

**TOWN OF ROSETOWN
BYLAW NO. 879-22**

**A BYLAW OF THE TOWN OF ROSETOWN TO PROVIDE FOR THE MANAGEMENT
AND ADMINISTRATION OF WATER AND SEWER SERVICES.**

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

PART I – GENERAL:

TITLE:

1. This bylaw shall be known as the Water and Sewer Utility Administration Bylaw.

DEFINITIONS:

2. In this Bylaw:
 - a) “ADMINISTRATOR” means the Town of Rosetown Administrator or other person designated to administer the utility accounts for the Town of Rosetown.
 - b) “COUNCIL” means the Council of the Town of Rosetown.
 - c) “PARCEL” means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.
 - d) “OWNER” means the assessed property owner or authorized representative thereof, as contained in the records of the Town of Rosetown.
 - e) “PREMISES” means business and/or residential buildings located within the Town or any part thereof. Where a parcel of land or a building contains one or more portions or units which are or may be occupied separately and are each connected to the water supply or separately metered, then each such portion shall be a premises.
 - f) “PROPERTY PORTION” means the property between the outer line of the street and the inner surface of the wall of the building supplied with the sewer and water service.
 - g) “PUBLIC WORKS DEPARTMENT” means the person or persons employed by the Town of Rosetown in the capacity of the Administrator with the responsibility for administration of the Public Works Department, and shall also be deemed to include the meter person(s) responsible for the installation, maintenance, and reading of water meters.
 - h) “SERVICE CONNECTION” means the water and sewer pipes which connect the water and sewer mains to the inner surface of the wall of the building supplied with the water and sewer utility service.
 - i) “STREET PORTION” means the property between the water and sewer mains and the outer line of the street.
 - j) “TOWN” means the Town of Rosetown, in the Province of Saskatchewan.
 - k) “UTILITY” means the water and sewer utility continued by this Bylaw.

l) “UTILITY ACCOUNT” means the record of account maintained by the Administrator showing water and sewer utility service rates billed to the parcel and payments received on the account.

m) “UTILITY RATES BYLAW” means the Utility Rate Bylaw as approved by the Local Government Committee.

n) “UTILITY SERVICE” means the provision by the Town of a public potable water supply to a Premises and the provision of a public sewage collection and disposal system from the premises.

3. Interpretation: Any reference to a statute shall be taken to include a reference to any amending or replacement statute.

PART II – CONTINUATION OF WATER UTILITY:

4. Continuation:

The Town, having constructed and operated a water supply system and the town sewer system as a public utility, and being vested with authority pursuant to:

- (a) Clause 8(1)(i) of The Municipalities Act, which grants the Town the authority to pass bylaws respecting services provided by or on behalf of the Town, including the authority to establish fees for providing those services; and
- (b) Clause 8(1)(j) of The Municipalities Act, which provides the Town the authority to pass bylaws respecting public utilities;

hereby continue the water and sewer utility for the purpose of supplying water to any resident or business located within the Town in accordance with the terms of this Bylaw.

PART III – CONNECTION TO UTILITY:

5. Requirement of Connect:

- (a) Every Premises located within the Town shall be connected to the Utility, except as otherwise provided by this Bylaw.
- (b) Premises may be exempted from the requirement to connect to the Utility by resolution of Council, which exemption may be granted, refused or rescinded within the sole discretion of Council.
- (c) Where there may be any Premises not connected to the Utility, which Premises are not the subject of an exemption resolution granted by Council as at the effective date of this bylaw, the Owner of such Premises shall apply to be connected to the Utility on or before the 30th day thereafter.
- (d) Where Premises are hereafter constructed within the Town, and where such Premises have not been granted an exemption, the Owner of such Premises shall apply to be connected to the Utilities on or before the granting of a building permit for construction, and any such Premises may not be occupied until such time as the Premises are connected to the Utility in accordance with the terms of this Bylaws.

