

**THE REGULAR MEETING OF THE COUNCIL  
FOR THE TOWN OF HAFFORD WAS HELD IN THE CHAMBERS OF  
THE TOWN OF HAFFORD  
WEDNESDAY, OCTOBER 16<sup>TH</sup>, 2024**

Mayor Moses called the meeting to order at 7:01 P. M.

PRESENT:

Mayor: Victoria Moses

Councilors: John Kuzyk  
David Wintonyk  
Sylvester Kohut

Acting Administrator: Devan Shorrock

- 316/2024 AGENDA  
WINTONYK & KOHUT that the agenda for this October 16<sup>th</sup>, 2024, meeting be approved as presented.  

CARRIED
- 317/2024 TOWN WATER REPORT  
KOHUT & KUZYK that Council accepts the September 2024 Water Treatment Plant Report as presented by the Chief Technician of Water & Waste Water.  

CARRIED
- 318/2024 TOWN MAINTENANCE REPORT  
KUZYK & WINTONYK that Council acknowledges the September 2024 Town Maintenance Report presented verbally by Public Works Foreman, Russell Krysak.  

CARRIED

Russell Krysak left at 7:35 P.M.
- 319/2024 MINUTES  
WINTONYK & KOHUT that the Minutes of the September 19<sup>th</sup>, 2024, regular meeting of Council be approved as presented.  

CARRIED
- 320/2024 SIDEWALKS AND ROADS  
KOHUT & KUZYK that Council Table Sidewalks and Roads until the next regular meeting.  

CARRIED

*dm*

- 321/2024 IN CAMERA – STRATEGIC PLANNING  
KUZYK & WINTONYK that Council moves to “in camera” to discuss strategic planning, as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* at 7:42 P.M.  
CARRIED
- 322/2024 END IN CAMERA  
WINTONYK & KOHUT that Council end in Camera at 8:09 P.M.  
CARRIED
- 323/2024 LOT 15, BLOCK 23, PLAN BX5553 – REPAIR  
KUZYK & WINTONYK that Council agree to repair the defect in the sewer line on Town property connecting to Lot 15, Block 23, Plan BX5553 as per Bylaw 2023-02, The Water and Sewer Utility Administration Bylaw. Upon receipt of proof of payment for inspection and cleaning, reimbursement will be issued and work will commence.  
CARRIED
- 324/2024 LOT 7, BLOCK 3, PLAN N2670 – REPAIR  
WINTONYK & KOHUT that Council acknowledges correspondence from Lot 7, Block 3, Plan N2670 in regards to sewer utility concerns and at this time being under Bylaw 2023-02, The Water and Sewer Utility Administration Bylaw. We are waiting for further correspondence and receipt of proof of payment for inspection and cleaning prior to reimbursement being issued.  
CARRIED
- 325/2024 RV REGULATIONS  
KOHUT & KUZYK that Council Table RV Regulations until the next regular meeting.  
CARRIED
- 326/2024 DEVELOPMENT PERMIT – LOTS 3 & 4, BLOCK 22, PLAN BX5553  
KOHUT & KUZYK that Council Table the development permit for Lots 3 & 4, Block 22, Plan BX5553 until the next regular meeting.  
CARRIED
- 327/2024 IN CAMERA - HR  
KUZYK & WINTONYK that Council invite Lloyd Sonmor and Council to move to “In Camera” to discuss Human Resources as authorized by the legislative authority of *The Municipalities Act*, Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* at 8:52 P. M.  
CARRIED
- 328/2024 END IN CAMERA  
WINTONYK & KOHUT that Council end in Camera at 8:57 P.M.  
CARRIED

*dm*

- 329/2024      REC BOARD  
KOHUT & KUZYK that Council acknowledges the Hafford & District Recreation Boards September 2024 Bank Statements and Spreadsheets as presented.  
  
CARRIED
- 330/2024      QUOTE FOR FIRELINE FILLING AT WATERTOWER  
WINTONYK & KOHUT that Council approve the quote to install a fireline connection for the firetrucks direct filling in the amount of \$1,493.00 plus taxes. The costs would be split 50/50 between the R.M. of Redberry and the Town of Hafford.  
  
CARRIED
- 331/2024      STUMP GRINDING  
KOHUT & KUZYK that Council agree to hire Chad Waldner of Tree Pirates and Yard Care to grind 14 tree stumps for a total of \$2,000.00. There are 10 in the back alley between Second Avenue East and South Avenue East, 1 on the corner of Second Avenue East and First Street East, 1 in front of 103 First Avenue West and 2 at the Park on Princess Avenue West.  
  
