

# VILLAGE OF RICHMOUND

## Bylaw No. 4 - 2023

### A BYLAW OF THE VILLAGE OF RICHMOUND TO CONTROL AND REGULATE UTILITIES PROVIDED

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

1. This Bylaw may be cited as the Utility Service Management Bylaw
2. No water user shall:
  - a. Lend, sell or dispose of the water service;
  - b. Give away the water service or permit it to be taken;
  - c. Use any water service other than for his/her own benefit;
  - d. Use their water service to supply water to another residence; or
  - e. Alter, modify or tamper with the water meter.
3. No sewer user shall:
  - a. Allow any dumping or disposing of any sewage into the sewer system other than for the residents own personal use, or in a designated Trailer Park as per the Trailer Park Bylaw
  - b. Allow any hazardous waste to be dumped into the sewer system
4. All persons desiring to be supplied with water from the Municipality's water supply system shall make application as per Schedule "A" to the officials of the Municipality. Each application shall be accompanied by the payment of a fee or meter deposit in the sum of \$100.00 for a 5/8" meter, \$125.00 for a 3/4" meter and \$150.00 for a 1" meter.
5. In the case of non-occupancy, if water services are turned off at the curb stop, sewer charges will also be waived. Requests to shut off the water supply at the curb must be made in writing as per Schedule "B". A \$50 disconnect and \$50 reconnect fee will apply. One disconnect allowed per calendar year.
6. Utility billings shall be processed bi-monthly:

a.	Billing #1: January 1 – February 28 (29 Leap Year)	Estimated Reading
	Billing #2: March 1 – April 30	Actual Reading
	Billing #3: May 1 – June 30	Actual Reading
	Billing #4: July 1 – August 31	Actual Reading
	Billing #5: September 1 – October 31	Estimated Reading
	Billing #6: November 1 – December 31	Estimated Reading

  - b. Actual water meter readings for Billing # 2, 3, and 4 are required. Every meter shall be read except that instance where a water reading is unavailable because of the absence from Village of the user. The reading of the meter may be left until the billing period following the users return to Village.
7. Outdoor watering of lawns and gardens is restricted as per Schedule "C" attached; however, the Village shall have the right to further ration or restrict the quantity of water furnished to any and/or all consumers by resolution of Council at any time should circumstances seem to warrant such action.
8. Notwithstanding Section 7, a property owner who plants new lawn or lays sod may apply to obtain a permit as per Schedule "D" attached to allow for watering daily and outside of the restricted times; however, Council reserves the right to withdraw such permits at any time that more stringent water restrictions may be implemented as circumstances may warrant. Such permits will not be issued for existing lawns.

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9. In the case of default in the payment of any water rates or water deposit by the owner or occupant within thirty (30) days after the utility bills have been mailed, an official of the Village authorized to do so, may, without giving notice, shut off the water supply from any land or premise in respect of which the payment of any said rates or meter deposits are in arrears or default.
10. If the water supply is shut off from the premises of a user for infringement of the provisions of this bylaw, same shall not be turned on until all penalties, fees and arrears have been paid together with a fee of \$50.00 to cover the expenses of turning off and on the water.
11. During the winter months, to avoid the potential of broken water lines, unpaid utility amounts owed by the owner of the property may be added to the tax roll rather than proceeding with water disconnection. At any time during the year, the Council may, by resolution, (in accordance with section 369(1)(b) of the Municipalities Act) direct that unpaid utility amounts be added to the tax roll.
12. The Council may, by resolution, (in accordance with section 369(1)(b) of the *Municipalities Act*) direct that unpaid utility amounts accumulated by a renter be added to the tax roll of the property owner at any time during the year, provided every attempt has been made to collect said amounts from the renter. The Municipal Office will, upon becoming aware of a rental property, provide the Landlord with a copy of this bylaw. Landlords will be encouraged to retain responsibility for the utility billing (as property owner).
13. The Municipality will be responsible for the water meter only, not parts connected to the meter. The Town Foreman will assist with replacing water meters when requested.
14. Due to increasing costs of curb stop replacements, the Village of Richmond will not replace non-functioning curb stops. If water shut off at a property is required due to extenuating circumstances, the Village of Richmond will shut off the water at the Water Treatment Plant, at a time determined by the Village of Richmond, so the issue can be fixed at the homeowner's property.
15. In the event of a water break on a service line, the cost of repair shall relate specifically to the location of the break or blockage. Should the damage occur on an individual's property they will be responsible for the cost of repair. Should the damage occur on Village property the Village will be responsible for the repair. In the event that there is no clear definition as to the location of the break the cost will be shared on an equal basis by the Village and the property owner. The Village expects that the owner will contact our Administration or Public Works staff prior to any work being undertaken. If no contact is made with the Village the Village will not take on the responsibility of the billing for any work that is done.
16. In the event of a sewer blockage on a service line, the property owner shall pay the costs of cleaning or unplugging the sewer connection to the sewer main.
17. PROHIBITIONS:
  - 15.1) No person shall turn on water to any premises or open any valve on Village property, except under the authority of the municipality.
  - 15.2) No person shall make any connection whatsoever with any of the public or private pipes or mains, except under the authority of the municipality
  - 15.3) No person, except the Public Works Department personnel, members of the Fire Department, or person directed from Council in the course of their duties, shall open, close, or interfere with any hydrant, gate or valve connection, curb stop, or manhole.
  - 15.4) No extension of water or sewer mains shall be constructed unless such construction is authorized by the Council of the Village of Richmond
  - 15.5) Hauling water or filling tanks is prohibited

