



Policy Title	Water & Sewer Installation, Repair and Replacement		
Department	Utilities	Effective Date	June 4, 2018
Resolution #	192.2018	Council Date	June 4, 2018

1. Purpose

1.1. To ensure consistency and clarity for land owners wanting water and sewer services to their homes.

2. Scope

2.1. This policy applies to both residential and commercial properties within the Town of Rosthern.

3. Definitions

3.1. *Mains* – shall mean the water and/or sewer main pipeline located under the street.

3.2. *Service* – shall mean the water and/or sewer service pipeline that is located from the mains to the building and which services that individual property.

4. Policy

4.1. Application for Service

4.1.1. An application for service must be completed and signed by the owner.

4.1.2. All applications for service must be reviewed and approved by the Public Works Manager or his designate prior to any work being undertaken.

4.1.3. The Public Works Manager will schedule a date for the work to be done.

4.2. Work to be Performed

4.2.1. Service installations, replacements or repairs will be done by the Town’s Public Works Department when possible and will be at the discretion of the Public Works Manager.

4.2.2. In the event that the Town crew cannot do the work for whatever reason, a Town-approved contractor will be hired to do the work.

4.2.3. An owner may ask to have an outside contractor do the work, but the contractor must be pre-approved by the Public Works Manager and a Town employee must be present when the contractor is connecting to the mains.

4.3. Cost of Services

4.3.1. Costs to be invoiced to the owner will be as follows:

- the Town's current per-hour service rate with the equipment used
- the cost of materials, plus taxes plus 5%
- the cost of any outside contractor's expense plus 5%

4.3.2. Any unpaid invoices at December 31st of the year of the work will be added to the property taxes.

4.4. New Installations

4.4.1. The owner shall be responsible for all costs associated with the installation of new service lines on an unserved lot from the mains to the building, including (if applicable) the cost of repair to the street, pavement, sidewalk, curb and gutter, and any associated landscaping to the boulevard.

4.5. Installations to New Buildings on Previously Served Lot

4.5.1. The owner shall replace existing service lines when building a new home on an existing served lot where the service line materials are not of the current standard.

4.5.2. The state of the service lines will be determined by the Town's Public Works Manager.

4.5.3. The owner shall be responsible for all costs associated with the installation of the service lines from the mains to the building, including (if applicable) the cost of repair to the street, pavement, sidewalk, curb and gutter, and any associated landscaping to the boulevard.

4.6. Replacement and Repair

4.6.1. The owner shall be responsible for the costs associated with replacing or repairing an existing service line from the property line to the house.

4.6.2. The Town shall be responsible for the costs associated with replacing or repairing an existing service from the property line to the main including replacing asphalt paving, sidewalk, curb & gutter.

4.6.3. During the repair, if damages occur to private property, the Town shall be responsible for the cost of repairing said damages and repairs will be done to the previous standards or quality of the property.

4.7. Warranty on Works

4.7.1. Newly installed service lines shall have a ten (10) year warranty on the materials and on the placement of the service lines.

4.7.2. If a property owner feels there is an issue with the service lines, he/she shall make a claim with the Town which will then be investigated by the Public Works Manager. The eligibility of the claim shall be determined by the Public Works Manager.