TOWN OF KERROBERT
BYLAW NO. 1110-26

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

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

PART I – GENERAL:

TITLE:

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

DEFINITIONS:

2. In this Bylaw:

a) "ADMINISTRATOR" means the Town of Kerrobert Administrator or other person designated to administer the utility accounts for the Town of Kerrobert.

b) "COUNCIL" means the Council of the Town of Kerrobert.

c) "PARCEL" means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.

d) "OWNER" means the assessed property owner or authorized representative thereof, as contained in the records of the Town of Kerrobert.

e) "PREMISES" means business and/or residential buildings located within the Town or any part thereof. Where a parcel of land or a building contains one or more portions or units which are or may be occupied separately and are each connected to the water supply or separately metered, then each such portion shall be a premises.

f) "PROPERTY PORTION" means the property between the outer line of the street and the inner surface of the wall of the building supplied with the sewer and water service.

g) "SERVICE CONNECTION" means the water and sewer pipes which connect the water and sewer mains to the inner surface of the wall of the building supplied with the water and sewer utility service.

h) "STREET PORTION" means the property between the water and sewer mains and the outer line of the street.

i) "TOWN" means the Town of Kerrobert, in the Province of Saskatchewan.

j) "UTILITY" means the water and sewer utility continued by this Bylaw.

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

l) "UTILITY RATES BYLAW" means the Utility Rate Bylaw as approved by the Local Government Committee.

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

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

PART II – CONTINUATION OF WATER UTILITY:

4. Continuation: The Town, having constructed and operated a water supply system and the town sewer system as a public utility, and being vested with authority pursuant to:
   (a) Clause 8(1)(i) of The Municipalities Act, which grants the Town the authority to pass bylaws respecting services provided by or on behalf of the Town, including the authority to establish fees for providing those services; and
   (b) Clause 8(l)(j) of The Municipalities Act, which provides the Town the authority to pass bylaws respecting public utilities;

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

PART III – CONNECTION TO UTILITY:

5. Requirement of Connect:
   (a) Every Premises located within the Town shall be connected to the Utility, except as otherwise provided by this Bylaw.
   (b) Premises may be exempted from the requirement to connect to the Utility by resolution of Council, which exemption may be granted, refused or rescinded within the sole discretion of Council.
   (c) Where there may be any Premises not connected to the Utility, which Premises are not the subject of an exemption resolution granted by Council as at the effective date of this bylaw, the Owner of such Premises shall apply to be connected to the Utility on or before the 30th day thereafter.
   (d) Where Premises are hereafter constructed within the Town, and where such Premises have not been granted an exemption, the Owner of such Premises shall apply to be connected to the Utilities on or before the granting of a building permit for construction, and any such Premises may not be occupied until such time as the Premises are connected to the Utility in accordance with the terms of this Bylaws.
   (e) Where Premises are to be renovated and such renovations require the cessation of Utility Service, the Owner shall apply to be temporarily disconnected from the Utility for such time as shall be necessary to effect renovation, such application to be made on or before the granting of a building permit for the purposes of such renovation (or in the event a permit is not required, at least 10 business days before renovation shall commence).

(f) Where Premises are to be demolished and where such Premises have not been granted an exemption, the Owner shall apply to be disconnected from the Utility, such application to be made on or before the granting of a demolition permit by the Town.

6. Connection Point and Place of Supply:
   (a) From and after such time as connection to the Utility is approved, and subject to the terms and conditions of this Bylaw and any other bylaw of the Town of Kerrobert, where water service is to be provided to Premises, the Town shall supply water to the Premises at the property line of the land to be serviced, adjacent to such street, lane or easement upon which the water supply line shall be situated.