CARRIED
- 332/2024      COMMITTEE MEETINGS REMUNERATION  
KUZYK & WINTONYK that Council Table the Committee Meetings until the next regular meeting of Council.  
  
CARRIED
- 333/2024      COUNCIL MEMBER RESIGNATION  
WINTONYK & KOHUT that Council acknowledge and accept the resignation of Michael Nesbitt as a Town of Hafford Councillor, effective October 8<sup>th</sup>, 2024.  
  
CARRIED
- 334/2024      BY-ELECTION  
KOHUT & KUZYK that Council make a motion to wave a by-election and fill the vacancy of Council at the General Election on November 13, 2024.  
  
CARRIED
- 335/2024      TAXERVICE AGREEMENT LOT 25, BLOCK 23, PLAN BX5553  
KUZYK & WINTONYK that Council accepts the payment proposal of \$300.00 per month for three years and a onetime payment of \$500.00 to be paid prior to signing the agreement for Lot 25, Block 23, Plan BX5553 and authorize TAXervice to create a formal agreement for the payments. Additionally, the \$500.00 onetime payment has already been paid in the Town Office.  
  
CARRIED
- 336/2024      TAX ARREARS  
WINTONYK & KOHUT that Council acknowledges the list of lands in arrears as presented.  
  
CARRIED

- 337/2024      UTILITY ARREARS  
 KOHUT & KUZYK that Council acknowledge the report on utility arrears as presented by the Acting Administrator, and that the recommendations be carried out accordingly.  
 CARRIED
- 338/2024      DEVELOPMENT PERMIT – LOT 16, BLOCK 16, PLAN B0181 EXT.0  
 KUZYK & WINTONYK that Council approves the issuance of a development permit for Lot 16, Block 16S, Plan B0181 Ext. 0 and to send paperwork to the Building Inspector for his approval and required inspections.  
 CARRIED
- 339/2024      UMAAS WORKSHOP  
 WINTONYK & KOHUT that Council approves the Town Office be closed on October 23, 2024, and Hilary Brunsch and Devan Shorrock to attend the UMAAS Workshop in the amount of \$210.00.  
 CARRIED
- 340/2024      OFFER TO PURCHASE – BLOCK A, PLAN Z997 EXT.0  
 KOHUT & KUZYK that Council accept the counter offer of \$5,000.00 from the R.M. of Redberry for the purchase of Block A, Plan Z997 Ext. 0 and the land title transfer fees will be paid by the R.M. of Redberry.  
 CARRIED
- 341/2024      CCBF ACCOUNT TRANSFER  
 KUZYK & WINTONYK that Council acknowledge the receipt of \$12,627.00 for the CCBF Grant and approve the transfer of \$12,627.00 from the current operating account to the CCBF funds account.  
 CARRIED
- 342/2024      COMMITTEE REPORTS  
 WINTONYK & KOHUT that Council acknowledges the following Committee Reports:  
 Fire Board – No Report  
 16 to 43 Waste Management Board – Victoria Moses  
 Transit – No Report  
 Centennial Committee – No Report  
 RBLR – Victoria Moses  
 Hospital Advisory Board – No Report  
 Rec Board – Victoria Moses  
 CARRIED
- 343/2024      BYLAW 2024-07 WATER AND SEWER UTILITY ADMINISTRATION  
BYLAW  
 KOHUT & KUZYK That Bylaw 2024-07: A Bylaw of the Town of Hafford to Provide for the Management and Administration of Water and Sewer and Waste and Recycle Services be given a first reading.  
 CARRIED