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- (e) Where Premises are to be renovated and such renovations require the cessation of Utility Service, the Owner shall apply to be temporarily disconnected from the Utility for such time as shall be necessary to effect renovation, such application to be made on or before the granting of a building permit for the purposes of such renovation (or in the event a permit is not required, at least 10 business days before renovation shall commence).
 - (f) Where Premises are to be demolished and where such Premises have not been granted an exemption, the Owner shall apply to be disconnected from the Utility, such application to be made on or before the granting of a demolition permit by the Town.
6. Connection Point and Place of Supply:
- (a) From and after such time as connection to the Utility is approved, and subject to the terms and conditions of this Bylaw and any other bylaw of the Town of Rosetown, where water service is to be provided to Premises, the Town shall supply water to the Premises at the curb stop of the land to be serviced, adjacent to such street, lane or easement upon which the water supply line shall be situated.
 - (b) 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. Every consumer shall also provide at his/her own expense, a place, usually on the outside wall of his/her premises, where a remote read out unit may be installed. The location shall be convenient for the meter reader and acceptable to the Public Works Department.
7. Construction of Service Connection:
- (a) The Owner of each Premise is responsible for any and all construction work done to connect to or to disconnect from the Utility, as provided for in this Bylaw. Such responsibility shall extend to and include obtaining the necessary permits and authorizations, the supervision of any contractor(s) and ensuring that any work meets the specifications and requirements of the Town.
 - (b) No Owner shall install a Service Connection without first obtaining a Service Connection construction permit (as set out in Appendix I) prior to the start of any installation of a Service Connection. Fees for such permit are set out in Schedule "A" of this Bylaw.
 - (c) No Service Connection shall be installed:
 - (i) By any contractor not approved in writing by the Town in advance of construction;
 - (ii) Until the Owner has paid the Town, in advance, the fees set out in Schedule "A" to this Bylaw;
 - (iii) Except in accordance with Town construction design standards as set out in Appendix II, unless otherwise permitted in writing by the Town.
 - (d) Every Service connection constructed shall be inspected and accepted by a designated Town official prior to backfilling.

- (e) The Owner or its contractor shall install the Street Portion of the Service Connection unless there is a Development and/or Servicing Agreement entered into to the contrary. Regardless of who undertakes construction, any such street portion, when constructed, once installed shall belong to the Town and shall be the Town's responsibility to maintain.
 - (f) The Owner will disconnect all abandoned Service Connections previously made. The Owner shall obtain a Service Connection severance permit, Appendix IV. Fees for a disconnection are set forth in Schedule "A".
 - (g) No owner will reconnect to a Service Connection previously made without first obtaining a Service Connection severance permit, Appendix IV. Fees for a connection are set forth in Schedule "A".
 - (h) The owner shall be responsible for any damages to town property (i.e. Sidewalks, curbs, paving etc.)
8. Grit Interceptors and Oil/Water Separators – Installation:
- (a) Grit interceptors and oil/water separators shall be installed in accordance with the National Plumbing Code of Canada and The Plumbing Regulations.
 - (b) Grit interceptors and oil/water separators shall be located to be readily and easily accessible for inspection, cleaning and maintenance.
9. Maintenance & Repair of Service Connection:
- (a) The Town shall be responsible for all maintenance of the Street Portion of the Service Connection. At such time as the Street Portion of the Service Connection is deemed by the Town to be beyond repair, the Town may, under The Local Improvements Act, 1993, replace the Service Connection at the expense of the Owner.
 - (b) The Owner shall be responsible for the maintenance of the Property Portion of the Service Connection, and all costs relating thereto are the responsibility of the Owner, notwithstanding the foregoing, the Town retains all rights, including but not being limited to those of entry and repair granted to it by sections 26 through 28 of The Municipalities Act.
 - (c) In the event of a blocked sewer line:
 - (i) The Owner is responsible to obtain the services of a private sewer cleaning service;
 - (ii) The cost of the work shall be borne as follows:
 - (A) All invoices for sewer service shall be rendered to the Owner. The Owners shall direct the sewer contractor to, if possible indicate on their bill the location and cause of the blockage, and;
 - (1) Where the blockage is tree roots and there are boulevard trees, the Town will reimburse up to a maximum of \$250.00 per year per civic address;
 - a. The owner is responsible to supply a copy of the paid invoice, with a date stamped photo identifying what caused the blockage (tree roots), at the Town Office for reimbursement;
 - b. If the Town of Rosetown denies the reimbursement of said invoice; said invoice cannot be resubmitted for consideration;
 - c. The owner may appeal by forwarding correspondence to the Public Works Committee requesting a review of their claim for reimbursement and final decision;

