

**CONSOLIDATED COPY**

***September 23, 2024***

**CITY OF MEADOW LAKE**

**WATER & SEWER BYLAW**

**BYLAW NO. 13/2018**

With amendments up to and including Bylaw No. 12/2024, Bylaw No. 04/2024, Bylaw No. 13/2019, Bylaw No. 10/2021, Bylaw No. 12/2022, and Bylaw No. 11/2023 passed August 28, 2022 by City Council.

=====

**NOTE:**

**All persons making use of this consolidation are reminded that this document has no legal status, that the amendments have been embodied for convenience of reference, and that the original bylaws should be consulted for all purposes of interpretation and application of the law. **Red highlighted entries indicate the amendments to the bylaw.****

=====

**CITY OF MEADOW LAKE  
BYLAW NO. 13/2018  
WATER AND SEWER BYLAW**

A BYLAW OF THE CITY FOR THE MAINTENANCE AND MANAGEMENT OF ITS WATERWORKS AND SANITARY SEWER SYSTEMS AND FOR COLLECTION OF WATER AND SEWER USER FEES.

The Council of the City of Meadow Lake, in the Province of Saskatchewan, enacts as follows:

**PART 1 – INTRODUCTION**

1. This Bylaw shall be known and may be cited as the "Water and Sewer Bylaw" of the City.
2. The purpose of this Bylaw is to provide, regulate and set rates for water and sanitary sewer services to residential, commercial, institutional and industrial users.

**PART 2 – DEFINITIONS**

3. Whenever in this Bylaw, the following words or terms are used, they shall, unless the context otherwise provides, be held to have the following meanings:
  - (a) **Building** means any structure roofed in or intended to be roofed located on an owner's property.
  - (b) **City Manager** shall mean the City Manager of Meadow Lake or an employee of the City designated by the City Manager to act on behalf of the City.
  - (c) **City** shall mean the City of Meadow Lake in the Province of Saskatchewan.
  - (d) **Council** shall mean the Council of the City.
  - (e) **Light Sewer** means properties with a two stage septic tank sewage system connected to the City sewer mains and regulated under the Septic Tank Maintenance Bylaw.
  - (f) **Owner** means the owner of any land or building to which water and sewer services are supplied by the City.
  - (g) **Premises** means:
    - i) a single family dwelling house;
    - ii) a building used wholly for commercial or industrial purposes;
    - iii) a residential suite in a building used wholly or partially for commercial or industrial purposes;
    - iv) a residential suite in a multi-family dwelling house, duplex, a condominium, or an apartment building; or
    - v) a residential suite in a single family dwelling house.
  - (h) **User** means:
    - i) the owner of any land or building who makes application to the City for water and sewer services to any premises situated on their land or within their building; or
    - ii) any other person, persons or bodies corporate who are not the owners of the land or building upon or within which they occupy premises and who have made application to the City for water and sewer services and who have an existing account before this bylaw takes effect.

**PART 3 - ADMINISTRATION & FEES FOR SERVICE****Application for services**

4. Every owner who wishes to obtain water and sewer services to any premises shall make application to the City Office and pay all necessary fees and charges levied by the City for the installation of any service lines, connections, meters, fittings apparatus, appliances or any other thing deemed necessary by the City for the provision of water and sewer services.
5. Before the City will turn on water services to a property, every owner who wishes to obtain water and sewer services to any premises must first:
  - (a) install an inside water meter, approved by the City on the water line connecting to the City water system; and
  - (b) have the meter installed according to City's specifications and with a shut off valve on each side of the meter; and
  - (c) install an outside remote meter readout at the front of the premises before the water service is turned on at the curb stop.
6. Only an owner of premises may make an application for water and sewer services pursuant to the provisions of Sections 4 and 5 of this Bylaw.
7. If an owner of a premises leases, rents, sublets such premises to another user of water and sewer services as defined by this Bylaw, or permits any other party to occupy of the premises, upon such user or other party ceasing to occupy the premises, the owner will become liable for all fees, rents, charges, or levies assessed by the City in relation to the provision of water and sewer services.
8. Every owner, before allowing the occupation of any premises by a user or other party shall make application for water and sewer services to the City office and shall pay any required connection fee if the service has been disconnected.
9. If water and/or sewer services have been terminated at request of an owner or if water and/or sewer services have been terminated in accordance with Section 30 or 31 herein, every user and/or owner shall pay in addition to any other amounts owed by the user and/or owner to the City for the provision of water and sewer services, the sum of \$50.00 for shutting the service off and \$50.00 for reconnecting the service.