*dm*

- 344/2024 BYLAW 2024-07 WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
KUZYK & WINTONYK That Bylaw 2024-07: A Bylaw of the Town of Hafford to Provide for the Management and Administration of Water and Sewer and Waste and Recycle Services be given a second reading.  
CARRIED
- 345/2024 BYLAW 2024-07 WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
WINTONYK & KOHUT That Bylaw 2024-07: A Bylaw of the Town of Hafford to Provide for the Management and Administration of Water and Sewer and Waste and Recycle Services be given three readings at this meeting.  
CARRIED
- 346/2024 BYLAW 2024-07 WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
KOHUT & KUZYK That Bylaw 2024-07: A Bylaw of the Town of Hafford to Provide for the Management and Administration of Water and Sewer and Waste and Recycle Services be given a third reading and finally adopted.  
CARRIED
- 347/2024 BYLAW 2022-05: ANIMAL CONTROL BYLAW  
WINTONYK & KOHUT that Council Table Bylaw 2022-05: Animal Control Bylaw to the next regular meeting of Council.  
CARRIED
- 348/2024 SEPTEMBER 2024 STATEMENT OF FINANCIAL ACTIVITIES  
KUZYK & WINTONYK that Council acknowledges the September 2024 Statement of Financial Activities as presented.  
CARRIED
- 349/2024 SEPTEMBER 2024 BANK STATEMENT  
WINTONYK & KOHUT that Council acknowledges the presentation of the September 2024 Bank Statement as presented.  
CARRIED
- 350/2024 SEPTEMBER 2024 BANK RECONCILIATION  
KOHUT & KUZYK that Council accepts the September 2024 Bank Reconciliation as presented.  
CARRIED
- 351/2024 PAYMENT OF ACCOUNTS  
KUZYK & WINTONYK that Council approves the payment of accounts, being cheque #8379 to #8398 and the listed online payments including AFT payroll, totaling \$44,613.54 all paid from Innovation Credit Union Chequing Account and as attached to and forming a part of these minutes.  
CARRIED

dm

352/2024

ADJOURN

WINTONYK that we adjourn at 10:18 P. M.

CARRIED

D. Sharrock  
Acting Administrator

A. Moses  
Mayor

*A.M.*

## Town of Hafford October 2024 Payments

CHEQUES	Date	Vendor	Amount
Ch 8379	2024-09-27	Fountain Tire Ltd.	\$ 130.98
Ch 8380	2024-09-27	Gregg Distributors LP	\$ 9.57
Ch 8381	2024-09-27	Saskatchewan Health Authority	\$ 23.00
Ch 8382	2024-09-27	MLT Aikins	\$ 552.80
Ch 8383	2024-09-27	SPCA Saskatoon Inc.	\$ 340.00
Ch 8384	2024-09-27	Staples Professional	\$ 192.42
Ch 8385	2024-09-27	TAXervice	\$ 189.00
Ch 8386	2024-10-04	Moses, Victoria	\$ 681.85
Ch 8387	2024-10-04	Kohut, Sylvester	\$ 420.00
Ch 8388	2024-10-04	Wintonyk, David	\$ 412.36
Ch 8389	2024-10-04	16 to 43 Waste Management Corp	\$ 7,502.92
Ch 8390	2024-10-04	Bittner, Crystal	\$ 161.24
Ch 8391	2024-10-04	Saskatchewan Health Authority	\$ 23.00
Ch 8392	2024-10-04	MLT Aikins	\$ 372.96
Ch 8393	2024-10-04	Prairie Newspaper Group	\$ 161.70
Ch 8394	2024-10-04	Priest, Paul	\$ 130.00
Ch 8395	2024-10-04	R.M. Of Redberry No. 435	\$ 1,137.02
Ch 8396	2024-10-04	SGI Motor Vehicle Division	\$ 812.84
Ch 8397	2024-10-04	UMAAS	\$ 231.00
Ch 8398	2024-10-04	Waldner, Chad	\$ 2,000.00
		<b>TOTAL CHEQUES</b>	<b>\$ 15,484.66</b>

ONLINE	Date	Vendor	Amount
AFT	2024-09-15	Brunsch, Hilary	\$ 700.00
AFT	2024-09-15	Krysak, Russell	\$ 1,200.00
AFT	2024-09-15	Shorrocks, Devan	\$ 1,400.00
2024-178	2024-09-27	Sask Energy	\$ 43.23
2024-179	2024-09-27	Sask Energy	\$ 41.12
2024-180	2024-09-27	Sask Energy	\$ 67.37
2024-181	2024-09-27	Sask Energy	\$ 107.37
2024-182	2024-09-27	Sask Power	\$ 57.60
2024-183	2024-09-27	Sask Power	\$ 69.18
2024-184	2024-09-27	Sask Power	\$ 234.32
2024-185	2024-09-27	Sask Power	\$ 74.74
2024-186	2024-09-27	Sask Power	\$ 48.99
2024-187	2024-09-27	Sask Power	\$ 351.17
2024-188	2024-09-27	Sask Power	\$ 84.86
2024-189	2024-09-27	Sask Power	\$ 1,172.51
2024-190	2024-09-27	Sask Power	\$ 4.98
2024-191	2024-09-27	Sask Tel Cmr	\$ 144.00
2024-192	2024-09-27	Collabria	\$ 1,200.39
2024-193	2024-09-27	Collabria	\$ 1,439.72
2024-194	2024-09-27	Hafford Co-op Assoc.	\$ 1,554.44