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18. Any person who contravenes any of the provisions of this Bylaw shall be liable upon summary conviction to a fine of not less than \$50.00 and not more than \$1,000.00.
19. Any person who contravenes any of the provisions of Sections 7 and 8 shall be subject upon summary conviction to a fine of \$50.00 for the first offence, \$100.00 for the second offence and \$500.00 for each subsequent offence.

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Mayor

S E A L

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Administrator

Read a third time and hereby adopted  
on the 25th Day of March, 2024

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SCHEDULE "A"

APPLICATION FOR UTILITY SERVICE

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DATE \_\_\_\_\_

NAME \_\_\_\_\_

BOX # \_\_\_\_\_ Richmond, SK S0N 1N0

PHONE NUMBER \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ PHONE \_\_\_\_\_

NEXT OF KIN \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

HEALTH SERVICES # \_\_\_\_\_ OTHER ID \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

BILL CARD # \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_ PREVIOUS OCCUPANT \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
VILLAGE OF RICHMOUND

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OFFICE USE:

METER DEPOSIT \$100.00

Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_ Enter on Bill Card \_\_\_\_\_

Customer Number \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SCHEDULE "B"

APPLICATION TO DISCONNECT WATER SERVICE

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DATE \_\_\_\_\_

NAME \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_

REQUESTED BY: (IF OTHER THAN OWNER)

\_\_\_\_\_

DISCONNECT DATE \_\_\_\_\_

RECONNECT DATE \_\_\_\_\_

REASON FOR DISCONNECT \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Representative

\_\_\_\_\_  
Village of Richmond Representative

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Office Use – Payment of \$50.00

Date Paid

Receipt #

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SCHEDULE "C"

OUTDOOR WATERING RESTRICTIONS

Outside watering of lawns and gardens in the Village of Richmond shall be restricted as per the following:

1. Even Numbered Days:
  - a: Residents and Businesses on the West side of the street
  - b: Residents and businesses on Railway Avenue
  - c: Residents and businesses on the North side of Highway 371 .
2. Odd Numbered Days:
  - a: Residents and businesses on the East side of the street
  - b: Residents in Barsness Bay
3. No watering on the 31<sup>st</sup> of the month.
4. No outside watering shall be permitted between the hours of 10:00 pm and 5:00 am regardless of whether it is an even or odd numbered day.
5. Notwithstanding the foregoing, Council reserves the right to permanently or temporarily alter the watering restrictions set out herein by resolution at any time that it is deemed as necessary or advisable to do so.
6. The Mayor or any other member of Council may further restrict the use of water in emergencies such as fire or other emergency where abnormal amounts of water are required.
7. Water restrictions shall apply to a new lawn except in those cases where a valid permit to water has been duly authorized by the Village of Richmond.
8. The water restrictions set out herein shall be in effect January 1 to December 31 of each year.
9. The Village Administrator or his/her designate are hereby authorized to give information to the RCMP for the purpose of fines imposed under this bylaw.

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SCHEDULE "D"

NEW LAWN WATERING PERMIT

Watering permits may be issued at the Village Office at a cost of \$50.00 for a 14 day permit.

No more than two (2) such permits will be issued to any property owner in any given year.

The permit shall be printed on 11" x 17" paper and be substantially of the following design, and must bear the original signature of an authorized representative of the Village of Richmond.

# VILLAGE OF RICHMOUND WATERING PERMIT

Issued at Village Office on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

For \_\_\_\_\_.  
(Civic Address)

This permit expires 14 days from the date of issue on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed \_\_\_\_\_