

TOWN OF LAFLECHE
BYLAW NO. 541-26

A BYLAW FOR THE MAINTENANCE, MANAGEMENT & CONTROL OF THE WATER
AND SEWER SERVICES IN THE TOWN OF LAFLECHE

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

SHORT TITLE

1. This bylaw may be cited as the "Utility Management Bylaw".

DEFINITIONS/LEGISLATION

2. For the purposes of this bylaw:
 - a. "CAO" means the Chief Administrative Officer of the Town appointed pursuant to *The Municipalities Act*, or an employee of the Town designated by the CAO.
 - b. "Council" shall refer to the elected body of the Town.
 - c. "Owner" means the registered owner of the land and/or improvements associated with the property.
 - d. "Property" shall refer to the parcel(s) of land located within the boundaries of the Town, commercial or residential, with or without improvements.
 - e. "Public Works Department" means all municipal employees who are responsible for the water and sewer operations, including the Town Foreman.
 - f. "Town" shall refer to the Town of Lafleche and its employees.
 - g. "Act" shall refer to *The Municipalities Act*.

PURPOSE

3. The purpose of this bylaw is to govern the use, consumption, maintenance and control of the water and sewer services in the Town.

APPLICATION FOR SERVICES

4. The property owner shall apply for utility services to the CAO, by submitting the prescribed 'Form A,' attached to and forming a part of this bylaw.
5. The owner of a property may direct a renter of that property to the CAO to register for copies of utility notices, by submitting the prescribed 'Form B,' attached to and forming a part of this bylaw. The owner will always be responsible for the utilities at that property and will continue to get notice thereof. The CAO will not prorate charges for renters. Meter reads will be provided at the request of the property owner.
6. An owner, or renter, may request a temporary disconnect of a property, via prescribed 'Form C', or a complete disconnect, via prescribed 'Form D', which shall be submitted to the CAO, both attached to and forming a part of this bylaw.
7. Upon receiving an application from an owner, or renter, to temporarily disconnect or reconnect a water service, the Town shall have 72 hours to arrange for the service to be performed.
8. Where an owner has requested a disconnect, the Public Works Department will meet with the owner to ensure water disconnection from the curb valve to the property is successful.

METER READINGS & UTILITY BILLINGS

9. The Public Works Department may at any time, remove a meter placed in a property that is suspected to be not working correctly, as advised by the CAO. The CAO will set up an appointment with the owner to have the meter checked and possibly replaced.
10. Where a meter is found to have failed a reading during a utility billing, estimated water consumption will be used based on previous water consumption.



11. If, in the opinion of the owner or renter, the reading of the meter is not accurate, the Public Works Department will conduct another read and produce any reports that may assist in determining the accuracy of the meter. If the owner provides a written request to test the meter, said test will be conducted and if the meter is found to be accurate, all costs associated with the test are the responsibility of the owner or renter. If the test reveals the meter is faulty, the Town will be responsible for the cost of the test and will adjust the applicable billing(s).
12. The Public Works Department may enter a property at any reasonable time for the purpose of installing, inspecting, repairing and/or replacing a water meter.
13. Every owner shall provide, at their own expense, a place in the property to install a water meter. The meter location in the property must be acceptable to the Public Works Department and easily accessible. All owners must properly protect the water meter, service pipes and fixtures from frost or other damages.
14. Where the Town considers a meter insufficiently protected from frost or other damages, the water services may be disconnected until proper measures have been taken to protect the meter, pipes and fixtures.

WATER & SEWER SERVICES

15. Water meters may only be installed by a qualified plumber and shall be inspected by the Public Works Department before they are deemed connected.
16. All contractors working on water and/or sewer connections to the mains within the Town must be approved by the CAO or Public Works Department.
17. No person(s) shall turn on or open a curb valve other than the Public Works Department. When water services have been disconnected due to nonpayment of utility charges, or for failure to protect water meters, pipes and/or fixtures to the satisfaction of the municipality, or for any other reason, no person shall turn on the water who is not duly authorized.
18. For the purpose of making repairs to the water mains, connecting or repairing service pipes, constructing extensions, or any other work, the Town shall have the right to shut off the water from any and all owners without notice and keep such shut off as long as necessary to complete the work. Notice will be given out when reasonably possible to do so and where the work will last for longer than six hours at a time. Notice will be posted at the municipal office, post office and on all available social media outlets.
19. Pursuant to Section 25(2) of the *Act*, the Town will be responsible for all costs to repair and replace water lines from the water main to the curb valve.
20. Where the owner is responsible for their water line from their property to the curb valve, the Town requires an inspection by the Public Works Department prior to the water being turned on or the lines being buried. Where the Town has not inspected the line and/or connection, the contractor may have to reopen the trench for inspection.
21. In the event that there is no clear definition as to the location of the break in a water line, the cost will be shared on an equal basis by the Town and the owner. The Town requires the owner to contact the CAO immediately prior to any work being done. If the CAO is not contacted by the owner prior to the owner's contractor commencing work, the Town will not take responsibility for sharing any of the costs relative to the repair work necessary.
22. It is the responsibility of the owner to ensure that the curb valve is not restricted by