*dm.*

AFT	2024-09-30	Brunsch, Hilary	\$ 881.19
AFT	2024-09-30	Krysak, Russell	\$ 2,128.15
AFT	2024-09-30	Shorroch, Devan	\$ 2,301.56
AFT	2024-09-30	Stef, Alan	\$ 1,631.17
2024-195	2024-10-04	Canada Revenue Agency	\$ 3,495.71
2024-196	2024-10-04	Municipal Employees	\$ 2,049.64
2024-197	2024-10-04	Minister of Finance-EPT	\$ 2,345.47
AFT	2024-10-15	Brunsch, Hilary	\$ 700.00
AFT	2024-10-15	Krysak, Russell	\$ 1,200.00
AFT	2024-10-15	Shorroch, Devan	\$ 1,400.00
AFT	2024-10-15	Sonmor, Lloyd	\$ 1,000.00
		<b>Total Electronic Payments</b>	<b>\$ 29,128.88</b>
		<b>TOTAL PAYMENTS</b>	<b>\$ 44,613.54</b>
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*AM*



**TOWN OF HAFFORD  
BYLAW NO. 2024-07**

**A BYLAW OF THE TOWN OF HAFFORD TO PROVIDE FOR THE MANAGEMENT  
AND ADMINISTRATION OF WATER AND SEWER AND WASTE AND RECYCLE  
SERVICES**

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The Council of the Town of Hafford 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 Hafford Administrator, or another person designated to administer the utility accounts for the Town of Hafford.
- b) "COUNCIL" means the Council of the Town of Hafford.
- c) "OWNER" means the assessed property owner or authorized representative thereof, as contained in the records of the Town of Hafford.
- d) "PARCEL" means a building or structure or any part thereof, which is connected to utility services, and which has a separate metered water supply.
- 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 premise.
- f) "SERVICE CONNECTION" means the water and sewer pipes which run from the main lines of the water and sewer system to the inner surface of the wall of the building or other place on a property for the purpose of providing water and sewer services to the parcel, and includes the connection to the main line and couplings, stopcocks, meters and other apparatuses inside the building or other place for the provision of the water and sewer utility service.
- g) "TOWN" means the Town of Hafford, in the Province of Saskatchewan and any of its employees or agents required to undertake certain works under this or any bylaw of the Town of Hafford.
- h) "UTILITY" means the water and sewer and Waste and Recycle utility continued by this Bylaw.
- i) "UTILITY ACCOUNT" means the record of account maintained by the Administrator showing water and sewer and waste and recycle utility service rates billed to the parcel and payments received on the account.
- j) "UTILITY RATES BYLAW" means the Utility Rate Bylaw as approved by the Local Government Committee.
- k) "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

*DM*

**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 waste and recycle system as a public utility, and being vested with authority pursuant to:

(a) Section 8 Clause(1) Subsection (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) Section 8 Clause(1) Subsection (j) of *The Municipalities Act*, which provides the Town the authority to pass bylaws respecting public utilities, hereby continues the water and sewer waste and recycle utility for the purposes of supplying water and sewer, waste and recycle services 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 water and sewer as well as waste and recycling services, 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 that 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 Hafford, 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 Premises 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.

(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.

(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 complete Service Connection unless there is a Development and/or Servicing Agreement entered to the contrary. Regardless of who undertakes construction, any service connection, when constructed, shall belong to the Owner and shall be the Owner's responsibility to maintain.

(f) No Owner will disconnect or reconnect a Service Connection previously made without first obtaining a Service Connection Severance Permit, Appendix III. Fees for disconnection/reconnection are set forth in Schedule "A".

**8. Maintenance & Repair of Service Connection:**

(a) The Owner shall be responsible for all maintenance of the Service Connection. When 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 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 owner of any property connected to the Town of Hafford sewer system is responsible for unplugging any blockage in the sewer pipe on both private and Town property, both with respect to engaging a sewer cleaning contractor to unplug the pipe and bearing the cost of such service. The unplugging of a blockage in a sewer service pipe caused by tree roots from trees located on private property is the responsibility of the property owner.