**Fees, rates and charges for service**

10. Every user of water and sewer services shall be billed quarterly for usage at the rate set out in Schedule "A" hereto.
11. A penalty of six percent will be added to all outstanding arrears sixty days following the last date of each billing period.
12. Payment by a user and/or owner of any fees, rents, charges or levies assessed by the City in relation to the provision of water and sewer services shall constitute acceptance by the user and/or owner of a contract for the supply of water and sewer services between the City and the user and/or owner for the supply of water and sewer services in accordance with provisions of *The Cities Act* and amendments thereto and of this Bylaw and amendments thereto.
13. When a premises is sold by an owner, or when ownership of the property continues by an owner, but a user or other party ceases to occupy a premises, the owner shall be liable for all fees, rents, charges or levies assessed by the City in relation to the provision of water and sewer services to such premises unless and until the owner terminates the provision of water and sewer services to the premises in accordance with Section 9 of this Bylaw and/or another owner makes an application for the provision of water and sewer services in accordance with

Section 5 of this Bylaw and pays the reconnection fee set out in Section 9 of this Bylaw and all other fees, rents, charges or levies previously assessed by the City and remaining owing to the City in relation to the premises.

14. If a user of water and sewer services fails to pay amounts charged for usage as set out in Section 10 and Schedule "A" hereto or fails to pay any other charges, fees, rents or amounts levied by the City in relation to the provision of water and sewer services, the City may, in addition to any other remedies available to it for the non-payment of charges, fees, rents or amounts levied, discontinue the provision of water and sewer services to the user upon giving reasonable notice of its intention to do so to the user. The City, or its employees, shall not be liable for any damages resulting from the discontinuance of water supply to any building, boiler or other apparatus deriving its supply from the City water system.
15. If the person to whom water and sewer services are supplied is the owner of the land or building to which the service is supplied, the sum payable by him for the service and all rates and costs imposed pursuant to this bylaw are a lien on the land and building which has priority over all other liens or charges save that of the Crown and are a charge on the goods and chattels of the owner and may be levied and collected in the same manner as taxes are recoverable.
16. If the person to whom the water and sewer services are supplied is a person other than the owner of the land or building to which the service is supplied, then the sum payable by him for the service and all rates and costs imposed pursuant to this bylaw are a debt due by him and are a lien on his goods and chattels and may be levied and collected with costs by distress.
17. A distress and sale for rates, charges or rents pursuant to this bylaw is to be conducted in the same manner as distresses and sales are conducted for the arrears of taxes, and the costs chargeable are those payable pursuant to The Distress Act.
18. An attempt to collect any rates, charges or rents pursuant to this bylaw does not in any way invalidate any lien the City is entitled to on land, buildings, or goods and chattels by virtue of this section.
19. If any rate, charge or rent owed by an owner or tenant of land or a building is in arrears after the owner or tenant has vacated the premises and the meter deposit, if applicable, has been reversed against the outstanding amounts, the balance of the outstanding rate, charge or rent may be added to, and thereby form part of the taxes on the land or buildings of the owner with respect to which the water and sewer service was provided.

#### PART 4 - SERVICE CONNECTIONS

20. Any work conducted on City property with respect to water or sewer service lines will be done by or under the direction of the City.

#### **Installation of new services**

21. The cost of installing, upgrading, or relocating a water or sewer service line from the City's main to the building shall be entirely the responsibility of the property owner with the exception of circumstances stated in Section 24.
22. If water service lines are installed on a property where no such service lines have previously been installed, the property owner will be charged an *initial connection to main fee* set out in the City's Initial Connection to Main Fee Policy.

#### **Re-use of existing service lines**

23. Where a building has been demolished and a new structure at that location is to be supplied with water or sewer services or a new structure is set upon land to which water services or sewer services are provided, the owner shall not use pre-existing service connections without prior written authorization of the City Engineer. Such authorization shall be at the discretion of the Engineer and require at minimum:

- (a) a camera inspection verifying the service line is in good condition;
- (b) the service line must be 4" PVC or better;
- (c) the curb stop for the water service line is in working condition; and
- (d) the sewer service line does not have a history of blockages or other maintenance issues.

