

TOWN OF CUT KNIFE

BYLAW No. 3-2022

A BYLAW OF THE TOWN OF CUT KNIFE IN THE PROVINCE OF SASKATCHEWAN TO CONTROL AND REGULATE THE WATER AND WASTEWATER UTILITIES PROVIDED BY THE TOWN OF CUT KNIFE

COUNCIL, of the **Town of Cut Knife**, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw shall be cited as "**The Utilities Management Bylaw.**"

DEFINITIONS

2. In this bylaw:
 - "**ADMINISTRATOR**" shall refer to the Town Administrator of the Town of Cut Knife
 - "**COUNCIL**" shall refer to the Council of the Town of Cut Knife
 - "**CURB STOP**" means a device for control of water flow through the water service connection to a service address;
 - "**DESIGNATED OFFICER**" shall mean the person authorized to enter a private dwelling for maintaining, repairing or replacing town-owned water meters;
 - "**DWELLING UNIT**" shall be as defined in the Town of Cut Knife Zoning Bylaw;
 - "**METER**" means a device capable of measuring volume of water, as approved by the Foreman of Public Works, and shall include all appliances attached to the meter, such as a radio and transmitting device;
 - "**REGULAR WORKING HOURS**" shall mean the hours of 8:00 a.m. to 4:00 p.m. on weekdays, not including statutory holidays and other days upon which the Town office is closed.
 - "**MUNICIPALITY**" shall refer to the Town of Cut Knife
 - "**PROPERTY**" shall mean a parcel of land located within the boundaries of the Town of Cut Knife and on which a building or buildings (industrial/commercial, residential, or agriculture) may or may not be situated, whether such buildings are occupied or unoccupied.

PURPOSE:

3. The purpose of this Bylaw is to set out management policies with respect to utilities within the boundaries of the Town of Cut Knife by identifying requirements, expectations, deposits, maintenance responsibilities and general service.

REQUIREMENT TO CONNECT TO WATER AND WASTEWATER SERVICES:

4. Any owners of property in the municipality whose land or any portion of whose land adjoins a street or lane along which a water or wastewater main has been laid are required to connect the principal building(s) to the system of water and wastewater mains constructed and owned by the Municipality. All occupied buildings must be connected to the appropriate utility lines.
5. The property owner is to pay all costs associated with the installation of water and sewer service lines to the property line. The property owner shall also complete a new water line and sewer line agreement before any work proceeds.
6. At the discretion of Council, a developer may be required to install all or a portion of the mainline to service development in instances where the water and/or wastewater main has not already been installed in an adjoining street or lane.
7. Each dwelling unit or other structure to which water is supplied (including duplexes, semi-detached dwellings, condominiums and garages) must have an individual meter

and curb stop to facilitate individual billing. Meters can only be installed by town employees.

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. 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

10. 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).
11. 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.

UNPAID CHARGES

12. 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.

13. 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

14. 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.

15. 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.

16. 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.

17. 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 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.

WATER METERS AND CURB STOPS

18. The Municipality will be responsible for the installation of the new water meter only and the line up to the meter.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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

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

GENERAL PROVISIONS

25. 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 Cut Knife other than at the water service provided for that purpose at 101 Dion Ave., Lots 1-4, Block 5, Plan BT5363 (Fire Hall) unless the individual is using a back flow prevention device which will prevent contamination of the municipalities water system.
26. 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.
27. 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.
28. 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.
29. 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 meter. Any contractors performing work on Municipal owned property or infrastructure must be approved by Town Council or Town Municipal staff.
30. In the event a water line has to be repaired or replaced, the Town shall be responsible for 100% of the costs from the main to the meter. The property owner shall be responsible for 100% of the costs of the sewer line on their property.
The Town of Cut Knife will do the necessary work to repair or replace the lines on both the Town portion and the property owners portion and the property owners portion of the cost will be billed to the property owner by the Town of Cut Knife.
31. 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.

TERMINATION OR TRANSFERRING ACCOUNTS

32. 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

33. 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

34. 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

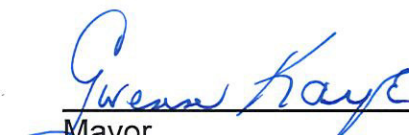
35. Any person who contravenes any provision of this bylaw or which no other penalty is provided shall be guilty of an offence and liable upon summary conviction to penalties provided under the general penalty bylaw of the municipality.

COMING INTO FORCE

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

(SEAL)




Mayor


Administrator

CERTIFIED A TRUE COPY of Bylaw No. 3-2022
Passed by the Council of the Town of Cut Knife this 19th
Day of December, 2022.


Administrator

TOWN OF CUT KNIFE

SCHEDULE "A"
BYLAW NO. 3-2022

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 Cut Knife by phone at (306) 398-2363 or email: townofcutknife@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 Cut Knife 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