

TOWN OF CORONACH
Bylaw No. 10.2021 - A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach

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

1. OVERVIEW

This Bylaw may be cited as The Utility Service Management Bylaw. A Bylaw for the Town of Coronach to fix, regulate, maintain and control the use and charges for the consumption of water; to fix, regulate, maintain and control the use and charges for the use of the sewer services, and to fix and regulate the garbage and recycling practices and costs for the use of these services.

2. PURPOSE

The Purpose of this Bylaw is to govern the regulation, maintenance and control of the use and consumption of water and sewer services within the Town of Coronach.

3. DEFINITIONS:

In this Bylaw,

"Administrator" means the administrator of the Town appointed pursuant to Section 110 of The Municipalities Act.

"Billing #1" means the period of January 1 to March 31.

"Billing #2" means the period of April 1 to June 30.

"Billing #3" means the period of July 1 to September 30.

"Billing #4" means the period October 1 to December 31.

"Consumer" means the person(s), organization(s), corporation(s), etc. responsible for payment of charges for utilities services, and includes the owner, tenant or occupant of any real Property connected with or supplied with water and/or sewer through a water connection to the Town of Coronach's water system and/or a sewer connection to the Town of Coronach's sewer system.

"Council" means the elected body of the Town of Coronach.

"Town" means within the corporate limits of the Town of Coronach.

"Property" means land and/or improvement(s) associated with the land.

"Property Owner" means the person(s), organization(s), corporation(s), etc. having legal Title to the subject Property, pursuant to Information Services Corporation.

"Property Line" as related to water connections are considered by the municipality to be the placement of the curb stop/ water valve control that controls water to the property from the distribution system.

"Public Works Department" means the person or persons employed by the Town of Coronach with the responsibility for water and sewer operations, and shall also be deemed to include the person responsible for reading of water meters.

"Sewer Main/Main Line" refers to the main service line that the primary pipeline in a sewerage system running under the public street collecting wastewater from lateral connections.

"Sewer Maintenance" means the act of performing a clean-out of a sewer service line that has become obstructed due to tree roots, or by other means of blockage, at

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the request of the Consumer, at a charge set by the commercial sewer and drain cleaning specialist the property owner hires.

“Residential recycling” means the recycling program that has residential curbside pickup for houses and apartments by Loraas on a biweekly schedule at a cost as per Schedule C. Each property is allotted one bin per monthly charge, additional bins are available through the Town office.

“Residential garbage” means the garbage program that has residential curbside pickup for houses and apartments by Loraas on a biweekly schedule subsidized by the Town of Coronach.

“Commercial recycling” means the businesses that maintain a large commercial bin with a scheduled pick up with costs noted in Schedule C. Businesses are permitted to set up their own account with the Recycling provider and must notify the Town Administrator.

“Commercial garbage” means the businesses that maintain a large commercial bin with a scheduled pick up at no cost to the business.

“Garbage Rental Bin” refers to the rental of a 6 yard residential bin for garbage with pick-ups as per the commercial garbage schedule and costs as noted in Schedule D

“Quarterly” refers to the 4 billing cycles of 3 months per cycle.

4. SERVICES:

New Services

- 4.1 No extension of water or sewer mains shall be constructed unless such construction is authorized by the Council of the Town of Coronach.
- 4.2 Every single-family residential Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water connection and new sewer connection are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. 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. Along with connection a water meter must be installed in the dwelling if one doesn't exist, at the cost to the owner.
- 4.3 Every multi-family residential Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water connection per living unit and new sewer connection per living unit are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. 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. Along with connection a water meter must be installed in the dwelling if one doesn't exist, at the cost to the owner.
- 4.4 Every commercial Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water

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connection and new sewer connection are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. 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.