#### **Repair of service lines**

- 24. If a water or sewer service line is not functioning due to a broken, damaged, or collapsed pipe and requires replacement or repair, the cost of replacement or repair will be the responsibility of the City from the City's main to the property line and the responsibility of the property owner from the property line to the building.
- 25. Notwithstanding Section 24, when a blockage or damage to the portion of the service connection on the City's side of the property line arises as a result of any person on the premises served by the service connection failing to comply with the provisions of this Bylaw, or any other applicable Act, Regulation, Code or Bylaw, the owner shall be responsible for all costs associated with clearing the blockage and repairing the damage.
- 26. For reason of making repairs, or extension of mains or services, the City shall have the right to shut off water to any customer without notice for a period necessary to complete the repair or connection.
- 27. The City, or its employees, shall not be liable for any damages resulting from the discontinuance of water supply, with or without notice, to any building, boiler or other apparatus deriving its supply from the City water system.

#### **Termination or interruption of services**

- 28. Wherever practical, reasonable notice of the intention to shut off a water service will be given.
- 29. Every occupant or owner of premises connected to the City water supply shall give notice to the City Manager of his intended or actual vacating of the premises.
- 30. The City reserves the right to disconnect the supply of water for any reason including, but not limited to, the following:
  - (a) non-payment of a bill;
  - (b) failure to provide access to City staff;
  - (c) excess leakage or waste of water;
  - (d) theft of water or tampering with a water meter; or
  - (e) contravention of any relevant code, legislation, section of this bylaw, or City policy.
- 31. The City shall have the right to shut off the water service to any user or owner for non-payment of charges levied for unplugging a sewer service line, thawing a water service line, or making repairs to a service line situated from the building to property line after ninety days from the date of work and after giving the owner or occupant notice of its intention to shut off the water service.

#### **Limitation of liability**

- 32. The City does not guarantee the quantity, quality, pressure, or uninterrupted supply of the water and the owner undertakes to hold the City harmless from all claims, losses and damages therefrom.

33. Any water supplied by the City from the waterworks system to an applicant shall only be supplied on the condition that the applicant shall make no claim against the City, its officials, employees or agents except with respect to damage caused by the negligence of the City, its officials, employees or agents acting within the scope of their employment, as the case may be. It is a further condition of supply that the applicant shall make no claim for any indirect, incidental or consequential damages, including but not limited to, lost profits. Not to limit the generality of the foregoing, neither the City, its officials, employees nor agents shall be liable for:
- (a) actions based on nuisance;
  - (b) actions in respect of personal injury, death or property damage related to the presence of any substance or material in the water or the waterworks system; or
  - (c) actions in respect of damages related to the interruption or termination of water services or failure or refusal to provide water services, for any reason whatsoever, whether or not notice was provided.
34. Water services shall only be supplied on the condition that the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against all claims arising by reason of the supply of water services, excepting those claims caused by negligence. Not to limit the generality of the foregoing, as a condition of service, the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against claims for personal injury, death or other types of claims whatsoever brought by the applicant or any third party arising directly or indirectly from:
- (a) the use by any person of the applicant's water services;
  - (b) the provision of water services at any premises owned or occupied by the applicant or any person to whom the applicant is an agent;
  - (c) the failure of the waterworks system, the water services connection, the meter, or any part of such service, system or meter or any appurtenance thereto affecting the applicants water service; or
  - (d) the interruption or termination of water services or the failure or refusal to provide services to the applicant for any reason whatsoever, whether or not notice was provided.
35. The City or its representatives will not be liable for any damages resulting from the loss of supply, pressure or suddenly shutting off the supply of water from any premise, building, boiler, processor or manufacturer deriving its supply from the City, either with or without notice.
36. The City shall not be liable for damages:
- (a) Caused by the break of any water main, service, meter, private service, attachment or the breaching of any ditch in the repair or installation thereof.
  - (b) Caused by the interference or cessation of water supply necessary in connection with the repair or proper maintenance of the systems.
  - (c) For any accident due to the operation of the City waterworks system unless such costs or damages have been shown to be directly due to the negligence of the City or its employees.

