

**VILLAGE OF MEACHAM
WATER & WASTE WATER RATES & ADMINISTRATION BYLAW
BYLAW # 5-23**

A BYLAW OF THE VILLAGE OF MEACHAM FOR THE ADMINISTRATION OF WATER & WASTE WATER ACCOUNTS.

The Council of the Village of Meacham, in the Province of Saskatchewan, enacts as follows:

1. TITLE:

This Bylaw may be cited as the Water & Waste Water Administration Bylaw.

2. DEFINITIONS:

- a. **Village** means the Village of Meacham and its employees.
- b. **CAO** means Village Administrator or other person designated to administer the utility accounts for the Village.
- c. **Consumer** means the owner, tenant, or occupant who occupies a premises and makes application for water & waste water utility services, and for whom a utility account is established.
- d. **Premises** means a building or structure or any part thereof, which is connected to utility services and which has a separate metered water supply.
- e. **Property Owner** means the assessed property owner or authorized representative thereof, as contained in the records of the village.

3. GENERAL

- a. Any person requiring water and/or sewer service shall make application to the Village of Meacham by completing the application form as set out in Schedule "A". Such form shall be accompanied by the payment of a meter deposit and a non-refundable administrative connection fee in accordance with Schedule "D" attached.
- b. The owner of a building or property is responsible for the connection, disconnection and payment of water and sewage utilities for their property.
- c. The charges to be paid by the water consumer whose water service has been turned on shall be those set out in Schedule "E" attached; provided, however, that the minimum shall be payable in every case whether or not any water is consumed.
- d. Persons who own or occupy premises drained or that are by bylaw required to be drained into the sewer shall pay for such services a rental rate or service charge in accordance with Schedule "E" attached.
- e. Disconnect fees will apply to disconnections made because an account is in arrears, whether the water is physically disconnected or not.
- f. In the event that infrastructure prevents turning off the water service to a property whose account holder has an account in arrears, the meter shall continue to be read and the account holder billed accordingly.
- g. If a utility bill remains outstanding after 90 days, a registered letter will be mailed to the property owner and consumer outlining the amount owed. At the discretion of the Village, the outstanding balance and any additional fees may be sent to collections or transferred by the CAO to the property owner's taxes as per *The Municipalities Act*, Section 369(1)(a)(b).
- h. i.) No person shall discharge into any drain or sewer operated by the municipality of a

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, or sewerage system.

- ii.) The service of any person who contravenes this section of the bylaw shall be discontinued and shall be guilty of an offence and liable to a fine up to \$1,500.00 and this amount shall be determined by the council of the Village of Meacham.
- i. The village shall have the right to limit the amount of water furnished to any consumer, should circumstances warrant such action.

4. APPLICATION TO RECEIVE UTILITY SERVICE FOR VILLAGE RESIDENTS AND PROPERTIES WITHIN VILLAGE BOUNDARIES

- a. Application for the initial provision of utility service must be made by the property owner to the council using the application form, Schedule "A", attached to this bylaw and by paying the applicable fee in advance.
 - i. New hook-ups are defined as adding new services to buildings or property and are subject to a non-refundable water meter fee, Schedule "C" 2.h.
 - ii. For transferring existing services an administrative fee is required.
- b. Application for the resumption of utility service after disconnection must be made by the property owner to the Administrator using the application form, Schedule "A", attached to this bylaw. Each application for the resumption of service must be accompanied by the payment of the applicable fee(s).

