



# **CITY OF FORT ST. JOHN WATER REGULATION BYLAW**

## **2362, 2016**

Adopted January 1, 2017

**CONSOLIDATED VERSION  
FOR CONVENIENCE ONLY**

**Includes Amendment Bylaw:**

**2450, 2018**

Effective as of January 1, 2019

**CITY OF FORT ST. JOHN**

**BYLAW NO. 2362, 2016**

A bylaw to regulate, prohibit, impose requirements and impose fees in relation to the water system of the City of Fort St. John.

NOW THEREFORE the Council of the City of Fort St. John, in open meeting assembled, enacts as follows:

**Title**

1. This Bylaw may be cited as the “City of Fort St. John Water Regulation Bylaw No. 2362, 2016”.

**Repeal**

2. Water Regulation Bylaw No. 2300, 2015 and Water Regulation Amendment Bylaw No. 2309, 2016 are hereby repealed and replaced with this Bylaw.

**Effective Date**

3. This bylaw is in effect as of January 1, 2017.

**Severability**

4. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.

**Interpretation**

5. In this Bylaw:
  - (a) “bulk water” means the supply of City water by way of water hauler, or coin, token, fob or smart card operated facility;
  - (b) “City” means the City of Fort St. John;
  - (c) “City water” means water from the water system;
  - (d) “curb stop” means the portion of a service connection consisting of a shut off valve with a protective housing (service box) to the ground surface;
  - (e) “Director of Development” means the City’s Director of Development and includes his successors and duly authorized representatives;

**Interpretation** (continued)

- (f) “extension” means any installation or construction of pipes, conduits, mains, appurtenances and other equipment and facilities for collecting and transporting City water on or under any highway, having sufficient surplus capacity to provide water to the premises to be served. An extension does not include the upgrading or replacement of any existing part of the water system, nor does it include installation or construction of service connections;
- (g) “main” means a water system pipe, including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water system;
- (h) “meter” means a device used to measure the volume of water that passes through the device and includes remote reading accessories;
- (i) “MTU” means a meter transmission unit which allows for remote reading of a meter;
- (j) “service connection” means a service pipe from the main to the property line and includes a curb stop;
- (k) “water service” means privately-owned pipe including all valves, connections and taps connecting a curb stop to a premise, including the tail nut of a curb stop, but excludes meters; and
- (l) “water system” means the entire water works system of the City including without limitation intake and distribution systems, water treatment plants, service connections and curb stops.

**Water System**

- 6. No person shall connect to, add to, tamper with, operate, remove or alter the water system or any part thereof except in accordance with this Bylaw.
- 7. No person shall without lawful excuse break, damage, destroy, uncover, deface or mar the water system or any part thereof.
- 8. All persons shall immediately notify the City of any suspected defects or breakdowns in the water system, and any suspected defects or breakdowns in water services that may threaten the integrity of the water system. Defects and breakdowns in water services are the sole responsibility of the owners and occupiers of the premise on which a water service is situated.
- 9. No person shall connect any alternate or auxiliary water supply source to the water system.

**Disconnection and Shut Off**

10. The City may disconnect a premise from the water system or shut off the curb stop to the premise if the owner or occupier of the premise fails to pay, when due, any fees imposed under this Bylaw, provided the City gives notice in writing to the owner or occupier at least 30 days before the disconnection.
11. The City may disconnect a premise from the water system or shut off the curb stop to the premise if the owner or occupier of the premise does not comply with any regulation established under this Bylaw respecting the use of the water system or City water, including for certainty the rules set out in sections 16, 26, 38, 54, 55, 56 and subsections 73 (b)-(h), provided the City gives notice in writing to the owner or occupier at least 7 days before disconnection and an opportunity to make representations to City Council.
12. The City may disconnect a premise from the water system or shut off the curb stop to the premise if the owner or occupier of the premise contravenes subsection 73(a), provided the City gives notice in writing to the owner or occupier at least 2 days before disconnection and an opportunity to make representations to City Council.
13. The City may discontinue providing bulk water to a person where the person fails to pay bulk water rates imposed under this bylaw within 60 days of delivery of a bill by the City and provided the City gives seven (7) days' notice in writing to the person.

**Authority to Enter**

14. A person shall allow, suffer and permit City officers and City employees, including without limitation the Director of Development and the City building inspector, to enter on or in a premise owned or occupied by the person in order to inspect and determine whether all regulations, prohibitions or requirements of this Bylaw are being met.

**Fees Added to Taxes**

15. All fees imposed under this Bylaw, inclusive of accumulated penalties, may be collected in the same manner and with the same remedies as property taxes and if due and payable by December 31 and unpaid on that date are deemed to be taxes in arrears.

