

## **Bylaw No 04(2013)**

### **The Private Sewer and Water Service Connection Bylaw**

Whereas pursuant to clause 8(1)(i) of The Municipalities Act, the Town has the authority to pass bylaws respecting services provided by or on behalf of the Town, including establishing fees for providing those services; and

Whereas pursuant to clause 8(1)(j) of The Municipalities Act, the Town has authority to pass bylaws respecting public utilities; and

Whereas the Town of Outlook provides public utility services which supply sewage disposal and water for the consumption, benefit, convenience and use of its citizens; and

Whereas it is desirable to provide a systematic method of constructing and installing private sewer and water service connections;

Now therefore the Council of the Town of Outlook enacts as follows:

#### **Part I Short Title and Interpretation**

##### **Short Title**

1. This Bylaw may be cited as The Private Sewer and Water Service Connection Bylaw.

##### **Purpose**

2. The purpose of this Bylaw is to establish conditions and procedures for the construction and installation of private sewer and water service connections including tapping to the Town's main lines.

##### **Definitions**

3. In this Bylaw:
  - (a) "basement replacement" means the complete demolition and reconstruction of the foundation and walls of a basement;
  - (b) "building" means a building within the meaning of *The Municipalities Act*;
  - (c) "live tapping" means connecting the lines of a water service connection located above, on or underneath a parcel of land to the main lines of the water works system while the water main remains pressurized during the connection;
  - (d) "parcel of land" means a parcel of land within the meaning of *The Municipalities Act*;

- (e) “public sewage system” means any Town asset or facility for the collection, transmission, treatment and disposal of domestic and non-domestic wastewater including the main lines of the system;
- (f) “service connection” means a service connection within the meaning of The Municipalities Act;
- (g) “sewer service connection” means a service connection that connects a building on a parcel of land to the public sewage system;
- (h) “specifications” means the current version of the Town of Outlook Standard Construction Specifications and Drawings for Roadways and Water and Sewer;
- (i) “SUPT” means the Superintendent of Municipal Operations or a designate;
- (j) “tapping” means connecting the lines of a service connection located above, on or underneath a parcel of land to the main lines of a public utility while the valve is closed and the main line is depressurized;
- (k) “Town” means the Town of Outlook
- (l) “water service connection” means any water system or pipeline on a parcel of land through which water is conveyed from the water works system; and
- (m) “water works system” means any Town asset or facility for the collection, transmission and treatment of water including the main lines of the system.

## **Part II**

### **Construction/Installation of Private Sewer and Water Service Connections**

#### **General**

4. (1) The SUPT may establish specifications governing the construction, installation and repair of service connections and any fees associated therewith.
- (2) Every sewer and water service connection must be constructed, installed and repaired in accordance with such specifications.
- (3) An approved contractor shall be responsible to pay all fees associated with the construction, installation and repair of sewer and water service connections as set out in the specifications.

(4) All sewer and water service connection work, including the construction, installation, maintenance, repair and replacement must be undertaken by an approved contractor.

### **Approved Contractors**

5. (1) No person shall carry on business as a sewer or water contractor in the Town without first obtaining a sewer and water license from the SUPT.

(2) Application for such license shall be made to the SUPT in such manner and on such forms as the SUPT may prescribe from time to time.

(3) An application shall supply the SUPT with all information as may be required by the SUPT at his sole discretion.

(4) Without limiting the generality of subsection (3), any applicant shall provide:

(a) evidence of compliance with The Workers' Compensation Act, 1979, including payments due thereunder; and

(b) evidence of public liability insurance including public liability and property damage for each incident in the amount of \$2,000,000.00 and vehicle liability and property damage for each incident in the amount of \$2,000,000.00.

(5) No person shall provide false or misleading information in an application submitted pursuant to subsection (2).

(6) Where any contractor is not qualified, or deemed unsuitable to undertake sewer and water service connection work by the SUPT, the SUPT may, in his sole discretion, refuse to issue a license.

(7) The SUPT may issue a license upon such terms and conditions as the SUPT considers appropriate.

(8) Without limiting any other provision of this Bylaw, the SUPT may suspend or cancel a license granted under this Bylaw if:

(a) the applicant has failed to comply with any provision of this Bylaw;

(b) the applicant has provided false or misleading information in the application;  
or

(c) the applicant has failed to comply with any condition of a license under this Bylaw.