Existing Services

- 4.4 Person(s) taking over premises where water has been previously used by another applicant must contact the Town office at 212 1st Avenue East to set up the new account and pay deposit and water connection fee.
- 4.5 The Property Owner shall pay the sum of \$30.00 for a water deposit. This payment must be received before any water is consumed. Any renter, Tenant of Occupant of any real Property shall pay a water/sewer deposit in the sum of \$30.00.
- 4.6 The Renter, Tenant or Occupant of any connected & serviced property shall pay the sum of \$35.00 for a water connection fee. This payment must be received before any water is consumed.
- 4.7 Every Consumer shall provide, at his/her own expense, a place in his/her premises for the installation of the 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 Consumer 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 Consumer shall be responsible to the Town for costs incurred by it arising out of any damage to such meters from frost or other injury. Water meters shall remain the property of the Town.
- 4.8 The Town shall be entitled to read the water meters regularly and/or estimate the water usage. Any Authorized Person is entitled to free access at all reasonable times to all parts of any Parcel of Land to which the water Public Utility is connected for the purpose of: reading a meter; or after making reasonable efforts to notify the Owner or Occupant, or in an emergency, for the purpose of directing and installing or sealing a meter or other related appliances, and removing, altering, or repairing such meter as circumstances require, conducting and sampling tests, inspecting any service connection, or maintenance and repair.
- 4.9 Every Consumer shall also provide, at his/her own expense, a place on the outside wall of his/her premises, where a remote read out unit may be installed. The location must be convenient for the meter reader and acceptable to the Public Works Department.
- 4.10 In addition to the requirements of the Saskatchewan Plumbing and Drainage Regulations, it shall be the responsibility of every applicant for a new 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.
- 4.11 Every Consumer who intends to vacate any premises supplied with water from the waterworks system or who intends to discontinue the use of such water shall give notice of same to the Town office.
- 4.12 Persons who own or occupy premises drained, or required by Bylaw to be drained into a the Town of Coronach's sewer system, shall pay for such

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services a quarterly service charge in accordance with the schedule as outlined in the Schedule B as appended to this bylaw.

Existing Service Connection Repairs/Replacements

- 4.13 The cost of subsequent repairs and/or replacement and maintenance of an existing water service line from the curb stop, up to and within the premises, shall be borne by the Property Owner.
- 4.14 The Owner of a Parcel of Land with a Residential, Commercial or Residential Multi-Family building shall be responsible for the costs and expenses related to the maintenance, repair, and replacement of a sewer service connection located above, on, or under the Owner's Parcel of Land from the Sewer Main/Main lateral connection to inside the Residential, Commercial or Residential Multi-Family building, unless otherwise determined by the Municipality. Any determination that costs and expenses are the municipality's responsibility must be accompanied by a video confirmation that the lateral connection from the property to the sewer main is disconnected/damaged and presented to the Chief Administrative Officer prior to payment. In the case of the lateral connection to the sewer main requiring replacement, the costs shall be borne by the Municipality.

5. PROHIBITIONS:

- 5.1 No person shall turn on water to any premises or open any valve on Town of Coronach property, except under the authority of the Town Administrator.
- 5.2 No person shall make any connection whatsoever with any of the public or private pipes or mains, except under the authority of the Town Administrator.
- 5.3 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 meter, curb stop, pipe or other waterworks appliance.
- 5.4 No person shall discharge into any drain, sewer or sewage system operated by the Town 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 plant.
- 5.5 In the event of a natural disaster (i.e. significant rain storm or flood), no person shall discharge into any drain, sewer or sewage system operated by the Town any liquid from a sump-pump or eaves trough. As this causes the sewage lift station to operate at full capacity with the added pressure there is potential for failure and compromising the system to the point resulting in sewer backups affecting Consumers or worse case, a total shutdown of the facility.
- 5.6 No person shall drain runoff water and/or ground water into the sanitary sewer system without approval from the Town of Coronach Council approval and appropriate permits.
- 5.7 No person shall remove from Town limits the Residential Garbage or Residential recycling bin permanently. Any bin permanently removed from a property shall result in a fine of \$500.00.
- 5.8 No person shall deface, bury, cover or willfully damage Town property, including but not limited to hydrants, water services, water meters, sewer systems,

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garbage or recycling containers. Any damage will be reported to the RCMP as property damage and may be prosecuted to the full extent of the law.

