

INTERLAKE REGIONAL WATER BOARD

WATER UTILITIES MANAGEMENT BYLAW BYLAW No. 11/ 2013

FOR THE SUPPLY AND MANAGEMENT OF WATER UTILITY SERVICES

PART I – TITLE

1. This bylaw shall be known as the “Water Utilities Management Bylaw”
2. ~~Schedule “A” attached shall identify all the Tariffs & Rates charged by the Utility. Schedule “A” may be adjusted by Board Resolution with the approval of the Saskatchewan Municipal Board~~

PART II – DEFINITIONS AND INTERPRETATIONS

3. For purposes of this bylaw, the following definitions shall apply:
 - a) “Administrator” shall mean the Administrator for the Interlake Regional Water Board, or his/her designate;
 - b) “Change of Ownership” shall mean a change of ownership relating to a current subscriber’s property or lease hold.
 - c) “Connection Fee” shall be an annual fee charged to all subscribers regardless of consumption as detailed in the Utility Rates Bylaw and schedule A;
 - d) “Consumption Charge” shall mean a levy based on actual consumption of the water being supplied by the Interlake Regional Water Board as detailed in the Utility Rates Bylaw and schedule A;
 - e) “Cross Connection” refers to supply lines having more than one water source thru the same line.
 - f) “Curb Stop” means a shut-off valve located on the service connection between the water main and the structure or improvement receiving water services, for the purpose of isolating the utility service from a parcel of land;
 - g) “Emergency Procedures Policy” shall be the policy developed by IRWB providing instructions on procedures to follow in the event of a breach to water quality or depressurization.
 - h) “Engineered Plans” shall mean engineered plans approved by IRWB to be followed for any future development or changes to the distribution system.

- i) "General Procedures Policy" shall be a policy of IRWB detailing the day-to-day operating procedures of Interlake & its subscribers.
- j) "Hydrants" means a service connection used or intended to be used to supply water for fire protection, as well as water for purposes other than fire protection;
- k) "Interlake Regional Water Board" or "Board" or "IRWB" means the Interlake Regional Water Board created by the R.M. of Meota and the Resort Village of Cochin for the purpose of constructing, operating and managing all aspects of the water plant and distribution system.
- l) "Interlake Service Technician" shall mean the agent, contractor or employee of the Interlake Regional Water Board charged with the responsibility of maintaining or administrating any aspect of the Interlake Regional Water Board's Water System;
- m) "Meter" shall mean the individual or compound water meter and all other equipment and instruments supplied and used by the Interlake Regional Water Board to calculate and register the amount of water consumed relative to the land and buildings which the meter is designed to monitor;
- n) "Meter Policy"- shall mean a policy developed by IRWB for the operation and maintenance of its meters with subscribers.
- o) "Municipalities Act" means, the Municipalities Act, RSS, c.M-36.1, as amended or repealed and replaced from time to time;
- p) "Municipality" shall mean the RM of Meota #468 and / or the Resort Village of Cochin;
- q) "New Subscriber Fee" means a one time fee that a new subscriber must pay to IRWB prior to connection to the Interlake water supply.
- r) "Outside Water Source" means a water supply coming from a source other than IRWB.
- s) "Person" shall include a partnership, firm body corporate, entity or other legal representatives of person to whom the context applies according to law;
- t) "Plumbing Permit" means a permit issued by Prairie North Regional Health Authority assuring compliance with the 2005 National Plumbing Code with amendments and 2011 Plumbing Regulations.
- u) "PNRHA" means the Prairie North Regional Health Authority.
- v) "Registered Owner" shall mean the person listed as registered owner of a parcel of land as shown on the land title for that parcel registered within the service area of the IRWB.
- w) "Remote Reader" shall mean that device attached to the meter enabling the IRWB to read water consumption without entering a building or visually reading a meter;
- x) "Schedule A" means the schedule attached to this bylaw identifying the Tariffs & Rates charged by IRWB which shall be called the "Tariffs & Rates Policy"
- y) "Subscriber" shall mean the registered owner, purchaser, occupant or other person in charge of the land or building to which water is being supplied by the IRWB, and in whose name a water billing account has been established;
- z) "Summary Offences Procedures Act" means the Summary Offences Procedure Act, RRS, 1990, c.S-63.1, as amended or repealed and replaced from time to time'

14. The utility bill all applicable rates, charges, tolls fares and rents maybe mailed e-mailed or delivered to the IRWB at intervals consistent either the Utility Rates Bylaw or payment of the total billing amount shall be due and payable within thirty (30) calendar days from the date of billing.