5. UTILITY SERVICE PROVISIONS FOR RM OF COLONSAY No. 342 RESIDENTS

- a. As the only recourse to collect utility bills in arrears is to transfer to municipal taxes, the Village of Meacham is under no obligation to provide utility services to residents of RM of Colonsay No. 342.
- b. Upon receiving an application, Council will consider providing water to a residence in the RM of Colonsay No. 342 providing that:
 - i. There is no cost to the Village;
 - ii. An agreement is signed between all parties and all required documentation and fees have been submitted, as per the application, Schedule "C";
- c. Exception to charges and fees: The Village of Meacham had an understanding with the owner(s) of SE 22-36-27 W2, Parcel # 152814955 at the time of the granting of the easement for the construction of the Village's water line. This understanding addressed the provision of water to their residence/yard at Village rates. This understanding will be extended to the current owner(s) provided an agreement, Schedule "C" is made in duplicate with the Village.

6. APPLICATION TO HAVE SERVICES DISCONNECTED

- a. The Village of Meacham will receive applications to have services voluntarily disconnected in the following circumstances:
 - i. Persons wishing to have the water service voluntarily disconnected from their residence because the residence is vacant must make application to the Administrator, using Schedule "B", which is attached to this bylaw. The payment of the applicable fee plus any current or arrears money owing must accompany each application.
 - ii. In the event that the service cannot physically be turned off after a voluntary disconnection, the owner will be informed and the meter shall continue to be read. The

property owner will be billed as normal plus have the reconnection fee applied to their account if the meter shows that the water is being used. If the water meter reading show that the water is not being used, the account holder shall not receive a bill.

7. WATER METERS

- a. The Village may cause to be installed in the premises of every person receiving water service, a meter to be placed upon the service pipe connecting the premises to the waterworks system. Every person receiving a meter for a location in which a meter had not been previously installed shall pay the associated costs of said water meter.
- b. Water meters shall be read quarterly and submitted by the consumer.
- c. If a meter read is not supplied an estimate will apply.
- d. Every person desiring to receive or to continue to receive water service shall deposit with the Village a fee per each meter in the amount as set out in Schedule "D" hereto and as amended from time to time, provided that the person who paid the said Water Meter Deposit shall be entitled to a return of the Water Meter Deposit when service is discontinued for which the said Water Meter Deposit was paid, less any outstanding amounts due at the time of discontinuing service.
- e. Persons authorized by the Village are entitled to free access at all reasonable times to any parts of any land or buildings to which water/waste water service is provided for the purpose of:
 - i. Reading meters;
 - ii. Erecting or installing meters or appliances and removing, altering or replacing any of them as circumstances require;
 - iii. Collecting samples;
 - iv. Inspecting any service lines, connections, meters or appliance; or
 - v. Maintenance and repair.
- f. In the event that a consumer refuses, or prevents in any way, to allow a water meter to be read, changed, or installed, the Village shall:
 - i. Add a manual meter read service fee of \$50 per month to the consumer's regular water bill until the consumer is compliant;
 - ii. Or add an additional fifty percent usage surcharge to the consumer's regular water bill until the consumer is compliant;
 - iii. Or the Village may deem it appropriate to shut off the water supply to that premise.
- g. Every consumer who contravenes clause 4.e) of this bylaw is subject to the penalties listed.
- h. The Village will provide 48 hours of notice prior to imposing clause 4.f.iii.

8. BILLING AND PENALTIES

- a. Accounts for water service and/or sewer service shall cover a period of three successive months, and shall be rendered near the middle of the billing period. Accounts shall be paid by the last day of the billing period.
- b. The due date for services rendered in accordance with this Bylaw shall be the date as indicated on the statement. Account balances outstanding after the due date will be considered overdue and subject to a penalty as listed in Schedule "D" hereto and as amended from time to time. Interest will be charged monthly.
- c. The Village may turn off the supply of water to any person in default of the requirements of this bylaw. The person in default shall not be entitled to receive any further water from the Village until such person has remedied the default. It shall be unlawful for any person whose water has been turned off pursuant to this section, to turn such water on again, or

take any water from the waterworks system until such time as the Village authorized the service to be restored.