landscaping, driveways, etc. In the event a curb valve is restricted by such, it is the responsibility of the owner to ensure accessibility when the Public Works Department requires access, or custom work rates as found in the applicable policy shall apply when the Public Works Department is required to create their own access points.

23. Pursuant to Section 28(1) of the *Act*, the owner will be responsible for all costs to construct, maintain, repair and replace sewer lines from the sewer main to the point of service connection on the property. The Town requires an inspection by the Public Works Department prior to the lines being buried. Where the Town has not inspected the line and/or connection, the contractor may have to reopen the trench for inspection.
24. All costs incurred for cleaning or clearing blocked sewer lines will be the responsibility of the owner or renter of the property from the point of service connection to the sewer main.
25. The Town will jet the sewer lines on a three-year cycle, breaking up the town by east, central and west. Where there is a blockage reported and, upon inspection, confirmed, the Town may require jetting of the sewer mains in addition to the annual cycle.
26. Third parties will require permission to dump in the lagoon, and may apply to the CAO using the Water Security Agency's Liquid Domestic Waste Disposal Permission Form – Sewage Works (WSA 506A).

SUMP PUMP REQUIREMENTS

27. Sump pumps and weeping tile drainage shall not be directed into the Town's sewer lines.
28. A sump pump may be pumped to the street surface where a storm sewer drain is in effect and does not negatively affect adjacent properties.


GENERAL PROVISIONS

29. The Town reserves the right to provide water services only to those properties that are assessable for tax purposes, including improvements constructed on a grade beam, constructed on a full basement, or a mobile home anchored to permanent cement pilings. All other improvements will require approval from Council with regards to water and sewer services being provided.
30. The Town may, by resolution, ration or limit the amount of water to any property, should circumstances deem to warrant such action.
31. No person, other than the Public Works Department or a member of the Lafleche Wood River Fire Department, shall open, close or interfere with any hydrant or valve connected with the waterworks system.

REPEALING BYLAW

32. That Bylaw 523-23 is hereby repealed.

Read a first time this 12th day of March, 2026.
Read a second time this 12th day of March, 2026.
Read a third time and adopted this 12th day of March, 2026.




Mayor



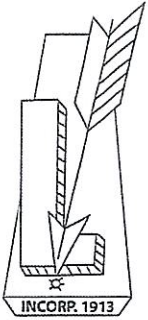
Acting Administrator



CERTIFIED A TRUE COPY OF THE BYLAW
ADOPTED BY RESOLUTION OF THE COUNCIL
ON THE 12th DAY OF March
A.D. 2026


TOWN ADMINISTRATOR

Form 'A'



Town of Lafleche Application for Utility Service
Form 'A' to Bylaw No. 541-26 The Utility Management Bylaw

Name: _____

Civic Address: _____

Mailing Address: _____

Contact Information (Phone, Email, which do you prefer?): _____

Location of Service: _____

Customer #: _____

Current Meter Reading: _____

Meter Deposit: _____ Connection Fee: _____

Other Fees: _____

Conditions:

Service Connections – Upon receipt of this application, the Town of Lafleche will arrange the connection with the applicant.

Water Restriction – The Town reserves the right to restrict use of water for any reason.

Meter Reading – The user acknowledges that the Town of Lafleche (employees, Council, and contractors) may enter any land or buildings which are connected to public utilities for the purpose of reading meters.

Meter Inspection/Tests – The user acknowledges that the Town of Lafleche (employees, Council, and contractors) may enter any land or buildings after a reasonable attempt has been made to contact the applicant for the purpose of installing, inspecting, replacing, or removing meters and conducting water sampling tests.

Line Maintenance – The user shall be responsible for all costs related to the construction, repair, maintenance, and replacement of the portion of the utility service connection (water and sewer) that lies within property boundaries.

Payment – Accounts are due within 30 days of being rendered and the user acknowledges that their service may be disconnected if payment is not received prior to the expiration of 30 days.

