

BYLAW 488-2014

**A BYLAW TO CONTROL AND REGULATE UTILITIES PROVIDED BY THE
TOWN OF STAR CITY INCLUDING WATER & SEWER,
AND WASTE DISPOSAL**

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

PART I - SHORT TITLE

1. This Bylaw may be cited as the Town of Star City Utilities Management Bylaw

PART II – DEFINITIONS

2. In this Bylaw:

“**ADMINISTRATOR**” shall refer to the Administrator or the Assistant to the Administrator of the Town of Star City

“**COUNCIL**” shall refer to the Council of the Town of Star City

“**DESIGNATED OFFICER**” shall mean the person authorized to enter a private dwelling for maintaining, repairing or replacing town-owned meters;

“**DWELLING UNIT**” shall be as defined in the Town of Star City Official Community Plan and/or Zoning Bylaw

“**MUNICIPALITY**” shall refer to the Town of Star City

“**PROPERTY**” shall mean a parcel of land located within the boundaries of the Town of Star City and on which a building or buildings (commercial or residential) may or may not be situated, whether such buildings are occupied or unoccupied.

PART III – PURPOSE

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

PART IV – REQUIREMENT TO CONNECT TO WATER AND SEWER

4. Any owners of property in the municipality whose land or any portion of whose land adjoins a street or lane along which a water or sewer main has been laid is required to connect the principal building(s) to the system of water and sewer mains constructed and owned by the Town. All occupied buildings must be connected to the appropriate utility lines.

5. At the discretion of Council, a developer may be required to install all or a portion of the mainline to service development in instances where the water and/or sewer main has not already been installed in an adjoining street or lane.
6. Each dwelling unit to which water is supplied (including apartments, duplexes, semi-detached dwellings, condominiums and the like) must have an individual water meter to facilitate individual billing.
7. Each dwelling unit, as set out in this bylaw, must have a separate curb-stop to facilitate water disconnection for vacancy or non-payment. In instances where existing multi-unit buildings do not have individual curb-stops for each unit, the owner will be required to install same at his/her own expense or must agree to have the entire water billing rendered in his/her name.
8. All connections made to the main water and sewer lines shall be subject to the approval of and inspection by the municipality.
9. When water lines freeze up and only when ordered by the Town of Star City in writing;
 - a) The minimum monthly utility charge will apply to anyone supplying water to an additional property.
 - b) The minimum monthly utility charge be applied to the utility billing of a Property Owner or tenant, who is being supplied water by an alternate means of water service.
 - c) The minimum utility charge be applied to the monthly utility billing, where the owner and/or tenant is requested to open a 'drip line' or open a faucet to ensure continued service.
 - d) Meters will be monitored on a regular basis by Public Works and where consumption exceeds a reasonable and fair amount, Council holds the authority to adjust the utility billing accordingly.

PART V – APPLICATION TO RECEIVE UTILITY SERVICE

10. Persons who wish to take up residence in the municipality or operate a business from a building within the corporate limits of the municipality must be supplied with water from the municipal system and must also conform to the requirements contained in the Municipality's Bylaws relating to waste management. An application to the Municipality in a form as set out in Schedule "B" to this Bylaw shall be completed.

11. Each application by the owner or consumer who is not the property owner of the property shall be accompanied by the payment of a utility deposit, as set out in Schedule "A".

12. The utility deposit set out in this Bylaw shall be refunded or applied to the final billing upon service being disconnected due to a change in ownership or vacating of the premises

PART VI – METER READINGS & BILLING PROCEDURES

13. Water meters shall be read (or if unable to access the premises, estimated) and billings issued monthly. Such reading shall be completed by the 3rd day of the month and the billing to be issued not later than the 6th day of the month.

14. In the event a meter or remote reader is inaccessible for whatever reason, the designated officer shall leave a note indicating the need for a reading. If a reading cannot be obtained, an estimate will be used for billing purposes. The designated officer is required to ensure that all meters are read not less than three times a year by an employee of the Municipality.

15. Accounts shall be paid by the fifteenth day of the month, immediately following the month of service.

16. If the arrears on an account are not paid in full within seven (7) days of the billing in which they are identified as arrears and which contains a message about disconnection, the water service may be disconnected without further notice. In instances where the arrears relate to a rental property, a copy of the billing setting out the arrears shall be forwarded to the landlord – with a notation to this effect on the billing provided to the renter.