6. MAINTENANCE:

- 6.1 The Town will provide a water meter where necessary for the repairing or replacing due to normal wear, at no charge to the Consumer. If a property owner prefers a plumber to install the water meter, instead of Public Works, costs associated with the Plumber are the responsibility of the Consumer.
- 6.2 Where a repair or replacement of a water meter is necessary due to physical damage to the meter caused by the Consumer's negligence, a new meter is required to be installed by a plumber or a Town Employee, the Consumer will be charged the cost of the new meter plus the costs associated with the plumber to do the work. The charge for the new water meter will be invoiced and collected as provided in this bylaw. Water meters are the property of the Town and Tampering with the water meter will result in a Fine of \$1000.00 and double the cost of the last billing period to the consumer. Charges may also be pressed.
- 6.3 For the purpose of making repairs to the mains or of 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.
- 6.4 The Town shall replace, if non-functioning, a curb stop valve on an as needed basis. If the Town foreman acknowledges the non-functioning curb stop valve, a work order will be created and the severity and urgency of the replacement will be determined by the Town Foreman and Town Administrator. This will be paid for by the Town, and the area around the curb stop valve shall be remediated to topsoil and grass seed as a minimum standard.
- 6.5 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.
- 6.6 The Town shall have the right by resolution of Council to regulate the use of water for fountains, jets, hoses, sprinklers, or to limit the hours for using same.

7. RECONNECTIONS:

- 7.1 No disconnections will be done after 3:30 p.m. on Monday to Friday, or on weekends or holidays, except in the case of an emergency.
- 7.2 No reconnections will be done after 3:30 p.m. on Monday to Friday, or on weekends or holidays, except in the case of an emergency.
- 7.3 There shall be a \$200.00 charge, in addition to full payment of utilities accounts, for turning water on where the service had been terminated due to nonpayment of accounts.
- 7.4 Accounts shall be paid within a period of thirty (30) days from the billing date. Accounts showing arrears sixty (60), utility amounts owed by the owner of the property may be added to the tax roll after proceeding with water disconnection. At any time during the year, Council may, by resolution, in accordance with section 369 (1) (b) of the Municipalities Act direct that unpaid utility amounts be added to tax roll. Administration will ensure due process is followed with respect to adding arrears to taxes. And reconnection fee must be paid before service is reinstated.

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- 7.5 If the water supply to a dwelling unit is disconnected for infringement of the provisions of the bylaw, the same shall not be reconnected until all penalties, fees, rates, charges and arrears have been paid or arrangements have been made for full repayment of same.
- 7.6 Seasonal Disconnections are a \$35.00 charge for the curbside disconnect and reconnection within a 6 month period.

8. BILLING PROCEDURE:

- 8.1 Utility billings will be processed four (4) times per year, in accordance with the schedules "A", "B", "C", "D", "E" and "F" as outlined in the Bylaw
- 8.2 Deposit(s) must be collected and account set up complete before service is resumed at an existing address. [See Section 4.5 & 4.6]
- 8.3 Water service application for new installation of services must be submitted, signed, approved by Town of Coronach Council and completed prior to any services being rendered.

9. LANDLORDS and TENANTS:

- 9.1 Whereas The Municipalities Act, 2005 S. 29 provides for the amount of a tenant's unpaid water and sewer account to be transferred to the property owner's tax account for the parcel of land which is/was occupied by the tenant; And whereas The Local Authority Freedom of Information and Protection of Privacy Act prevents the Town from releasing information relating to a resident's financial account with respect to the provision of routine services by a Town;
- 9.2 Property owners that are Landlords shall be added by default to accounts where property is leased or rented and receive copies of all bills and notices. Property owners are held responsible for all billings connected to their property and will be held responsible for the arrears in cases of non-payment by tenants. Property owners must hold their own account and account deposits on rented/leased properties in addition to any deposit paid by the tenant. By signing up for an account, Tenants authorize releasing account information to the Property Owner or authorized agent thereof. Failure to sign the authorization will result in inability to open a Tenant account and billings will remain in the Property Owner's name. A Property Owner's Deposit may not be refunded unless all related Tenant accounts have been paid in full. The Property Owner's Deposit will not be applied to a Tenant's final bill during the initial final billing process for a Tenant's account.