(d) All expenses for the replacement, cleaning or clearing of damaged or blocked sewer lines shall be the responsibility of the property owner receiving the service, regardless of whether the problem occurs on Town or private property. Property owners are responsible for the costs of unplugging a blockage that occurs in all sewer lines other than those occurring in the main line. In the event that a blocked sewer line is caused by a structural defect in the main line, the Town of Hafford will repair the main line and reimburse the property owner or occupant for the costs of the camera inspection of the sewer line, if it indicates a main line blockage or defect and if such costs can be supported by a paid invoice.

dm.

## **PROCEDURE:**

If a property owner is of the opinion that a blockage is the result of a structural defect in the main line:

1. The property owner should contact a licensed plumber and have them unblock and complete a camera inspection for the lines.
2. After the camera inspection has been completed, the property owner may contact the Town of Hafford to request an inspection.
3. The property owner agrees to the inspection by signing a 'Request for Sanitary Sewer Service Inspection' form as shown in Schedule 'B' attached hereto.
4. The property owner agrees by signing Schedule 'B' that he/she will be responsible for the costs listed in the estimate, including sewer cleaning costs to enable a video inspection, in the event that the inspection reveals that there are no structural defects in the main line.
5. In the event that the sewer inspection reveals a structural defect in the main line, the Town will schedule a repair using an approved contractor for the main sewer line at the cost of the Town, bear the cost of the video inspection and cleaning and reimburse the property owner for the most recent costs incurred in unplugging the sewer main line. The amount of reimbursement will be as shown on a paid invoice for that work.

## **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 and pay the water meter deposit as set out in Schedule "A".

(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, to prevent damage to the water heater in the event of water pressure failure.

(d) No Owner shall sell, convey, dispose of, give away or permit water to be carried or taken away or used or supplied 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) Meter Testing - a meter may be tested for accuracy upon 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 removal and disconnection of meter 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 regular working days, Monday to Friday 9:00 a.m. to 12:00 noon and 1:00 p.m. to 3:00 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) Owners requiring emergency service outside regular working hours shall pay, in advance, the after-hours charges as set out in Schedule "A" of this Bylaw.

(d) 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 Bi-Monthly. That the minimum shall be payable in every case whether any water is consumed.

**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 and may be collected in like manner as per the Utility Rates Bylaw.

(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) 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.

(d) If an account is not paid in full by the due date, the water service may be discontinued without notice. When service is discontinued for non-payment, the said service shall not be reconnected until all arrears and accrued penalties are paid in full. The fee to cover the expense of turning off the water and turning it on again are set out in Schedule "A" and shall be paid prior to the service being reconnected. No reconnections will be done after 3:00 p.m. Monday to Friday or on weekends or holidays.

(e) In the case of a rental property, the tenant shall sign a release of information agreement prior to the commencement of services, thus allowing the titled owner access to information on the status of the account. All utility arrears on the property are the responsibility of the titled owner of the property and shall be added to the taxes of stated property if left unpaid.

**PART V - PENALTIES:**

**15. Offences:**

(a) Any person who contravenes any provision of this bylaw or who fails to perform any act required hereunder or does any prohibited act is guilty of an offence and liable, on summary conviction, to a fine not exceeding \$2000.00.

(b) Each day an offence continues shall constitute a separate offence.

(c) The levying and payment of any fines shall not relieve a person from the necessity of paying any fees, charges, or costs from which he or she is liable under this bylaw.

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

(e). Where the Town incurs costs because of an offence hereunder, such costs may be added to and form part of taxes on the Premises.

**PART VI - REPEAL & COMING INTO FORCE:**

Bylaw 2023-02 is hereby repealed

This Bylaw shall come into force and be in effect on the final passing thereof.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator





**WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
SCHEDULE "A"  
FEES**

1. After Hours emergency service fee (Subsection 12(c)) – Per Hour	\$100.00
2. Disconnection Fee – Meter Testing	\$ 35.00
3. Reconnection Fee – Meter Testing	\$ 35.00
4. Disconnection Fee – Seasonal Basis	\$ 25.00
5. Reconnection Fee – Seasonal basis	\$ 25.00
6. Water Meter Deposit	\$250.00
7. Disconnection Fee – Utility Arrears	\$ 25.00
8. Reconnection Fee – Utility Arrears	\$ 25.00
9. Water Meter Testing	