- (2) Where the blockage was located on any portion of the Service Connection and found to be any other objects or items other than tree roots the Owner shall bear the costs;
 - (3) Where the blockage was not on the Street Portion, the Owner shall bear the costs;
 - (4) The Owner is responsible to complete annual maintenance regarding the service line at their own expense.
 - (5) Where the owner has lined their sewer service line (full service line to the Main), the Town of Rosetown will reimburse up to a maximum of \$250.00 per civic address, in accordance with the Town of Rosetown sewer root policy.
- (d) Grit Interceptors – Operation, Maintenance and Cleaning:
- (i) A grit interceptor shall be operated and maintained in accordance with the manufacturer’s guidelines.
 - (ii) A grit interceptor shall be maintained in good working order.
 - (iii) Sand and solids shall be removed from a grit interceptor on a regular basis. The combined volume of sand and solids shall not be permitted to build up a depth of more than 75% of the total liquid depth in the grit interceptor.
- (e) Blockages of the Sanitary Sewer System
- (i) No person shall cause any blockage of the sanitary sewer system.
 - (ii) The owner of a property shall bear any expenses incurred by the Town as a result of a blockage of the sanitary sewer system.
 - (iii) Any costs incurred by the Town in remedying any interference with or blockage of the sanitary sewer system shall be an amount owing to the Town individually and collectively by the owner and the occupants.
- (f) Town’s Right to Recover Costs for Damage/Remedial Action:
- (i) When any person, in failing to abide by the provision of this Bylaw, causes damage to or interferes with the sanitary sewer system, such person shall be liable to the Town for all costs incurred by the Town in making repairs or taking remedial action. The Town may, in accordance with section 369 of the Act, add these costs to the property owner’s taxes.
 - (ii) The costs associated with making repairs or taking remedial action shall be an amount owing to the Town.

PART IV – ADMINISTRATION OF ACCOUNT:

10. Application for Commencement and Termination of Service:
 - (a) Water meter deposits (refundable) to be charged to water users as set out in Appendix A and as attached to this bylaw.
 - (b) The water meter deposit must be paid before connection to the water supply will be completed.
 - (c) Where a consumer requests disconnection of water service to move from one location to another within the Town, the Town shall transfer the refundable water meter deposit on the location being vacated and any amounts outstanding at that location to the new service location.
 - (d) Where any person requests water service connection, disconnected, or service line location during a construction project apply in accordance with the applicable fee in Appendix A and as attached to this bylaw.

- (e) All applications for Utility Service shall be made in the prescribed form attached as Appendix III.
 - (f) All applications to terminate service shall be in writing as a signature on Appendix III, shall specify the affected Premises and shall indicate the date of termination.
 - (g) The Town may terminate service in accordance with the provisions of this or any other bylaw of Council.
11. Conditions of Supply:
- (a) The Town retains the right to restrict the amount of water being consumed by any Premises.
 - (b) The Owner shall ensure that from and after construction of the Service Connection, all water tanks, swimming pools or other storage vessels or container which have or will contain non-potable or other contaminated water, and which are connected to the water utility service, shall have a water back flow preventer installed so as to prevent non-potable or contaminated water from siphoning back into the water utility service.
 - (c) The Owner of any Premises containing a water heater which is located above ground level shall install a water back flow preventer ahead of the water heater intake, so as to prevent damage to the water heater in the event of water pressure failure.
 - (d) No Owner shall sell, convey or dispose of or give away or permit water to be carried or taken away or use it or supply it for the benefit of others, without the express written permission of the Town. This prohibition does not apply to the supply of water and sewer service to any tenant located on the Premises, provided that water supplied to a tenant shall be consumed on the Premises and may not be used or carried to another location.
 - (e) No other water supply shall be connected to the Premises in any way which would result in a direct or indirect connection to the Town water supply.
12. Meter Installations/Maintenance:
- (a) All meter installations and maintenance work shall be scheduled at the Town Office, unless the work is of an emergency nature.
 - (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.
13. Commencement and Termination of Service:
- (a) Utility meters will be read and Service Connections turned on or off on regular working days, Monday to Friday 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
 - (b) Water will be turned on by a town employee only if a responsible, adult representative of the Owner or representative is present to check for leaks or open taps.
 - (c) The owner or representative must be present to allow a town employee access to the meter for a reading, unless the meter has a remote or electronic reading meter recorder attached.