(9) Licenses shall be renewed annually.

(10) No person shall assign or transfer a license.

(11) Nothing in this Bylaw relieves any person approved to construct and install service connections from obtaining a Town of Outlook business license.

### **Suspension or Cancellation of License**

6. There is no right of appeal with respect to:
- (a) any condition of a license imposed by the SUPT pursuant to subsection 5(7);
  - (b) the suspension, period of suspension or cancellation of a license imposed by the SUPT pursuant to subsection 5(8); or
  - (c) a refusal to issue or renew a license.

### **Tapping – Water Works System**

7. (1) All live tappings to water mains on property owned by the Town shall be conducted by the Town of Outlook or a party designated by the SUPT.
- (2) An approved contractor shall be responsible to pay all fees for live tapping connections as set out in Schedule “A”.
- (3) No licensed contractor may construct, install or repair a “tee” connection to the water main lines without having obtained the prior written approval of the SUPT.

### **Tapping – Public Sewage System**

8. Approved sewer and water contractors may tap into the public sewage system provided all work is conducted in accordance with the specifications.

### **Inspection**

9. (1) An approved contractor shall complete all sewer and water service connection work in accordance with any plans or drawings approved by the SUPT and shall allow the SUPT to inspect the work at any stage of construction.
- (2) An approved contractor shall notify the SUPT when a service connection is ready for inspection.
- (3) No person shall cover any service connection work until it has been inspected and approved by the SUPT or his agent.
- (4) An approved contractor shall be responsible to pay all fees for service connection inspections as set out in Schedule “A”.

## General Rules Regarding Replacement of Service Connections

10. (1) The general rules provided in *The Municipalities Act* regarding responsibility for service connections and the associated costs shall apply except where otherwise specifically recognized in this Bylaw. For ease of reference, sections 25, 28 and 29 are reproduced in an endnote<sup>1</sup>.

(2) For greater certainty:

(a) when the lines of an existing service connection located on a property owner's parcel of land fail, it shall be the property owner's responsibility to repair or replace his portion of the service connection from the building to the property line.

(b) when the main lines of an existing service connection located on Town right-of-way fail, it shall be the Town's responsibility to repair or replace the main lines of the service connection to the boundary of the property line.

If the failed service connection is made of materials no longer in compliance with the specifications and the property owner chooses to replace its portion of the service connection, the owner may be eligible to participate in any policy or program that the Town has to subsidize or share in the cost of replacement of a service connection.

If the failed service connection is made of materials no longer in compliance with the specifications and the property owner chooses to repair its portion of the service connection, the owner is not eligible to receive any subsidy or participate in any cost sharing program.

(d) when the lines of an existing service connection located on a property owner's parcel of land fail and the service connection is made of materials identified in the specifications, the owner is not eligible to receive any subsidy or participate in any cost sharing program.

(e) when an existing service connection is made of materials no longer in compliance with the specifications and the main lines located on Town right-of-way fail, or the Town is upgrading the main lines of the system, the owner of the parcel of land adjacent to the failure or work on the main lines shall have the option to either repair or replace his portion of the service connection from the building to the property line at the same time that the Town is replacing the main lines of the service connection.

If the owner chooses to replace his portion of the service connection, the owner may be eligible to participate in any policy or program that the Town has to subsidize or share in the cost of replacement of the service connection.

## **Demolitions and Basement Reconstruction Replacement – General Rules**

11. (1) Notwithstanding subsections 7(1) and 7(2), if the owner of a parcel of land demolishes a building or undertakes basement replacement and the sewer and water service connections no longer comply with the specifications, the owner of the parcel of land shall replace both the existing sanitary service connection and the water service connection from the main lines of the system or works to the building.  
  
(2) The replacement of private sewer and water service connections associated with a demolition or basement reconstruction shall be at the sole expense of the owner of the parcel of land, including the costs to cut off the old services and completely replace both sewer and water service connections.

## **Demolitions – Abandonment of Service Connection**

12. (1) If the owner of a parcel of land demolishes a building or intends on abandoning the sewer and water service connections, the owner of the parcel of land shall cut off the services at the main line of the system and block or seal the service connections.  
  
(2) The abandonment of sewer and water service connections associated with a demolition shall be at the sole expense of the owner of the parcel of land.