Faulty Meter: At cost to Town  
Non-Faulty Meter: At cost to Homeowner

*DM.*

**WATER AND SEWER UTILITY ADMINISTRATION BYLAW**  
**SCHEDULE "B"**  
**REQUEST FOR SANITARY SEWER SERVICE INSPECTION**

I, the undersigned, \_\_\_\_\_, owner of the property located at \_\_\_\_\_ in the Town of Hafford, believe that there may be a structural defect in the sewer main line. I have been given a copy of the Town of Hafford Bylaw and I understand that I am responsible for the costs of unplugging a blockage that occurs in any sewer lines other than the main line. I further understand that if by video camera inspection it is determined that there is not a structural defect in the main line, I will be responsible for reimbursing the Town for actual inspection costs, estimated as follows:

- |   |          |
|---|----------|
| 1. Sewer cleaning prior to inspection     | \$ _____ |
| 2. Video camera inspection                | \$ _____ |
| Total Estimated Inspection Costs \$ _____ |          |

In the event that there is a structural defect in the main line as determined by inspection, I have incurred costs of \$ \_\_\_\_\_ for unplugging the sewer pipe in the main line, which will be reimbursed by the Town if the paid invoice supporting my claim states the distance from my building cleanout to the blockage in order for the Town to be able to determine that the blockage was in the main line. I have attached a copy of the paid invoice to support my claim.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

*AM*



**WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
APPENDIX 1  
APPLICATION TO CONSTRUCT SERVICE CONNECTION PERMIT**

Property Owner(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

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 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

Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach proof of insurance)

**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 Hafford.

Date \_\_\_\_\_ Administrator \_\_\_\_\_

**WATER AND SEWER UTILITY ADMINISTRATION BYLAW**  
**APPENDIX II**  
**SPECIFICATION FOR BUILDING SERVICE CONNECTIONS**

1. The Owner is responsible for supplying 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 Hafford 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 Hafford 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:
  - a) Minimum inside diameter of 20 mm
  - b) Copper type "K" soft or plastic type as approved by Town.
  - c) Insulated where required by the town, using insulation material as approved by an engineer.
6. Sewer Service pipe shall be:
  - a) PVC pipe complete with rubber gaskets.
  - b) Minimum inside diameter of 100 mm
  - c) 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:
  - a) Ensure that all pipes and fittings are clean and free of defects before, during and after installation
  - b) Trench to minimum cover of 2.6 meter sewer pipe, 2.8 meter water pipe at curb stop and 2.25 meter building, or as approved by an engineer (depths are to be from finished grade)
  - c) Sewer pipe to have minimum grade of 1% for 150mm, 2% for 100mm.
  - d) Lay sewer pipe on prepared bed, ensuring proper alignment to prevent undue settlement.
  - e) Installation of sewer pipe shall be to pipe manufacturer's specification and using approved equipment.
  - f) Sewer pipe is not to be laid on frozen bedding.
  - g) A water pipe is to be installed so it will drain to the curb stop from the building, at sufficient depth to prevent frost penetration.

*dm*

**WATER AND SEWER UTILITY ADMINISTRATION BYLAW**  
**APPENDIX II (Continued)**  
**SPECIFICATION FOR BUILDING SERVICE CONNECTIONS**

10. Building Connections:

- a) Water and sewer connection lines shall be brought a minimum of 1m up inside the basement. A ball valve shall be installed on the water line inside the building by the owner. The Town of Hafford shall supply the water meter to be installed.
- b) The owner is responsible for inspecting 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 Hafford. The Town will then supply the owner with a new curb stop at no charge, and the owner will be responsible for the 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:

- a) The Town of Hafford 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.
- b) All inspections shall be done during regular working hours Monday to Friday, 9:00 a.m. to 3:00 p.m.

*AM*

**WATER AND SEWER UTILITY ADMINISTRATION BYLAW  
APPENDIX III**

**APPLICATION FOR WATER AND SEWER AND WASTE AND RECYCLE SERVICES**

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Deposit Receipt No.: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Tenant? Yes / No      Is a Tenant Information Waiver Signed? Yes / No

Owners Name: \_\_\_\_\_ Owners Phone Number: \_\_\_\_\_

I hereby apply for water, sewer, waste and recycle services to be provided by the Town of Hafford. I acknowledge and agree that service shall be provided in accordance with the terms and conditions set forth in the Administration of Water and Sewer and Waste and Recycle Services Bylaw, the Water and Sewer Rates Bylaw, the Waste Collection Fees 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Utility Account Number \_\_\_\_\_

Waste Cart Number \_\_\_\_\_ Recycle Cart Number \_\_\_\_\_

**TERMINATION**

I hereby apply for the above water and sewer and waste and recycle services to be terminated.

Termination effective date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*DM*