10. INTEREST

- 10.1 The bills clearly state a due date. Monthly interest is to be charged on overdue accounts not paid by the due date as per Schedule F. Statements will be sent monthly to past due accounts where interest has been applied.

11. FINAL NOTICE PROCEDURE:

- 11.1 FINAL NOTICE: A final notice will be sent to overdue accounts that are 60 days or more past due. After 60 days, the final notice should detail that the water will be disconnected if the balance of the account is not paid within 10 days of the date of the letter.
- 11.2 SHUTOFF DAYS NOTE: When scheduling the shutoff date, it is not to be scheduled on a Friday, on a statutory holiday or day in lieu, or any day where the office is not open to accept payment on accounts.

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- 11.3 NOVEMBER NOTICES: When preparing final notices in November, they need to be sent by registered mail with a forewarning that any unpaid amounts as of December 31st of that year may be transferred to the tax roll for the property. Final notices at other times of the year shall be sent by regular mail and are not required to contain the warning.
- 11.4 24 HOUR SHUTOFF NOTICE: Once the time period references in the final notices has expired, the public works employee is to leave a 24 hour disconnection notice on the door of the residential property stating that the service will be discontinued within 24 hours if payment is not made in full or acceptable arrangements for payment have not been made. Once posted, a notice is considered to have been delivered.
- 11.5 For commercial properties/businesses, the 24 hour notice is to be delivered during business hours to the owner or manager or other employee if the owner or manager is not present or unavailable at the time the notice is being delivered.
- 11.6 SHUTOFF and FINAL BILLING: If payment (or suitable arrangements to pay) are not made after 24 hours of posting or delivering the notice, water service will be disconnected without further notice until bill is paid in full or suitable arrangements are made.
- 11.7 A final meter read, the disconnect fee will be applied to the account, and a final billing will be issued. The account deposit will be applied against the arrears in the Final Billing.
- 11.8 At a minimum, regardless of arrangements to pay the amount in arrears after disconnection, the disconnecting and reconnecting fees must be paid in full in order to resume service once service has been turned off.
- 11.9 Once a final billing has been completed, the account holder must open a new account including new completed and signed forms and a deposit if theirs was refunded during the final billing process.
12. PAYMENT ARRANGEMENTS:
- 12.1 During the period between the due date and disconnection date, a payment plan may be established. The goal of the payment plan is to ensure the client will be current by the end of the next billing period at the latest. To determine the payment plan amount, take the arrears balance and add to it an estimate for the next bill. The Town will accept weekly, bi-weekly or lump sum payment plans that ensure that the customer is current by the next billing cycle's due date. If the agreed payment plan is not adhered to, water service will be discontinued following procedures in Section 9.3. It is recommended that payment arrangements are made such that adequate time is allowed for processing of online payments, etc.
- 12.2 If service has been disconnected before arrangements were made, the disconnecting and reconnecting fees must be paid in full in order to resume service regardless of any other arrangement to pay the arrears.
- 12.3 If payment plan is not adhered to, water service will be immediately disconnected without further notice. When shut off due to failure to adhere to a payment plan, the SHUTOFF DAYS NOTE under section 9.1 still applies.
- 12.4 Payments are registered to the account when the Town receives the payment in hand. Customers are to be advised to allow sufficient time for mailing as the Town does not process payments as of the date of posting, but rather the date received. Customers are also to be advised to allow sufficient time for online

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payment processing of at least 5-7 business days from the time payment is made through their banking institution, as the Town processes payments as of the date made by the consumer, and in the case of no date indicated on the transaction, then it will be processed on the date the payment is received in our account.