7. Construction of Service Connection:
   (a) The Owner of each Premise is responsible for any and all construction work done to connect to or to disconnect from the Utility, as provided for in this Bylaw. Such responsibility shall extend to and include obtaining the necessary permits and authorizations, the supervision of any contractor(s) and ensuring that any work meets the specifications and requirements of the Town.
   (b) No Owner shall install a Service Connection without first obtaining a Service Connection construction permit (as set out in Appendix I) prior to the start of any installation of a Service Connection. Fees for such permit are set out in Schedule "A" of this Bylaw.
   (c) No Service Connection shall be installed:
      (i) By any contractor not approved in writing by the Town in advance of construction;
      (ii) Until the Owner has paid the Town, in advance, the fees set out in Schedule "A" to this Bylaw;
      (iii) Except in accordance with Town construction design standards as set out in Appendix II, unless otherwise permitted in writing by the Town.
   (d) Every Service connection constructed shall be inspected and accepted by a designated Town official prior to backfilling.
   (e) The Owner or its contractor shall install the Street Portion of the Service Connection unless there is a Development and/or Servicing Agreement entered into to the contrary. Regardless of who undertakes construction, any such street portion, when constructed, shall belong to the Town and shall be the Town's responsibility to maintain.
   (f) No Owner will disconnect a Service Connection previously made, without first obtaining a Service Connection severance permit, Appendix IV. Fees for a disconnection are set forth in Schedule "A".
   (g) No owner will reconnect to a Service Connection previously made without first obtaining a Service Connection severance permit, Appendix IV. Fees for a disconnection are set forth in Schedule "A".

8. Maintenance & Repair of Service Connection:
   (a) The Town shall be responsible for all maintenance of the Street Portion of the Service Connection. At such time as the Street Portion of the Service Connection is deemed by the Town to be beyond repair, the Town may, under The Local Improvements Act, 1993, replace the Service Connection at the expense of the Owner.
   (b) The Owner shall be responsible for the maintenance of the Property Portion of the Service Connection, and all costs relating thereto are the responsibility of the Owner, notwithstanding the foregoing, the Town retains all rights, including but not being limited to those of entry and repair granted to it by sections 26 through 28 of The Municipalities Act.
   (c) The Town shall thaw frozen water lines at no cost to the Owner at the first occurrence, during regular working hours. However, the owner is responsible for repair and replacement of a water meter damaged as a result of freezing. The owner shall be charged for the second and subsequent thawing of the water line, in accordance with Schedule "A".
   (d) In the event of a blocked sewer line:
      (i) The Owner is responsible to obtain the services of a private sewer cleaning service;
      (ii) The Owner shall obtain prior approval to the work commencing, and a Utility Works staff person must be present at the time the work is undertaken;
      (iii) The cost of the work shall be borne as follows:
         (A) All invoices for sewer service shall be rendered to the Owner. The Owners shall direct the sewer contractor to, if possible indicate on their bill the location and cause of the blockage, and;
            (1) Where the blockage was located on the Street Portion of the Service Connection and the case is tree roots, the Town shall reimburse the owner a maximum of Three Hundred ($300.00) per call out;
            (2) Where the blockage was located on the Street Portion of the Service Connection and found to be any other objects or items other than tree roots the Owner shall bear the costs;
            (3) Where the blockage was not on the Street Portion, the Owner shall bear the costs;

PART IV – ADMINISTRATION OF ACCOUNT:

9. Application for Commencement and Termination of Service:
   (a) All applications for Utility Service shall be made in the prescribed form attached as Appendix III.
   (b) All applications to terminate service shall be in writing as a signature on Appendix III, shall specify the affected Premises and shall indicate the date of termination.
   (c) The Town may terminate service in accordance with the provisions of this or any other bylaw of Council.

10. Conditions of Supply:
    (a) The Town retains the right to restrict or ration the amount of water being consumed by any Premises.
    (b) The Owner shall ensure that from and after construction of the Service Connection, all water tanks, swimming pools or other storage vessels or container which have or will contain non-potable or other contaminated water, and which are connected to the water utility service, shall have a water back flow preventer installed so as to prevent non-potable or contaminated water from siphoning back into the water utility service.
    (c) The Owner of any Premises containing a water heater which is located above ground level shall install a water back flow preventer ahead of the water heater intake, so as to prevent damage to the water heater in the event of water pressure failure.
    (d) No Owner shall sell, convey or dispose of or give away or permit water to be carried or taken away or use it or supply it for the benefit of others, without the express written permission of the Town. This prohibition does not apply to the supply of water and sewer service to any tenant located on the Premises, provided that water supplied to a tenant shall be consumed on the Premises and may not be used or carried to another location.
    (e) No other water supply shall be connected to the Premises in any way which would result in a direct or indirect connection to the Town water supply.

11. Meter Installations:
    (a) All meter installations and maintenance work shall be scheduled at the Town Office, unless the work is of an emergency nature.
    (b) Installations of meters by request shall be charged at rates set out in Schedule "A".
    (c) Meter Testing – a meter may be tested for accuracy on request of the owner. Such testing shall consist of sending the meter to a qualified contractor. The results of the test shall be final. If the test confirms accuracy, the owner of the property where the meter was installed shall pay the cost of the testing. If the test shows deficiency in the meter, the Town shall pay for the cost of the testing. Fees for such testing are set out in Schedule "A".