## **Demolitions and Basement Replacement – Refundable Deposits**

13. (1) In addition to the costs associated with the replacement of sewer and water service connections in the case of a demolition or basement replacement or abandonment of the connections, when a person applies for a demolition permit, the SUPT may also require a deposit for:
  - (a) sewer and water service cut-off; and
  - (b) boulevard condition maintenance.

The owner of a parcel of land shall be responsible to pay the deposit amounts as set out in Schedule “A”.

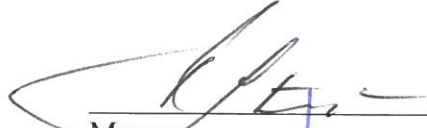
(2) Notwithstanding subsection (1), deposits for sewer and water service cut-off shall be returned when sewer and water connections that are on a Town right-of-way are properly removed or replaced, as determined by the SUPT.

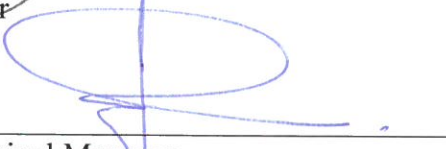
(3) Notwithstanding subsection (1), deposits for boulevard maintenance shall be returned when any damage to the boulevard, including grassed area, sidewalk and curb have been repaired, as determined by the SUPT.

**Coming into Force**

15. This Bylaw shall come into force and take effect on the day of final passing thereof.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Manager

Certified a true copy of Bylaw No. 04(2013)  
passed by the Council of the Town of Outlook  
on the 22 day of May, 2013.

\_\_\_\_\_  
Municipal Manager



## Schedule "A"

### Inspection and Tapping Fees and Refundable Deposits

- |    |  |  |
|----|--|--|
| 1. | Residential Inspection of Connections<br>Including new records<br>(New, Disconnects, Repairs or Similar) | \$100/connection   |
| 2. | Residential Tapping (Maximum 50mm)<br>(Connection to water main by inspection)                           | \$95/hour – 1 hour minimum   |
| 3. | Commercial Inspection of Connections<br>Including Records<br>(New, Disconnects, Repairs or Similar)      | \$95/hour regular hours<br>\$190/hour overtime hours   |
| 4. | Commercial Tapping (Maximum 50mm)<br>(Mueller tapping, all costs to work order)                          | \$95/hour – 1 hour minimum   |
| 5. | Water Testing as required<br>(TC & HPC bacteria)   | \$40 per set plus inspection time<br>+ \$21 lab fee (bacti only)                                 |
| 6. | Refundable Deposit for Water and Sewer<br>Service Disconnect as part of Demolition Permit                | \$3,000 residential<br>\$7,500 commercial  |
| 7. | Refundable Deposit for Boulevard Condition<br>Maintenance as part of Demolition Permit                   | \$150/front meter residential<br>\$200/front meter commercial<br>(Rounded down to nearest \$100) |



## **Approved Materials**

### **Water**

Minimum 200 series 1" Municipal Poly Tubing

Mueller Brass Compression Fittings

Stainless Steel Inserts

Epoxy Coated Saddles

Mueller Curb Boxes c/w Stainless Steel Operating Rods

### **Sewer**

4" SDR 35 PVC Pipe

SDR 35 PVC Fittings

PVC Saddles c/w Stainless Steel Clamps

## **Non-Compliance Materials**

### **Water**

Lead Pipe

Copper Pipe

Any Poly Tubing Less Than Series 200

Galvanized or Plastic Fittings

Steel Operating Rods

### **Sewer**

Bituminous Fibre Pipe

Clay Tile Pipe

ABS Pipe

Any Non Ring Tite Pipe

## Endnote

1. Section 25, 28 and 29 of the *The Municipalities Act* reads:

### **Land adjacent to streets, roads and easements**

**25(1)** If the main lines of the system or works of a public utility are located above, on or under a street, road or easement and the municipality provides the public utility service to a parcel of land adjacent to the street, road or easement, the municipality is responsible for the construction, maintenance, repair and replacement of the portion of the service connection from the main lines of the system or works to the boundary of the street, road or easement.

(2) Notwithstanding subsection (1), 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 connection from the main lines of the system or works to the boundary of the street, road or easement.

(3) 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.

### **Service connections**

**28(1)** The owner of a parcel of land is responsible for the construction, maintenance, repair and replacement of a service connection of a public utility located above, on or under the parcel, unless otherwise determined by the municipality.