**Water Use Restrictions**

16. In the event of a water supply shortage, the City may issue a notice prohibiting, restricting or limiting the use of water. Such notice shall be sufficiently given if delivered in writing, broadcast by local radio or television station or social media or advertised in two consecutive issues of the local newspaper. The premise of any person who does not abide by the prohibition, restriction or limitation contained in the notice may be disconnected from the water system in accordance with this Bylaw.

**Private Hydrants**

17. Owners of private hydrants are solely responsible for maintenance (including winterization) of their hydrants.

**Service Connections**

18. Unless the City declines to install a service connection in accordance with section 27, every owner of a premise fronting or abutting a water main shall be required to connect to the water system.
19. In addition to any other penalty that may be imposed by this Bylaw, or penalties levied by other government agents, where the owner of a premise fails, neglects, refuses to or does not connect the premise to the water system, the Director of Development may have the work done at the expense of the owner, and the City may recover the cost in the same manner as City taxes.
20. All persons who connect to the water system shall connect by way of a curb stop and service connection installed in accordance with this Bylaw.
21. All service connections shall be fitted with a curb stop located in accordance with:
  - (a) the City's Subdivision and Development Servicing Bylaw No. 2054, 2011, as amended from time to time; and
  - (b) the discretion of the Director of Development taking into account installed or proposed surface improvements, underground utilities and topographic or vegetative features.
22. Unless otherwise permitted in writing by the Director of Development, only the City or City contractors may install service connections.
23. A person wishing to construct a service connection at the person's own expense must:
  - (a) enter into an agreement with the City requiring the design, installation and construction of the service connection in accordance with design and construction standards, as well as size, depth, grades and any other specifications determined by the Director of Development;
  - (b) supply an engineered drawing and cost estimate to the City along with any other information required by the Director of Development;
  - (c) permit the Director of Development to inspect the service connection prior to backfill, and if required by the Director of Development, modify the service connection to meet City standards for similar service connections; and

**Service Connections** (continued)

- (d) apply to the City for turn on of the curb stop in accordance with this Bylaw.
24. Except as set out in section 34, no service connection may be installed by the City for a person unless and until the person:
- (a) submits to the City a completed application form as shown in Schedule “B” to this Bylaw;
  - (b) submits to the City any technical drawings necessary, in the opinion of the Director of Development, to complete the connection; and
  - (c) pays to the City the applicable fee for service connection installation as set out in Schedule “E” to this Bylaw,
- provided that if the service connection is required for an unserved parcel, the person fulfills the requirements of this section at the time of applying for a building permit for the parcel.
25. Where a person wishes to connect to the water system through an existing service connection, the person shall apply and pay for turn on of a curb stop in accordance with this Bylaw.
26. Where a person’s premise is serviced by a well, the person must cease using the well and decommission the well prior to or at the time of connecting to the water system.
27. Despite any other provisions of this Bylaw, the City may decline to install a service connection or turn on a curb stop where there is an existing service connection if:
- (a) any part of the water system has inadequate capacity to meet the proposed additional service requirements; or
  - (b) the proposed service connection exceeds twenty metres in length.
28. Each parcel may have only one service connection except:
- (a) where a separate service connection is required for fire protection purposes;
  - (b) where there is more than one dwelling on the parcel; or
  - (c) where there is a duplex on the parcel or the Director of Planning Engineering requires separate connections.
29. Where two or more buildings exist on one parcel and where the buildings can be legally separated by subdivision of the land, each building must have a separate service connection unless the owner agrees to and registers a restrictive covenant on the title to the land in a form acceptable to the City that disallows future subdivision of the parcel.

**Service Connections** (continued)

30. If a person is permitted under this Bylaw and wishes to install more than one service connection per parcel, the person must:
  - (a) submit to the City a completed application form as shown in Schedule “B” to this Bylaw;
  - (b) submit to the City any technical drawings necessary, in the opinion of the Director of Development, to complete the connections; and
  - (c) pay to the City the applicable fees for each additional service connection as set out in Schedule “E”.
31. Subject to section 32, the minimum inside diameter of a service connection shall be twenty-five millimetres (25mm).
32. The Director of Development may specify the size of a service connection to be installed in accordance with the available capacity of the water system.
33. The minimum depth of bury of a service connection below finished ground elevation shall be two point seven metres (2.7m) unless, in the opinion of the Director of Development, the service connection could be buried at a depth less than two point seven metres (2.7m) without compromising the integrity of the water system.
34. Where the City installs street surface improvements, or where the Director of Development determines it is cost-effective for the City to install a service connection, the City may install a service connection, regardless of whether improvements have been constructed on the premise to be serviced, and the owner of the premise serviced shall pay to the City the amount set out in Schedule “E” to this Bylaw at the time the owner connects to the water system.
35. Where an owner permanently ceases use of a service connection, the owner shall immediately notify the City and pay the abandonment fee set out in Schedule “E” to this Bylaw.