## PART 5 - WATER SUPPLY REGULATIONS

### **General provisions**

37. Every owner shall keep the water service connection, valves, pipes, meters and other water service appliances inside their property line protected from frost, tampering and other damage at their own risk and expense.

38. Every owner shall ensure the curb stop for their water service connection remains accessible and undamaged. Any costs incurred in order for the City to access a curb stop that has been paved over or otherwise made inaccessible will be the responsibility of the owner. Any damages to the curb stop caused by the owner will be the responsibility of the owner.
39. No booster pump or device will be connected to a main or service line without the prior written approval of the City.

#### **Water meters**

40. Every owner shall make provision for installation of the inside water meter in a location easily and readily accessible to City staff for examination and maintenance and shall at all times, properly and efficiently protect the service pipe and meter from frost or other injury so that the meter shall not be damaged.
41. Every owner or occupant of premises connected to the City water and sewer system shall permit access to the building by City staff to examine, inspect and/or repair the water meter at all reasonable times.
42. All water meters shall be sealed at time of installation and it shall be an offense for any person to break the seal and/or to tamper with the meter in any way. Where evidence of tampering with the seal or meter is found, the person who applied for service and who is billed for service shall be deemed responsible and be liable for the penalty prescribed in this Bylaw.
43. In the event that a meter when read is found to register incorrectly, an amount based on that user's average usage from previous related periods or based on average usage for a similar family size will be used to calculate the billing.
44. A residential owner that receives a high meter reading due to a plumbing problem may be eligible for a bill adjustment if:
  - (a) the owner notifies the City that the plumbing problem has been identified and provides proof that it has been repaired;
  - (b) the owner is able to demonstrate, through separate meter readings, that the average daily water consumption has decreased by ten percent or more from the originally billed amount; and
  - (c) the adjustment will only be applied to a single billing period.

#### **Water-only service**

45. If a substantial portion of the water purchased by a person is not discharged to the sanitary sewer system, the person may apply to the City for a water-only service charge, which the City Manager may approve if the following conditions are met:
  - (a) The applicant is already serviced with at least one combined water and sewer service accounts;
  - (b) The installation of a secondary water meter for the water-only service shall be required as a condition of the approval; and
  - (c) The owner shall not allow any water supplied through the water-only service connection to be discharged into the City's sanitary sewer system.

The City may periodically review any water-only services for compliance with this section.

**Water service lines**

46. If an owner requires the City to shut off a curb stop or water main valve, the owner will be charged at the current rates established under the City's Shutting Water Mains for Service Connections Policy. Any requests made outside of the regular Public Works Hours shall be subject to any additional fees applicable under the current Public Works Rates Policies.
47. For frozen water service lines the following applies:
- (a) In the event of the freeze up of a water service line between a building and a water main, the City will thaw the line once in each winter season without charge during regular hours of the Public Works Department. If a water line is frozen inside of a building, the owner will be requested to call a plumber.
  - (b) To prevent repeated freezing, the City may authorize or instruct the user to connect an approved "bleeder" line or open an approved tap. Usage shall be estimated based on the usage in prior billing cycle, with deductions up to a maximum of 9 m<sup>3</sup> per month from the actual meter read being authorized. A list of approved users for this billing adjustment will be maintained by the City.
  - (c) If the service line freezes a second or subsequent time during a winter season, the City will thaw the line with costs charged to the owner under the current Public Works Rates Policy.
48. Where a user permits a water meter to freeze up and damage results, the cost of the repairs or replacement shall be added to the user's account.

**Restricted use**

49. Where, in the opinion of the City Manager, restrictions on the supply, use or consumption of water from the City's water works are required, the City may limit, restrict, regulate and invoke emergency measures for water conservation and the hours in which water may be used and for such time as may be deemed appropriate.
50. During any period in which the City has imposed restrictions on the use or consumption of water pursuant to Section 49, no person shall use or consume water contrary to such restrictions.
51. The City shall have the right to limit the amount of water furnished to any user upon reasonable notice to the customer of such intended action.

