

## Bylaw No. 02 (2023)

### A BYLAW OF THE TOWN OF OUTLOOK FOR THE ADMINISTRATION OF WATER AND WASTEWATER ACCOUNTS

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

1. This Bylaw may be cited as the Water and Wastewater Administration Bylaw.
2. Definitions:
  - a. **Clerk** means the Utility Clerk or other person designated to administer the utility accounts for the Town.
  - b. **Customer** means the owner, tenant, or occupant who occupies a premise and makes application for water and wastewater utility services, and for whom a utility account is established.
  - c. **Municipality** means the Town of Outlook, in the Province of Saskatchewan.
  - d. **Premises** means a building or structure or any part thereof which is connected to utility services and which has a separate metered water supply.
  - e. **Property Owner** means the assessed property owner or authorized representative thereof, as contained in the records of the Town.
  - f. **Town** means the Town of Outlook, in the Province of Saskatchewan.

#### **Application for Service:**

3. Every residential property owner wanting to have their premises connected to the waterworks system shall apply to the Town for that service. Subsequent costs for replacement of pavement, curbing, sidewalk, and all other damages occurring as a result of the installation of water and sewer mains and lines will be the responsibility of the property owner.
4. Every commercial property owner wanting to have their premises connected to the waterworks system shall apply to the Town for that service. Subsequent costs for replacement of pavement, curbing, sidewalk, and all other damages occurring as a result of the installation of water and sewer mains and lines will be the responsibility of the property owner.
5. Persons taking over premises where water has been previously connected must make a new application for such premises. The connection charges listed in sections 3 and 4 above do not apply in this instance.
6. Every customer shall provide, at their own expense, a place in their premises for the installation of a water 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 customer shall at all times properly protect the service pipes and fixtures from frost or other injury so that the meter shall not in any way be damaged. Every customer shall be responsible to the Town for costs incurred by it arising out of any damage to such meters from frost or other injury.
7. All connections must have an isolation valve installed on the water supply line before the water meter.
8. Every person wanting to receive or to continue to receive water service shall deposit with the Town a fee per each meter in the amount as set out in policy of the Council of the Town of Outlook, as amended from time to time, provided that the person who paid the said Water Meter Deposit shall be entitled to a refund of the Water Meter Deposit when service is discontinued, less any outstanding amounts due at the time of discontinuing service.
9. In addition to the requirements of the Saskatchewan Plumbing and Drainage Regulations, it shall be the responsibility of every applicant for a sanitary sewer connection to install a backwater valve on the main building drain for a single-family dwelling, or on all lateral pipes connected to the main building drain for multiple dwellings.
10. Every customer who intends to vacate any premises supplied with water from the waterworks system or who intends to discontinue the use of such water service shall give notice of the same to the Town.
11. The cost of the installation of water and/or sewer lines from the water and/or sewer main to the premises, including all valves, shut-offs, drains, and pavement recapping shall be borne by the property owner.

12. The cost of subsequent repairs, replacement or maintenance from the property line to the premises shall be borne by the property owner, and from the main to the property line by the municipality.
13. Persons who own or occupy premises drained or required by Bylaw to be drained into a sewer shall pay for such services a monthly service charge in accordance with the Water-Sewer Rates Bylaw or any amendments thereto.

**Access:**

14. Persons authorized by the Town are entitled to free access at all reasonable times to any parts of the land or buildings upon providing, if requested, appropriate identification supporting their authority to the owner or occupant of the land or buildings to which water or wastewater service is provided, for the purpose of:
  - a. Reading meters;
  - b. Erecting or installing, removing, altering or replacing meters or appliances, as circumstances require;
  - c. Collecting water samples;
  - d. Inspecting any service lines, connections, meters or appliances; or
  - e. Maintenance and repair.