(2) If the municipality is not satisfied with the construction, maintenance, repair or replacement of a service connection by the owner of a parcel of land, the municipality may require the owner to construct, maintain, repair or replace the service connection of a public utility in accordance with the instructions of the municipality within a specified time.

(3) If an owner does not comply with a requirement of a municipality to the satisfactions of the municipality within the specified time, or in an emergency, the municipality may enter any land or building to construct, maintain, repair or replace the service connection.

(4) Notwithstanding the other provisions of this section, as a term of providing a public utility service to a parcel of land, the council may give the municipality the authority to construct, maintain, repair and replace a service connection located above, on or under the parcel.

(5) A municipality that has the authority to construct, maintain, repair or replace a service connection pursuant to subsection (4) may enter any land or building for that purpose.

(6) After the municipality has constructed, maintained, repaired or replaced a service connection pursuant to subsection (5), the municipality shall restore any land it entered for that purpose as soon as is practicable.

(7) The costs incurred by a municipality relating to the construction, maintenance, repair or replacement and restoration pursuant to this section are an amount owing to the municipality by the owner of the parcel of land, unless otherwise determined by the municipality.

**Discontinuance of public utility**

**29** In accordance with its bylaws, resolutions or policies, a municipality may, for any lawful reason:

- (a) discontinue providing a public utility service after giving reasonable notice of its intention to do so;
- (b) remove the system or works of the public utility used to provide the utility service; and
- (c) enter any land or building for the purposes set out in clauses (a) and (b).



# TOWN OF OUTLOOK

BOX 518, OUTLOOK, SASKATCHEWAN S0L 2N0  
TELEPHONE: (306) 867-8663 FAX: (306) 867-9898  
E-MAIL: town@town.outlook.sk.ca WEBSITE: www.town.outlook.sk.ca



## TOWN OF OUTLOOK WATER AND SEWER CONTRACTORS LICENSE APPLICATION

DATE: \_\_\_\_\_ License valid for one (1) year

Company/Personal name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Business)- \_\_\_\_\_ Cell- \_\_\_\_\_

Years in Business: \_\_\_\_\_

Proof of Liability Insurance (min.\$ 2,000,000): Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of Workers Compensation(Good Standing): Yes \_\_\_\_\_ No \_\_\_\_\_

Equipment List: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience/References/Prior W/S Projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY:

DATE- \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ REVOKED \_\_\_\_\_



# TOWN OF OUTLOOK

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May 3, 2013

## ***TOWN OF OUTLOOK UNSERVICED LOT/SERVICE REPLACEMENT WATER AND SEWER INSTALLATION CONTRACTOR REQUIREMENTS***

- Contractor must have a proven record of competent past experience in w/s installation in an urban setting
- All paved streets requiring pavement removal, must have asphalt cut straight and completely through by mechanical use in order to aid in proper asphalt replacement.
- Excavated must be hauled away and discarded in the landfill. there may be a charge for this material at the landfill
- Any street or Avenue requiring closure for the excavation shall be completely barricaded and signed accordingly, and must be approved by the Supt. of Municipal Operations or his agent.
- Obtaining underground locates are the responsibility of the property owner and/or their contractor.
- All underground potable water servicing must be constructed of brass (stainless steel inserts permitted) and must be manufactured by Mueller. All potable water tubing must be a minimum of 200 series. All materials must be approved prior to using by the Supt.
- All sanitary sewer pipe and fittings must be PVC SDR 35 or better and must be approved by the Supt. prior to installation.
- All water and sewer piping must be bedded in clean bedding material, as approved by the Supt.
- Backfill must be compacted in a maximum of 30 cm lifts utilizing mechanical compaction equipment.
- roadway reconstruction will have a minimum of 30 cm gravel base compacted to 95 % density, and covered by a 100 mm hot mix overly, placed in 2-50mm lifts with compaction on both lifts.
- All curbs and gutters must be crossed under and removal is not an option. Extra care must be taken not to disturb the curb in any way. Extra attention must be placed on backfilling the curb in order to eliminate future settling problems under the curb. The owner or contractor will be held responsible for any repairs as a result of settling for a period of 1 year from date of installation
- Sidewalk may be removed, with the property owner/contractor responsible for the replacement cost of the existing sidewalk
- The excavation area must be secured in such a manner that the public and traffic are safe from falling into the open trench.
- All contractors are required to carry \$2,000,000.00 in liability insurance.



Home of Canada's Longest Pedestrian Bridge