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- (d) Owners requiring service outside regular working hours shall pay, in advance, the after-hours charges as set out in Schedule “A” of this Bylaw.
14. Utility Billing:
- (a) The billing of residential water accounts shall be done bimonthly with one half of the customers being billed one month and the other half the next month. All charges will be made based on the actual bimonthly meter reading.
 - (b) The billing of commercial water accounts shall be done either monthly or bimonthly at the discretion of the Utilities Clerk. All charges will be made based on the actual monthly or bimonthly reading.
15. Overdue Accounts and Recovery of Costs:
- (a) All accounts shall be payable when they are rendered. The due date for services rendered shall be the date indicated on the invoice.
 - (b) If an account is not paid in full by the due date as indicated on the invoice then the next invoice showing the arrears will be stamped prior to being mailed, with a past due notice and a date, no less than 14 days, in which the arrears must be paid.
 - (c) At the expiration of the date on the stamped invoice, if no payment has been received, the order for disconnection will be prepared by the Utilities Clerk and issued to the Public Works Department. The Public Works Department will tag the dwelling following the expiration of the 14 days. Disconnections will be scheduled between 8:00 a.m. and 12 noon.
 - (d) The only method of stopping the stamped invoice or actual disconnection of the water service is payment of the arrears in full.
 - (e) If any rate, charge, rent or fee remains unpaid on December 31 of the year in which it becomes payable, the amount of the rate, charge, rent or fee shall be added to and thereby form part of the taxes on the land or buildings with respect to which the service was provided.
 - (f) Any costs, fees or permits payable under this Bylaw which are not otherwise recovered, may be added to the Utility Account for the parcel may be collected in like manner as the Utility rates.
 - (g) As provided for in Section 369(1)(b) of The Municipalities Act, unpaid charges for a utility service provided to a parcel by the public utility that are owing with respect to the parcel may be added to the tax roll for that parcel.
 - (h) Consumers may make arrangements for payment of utility arrears prior to the tagging of the dwelling in the following manner:
 - (i) by making a 50% payment of the amount indicated on the Final Warning Notice; and
 - (ii) by leaving a post-dated cheque for the balance of the arrears with the Utility Clerk, payable no later than the end of the month next following.
16. Re-Connection:
- No re-connections will be done after 5:00 p.m. Monday to Friday or on weekends or holidays. A Fifty Dollar (\$50.00) re-connection fee for the first re-connection, and increased by Fifty Dollars (\$50.00) for each subsequent re-connection in a one year period shall be charged and failure to make payment or arrangements to do so will result in termination of service.
17. Complaint Procedure

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 Fifty Dollars (\$50.00) must be paid by the consumer prior to the meter technician's investigation;
- (iii) upon payment of the service fee, the Town 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 Fifty Dollars (\$50.00) service fee shall be retained by the Town;
- (vii) should the meter be found to be inaccurate, the Fifty Dollars (\$50.00) 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 200 gallons in difference.

PART IV – PENALTIES:

18. An owner or representative who contravenes any of the following provisions of this Bylaw:
 - (a) Subparagraphs 5(c) through (f);
 - (b) Subparagraphs 7(b), (c), (d) and (g);
 - (c) Subparagraphs 10 (b) through (e)
 - (d) Where any person who:
 - (i) willfully or maliciously hinders or interrupts the Town of Rosetown 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 Administrator, 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;

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- (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 Town Administrator;
- (vi) attaches any line or pipe to the property of the Town of Rosetown or obtains or uses a water service without the consent of the Town of Rosetown;
- (vii) Willfully, and without authority, hinders, interrupts or cuts off the supply of a water service;

Shall be guilty of an offence upon summary conviction, subject to the provisions of the General Penalty of the Town of Rosetown.