- 12.5 At any time during the collection process the Town reserves the right to use the services of a collection agency or bailiff, pursuant to the powers outlined in The Distress Act.
- 12.6 After an account is 120 days past due and once all reasonable efforts to obtain payment have been made under this policy, and the account has been deemed uncollectable, the property owner will be contacted by registered mail to inform them that the overdue amount will be applied to the property tax for the overdue amount as per The Municipalities Act, 2005, Section 29.
13. WATER RESTRICTIONS:
- 13.1 This Bylaw restricts the use of water for outdoor watering to the time period of 6 am to 9am and 6 pm to 9pm.
- 13.2 Residents with address/house numbers ending in an even number will be permitted to water outdoor areas on calendar days that are even. Residents with address/house numbers ending in odd numbers will be permitted to water outdoor areas on calendar days that are odd.
- 13.3 Special permission can be requested from Town Administrator for new sod or seeded areas by writing to the Administrator in advance of the next scheduled Town Council meeting on the second Tuesday of each month.
14. REPEAL OF BYLAWS:
- 14.1 This Bylaw hereby repeals Bylaw No. 1.2021 and all previous versions of the Utility Management Bylaw, Utility Rates Bylaws, and Utility Interest Bylaws.
15. COMING INTO FORCE:
- 15.1 This Bylaw shall come into force and take effect on the date of November 10th, 2021

READ A FIRST TIME this October 13th, 2021

READ A SECOND TIME this October 13th, 2021

READ A THIRD TIME and adopted this November 9th, 2021




Mayor


Administrator

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Town of Coronach's Utility Billing System and meters measure in Cubic Meters
 1 Cubic Meter = 219.969 Imperial gallons and is billed Quarterly as per Billing cycles of:

- "Billing #1" means the period of January 1 to March 31.
- "Billing #2" means the period of April 1 to June 30.
- "Billing #3" means the period of July 1 to September 30.
- "Billing #4" means the period October 1 to December 31.

Schedule "A" – Water Service Charges per Billing cycle:

Charges for Minimum: \$115.50/ quarter/ 40 Cubic meters
 Overage charges: Over 40 cubic meters to be billed at \$2.20/ Cubic meter
 Exceptions to Metered Billing:
 1. Pretty Valley Lodge Flat Rate is set to \$100.00/ ~~quarter~~ *month*
 2. Heritage Square Flat Rate is set to \$300.00/ ~~quarter~~ *month*

Bulk water for storage tanks
 \$5.49/ cubic meter


Schedule "B" – Sewer Service Charges per billing Cycle:

Charges for Minimum: \$55.50/ quarter / 40 Cubic meters
 Overage Charges: Over **40 cubic** meters per quarter to be billed at \$0.75/ Cubic meter
 * All Overages for Sewer charges are based on Water Meter Readings.

- Exceptions to Metered Billing:
- 1. Pretty Valley Lodge Flat Rate is set to \$136.40/ ~~quarter~~ *month*
 - 2. Heritage Square Flat Rate is set to \$136.40/ ~~quarter~~ *month*

Schedule "C"- Flat Rate Commercial Recycling Service charges per Billing cycle:

Coronach Hotel	\$225.00
Coronach Rec Board	\$300.00
Debs Kitchen	\$270.00
Health Centre	\$540.00
Pharmacy	\$300.00
Post office	\$450.00
CR Plumbing	\$112.50
Rustic Tavern	\$112.50
Sarcan	\$540.00
School	\$540.00
Spring Flower Inn/ Country Boy Motel	\$270.00
Residential Roll out bin	\$30.00/bin

Certified a true copy of Bylaw No. 10.2021
 read a third time and adopted as a
 Bylaw of the Town of Coronach
 the 8 day of March, 2022

 Town Administrator



Schedule "D" – Garbage Bin Rental Charges

(For temporary use of garbage bin rentals or seasonal services)

- a) A \$50 to delivery charge
- b) Rental Rates will be \$10/ day, \$50/ week, or \$200/ month
- c) Dumping fees will be determined by the Loraas pick up weight cost as billed by Loraas and will include the fuel surcharge but not the GST or PST.
- d) We will require a \$100 deposit and that is applied to the final bill.
- e) We will require a signed acknowledgment of the prices and deposit and conditions of the rental.

Schedule "E"- Infrastructure Fee

Infrastructure fee of \$20.00 on June 30th, 2022 and annually each year on June 30th on all active accounts, commercial and residential to be placed in reserve for Water and Sewer Infrastructure future projects.

Schedule "F"- Interest Rate

Interest Rate is applied on overdue accounts on the 1st of the month at a rate of 5%.