**Prohibitions:**

15. All new or replacement service connections must be constructed, at minimum, to the following standards:
  - a. Water lines must be constructed of 1" series 160 poly tubing. Any water service work that requires splicing or joining of any poly tubing must be done with brass suppression couplers
  - b. Sewer lines must be constructed of 4" SDR 35 PVC Ring-Tite pipe.
16. No person shall turn on water to any premises or open any valve on Town property, except under the authority of the municipality.
17. No person shall make any connection whatsoever with any of the public or private pipes or mains, except under the authority of the municipality.
18. No person, except the Public Works Department personnel or members of the Fire Department in the course of their duties, shall open, close, or interfere with any hydrant, gate or valve connection, nor in any way interfere with any stop-cock, pipe or other waterworks appliance between the meter, when there is no stop-cock immediately about such meter, or between such stop-cock where it is installed above the meter, and the water main, nor with any water meter.
19. No extension of water or sewer mains shall be constructed unless such construction is authorized by the Town.
20. No person shall discharge into any drain, sewer or sewage system operated by the municipality any 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.
21. For new construction requiring plumbing inspections, no person shall drain runoff water and/or groundwater into the sanitary sewer system.

**Maintenance:**

22. The Public Works Department will repair or replace water meters where necessary due to normal wear, at no charge to the customer. However, where repair or replacement of a water meter is necessary due to physical damage to the meter caused by the customer's negligence, a new meter will be installed by the Town, and the customer will be charged the cost of the meter plus the cost of the labour to do the work. This charge will be added to the customer's account and collected as provided by the Water-Sewer Rates Bylaw.
23. For the purpose of making repairs to the mains or connecting or repairing service pipes or constructing extensions or new work, or for any other work, the Town shall have the right to shut off the water from any customer without notice, and to keep it shut off as long as may be necessary to enable the work to be completed. Whenever feasible, the customer shall be notified in advance.

**Water Restrictions:**

24. The Town shall have the right to limit the amount of water furnished to any customer, upon reasonable notice to the customer of such intended action.
25. The Town shall have the right to develop policy by resolution of Council to restrict the use of water, or to limit the hours for using same, should circumstances warrant such action.

**Reconnections:**

26. No disconnections will be done after 4:00 p.m. on Monday to Friday, or on weekends or holidays, except in the case of an emergency.
27. No reconnections will be done after 4:00 p.m. on Monday to Friday, or on weekends or holidays.
28. For customers who request to have services discontinued for a period of one to four months, the water service will be turned off at the curb stop, and the customer will be required to contact the town office to have the service reconnected. If the water is not turned off, the customer will be expected to pay the utility bills as per usual.
29. There shall be no charge for turning water service off or on at the request of the customer.
30. There shall be a charge for turning connections on where the service has been terminated due to non-payment of accounts. The charge will be set by policy of Council of the Town of Outlook.

**Payment of Accounts:**

31. Utility Customers who opt to receive their monthly utility notice by email will receive a \$2 rebate each month. This is in recognition that there are savings on envelopes, postage and staff time for the email option.
32. In Accordance with the Water-Sewer Rates Bylaw accounts must be paid within thirty (30) days from the date of billing. Town Council shall have the right to develop policy by resolution of Council regarding the procedures of collecting accounts, however the following shall form a part of the policy relating to utility account collection:
  - a. If accounts are not paid in full by the due date indicated in the utility bill, a 2% interest charge per month will be added to the outstanding amount, and the next notice will be stamped "Past Due" and sent to the subscriber by mail or email.
  - b. If a utility account remains outstanding after sixty (60) days with no reasonable effort to make payment, a registered letter will be mailed to the property owner and the utility customer, should they be different, detailing the amount owed and indicating that the outstanding balance and any additional penalties and fees will be transferred to the property owner's taxes in accordance with Section 369 *The Municipalities Act*.

**Penalties:**

33. The Town may turn off the supply of water to any person in default of the requirements of this Bylaw. The person in default will not be entitled to receive any further water service from the Town until such person has remedied the default.
34. Any person who breaches any provision of this Bylaw is guilty of an offence as set out in the General Penalty Bylaw of the Town of Outlook.
35. Conviction of a person for a breach of any provision of this Bylaw does not relieve that person from compliance with the Bylaw.

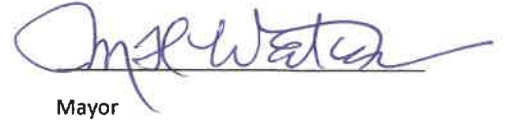
**Repeal of Former Bylaws**

36. Bylaws No. 06(2012), No. 07(2020) are hereby repealed.

**Coming into Force:**

37. This Bylaw shall come into force and take effect on the date of final reading thereof.



  
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Mayor

  
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Administrator

Certified a true copy of Bylaw 02-2023  
adopted by the council of the Town of  
Outlook on the 25<sup>th</sup> day of May, 2023.

  
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Administrator