- 19. Notwithstanding any penalties imposed by this Bylaw, where a contravention of any of the provisions set forth in Paragraph 15 should be of a continuing or ongoing nature, the Town may terminate Utility Service without notice to the Owner or any occupant of the affected Premises.
- 20. Where the Town should incur costs as a result of an offence hereunder, such costs may be added to and form part of taxes on the Premises.

REPEAL OF BYLAWS:

- 21. Bylaw No. 790-18 and 815-19 and all other amendments there to are hereby repealed.

PART V – COMING INTO FORCE:

- 22. This Bylaw shall come into force and take effect from, and after the date of the final passing thereof, which shall take effect on the date of third reading and adoption of this bylaw.

S E A L

Mayor

CAO

Read a third time and hereby adopted on
the 20th day of June, 2022.

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX 1

APPLICATION TO CONSTRUCT SERVICE CONNECTION

PROPERTY OWNER:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CIVIC ADDRESS: _____

LOT: _____ BLOCK: _____ PLAN: _____

CONTRACTOR:

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

The undersigned contractor hereby agrees as follows:

1. To construct the service connection in accordance with the attached specifications
2. To provide proof of liability insurance in the amount of \$1,000,000 or more.
3. To pay an administration and inspection fee of \$50.00.
4. To indemnify and save harmless the Town with respect to any action against the Town resulting from any activity or lack of activity on the part of the contractor.

Date

Contractor

.....
For Office use only:

Receipt for Fee # _____

Proof of insurance provided: _____

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX 1

APPLICATION TO CONSTRUCT SERVICE CONNECTION (Continued)

PLAN OF BUILDING SERVICE CONNECTION:

Date of Installation: _____

Water Line Size, Type: _____

Sewer Line Size, Type: _____

Insulation Type & Location (indicate on Plan): _____

Curb Stop Replacement: _____

Inspected by: _____

Comments:

I hereby authorize connection of the above property to the water and sewer system of the Town of Rosetown.

Date

Administrator

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX II

SPECIFICATION FOR BUILDING SERVICE CONNECTIONS

1.0 GENERAL

1.1 Description

- .1 This section specifies requirements for constructing building services and appurtenances, to lines, grades and dimensions as directed.
- .2 The Owner is responsible to supply all material, labor and equipment and to perform all work involved in connection, assembly, testing and certification of the water and sewer building connection(s).
- .3 Planned work must be approved by the Town and/or Town's Engineer before proceeding with work.

1.2 Record Drawings

- .1 Provide data for record drawings including details of pipe material as well as maintenance and operating instructions.

1.3 Scheduling of Work

- .1 Schedule work to minimize interruption of service.

2.0 PRODUCTS

2.1 Sewage Pipe and Fittings

- .1 Polyvinyl Chloride Pipe: PVC pipe shall be SDR 28 conforming to ASTM D3034. Joints to be rubber ring type. Fittings to be of similar manufacture to the pipe.
- .2 Sewer Pipe Insulation: Insulated sewer service pipe as required by the Engineer or when the cover over the service line is less than 2.0 metres, shall be insulated with expanded polystyrene insulation as follows:
 - .1 The insulation shall have a density of 24 kg/m³ and the thickness shall be an actual minimum thickness of 50 mm with a compressive strength of 110 kPa;
 - .2 The insulation on pipe and fittings shall be covered with a minimum 1 mm thick HDPE outer jacket.
 - .3 The insulation shall extend to the ends of the bell. Where the bell and spigot ends meet the insulation, it shall be covered with mastic to ensure a waterproof joint exists.

2.2 Water Pipe and Fittings

- .1 Water Pipe: Pipe for building services shall be High Density Polyethylene Pipe (HDPE), SDR9, Series 200 conforming to AWWA C901. The pipe shall be manufactured in accordance with ASTM D2737 and all current revision, using materials designated PE2306, PE3306 or 3406. Joints shall be standard compression type with stainless steel inserts with no alternates.
- .2 Corporation Stops: Shall be standard brass with Mueller tapping thread suitable for compression type connection to piping.
- .3 Curb Stops: Curb stops shall be standard brass with drain and compression type joints, Mueller Mark II Oriseal valve with drain. The valve casing shall be John East #3063 curb box or approved equal.
- .4 Thaw Wire: Thaw wire shall be No. 4 AWG bare stranded copper wire.
- .5 Filler Grease: Shall be Grade O Zunicon Light, Food Grade.