Penalty – The applicant agrees to pay a penalty charge on balances overdue.

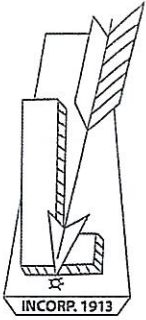
I hereby agree to the conditions of service as outlined by the Town of Lafleche's Utility Management Bylaw No. 541-26, as may be amended from time to time.

Applicant's Signature: _____

Date: _____ General Receipt #: _____

Administration: _____

Form 'B'



Town of Lafleche Notice of Disconnection of Utility Services
Form 'B' to Bylaw No. 541-26 The Utility Management Bylaw

Name: _____

Civic Address: _____

Mailing Address: _____

Contact Information (Phone, Email, which do you prefer?): _____

Location of Service: _____

Date of Disconnection: _____

Final Meter Reading: _____

Regular hours for service disconnection are 8:30 a.m. to 12 noon and 1 p.m. to 3:30 p.m. If the service is to be disconnected outside these hours, there is an additional callout fee consistent with the custom work rates for miscellaneous work without equipment at a minimum of one hour. Upon receipt of a request for disconnection, the Town shall have 72 hours in which to perform the disconnection service.

Customer Statement: I hereby authorize the Town of Lafleche to disconnect the services on the above-noted property as requested and hold the Town harmless for any damage caused to the property as a result of the disconnection of services. I shall be responsible for any changes to the said account until such time as the Town of Lafleche disconnects the services on the above-noted property.

Applicant's Signature: _____

Customer #: _____ Date: _____

Administration: _____

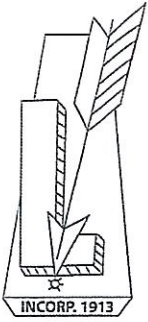
Is the service being disconnected due to a non-payment of account? _____

Account Balance: _____ Final Billing Amount: _____

Disconnection Fee: _____ Water Meter Deposit: (_____)

End Balance: _____ Receipt #: _____

Form 'C'



Town of Lafleche Request for Temporary Disconnect of Utility Services
Form 'C' to Bylaw No. 541-26 The Utility Management Bylaw

Name: _____

Civic Address: _____

Mailing Address: _____

Contact Information (Phone, Email, which do you prefer?): _____

Emergency Contact Info (include same info as above): _____

Period of Vacancy: _____

Reason for Temporary Disconnection: _____

Agreement: I hereby make the above-noted request with the understanding that when this residence is no longer vacant, I will notify the Town of Lafleche immediately and that my fees will then resume. I acknowledge that I must turn off the valve inside the building prior to leaving and remain fully responsible for the services provided to this address. The Town will get a meter read. I agree that the said request shall be subject to the Policies and Bylaws of the Town, hereinafter contained or anytime hereafter made effective during the life of this contract.

Applicant's Signature: _____

Account #: _____ Application Date: _____

Meter Reading: _____ Reader: _____

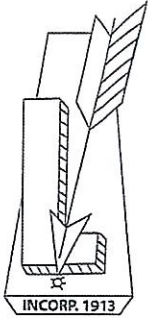
Disconnect Fee: _____ Date of Read: _____

Reconnection of Services Requested By: _____

Date of Reconnection: _____

Receipt #: _____ Charged: _____

Form 'D'



Town of Lafleche Renter Application for Utility Service
Form 'D' to Bylaw No. 541-26 The Utility Management Bylaw

Renter Name: _____

Civic Address: _____

Mailing Address: _____

Contact Information (Phone, Email, which do you prefer?): _____

Location of Service: _____

Customer #: _____

Current Meter Reading: _____

Conditions:

Service Connections – Upon receipt of this application, the Town of Lafleche will arrange the connection with the applicant.

Water Restriction – The Town reserves the right to restrict use of water for any reason.

Meter Reading – The user acknowledges that the Town of Lafleche (employees, Council, and contractors) may enter any land or buildings which are connected to public utilities for the purpose of reading meters.

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Line Maintenance – The user shall be responsible for all costs related to the construction, repair, maintenance, and replacement of the portion of the utility service connection (water and sewer) that lies within property boundaries.

Payment – Accounts are due within 30 days of being rendered and the user acknowledges that their service may be disconnected if payment is not received prior to the expiration of 30 days.

Penalty – The applicant agrees to pay a penalty charge on balances overdue.

I hereby agree to the conditions of service as outlined by the Town of Lafleche's Utility Management Bylaw No. 541-26, as may be amended from time to time.

Renter's Signature: _____

Date: _____ Administration: _____