- d. If an account is not paid in full by the due date, the water service may be disconnected without notice. When service is disconnected for non-payment, the said service shall not be reconnected until the disconnect fee, plus a reconnect fee, plus all arrears and accrued penalties are paid in full. All requests for water service reconnections must be accompanied by a completed application form, Schedule "A", and the applicable fees, as well as any arrears that the account holder may owe.
- e. Disconnect fees will apply to disconnections made because an account is in arrears, whether the water is physically disconnected or not.
- f. In the event that infrastructure prevents turning off the water service to a property whose account holder has an account in arrears, the meter shall continue to be read and the account holder billed accordingly.
- g. If a utility bill remains outstanding after 90 days, a registered letter will be mailed to the property owner and consumer outlining the amount owed. At the discretion of the Village, the outstanding balance and any additional fees may be sent to collections or transferred by the CAO to the property owner's taxes as per *The Municipalities Act*, Section 369(1)(a)(b).
- h. Conviction of a person for a breach of any provision of the Bylaw does not relieve that person from compliance with the Bylaw.

9. INFRASTRUCTURE FEE

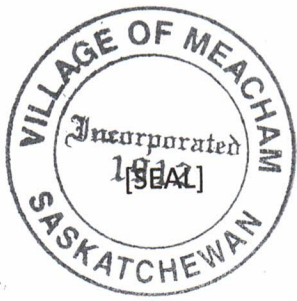
- a. A Water Infrastructure Fee will be charged quarterly, per water hook-up, to invest in water infrastructure maintenance.

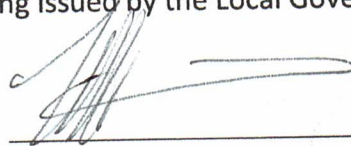
10. REPEAL PREVIOUS BYLAW

- a. Bylaw No. 2-20 is hereby repealed.
- b. Bylaw No. 1-13 is hereby repealed.


11. COMING INTO FORCE

- a. The rates, charges, tolls, or rents contained in this bylaw shall come into force and take effect January 01, 2024, upon approval being issued by the Local Government Committee.






Mayor



Administrator

Read a third time and adopted
This 23 day of November, 2023 *KC*



Administrator

SCHEDULE "A"

Village of Meacham

Application for Water and Sewer Utility Services

Applicant Information

Move in Date: _____ Move out Date: _____

Full Name: _____

Additional Names: _____

New Civic Address: _____

Mailing Address: _____

Cell Phone #: _____ Additional Phone #: _____

Email Address: _____

NOTE: Utility bills and receipts will be forwarded by email.

Own Home: _____

Rent Home: _____ Landlord Name & Contact #: _____

All accounts are subject to a \$50 Connection Fee and a Water Meter Deposit Fee as set out in Schedule "D"

Signature Approval

In signing this agreement I do so authorize the Village of Meacham to forward a copy of my utility bills to the registered owner of the property.

Signature: _____ Date: _____

Signature: _____ Date: _____

Application Date: _____ CAO Initial: _____

The Village of Meacham is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the Village of Meacham is managed according to the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act.

SCHEDULE "B"

Village of Meacham

Request for Temporary Disconnection of Utilities

Applicant Information

Account Name: _____

Civic Address: _____

Mailing Address: _____

Cell Phone #: _____ Additional Phone #: _____

Email Address: _____

I, _____, am the owner of the above-mentioned property and would like the water disconnected on _____ until further notice.

Reason: _____

Estimated Reconnection Date: _____

Is the heat going to be maintained in the building? Yes _____ No _____

I agree to assume full responsibility for any damages incurred as a result of the shutoff, and understand there is a fee to have the service reconnected.

To prevent freeze up, I understand it is my responsibility to drain the water lines.

Signature

Date

CAO

Date

SCHEDULE "C"

**Village of Meacham
Application for Utility Service Outside the Boundaries of the Village of Meacham**

Agreement to Provide Water to: (insert address)

I/We, _____
the registered owner(s) of the properties legally described as:

Hereby make application and agreement in duplicate with the Village of Meacham to continue/begin provision of water to the residence and yard at the land noted above.