**PART 6 - SEWAGE SERVICE REGULATIONS**

52. No person shall discharge into a sanitary sewer any of the following waters, liquids or wastes:
- (a) solid or viscous substances capable of causing obstructions to the flow in the sewers or interference with the proper operation of the sewage collection system;
  - (b) sand, grit or similar material;
  - (c) disposable wipes labeled as 'flushable wipes';
  - (d) gasoline, fuel or other flammable or explosive solid, liquid or gas;
  - (e) waste having corrosive or hazardous properties capable of causing damage or hazard to structures, equipment or personnel of the sewage works;
  - (f) wastes containing toxic or poisonous substances in sufficient quantity to injure or interfere with sewage treatment, or constitute a hazard to any

human, animal, fish or water fowl;

- (g) storm water and surface ground water.
53. No person shall connect to the building sanitary sewer new foundation drainage systems, including weeping tiles and sump pumps.
54. Every owner or occupant shall take every precaution not to cause a blockage in the sewer service line between the building and the City sanitary sewer main. If a blockage occurs, it shall be the responsibility of the owner or occupant to have the material blocking the line removed and the owner or occupant shall be responsible for the cost of unplugging the sewer line.
55. As per the City's Plugged Services Policy, the City will only investigate a plugged or backed up sewer service if the owner has already had the service investigated by a plumber and the plumber is unable to remedy the issue. The current callout rates for service will apply.
56. The owner may request the City to inspect their sanitary sewer service with a camera under the current rate in the Public Works Rates Policy.
57. Every Owner or User who makes a claim or demand, takes any action or alleges that they have a cause of action, claim or demand against the City for or by reason of loss of whatsoever kind or nature arising out of any incident of sewer back-up and/or flooding shall, within 30 days of making such claim or demand or taking such action, install a sewer back-up valve on the premises which are the subject-matter of such claim, demand or action in accordance with specifications provided by the City Manager and the Owner or User shall also provide satisfactory proof of such installation to the City Manager.

#### PART 7 - OFFENCES & PENALTIES

58. It shall be an offense for any person who is not an employee of the City or who has not been authorized by the City Manager to open, close or tamper with a fire hydrant, curb stop, water meter, remote water meter readout or valve connected with the City water system, or in any other way tamper or interfere with the operation and/or functioning of any other component or part of the City water system.
59. It shall be an offense for any person to interfere, obstruct or abuse any City employee engaged in maintenance, inspection or repairing of a fire hydrant, curb stop or water meter connected to the City water system.
60. It shall be an offence for any person who is not an employee of the City or who has not been authorized by the City Manager to open, close, or otherwise interfere with the operation and/or functioning of any component of the City sewage system.
61. No person except the City, or those acting with written permission granted by the City, will make any connection whatsoever with any of the public water mains or private pipes in the City.
62. It shall be an offense for any person to jeopardize the potable water quality or safety.
63. Any person found guilty of an infraction of this Bylaw, or any part thereof, shall be liable on summary conviction, to the penalties prescribed by the General Penalty Bylaw of the City.

PART 8 – GENERAL

64. If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions.
65. Bylaw 08/2010 and 10/2017 are hereby repealed.
66. This bylaw shall come into force on the date of final passage.

Introduced and read a first time this 24<sup>th</sup> day of September, 2018.

Read a second time this 9<sup>th</sup> day of October, 2018.

Read a third time and adopted this 9<sup>th</sup> day of October, 2018.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**SCHEDULE "A"**  
**WATER AND SEWER RATES BYLAW NO. 13/2018**

Effective January 1, 2025: (per Bylaw amendment 12/2024)

For the purposes of calculation and conversion, 1m<sup>3</sup> shall equal 220 imperial gallons.

***Water – Quarterly Rates***

Base Charge	\$106.87
Consumption (per 1m <sup>3</sup> )	\$2.88

***Sewer – Quarterly Rates***

Full - Base Charge	\$71.25
Light - Base Charge	\$51.25
Consumption (per 1m <sup>3</sup> )	\$1.15

***Infrastructure – Quarterly Rates***

Base Charge	\$25.00
-------------	---------

Effective January 1, 2024: (per Bylaw amendment 12/2023)

For the purposes of calculation and conversion, 1m<sup>3</sup> shall equal 220 imperial gallons.

***Water – Quarterly Rates***

Base Charge	\$98.95
Consumption (per 1m <sup>3</sup> )	\$2.62

***Sewer – Quarterly Rates***

Full - Base Charge	\$65.97
Light - Base Charge	\$45.97
Consumption (per 1m <sup>3</sup> )	\$1.05

***Infrastructure – Quarterly Rates***

Base Charge	\$25.00
-------------	---------