

# **R.M. of ELLICE - ARCHIE**

## **WATER & SEWER LINE POLICY**

### **PRINCIPLES:**

The purpose of this policy is to outline the management and regulation for the utility systems within the Rural Municipality of Ellice – Archie.

There are two utility systems located within the RM:

- The urban area of McAuley
- The urban area of St. Lazare

### **1. AUTHORIZATION & ACCESS:**

- a) The Operation, Construction and Maintenance of all works relating to the water or sewer system shall be under the general direction and control of the Municipal Foreman and have prior approval from Council.
- b) The Municipal Forman or his designate may enter upon any premises connected to the water or sewer system at any time to examine the pipes, meters and other installations used in connection with the water or sewer system.
- c) No person except an authorized RM Employee shall:
  - i. Tap or make any connection with any pipe or main which is part of or connected to the water or sewer system;
  - ii. Open, close or in any manner interfere with any curb stop, main stop or valve, which is part of or connected to the water or sewer system;
  - iii. Make any connection of an independent water supply with a pipe or main which is part or connected to the water or sewer system.

### **2. NEW DEVELOPMENT / CONNECTION:**

- a) All new connection requests must be made in writing to Council.
- b) All underground services regarding sewer and water must have prior approval from the municipality.
- c) All drawings for sewer and water main sizing and grades/slope will be provided by the developer for approval by the municipality.
- d) Inspections of the new development will be required to confirm that standards of the development agreement have been met.
- e) Every owner to whose property the RM has made a service connection shall connect to that service within 6 months of the date the service was provided.
- f) The RM shall place in each water service a curb stop between the street and the building it is servicing for the purpose of turning the water supply on or off.

### **3. CONNECTION COSTS:**

- a) The RM shall pay the cost of installing and maintaining the water and sewer services from the closest water/sewer main line to the nearest point on the street boundary of the premises served to a maximum of 100 feet from the closest water/sewer main line.
- b) Should the distance from the property line from the closest water/sewer main line be in excess of 100 feet, the owner shall pay the cost and maintenance of the water and sewer services for the remaining distance in excess of 100 feet from the main to the property line.
- c) The owners of all premises shall pay the cost and maintenance of the water and sewer services between the street boundary and the building being served.

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### **4. WATER METERS:**

- a) All water shall be supplied to consumers through a water meter and will be charged at the rates outlined in the Water and Sewer Rate By-Laws in effect for each utility.
- b) Only water meters provided by the RM shall be used in all premises and the meters shall remain the property of the RM.
- c) The water meter shall be provided free of charge to the owner.
- d) Should the owner request the RM remove and re-install the meter at a later date for any reason, a service fee of \$50.00 shall be issued to the owner.
- e) Should damage occur to the water meter or automatic reading device due to negligence (i.e. freezing, backflow of hot water), alterations, or tampering by the owner/occupier, all charges for repairing or replacing the meter or automatic reading device shall be the responsibility of the owner/occupier of the premises in which the meter is located.
- f) The owner or occupier of the property shall notify the RM as soon as he becomes aware of breakage or stoppage or irregularity in the water meter.
- g) All disconnections, removals, alterations or repairs of the water meters or automatic reading device shall be done by an RM employee only and no person shall install, disconnect, repair, remove, tamper with, alter, damage or paint a water meter or automatic reading device.
- h) Water meters and automatic reading devices shall at all times be accessible to authorized RM employees, so that they may be examined, read, inspected and if necessary, repaired.
- i) When a meter or automatic reading device is found not to be in proper working order, or a meter reading is not obtained, the CAO shall estimate the amount of water consumed for any quarter or other period, based on the amount of water consumed during the time the meter was working, or on any other information available, and such estimate shall be the basis for billing the consumer for water used.

*(Amendment approved by Resolution #266-17)*

### **5. REPAIRS AND MAINTENANCE:**

- a) In the course of making repairs to the street mains, or in constructing new work, or in connecting or repairing water service pipes, the RM reserves the right to shut off the water from any consumer, without notice, and keep it shut off as long as deemed necessary. In most cases the RM will attempt to provide notice if at all possible.
- b) The RM shall not be liable for any damages as the result of suddenly, with or without notice, shutting off the supply of water to a consumer.
- c) A plumber employed by the owner or occupier of the premises connected to the water or sewer system shall be deemed to be an agent of such owner or occupier and the RM will not be responsible for the acts of the plumber.
- d) The RM is only responsible for the maintenance and repairs of water and sewer lines up to the boundary of the property line, except in cases pertaining to 3 b) in which case the RM is only responsible for the first 100 feet from the main line.
- e) Any repairs or maintenance required from the property line to the building being serviced is the responsibility of the owner. Additionally, in a case pertaining to 3 b) the owner would be responsible for any maintenance and repair of the water and sewer services from 100 feet from the main line to the building being serviced.
- f) The RM will attempt to restore all water and sewer repair areas to the best of its abilities at the time of repair and will wait to restore the excavated area to a manageable state as soon as conditions permit by applying rough fill to level off the settling soil. This may at times, take as much as one year to have the final topsoil and grass seed applied to complete the repair.

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## **6. WATER USAGE:**

- a) The RM shall have the right to limit the amount of water supplied to any consumer.
- b) The RM shall reserve the right to implement seasonal watering schedules for sections of town in order to conserve water and ensure proper functioning of the water treatment plant. Notices shall be posted.

## **7. FLUSHING LINES:**

The waterlines will be flushed monthly between May – October. The schedule will be posted each spring but shall follow the following guidelines:

- a) McAuley: waterlines will be flushed on the last Wednesday of each month between the hours of 8:00 am – 12:00 noon
- b) St. Lazare: waterlines will be flushed on the last Tuesday of each month between the hours of 1:00 pm – 3:00 pm

Water will be available during the line flushing; however, it may be dirty. Please set aside drinking water prior to the water line flushing.

## **8. SUMP PUMPS / WEEPING TILE:**

No new building development shall be permitted to have a sump pump, weeping tile, or like device be connected to the sewer collection system in any way.

## **9. WATER ALLOWANCE DUE TO LINE FREEZING**

That in any case where upon written request to the CAO, a customer allows water to run continuously for any period of time to prevent the water lines in the water system from freezing, the charge to that customer for the current quarter shall be the average of the billings for the last two previous quarters to the same customer, or to the same premises if the occupant has changed.

*(Amendment approved by Resolution #265-17)*

## **10. APPROVED VARIANCES**

This policy provides a standard by which the RM handles any management and regulation for the utility systems within the RM. Should any variances arise, a written agreement must exist which is approved by council via resolution and signed by both the landowner, Reeve and CAO.

This policy shall replace all previous Water and Sewer Policies. This policy shall not contravene any part of the current Water and Sewer Rate By-Laws in effect for either utility.