12. Commencement and Termination of Service:
    (a) Utility meters will be read and Service Connections turned on or off on regular working days, Monday to Friday 7:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
    (b) Water will be turned on by a town employee only if a responsible, adult representative of the Owner is present to check for leaks or open taps.
    (c) The owner must be present to allow a town employee access to the meter for a reading, unless the meter has a remote or electronic reading meter recorder attached.
    (d) Owners requiring service outside regular working hours shall pay, in advance, the after-hours charges as set out in Schedule "A" of this Bylaw.
    (e) The Town reserves the right to terminate service at any time, providing the owner with 24 hours written notice.

13. Utility Billing:
    (a) Utility accounts shall be billed a minimum of monthly, at the end of each month. That the minimum shall be payable in every case whether or not any water is consumed.
    (b) Water meters shall be read or estimated at least twice a year for all owners and may be read or estimated monthly for any owner who uses more than 1060 cubic feet of water or its equivalent per month.

14. Overdue Accounts and Recovery of Costs:
    (a) Any costs, fees or permits payable under this Bylaw which are not otherwise recovered, may be added to the Utility Account for the parcel may be collected in like manner as the Utility rates.
    (b) Accounts not paid within thirty (30) days of the date of billing shall have an overdue charge added to the account, as per the Utility Rates Bylaw.
    (c) If a utility account remains outstanding more than sixty (60) days, a final reminder notice shall be sent to the Owner, stating that if arrears are not paid within 7 days, the water utility service will be added to property taxes on the parcel.
    (d) As provided for in Section 369(1)(b) of The Municipalities Act, unpaid charges for a utility service provided to a parcel by the public utility that are owing with respect to the parcel may be added to the tax roll for that parcel.

PART IV – PENALTIES:

15. An owner who contravenes any of the following provisions of this Bylaw:
    (a) Subparagraphs 5(c) through (f);
    (b) Subparagraphs 7(b), (c), (d) and (g);
    (c) Subparagraphs 10 (b) through (e)
    Shall be guilty of an offence upon summary conviction, subject to the provisions of the General Penalty of the Town of Kerrobert.

16. Notwithstanding any penalties imposed by this Bylaw, where a contravention of any of the provisions set forth in Paragraph 15 should be of a continuing or ongoing nature, the Town may terminate Utility Service without notice to the Owner or any occupant of the affected Premises.

17. Where the Town should incur costs as a result of an offence hereunder, such costs may be added to and form part of taxes on the Premises.

PART V – REPEAL & COMING INTO FORCE:

18. That Bylaw No. 970-11 is hereby repealed.

19. This Bylaw shall come into force and take effect on the date of third reading and adoption of this bylaw.

SEAL



Mayor

Administrator

Read a third time and hereby adopted on the 11th day of November, 2026.

TOWN OF KERROBERT
BYLAW NO. 1110-26

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX 1

APPLICATION TO CONSTRUCT SERVICE CONNECTION

PROPERTY OWNER:

NAME:_____

MAILING ADDRESS:_____

PHONE:_____

CIVIC ADDRESS:_____

LOT:_____BLOCK:_____PLAN:_____

CONTRACTOR:

NAME:_____

MAILING ADDRESS:_____

PHONE:_____

The undersigned contractor hereby agrees as follows:

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

_____ _____

Date Contractor

For Office use only:

Receipt for Fee #_____

Proof of insurance provided:_____

TOWN OF KERROBERT
BYLAW NO. 1110-26

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX 1

APPLICATION TO CONSTRUCT SERVICE CONNECTION (Continued)

PLAN OF BUILDING SERVICE CONNECTION:

Date of Installation:_____

Water Line Size, Type:_____
Sewer Line Size, Type:_____
Insulation Type & Location (indicate on Plan):_____
Curb Stop Replacement:_____

Inspected by:_____

Comments:

_____

_____

_____

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

_____ _____

Date Administrator

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX II

SPECIFICATION FOR BUILDING SERVICE CONNECTIONS

1. The Owner is responsible to supply all material, labor and equipment and to perform all operations involved in connection, assembly testing and certification of the water and sewer building connection(s) as described in this permit application.

