are an amount owing to the municipality by the owner of the parcel of land.”

And Section 24(1) of *The Municipalities Act* provides for agreements with other Municipalities:

“If authorized by the bylaws of the municipality, a council may exercise the same powers respecting public utility services within the municipality or within any other municipality as it may pursuant to this Act on its own behalf, on any terms that may be agreed on between the municipality and any other municipality.”

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

DEFINITIONS

- 1) In this bylaw:
 - a) Administrator means the CAO/Administrator or his/her designate
 - b) Director of Public Works means the Manager of Water Works and of the Sewage System or his/her designate
 - c) Rural Municipality means a municipality outside the Town limits where a request has been made for the town to provide water and/or sewer service
 - d) Town means the Town of Shaunavon
- 2) Requests for new service connections to properties that have not had services prior, shall complete an application, attached hereto as Exhibit “A”.
- 3) For Services outside Town limits:
 - a) Property Owners shall obtain consent from the Rural Municipality, and must agree to the terms and conditions as set out by Town Council and any bylaws that may be in effect regarding water and/or sewer service.
 - b) The Town or the Rural Municipality may refuse applications for services
 - c) For new service connections outside the Town of Shaunavon limits, the property owner shall pay for the cost of the water meter.

PROPERTY OWNERS' RESPONSIBILITIES:

- 4) It is the Responsibility of the Property Owner:
 - a) For all service connections, new or for repair or replacement:
 - i) Return all Town owned property surface and sub-surface back to its original state before construction.
 - ii) To pay for the costs of all Town owned sub-surface back to its original state before construction.
 - b) maintain the water/sewer line to the water/sewer main.
 - c) contact a Plumber and the Director of Public Works to ensure both are present at the time of repair to ensure the location of the blockage or break is clearly defined.
 - d) Hire a contractor to complete the work. The Director of Public Works or delegated authority must inspect the line before the trench is backfilled to ensure the work meets Town specifications.
 - e) Pay for the costs of cleaning or unplugging the sewer connection to the sewer main.
 - f) Pay for all the costs of having a functioning water meter replaced, including the costs of the replacement water meter. (Example: service upgrade, etc.)
 - g) Wherever a meter is required to be installed, provide a frost proof location which is readily accessible for the purpose of taking meter readings.
 - h) Keep their Utility bills from the Town in a current position

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 - i) The Town shall have the right to shut-off service from the premises for the infringement of the provisions of this bylaw, and shall not again be turned on until all penalties, arrears, and charges have been paid.
 - ii) Where the water and/or sewer utility bill remains unpaid on December 31, the Town may add that amount to the tax roll for the property receiving the service;
 - (1) This includes transferring the collection of those amounts to be added to the tax roll in the Rural Municipality.

TOWN OF SHAUNAVON RESPONSIBILITIES

- 5) It is the responsibility of the Town of Shaunavon:
 - a) To abide by the requirements and within the parameters of the Permits to Operate for both the Waterworks and Sewerworks.
 - b) To pay the costs of cleaning the sewer main line.
 - c) To keep records where there are bleed lines from the water connection
 - d) To read water meters monthly
 - e) To set rates for water and sewer usage, connection costs, penalties, fees and charges
 - f) To bill the assessed owner of the property receiving the service, as shown by the records of the Town or Rural Municipality where the property is located.
 - g) Send out Quarterly Utility billings within the first ten days of January, April, July and October for flat rate services, which are due to be received by the last working day of the quarter.
 - h) Send out monthly billings for metered services which are due to be received by the last working day of the month.
 - i) To return Town owned property surface back to its original state before construction.

MISCELLANEOUS

- 6) Only Town employees, persons under authority of the Town, or the Fire Department shall open, close or interfere with any hydrant, valve or curbstop connected with the Town's waterworks system.
- 7) The Town shall have the right to limit the amount of water furnished to any and all consumers should circumstances deem to warrant such action.
- 8) No person shall discharge into any drain, sewer, or sewage system operated by the Town 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 or sewage system or sewage treatment plant.

GENERAL PENALTIES

- 9) A person who contravenes any of the provisions of this bylaw for which no other penalty is provided shall be guilty of an offence and liable upon summary conviction to penalties provided in the general penalty bylaw of the Town.

REPEAL OF FORMER BYLAWS

- 10) That Bylaw 99-02 is hereby repealed.

COMING INTO FORCE

- 11) That this bylaw shall come into force and have effect on the day of final passing.



Mayor



Administrator



Read a third time and adopted this
5th day of September, 2023.



TOWN OF SHAUNAVON
APPLICATION FOR WATER/SEWER SERVICE CONNECTIONS

Customer Name: _____

Mailing Address: _____

e-mail address: _____ Phone: _____

Civic Address (Street address) _____

Legal Land Description: Lot _____ Block _____ Plan _____

OR _____
(if outside Town limits, the R.M. of Grassy Creek must also approve)

I hereby apply for a Water and/or Sewer Service Connection to serve the above noted property.

I agree to comply with all the applicable Provincial Plumbing, Health and Safety Codes and such bylaws as may be in effect or may be passed in the future by the Town Council relating to these facilities and services.

I have read and understood all policies and bylaws that pertain to the regulations of the Water and Sewer systems operations that may affect the installation of services to and on my property.

Once Town approval is given; the service shall be installed as per Policy 2021-344, as attached. I acknowledge and understand the Director of Public Works must be notified to inspect the line prior to any trench being backfilled; or any connection being made to the Town's main lines.

I request the following sizes of services be installed:

Water Service _____ inch

Sewer Service _____ inch

(Signature) _____ Dated _____

Please Sketch a Map of the services planned for the site on reverse or on a separate sheet:

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