3.0 EXECUTION

3.1 Preparation

- .1 Clean pipes, fittings, valves, and appurtenances of accumulated debris and water before installation. Carefully inspect materials for defects. Remove defective materials from site.

3.2 Trenching and Backfill

- .1 Trench depth to provide minimum cover over sewer pipe to 2.7 m and 3.0 m for water from finished grade.

3.3 Bedding

- .1 Bedding shall be Sand Bedding and extend to 300 mm above the crown of the pipe.
- .2 Shape bed true to grade to provide continuous uniform bearing surface for pipe exterior. Do not use blocks when bedding pipe.
- .3 Shape transverse depressions as required to make joints.
- .4 Compact full width of bed to at least 95% of maximum dry density.
- .5 Place bedding stone in lieu of sand bedding material when required by the Town or the Town's Engineer.
- .6 Fill any excavation below level of specified bedding with bedding stone.

3.4 Sewer Pipe Installation

- .1 Lay pipe to manufacturer's standard instructions and specifications. Do not use blocks.
- .2 Join pipes to manufacturer's recommendations.
- .3 Handle pipe by approved methods.
- .4 Lay pipes on prepared bed, true to line and grade. Ensure barrel of each pipe is in contact with shaped bed throughout its full length. Take up and replace defective pipe. Correct pipe which is not in true alignment or grade or pipe which shows undue settlement after installation.
- .5 The pipe shall be installed in full sections without damage to bell. The pipe shall be terminated outside the right-of-way a distance of 1.0 to 4.0 metres from the property line.
- .6 Do not exceed permissible deflection at joints as recommended by pipe manufacturer.
- .7 Protect installed pipes from ingress or dirt and water or other foreign materials. Whenever work is suspended, install a removable watertight bulkhead at open end of the last pipe laid to prevent entry of foreign materials.
- .8 Position and join pipes with approved equipment. Do not use excavating equipment to force pipe sections together.
- .9 Cut pipes as required for specials, fittings, or closure pieces in a neat manner as recommended by pipe manufacturer, without damaging pipe or its coating and to leave a smooth end at right angles to axis of pipe.
- .10 Align pipes carefully before jointing.
- .11 Maintain pipe joints clean and free from foreign materials.
- .12 Avoid displacing gasket or contaminating with dirt or other foreign material. Gaskets so disturbed to be removed, cleaned, lubricated and replaced before jointing is attempted.
- .13 Complete each joint before laying next length of pipe.
- .14 Minimize deflection after joint has been made to avoid damage.
- .15 Apply sufficient pressure in making joints to ensure that joint is completed to manufacturer's recommendations.
- .16 Ensure completed joints are restrained by compacting bedding material alongside and over installed pipes or as otherwise approved by Engineer.
- .17 Do not lay pipe on frozen bedding.

- .18 Upon completion of pipe laying surround and cover pipes with approved granular material placed to dimensions indicated or requested.
- .19 Hand place granular material in uniform layers not exceeding 150 mm thick. Dumping of material directly on top of pipe is not permitted.
- .20 Place layers uniformly and simultaneously on each side of pipe to prevent lateral displacement of pipe.
- .21 Compact each layer to at least 95% of maximum dry density.