2. The work consists of construction and installation of water and sewer service pipe from the Town of Kerrobert mains but not including the water meter inside of the house. Basic water and sewer construction shall be as per attached drawing "A".

3. Provincial and Federal plumbing codes and any other regulations pertaining to water and sewer service installation, as well as any local Town of Kerrobert specifications shall be followed.

4. Water and sewer connections must be inspected by the authorized town inspector before such connections are backfilled.

5. Water Service pipe shall be:
   - Minimum inside diameter of 20 mm
   - Copper type "K" soft or plastic type as approved by Town.
   - Insulated where required by the town, using insulation material as approved by an engineer.

6. Sewer Service pipe shall be:
   - PVC pipe compete with rubber gaskets.
   - Minimum inside diameter of 100 mm
   - Insulated where required by the Town, using insulation material as approved by an engineer.

7. Pipe Bedding and Backfill Material shall be either the bottom of the trench (undisturbed soil) or sand.

8. Water service line can be installed in a common trench with sanitary sewer line.

9. To install:
   - Ensure that all pipes and fittings are clean and free of defects before, during and after installation
   - Trench to minimum cover of 2.6 m over sewer pipe, 2.8 m over water pipe at curb stop and 2.25 m at building, or as approved by an engineer (depths are to be from finished grade)
   - Sewer pipe to have minimum grade of 1% for 150mm, 2% for 100mm
   - Lay sewer pipe on prepared bed, ensuring proper alignment to prevent undue settlement.
   - Installation of sewer pipe shall be to pipe manufacturer's specification and using approved equipment.
   - Sewer pipe is not to be laid on frozen bedding

- Water pipe is to be installed so it will drain to the curb stop from the building, at sufficient depth to prevent frost penetration.

10. Building Connections:
    - Water and sewer connection lines shall be brought a minimum of 1 m up inside the basement. A ball valve shall be installed on the water line inside the building by the owner. The Town of Kerrobert shall supply the water meter to be installed.
    - The owner is responsible to inspect the existing curb stop prior to connection of the water service. If the existing curb stop is bent or rusted or in some way damaged, the owner shall report this to the Town of Kerrobert. The Town will then supply the owner with a new curb stop at no charge, and the owner will be responsible for installation. If the owner does not advise the Town prior to installation of the water service, the owner shall replace the curb stop at the owner's expense.

11. Inspection and Approval Requirements:
    - The Town of Kerrobert shall be contacted for inspection of all service connections prior to backfilling. Any deficiencies found during inspection shall be corrected at the owner's expense before final approval for connection is given.
    - All inspection shall be done during regular working hours Monday to Friday, 7:30 a.m. to 4:30 p.m.

TOWN OF KERROBERT
BYLAW NO. 1110-26

WATER AND SEWER UTILITY ADMINISTRATION BYLAW
APPENDIX III

APPLICATION FOR WATER AND SEWER UTILITY SERVICES

DATE MOVING IN:_____ OWNER NO.:_____

ACCOUNT NO.:_____ WALK SHEET NO.:_____

STREET ADDRESS:_____

REGISTERED OWNER:_____

PHONE:_____

MAILING ADDRESS:_____

I hereby apply for water and sewer utility service to be provided by the Town of Kerrobert. I acknowledge and agree that service shall be provided in accordance with the terms and conditions set forth in the Water and Sewer Utility Administration Bylaw and the Utility Rates Bylaw, and such other Bylaws and Resolutions as may be passed by Town Council from time to time. I further agree to abide by the terms and conditions of each such bylaw and resolution.

ACTIVATION/ADMIN FEE: $35.00 NEW CONNECTION FEE: $50.00

_____ _____
Signature Date

Termination:

I hereby apply for the above water and sewer utility service to be terminated.

Termination effective date:_____

DISCONNECT FEE: $35.00

_____ _____
Signature Date

WATER AND SEWER UTILITY ADMINISTRATION BYLAW

SCHEDULE "A"

FEES

1.	Application for new service connection	$ 50.00
2.	Service connection fee – minimum for 66 ft. road width	$ 50.00
3.	Service connection Administration Fee	$ 35.00
4.	After hours service Fee (Subsection 12(d)) – Per Hour	$100.00
5.	Disconnection Fee	$ 35.00
6.	Reconnection Fee	$ 35.00
7.	Meter installation by request	$ 70.00