PART VII – GENERAL PROVISIONS

17. If not already on deposit, a meter deposit as outlined in 'Schedule A' is to be paid in full for the account, prior to service connection. Should the designated officer be required to turn on the said water outside of the employee's regular working hours, \$100/One hundred dollars shall be charged to cover the cost of call out, as per 'Schedule A'.

18. In instances where an emergency requires the temporary disconnection of water to a property, there will be no charge to the occupant.

19. In instances where an occupant requests a temporary disconnect due to vacation or periods of time out of the country, consideration will be given to accommodate the request for periods of three months or more. This will apply to all utilities. Due to the manner in which the Town is billed for solid waste disposal, temporary disconnection of waste only, will not be allowed. Disconnection will be made with respect to all services only. A disconnect/reconnect fee of \$200 is paid prior to the disconnection. This service must be registered in writing with the town office.

20. During the winter months, to avoid the potential of broken water lines, unpaid utility amounts owed by the owner of the property may be added to the tax roll rather than proceeding with water disconnection. At any time during the year, the Council may, by resolution, (in accordance with section 369(1) (b) of the *Municipalities Act*) direct that unpaid utility amounts be added to the tax roll. Administration will ensure due process is followed with respect to adding arrears to taxes.

21. The Council may, by resolution, (in accordance with section 369(1)(b) of the *Municipalities Act*) direct that unpaid utility amounts accumulated by a renter be added to the tax roll of the property owner at any time during the year, provided every attempt has been made to collect said amounts from the renter. The Municipal Office will, upon becoming aware of a rental property, provide the Landlord with a copy of this bylaw. Landlords/Property Owners will be requested to leave the utility billing in their name as property owner in order to ensure they have control over the payment of the utility billing.

22. The Town Foreman or Maintenance Assistant shall be the designated officer with respect to repair, replacement or maintenance of town-owned meters. The Municipality will be responsible for the meter only, not parts connected to the meter, nor for any plumbing that may be required in replacement of a meter.

23. At the time of new construction it is expected that a 'remote' reader be installed and that this be placed on the front of the building to ensure the municipal staff does not need to access the back or side yard of the property or an area within a fenced/locked location.

24. If a remote reader is located on the side or rear of a building, the municipality will not be responsible for any damage done to flower beds, landscaping, gates, fences and the like and cannot guarantee that gates will always be appropriately secured following the reading of the remote. Further, if said remote is inaccessible due to the gate being locked, family pets being allowed to run at large within the fenced area, or other reasons beyond the control of the municipality, the owner will be requested to move the remote to an accessible location that is not within the fenced area (i.e. as set out in Section 25).

25. It is the responsibility of the property owner to ensure that the curb stop (cc) and water meter(s) are accessible at all times. If damage is done to lawns, gardens, landscaping, driveways, sidewalks or premises in locating the curb stop or water meter, it remains the responsibility of the owner to ensure repairs are made to the owner's property.

26. If the water supply to a dwelling unit is disconnected for infringement of the provisions of this bylaw, the same shall not be reconnected until all penalties, fees, rates, charges and arrears have been paid in full.

PART VI – RESTRICTIONS

27. The municipality shall have the right, by resolution of Council; to limit the amount of water furnished to consumers should circumstances warrant such action.

PART VII - COMING INTO FORCE AND EFFECT

28. This bylaw shall come into force upon adoption by Council.

Read a first time this 12th day of May, 2014

Read a second time this 12th day of May, 2014

Read a third time and adopted this 12th day of May, 2014

Mayor

SEAL

Administrator

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**Water and Sewer Account Application
Schedule A**

Water Meter Deposits

Property Owners	\$ 150.00
Tenants/Renters	250.00
Disconnection Fee	50.00
Connection Fee	50.00
After Hours Call Out	100.00

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Water and Sewer Account Application
Schedule B

This form required to set up a new account. Please note: Your account name should appear as shown on your property title.

Principle Account Holder: _____

Secondary Account Holder: _____

Street Address: _____

Mailing Address: _____

Home Ph#: _____ Work Ph#: _____ Cell Ph# _____

Email: _____ Possession Date: _____

Signature: _____ Date: _____

Please note that we are required to report delinquent accounts to property owner. Please initial to indicate that you have read and understand that the Landlord will receive copies of correspondence regarding your account.

Tenant's Initials _____

For office use only:

Deposit Amount: _____ Receipt No. _____

Date Received: _____ Town of Star City: _____