3.5 Water Pipe Installation

- .1 Construct service connections at right angles to water main unless otherwise directed. Locate curb stops 300 mm inside right-of-way.
- .2 Employ only competent workmen equipped with suitable tools to carry out tapping of mains, cutting and flaring of pipes.
- .3 Tap main at 2:00 o'clock or 10:00 o'clock position only, not closer to a joint nor closer to adjacent service connections than recommended by manufacture, or 1 m, whichever is greater.
- .4 Leave corporation stop valves fully open.
- .5 In order to relieve strain on connections, install service pipe in "Goose Neck" form.
- .6 Install curb stop with corporation box on services 50 mm or less in diameter. Set box plumb over stop and adjust top flush with final grade elevation. Leave curb stop valves fully closed.
- .7 Place temporary location markers at ends of plugged or capped disconnected water lines. Each marker to consist of a 38 x 89 mm stake extending from pipe end at pipe level to 600 mm above grade. Paint exposed portion of stake red with designated 'WATER SERVICE LINE' in black.
- .8 Water pipe shall terminate at the same point as the sewer service pipe unless directed otherwise by the Town or the Town's Engineer.

3.6 Building Service Connections – Undeveloped Lot

- .1 Install a water and sewer connection to each of the lots staked by the Town or the Town's Engineer.
- .2 The building water and sewer services shall be installed in accordance with drawings and as directed by the Town or the Town's Engineer.
- .3 Where building services are laid across recently excavated trenches, particular care shall be given to supporting the pipes. If necessary, backfill material below the pipes shall be re-excavated and backfilled with compaction to ensure that the pipes will not settle.

- .4 All lots shall be serviced with the piping extending from the main to a point 300 mm outside the property line or as requested by the Town or the Town's Engineer.

3.7 Building Service Connections – Developed Lot

- .1 Water and sewer connections shall be installed to a minimum 1 m inside of basement wall or floor. A ball valve shall be installed on the water line inside the building by the Owner. The Town shall supply the water meter to be installed.
- .2 The Owner is responsible to inspect the existing curb stop prior to connection of the water service and notify the Town for inspection. If the existing curb stop is bent or damaged, the Town will supply the owner with a new curb stop prior to installation. If the Owner does not notify the Town of inspection or damage, the Owner shall be responsible to replace the curb stop at their own expense.

3.8 Town's Access to the Work

- .1 The Town or the Town's Engineer shall be allowed to inspect the work at any time.
- .2 The Town shall be contacted for inspection of all service connections prior to backfilling. Any deficiencies found during inspection shall be corrected at the Owner's expense before final approval for connection is given.
- .3 All inspection shall be done during regular working hours Monday to Friday, 9:00 a.m. to 4:00 p.m.

TOWN OF ROSETOWN
BYLAW NO. 879-22

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX III

APPLICATION FOR WATER AND SEWER UTILITY SERVICES

Date _____

Name _____ Mailing Address _____

Phone # _____ License # _____

Health Service # _____ Place of Employment _____

* * * * *

Service Connected At _____ Date for Connection _____

Account # _____ Meter Reading _____ Deposit paid \$ _____

A refundable **deposit** of **\$200.00** must be paid at the time of connection.

If you cannot pay the deposit at this time, you will be invoiced.

Service Disconnected At _____ Date for Disconnection _____

Account # _____ Meter Reading _____ Refund/Apply Deposit \$ _____

House: sold/rental House empty ____ Water shut off at street ____ \$50.00 fee: paid/invoice

Notes:

Someone must be in the house at the time the water is shut off / or turned on / at the street to confirm water is on or off.

➤ **Renters:** By signing this contract you give permission to the Town of Rosetown to disclose utility billing information to the owner of the property, if requested. Refusing to sign will lead to utility disconnection.

Signature of Applicant

Date:

**TOWN OF ROSETOWN
BYLAW NO. 879-22**

**WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX III**

APPLICATION FOR WATER AND SEWER UTILITY SERVICES

Date _____

Name _____

The Town of Rosetown will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the Town of Rosetown of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Rosetown, and all notices which were previously e-mailed to me will be sent by regular mail.

Send notices via email (circle all that apply): **Utility** **Tax** **Other** _____

Customer e-mail address

Signature of Applicant

WATER AND SEWER UTILITY ADMINISTRATION BYLAW

SCHEDULE "A"

FEES

1. Application for new service connection	\$ 50.00
2. Service connection fee – minimum for 66 ft. road width	\$ 50.00
3. After hours service Fee (Subsection 12(d)) – Per Hour	\$100.00
4. Disconnection Fee	\$ 50.00
5. Meter replacement	cost of meter; plus \$100.00
6. Meter Deposit	\$200.00