15. The utility board shall contain a notice advising that failure to pay by the date fixed for payment shall first result in an additional percentage charge as provided for in the Utility Rates bylaw, and that any utility bill which remains unpaid thirty (30) calendar days after the date of invoice may result in the IRWB turning off the service connection without further notice until such time as the bill is paid.

16. The failure to receive an bill does not absolve the subscriber of the obligation to pay the utility account or to make inquiries of the IRWB as to amounts that may be presently outstanding.

17. Payments may be made at any of the following locations and in any of the following manners:

- a) At the Resort Village Office at Cochin, Sk. during business hours, Monday through Friday.
- b) At the mail drop located at Resort Village Office of Cochin, Sk.
- c) By mailing the payment to IRWB
- d) By payment online.

18. All payments made on an account shall be first applied to any arrears outstanding and any balance thereafter shall be applied to the current bill amount. In the event that any such current utility bill remains unpaid after Thirty (30) calendar days following the date of billing, there shall be an additional percentage charge, as provided in the Utility Rates Bylaw, based on the current billing amount only. The said percentage charge shall form part of the unpaid utility bill.

19. In the event that any utility bill remains unpaid thirty (30) calendar days following the date of billing, the IRWB may initiate any of the following action without the need for any arrears reminder notice:

- a) In instances where the subscriber is registered owner, request the Municipality to charge the utility bill which remains unpaid upon termination of the account against the land in the same manner and subject to the same provisions as taxes due and owing in respect of that land. As a courtesy, the IRWB may notify the subscriber in writing that the outstanding utility bill has been charged against the land;
- b) In instances where the subscriber and the account in question is served by an individual curb stop, provide the subscriber with a shut-off notice, which will be delivered to the property, advising the failure to pay the utility bill within five (5)

business days may result in IRWB terminating water services without any further notice. If the curb stop cannot be located or is non-existent or is obstructed; in any way, shape or form and/or it is determined that the curb stop is dysfunctional, the Municipality shall initiate action as provided for a Section 20 (d); or

c) Exercise its rights to distress under section 31 of the municipalities Act

20. In the event of the utility being shut-off as provided for in Section 20(c), the subscriber shall be required to first pay the full amount owing which resulted in the utility being shut-off plus the reconnection fee in the Utility Rates Bylaw before the IRWB will turn on the utility service.

21. A subscriber who is supplied with water to a parcel of land, building or portion of a building situated on a parcel of land is prohibited from lending, selling disposing, giving away, permitting to be taken or otherwise using or applying any water to the use and benefit of any other person, including another parcel of land, building or portion of a building on a parcel of land, supplied with water through a separate service connection regardless of whether service connection to the other subscriber has been turned-off or shut-off.

22. In the event a current subscriber has a Change of Ownership of their property, they must complete a Utility Service Application – Termination- Form 1 and comply with all bylaws and policies. (Should the new owner require water services, the new owner must complete a Utility Service Application – Connect – Form 1 and a Water Supply Agreement - Form 2)

23. When a subscriber requests a Utility Service Termination the subscriber must first complete a Utility Service Application – Form 1. IRWB shall read the meter in order to establish the final billing amount. The IRWB shall mail the utility bill to the subscriber, and may enforce payment by any method provided in Section 20.

24. Any occupant of a building or lands that uses water from an existing service connection has an obligation to pay for all water received during their occupancy, regardless of whether an account has yet been opened in the name of the occupant.

PART IV – ACCESS TO PROPERTY FOR THE PURPOSES OF WATER SERVICE

25. As a condition of receipt service and as operational needs dictate, employees of the IRWB shall have free access to all parts of a property, structure or other premises in which

*This is a
and how much
is a termination
fee??*

water is delivered and consumed, or intended to be delivered and consumed, at any reasonable hour of the day and upon reasonable notice for the purpose of:

- a) Installation, maintenance, repair, and removal of the water system and water service connections;
- b) Installation, testing, repair and removal of water meters or other parts of the water system;
- c) Inspection of cross-connection control devices or other equipment and works associated with the water system and the customer plumbing system;
- d) Reading and/or service of water meters; and
- e) Inspections for compliance with this bylaw.

26. No person shall hinder, interrupt or cause to be hindered any employee of the IRWB or its contractors, servants and agents or workers, in the exercise of any of the powers or duties relating to the water system as authorized or required in this bylaw.