As part of this agreement, the owner(s) must:

- Allow access for maintenance, meter readings as per *The Municipalities Act*;
- Acknowledge that the village is not liable for any damage to the property due to providing this service;
- Acknowledge that the property owner is responsible for all infrastructure that services their property from: _____;
(Municipality to insert here where owner line responsibility begins)
- Pay the applicable water charges and infrastructure fee which will be charges as per bylaw;
- Agree the Village has the right to restrict water use in times of water shortages;
- Provide proof upon request that all water supplied by the village is passing through a water meter supplied and installed by the village before being used;
- Unless a Service Agreement has been entered into between the RM of Coloosay No. 342 and the Village of Meacham, applicants must attach a letter from the RM of Colonsay No. 342 stating the RM will allow the transfer of utility amounts in arrears to RM municipal taxes and transfer those amounts to the Village of Meacham upon collection. Upon written request from the applicant, Council may waive this requirement if the applicant has a clean credit history with the village;
- Attach copies of any permits, right of ways, etc. necessary / obtained to provide service;
- Attach a contractor's quote for the cost of installation (if applicable), which shall be entirely at the applicants expense;
- Attach the applicable fee (which will be refunded if the application is denied) of:
 - \$50.00 administration fee for service in the RM where the infrastructure is present OR
 - \$350.00 fee for new service where the infrastructure is not present.

Failure to attach the necessary items will result in your application not being considered by Council. If service is granted, failure to abide by any of these stipulations shall result in immediate disconnection of service.

Dated at the Village of Meacham, in the Province of Saskatchewan, this _____ day of _____, 20____.

Owner Signature

CAO Signature

Owner Signature

Mayor Signature

Approved this _____ day of _____, 20____.

CAO

Expires: when the property is transferred or ownership changes (including incorporations, additions and deletions) or five years from today's date, whichever is first.

SCHEDULE "D"

1. The following meter deposit shall apply when application for water is made:
 - a. Commercial Property Owners \$300.00
 - b. Residential Property Owners \$200.00

2. Various Fees
 - a. New Service Connection Meter Fee \$350.00
 - b. Service Connection Fee (Existing Service) \$50.00
 - c. Service Disconnection Fee \$50.00
 - d. Service Connection Fee After Hours (Existing Service) \$200.00
 - e. NSF Fees \$25.00
 - f. Registered Letters \$25.00
 - g. Monthly Interest Rate 2.5%
 - h. Removal & Testing of Water Meter \$150.00

SCHEDULE "E"

1. WATER RATES

- a. Flat Rate
Minimum Charge of \$55.00 per month

- b. Consumption Rate

As per section 3 of this bylaw, the following units are to be charged at 4000 gallons for 3 months at a rate of \$165.00.

If the water is connected less than three months during any one billing period a rate of \$55 per 1,333 gallons per month.

At no time will the bill be prorated for less than one month.

The following shall pay for the service as listed above:

- single family dwelling
- financial institutions
- restaurants
- churches
- stores
- elevators
- unclassified (not named within)

Water used in excess of 4000 gallons/three months will be charged a rate of \$ 20.00 per 1000 gallons.

2. SEWER RATES

Persons who own premises drained or required to be drained into the sewer, as per section 6, shall pay for such services during a three-month period in accordance with the following:

Restaurants/Hotels	All Others
\$155.00	\$135.00

3. INFRASTRUCTURE RATES

\$30.00 per quarterly billing, per water connection, to be used to invest in future water infrastructure construction and/or maintenance for all users with permanent hook-ups to the Meacham water distribution system.

23-359 Krismer

VILLAGE OF MEACHAM – WATER AND SEWER RATES

*That the Committee approve the water and sewer rates, excluding the management fees, as outlined in the **Village of Meacham's Bylaw No. 5-23** in accordance with subsection 23(3) of *The Municipalities Act*.*

CARRIED