✓27. Upon termination of water service, any employee of the IRWB employed for that purpose may, at all reasonable times, enter the parcel or premises which was supplied with water service for the purpose of removing from the parcel or premises any fittings, machines, apparatus, meters, pipes or any other things that are the property of the IRWB.

28. Employees of the IRWB may at any time, specify the required position or required the relocation, or abandonment, at a property owner's expense, of any water meter, cross connection control device, pipe, valve or fitting forming part of the water system.

PART V - SERVICES AND MAINS

29. The registered owner or person responsible for the lands shall be responsible for the construction of all service connection, which shall be constructed in compliance with IRWB protocol and engineering servicing standards and:

- a) Shall ensure that all proposed service connections receive approval from the IRWB prior to construction; and
- b) Shall not backfill the excavation until such time as the IRWB has inspected the work or has advised approval of the work.

30. If any parcel of land contains one or more self contained buildings, then a maximum of one service connection per self-contained building may be installed as approved by the IRWB.

31. No branch lines shall be connected to any service connection unless first completing Form #3 Service Connection Application and having all work approved by the IRWB. In

the event that a branch line is approved, the developer must ensure that it is constructed in accordance with IRWB engineering servicing standards. In instances where the IRWB either connects or arranges for connection of the branch line to the service connection, the contractor, developer or owner who makes the request for a branch line connection shall be responsible for payment of the service connection fee as outlined in the Utility Rates Bylaw & Tariffs & Rates Policy.

32. All service connections shall be constructed of approved materials in accordance with the standards adopted by the IRWB from time to time including approval of the building inspector and plan review officer.

33. No person, other than an authorized IRWB official, shall turn-on water to premises without complying with section 32. This requirement shall apply to all new construction, alterations, additions, enlargements, renovations, and all piping changes of any nature whatsoever.

34. Unless otherwise exempted by this bylaw, no person other than an authorized IRWB official shall operate, interfere with, or handle any article or thing having to do with the water mains and appurtenances.

35. A plumber shall not be in violation of Section 33 when testing the piping in the case of a new installation, where the plumber is conducting the work with reasonable care and in a manner consistent with the applicable legislation, regulations, standards and established industry best practices.

36. Unless otherwise authorized by this bylaw, no person other than an authorized IRWB official shall be any means whatsoever obstruct or impede direct and free access to water mains and appurtenances.

37. IRWB and the Municipality are owners of the water mains and that portion of all service connections between a water main and the boundary of the road right of way or easement. The remainder of the service connection is owned by the registered owner of the lands under which the service connection is located. The registered owner shall be responsible for all maintenance and repair costs associated with the portion of the service connection owned by the registered owner.

38. Whenever a subscriber no longer requires a service connection, or wishes to abandon a service connection, the consumer shall first complete a Utility Service Termination -- Form 3 and obtain approval from the IRWB for the method and location of abandonment. The subscriber shall be responsible for disconnecting their service connection at the water main and shall assume responsibility for all costs associated with same.

39. In instances where property subject to redevelopment has been previously serviced to the property line by the IRWB, the registered owner shall:

- a) Supply and install an approved curb stop in a manner consistent with the standards established by the IRWB;
- b) Be responsible for maintenance of the curb stop until the property is completely landscaped and inspected by IRWB as being in good working condition;
- c) Be responsible for the abandonment of any existing service and is responsible for all costs associated the abandonment. The abandonment will be undertaken consistent with standards established by the IRWB.

40. The cost of thawing a frozen service connection shall be borne by the subscriber if:

- a) In the determination of the Utility Service Technician, the location of the frozen section of the service connection is within the boundaries of the private property owned or occupied by the subscriber;
- b) In the determination of the Utility Service Technician the location of the frozen section of the service connection lies between the water main and the boundary of the road, right-of-way or easement and the freezing has occurred as a result of tampering by the subscriber.

PART VI – METERS AND REMOTE READERS

41. All water supplied by the IRWB through each service connection shall be measured by one meter unless the subscriber has entered into a written agreement with the IRWB specifying otherwise.

* 42. All meters shall be supplied, owned and maintained by IRWB.

43. The size of the meter to be installed on a service connection shall be determined by the IRWB.

44. The registered owner of a building in which a meter is not already installed shall make provisions for a meter to be installed upon request of IRWB and all costs shall be borne by the registered owner.

45. Any subscriber requiring a meter greater than 25 millimeters in diameter shall, at his sole cost and expense, supply, install and maintain a shut off valve both before and after the meter as well as provide for a properly valve bypass.

46. Where a meter is installed:

- a) All meters required shall be supplied by IRWB and are to be installed by a qualified plumber or individual as approved by IRWB and all expenses associated with any such installation shall be borne by the subscriber; and
- b) Meter equipment for meter chambers shall be provided by the owner as per engineering specifications by the IRWB.

47. Where the parcel of land to be serviced:

- a) has one registered owner and there are several buildings;
- b) is a mobile home park;
- c) Is a condominium development; or
- d) Is a seasonal park service with no buildings.

One or more meter chambers shall be constructed and maintained at the expense of the registered owner, as directed by the IRWB.

48. A subscriber may, for his or her own benefit, at his or own cost, install a subsidiary meter, between the meter supplied by the IRWB under section 46 and the point of use of the water supplied, provided that the IRWB shall under no circumstances, be required to maintain or read a subsidiary meter installed under this section. All subsidiary meters shall remain the property of the subscriber. Where, in the opinion of the Utility Service Technician a subsidiary meter has been installed in a manner so as to interfere with the operation of or access to the meter installed under sections 46 the IRWB may direct, in writing, that the subscriber move or relocate the subsidiary meter within a time frame selected by the IRWB

49. If a meter reading is disputed by a subscriber, the subscriber may, by written notice, require that the IRWB test the accuracy of the meter, and:

a) if the meter is found to be accurate with 97% to 103% of the measured volume of water passing through the meter, the subscriber shall be responsible for payment of fees and charges for the test as outlined in the Utility Rates Bylaw; or

b) If the meter is found not to be accurate within those limits,

(i) it shall be repaired or replaced and the cost, along with the costs of testing or calibration shall be borne by the IRWB; and

ii) the accounts based on the reading of that meter during the period of four (4) months immediately preceding the date of the test or calibration shall be corrected to reflect the error in the meter and the subscriber shall pay, or shall be refunded, as the case may be, the

amount so determined, which payment or refund shall be accepted by both the IRWB and the subscriber in full settlement of any claim that may arise out of the error in the meter.

50. A meter bypass shall not be installed unless authorized by the IRWB and constructed in accordance with the IRWB Engineering Servicing Standards.

51. No subscriber shall use water supplied through a meter bypass unless written authorization has been obtained from the IRWB, and where authorization has been received, the subscriber shall be charged for water received through the meter bypass in accordance with the provisions for unmetered water in the Tariffs & Rates Policy.

52. A subscriber shall provide adequate protection for the meter supplied by the IRWB against freezing, heat or any internal or external damage.

53. When a meter is damaged due to frost, heat or any other condition or means against which the subscriber neglected to provide adequate protection, the cost of removal, repair and replacement of the meter shall be borne by the subscriber and may be added to the tax roll for the parcel if unpaid.

54. No subscriber shall break or tamper with any meter, remote reader, seal or bypass.

55. In the event that the IRWB is required to replace the meter due to tampering with or abuse to the meter by the subscriber or damage to the meter due to the negligence of the subscriber, then subscriber shall be responsible for the meter replacement cost as outlined in the Tariffs & Rates Policy and may be added to the tax roll for the parcel if unpaid.

56. The use of water during the construction of a building and at the discretion of the IRWB may be allowed without the requirement of a meter when:

a) Testing a plumbing system; or

b) Water is required for construction purposes prior to the issuance of an occupancy permit.

57. Water used for any construction purpose shall be charged in accordance with the unmetered rates for construction water as outlined in the Tariffs & Rates Policy.

58. Where the IRWB deems it necessary, a remote reader shall be installed by the IRWB on any building in order to facilitate meter reading.

59. If the IRWB determines it is necessary, a remote reader may be installed by the IRWB. Any discrepancies between the remote reader and the meter itself will be resolved as per Section 49.

60. No subscriber shall obstruct or impede direct and convenient access to meter equipment, or remote reader for the purpose of inspection, removal, repair, replacement or reading.

PART VII – SERVICE PIPING FOR FIRE PROTECTION

61. Unless authorized by the IRWB, no person shall operate or interfere with any hydrants owned by the IRWB or Municipality.

62. No person shall use water supplied through a hydrant, public or private, except as necessary for fire fighting or testing unless prior authorization has been obtained from the IRWB. In instances where authorization is granted to a person for use of a public hydrant, that person shall be responsible for any damages incurred to the public hydrant or the IRWB water supply system while the hydrant is in use. Any person authorized to use water from either a public or private hydrant shall be responsible for payment of the hydrant consumption rate as outlined in the Tariffs & Rates Policy

63. Where an unmetered water supply is provided to a building sprinkler, standpipe or other fire protection system, no person shall use such water supply for any purpose except as necessary for fire fighting or testing.

64. All standpipe and hose systems shall be installed in accordance with the Saskatchewan Building Code and maintained in accordance with the Saskatchewan Fire Code.

65. Services constructed pursuant to this part shall not be tapped in any location whether on the IRWB / Municipality's portion of the services or the private property portion of the services without authorization from the IRWB

PART VIII – SHUT-OFF

66. An IRWB official may, without notice, shut-off the utility to any subscriber where, in the opinion of the IRWB, and emergency condition exists, rendering such action necessary.

67. An IRWB official may shut-off the utility service to any subscriber whenever:

a) In the opinion of the IRWB, leakage from the service connection constitutes a waste of water;

b) the rates, charges, tolls, fares, and rents associated with the supply of water remain unpaid thirty (30) calendar days following the date of billing and subscriber has been provided with a shut-off notice; or

c) A subscriber fails to comply with any provisions of the bylaw.

68. When a subscriber has met the terms and conditions as set out in the bylaw with respect to water which has been shut-off, the IRWB may turn-on the water within two (2) working days of compliance with the terms and conditions of this bylaw.

PART IX – CONSERVATION

69. No subscriber or person shall allow IRWB water to run or flow in a wasteful manner for any reason.

70. The IRWB may, at such times and for such lengths of time as is considered necessary or advisable, provide for a water restriction program which restricts water usage to any or all parts of the Municipality.

71. All water restriction programs shall be duly advertised by use of local media, printed or otherwise, prior to taking effect.

72. No subscriber shall contravene the terms or conditions of any water restriction program after it has been advertised, without first obtaining the IRWB authorization.

PART X – UNAUTHORIZED USE OF WATER

73. Except as otherwise authorized under this bylaw, no person shall obtain water from the water system, or allow water to be obtained from the water system to be used:

- a) In a illegal manner;
- b) In a manner that will impede use by other subscribers;
- c) Unless an account has been opened; or
- d) Unless the water has first passed through a water meter.

74. If the IRWB finds an unauthorized use of water, including tampering with a meter or other part of the municipal water system, the IRWB may take corrective action to remedy the unauthorized use and repair its meters, appliances, or other facilities, and ensure the safety of the general public.

75. Upon finding an unauthorized use of water or tampering with water system, the IRWB may disconnect the service connection immediately, and may charge the subscriber, or other person responsible, all costs incurred in correcting the condition, in addition to any rights and remedies which may be available to the IRWB including a reconnect fee as detailed in the Tariffs & Rates Policy.

76. Any person who uses water in contravention of this Section may pay the following charges:

- a) all charges for water consumed or obtained in accordance with the water rates as per the Utility Rates Bylaw & Tariffs & Rates Policy, as estimated by the IRWB; and

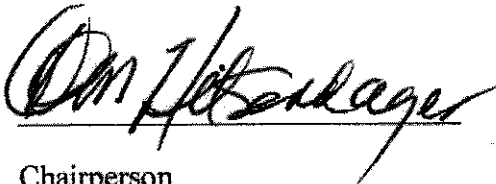
b) All charges to cover the IRWB costs associated with the unauthorized use of water including investigation costs, enforcements costs, and solicitor client costs incurred associated with the unauthorized use of water.

77. Where the IRWB determines that seals on valves, meters or other appurtenances have been broken and not reported, the IRWB may estimate the quantity of water consumed or obtained, and charge the subscriber in accordance with the rate as per the Utility Rates Bylaw & the Tariffs & Rates Policy.

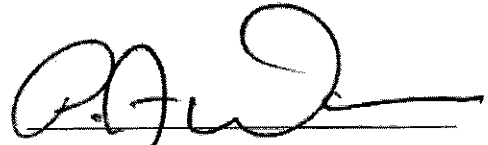
78. No subscriber shall cause, permit to allow or remain connected to any portion of the water system any piping, fixture, fitting, container or other apparatus which may cause water from a source other than the water system or any other actual or potentially harmful or deleterious liquid or substance to enter the water system.

PART XII- REPEAL, FORCE AND EFFECT

79. Bylaw No 8/2012 adopted by resolution of the Board on the 12th day of December, 2012 is hereby repealed.



Chairperson



Secretary Treasurer

Certified a true copy of
Bylaw No. 11 / 2013
read a Third time and adopted
By Resolution of council
On the 13th day of August, 2013.