**Water Services**

36. A person is solely responsible for the water service connecting the premise owned or occupied by the person to the water system, including without limitation fittings required to join a water service to a curb stop.
37. A person shall not install or use any pump, booster or any other device for the purpose of, or having the effect of, increasing water pressure in a water service without first obtaining permission in writing from the Director of Development, such permission to be granted if the water pressure on the premise is lower than 20 psi and in the opinion of the Director of Development a pump, booster or other device would increase water pressure without compromising the integrity of the water system.

**Water Services** (continued)

38. Any installation of a pump, booster or similar device must be approved by the Director of Development, including without limitation with respect to backflow protection.
39. No person shall connect a water service to the water system unless:
  - (a) the water service complies with all applicable City bylaws and provincial building regulations; and
  - (b) the City building inspector has inspected and approved the water service prior to backfill of the water service.

**Turn On and Turn Off of Curb Stops**

40. No person, other than the City or City contractors, may turn on or turn off a curb stop.
41. Prior to turn on or turn off of a curb stop during regular working hours of the City the owner or occupier of the premise served by the curb stop must:
  - (a) submit to the City a completed application form as shown in Schedule “A” to this Bylaw;
  - (b) pay the City the applicable fee set out in Schedule “E” to this Bylaw; and
  - (c) provide a minimum of seventy-two (72) hours’ notice to the City.
42. Where an owner or occupier of a premise:
  - (a) requires turn on or turn off of a curb stop outside of regular working hours of the City; or
  - (b) does not provide the City with at least seventy-two (72) hours’ notice for turn on or turn off of a curb stop

the person shall pay to the City the applicable fee set out in Schedule “E” immediately upon delivery of an invoice by the City.
43. A person must pay any outstanding fees owing to the City for water utility in advance of turn on of a curb stop serving the person’s premise.
44. The City may decline to turn on a curb stop where no meter has been installed, contrary to the provisions of this Bylaw, or no occupancy permit has been granted for the premise.



**Meters**

45. At least one meter is required for each service connection.
46. All meters shall be supplied by the City and shall remain property of the City.
47. No meter will be provided to a person unless and until the person:
  - (a) submits to the City a completed application form as shown in Schedule “D” to this Bylaw;
  - (b) pays the applicable fees for a meter set out in Schedule “E” to this Bylaw.
48. An owner or occupier of a metered premise shall pay the meter rental rate set out in Schedule “E” to this Bylaw and the applicable water rate set out in Schedule “F” to this Bylaw.
49. The installation requirements for meters are as follows:
  - (a) all meters shall be installed by a licensed plumber in accordance with the manufacturer’s specifications, City bylaws and provincial building regulations;
  - (b) when the City is required to install a meter in an existing building:
    - the area where the meter will be installed must be clear, clean and accessible prior to Public Works arriving to install the meter,
    - an appointment must have been booked in advance,

if the property owner is not on site for the appointment or if there are obstructions that impede meter installation, the fee as outlined in Schedule “E” shall apply.
  - (c) all meters shall be installed immediately downstream of the main shut off valve and upstream of any branches in the water service. Isolation valves are required on either side of the meter;
  - (d) where a meter is installed outside or in a cold crawlspace, the meter must be protected from freezing through the installation of heat tape and insulation around the meter;
  - (e) inspection and approval of the meter installation by the City building inspector is required prior to turn on of a curb stop;
  - (f) all meters must be easily accessible for inspection, reading and maintenance of the meter;
  - (g) the City must be permitted to program all meters and supply and install a MTU to allow for remote reading of the meter; and
  - (h) all meters and MTUs must not be permanently covered.

**Meters** (continued)

50. Where no meter is installed at a premise for any reason, including without limitation:

- (a) refusal of the premise owner to install a meter; or
- (b) it is physically impossible to install a meter for the premise

the owner of the premise shall pay the applicable flat rate for unmetered premises as set out in Schedule “F”.

51. Service connections used only for fire protection purposes shall not require connection to a meter.

52. Every person shall:

- (a) provide readings of meters on their premise when requested by the City; and
- (b) where a meter reading was estimated by the City:
  - (i) pay the cost of the estimated consumption; and,
  - (ii) if the actual consumption is greater than the estimated consumption when the meter is read or, if applicable, repaired, pay the cost of the actual consumption.

53. 1) A meter reading may be estimated by the City based on either previous consumption patterns or a daily average consumption for a premise, if:

- (a) the City is unable to obtain a meter reading; or
- (b) a meter fails to properly register the amount of water consumed.

All owners and occupiers of metered premises shall permit City officers, City employees or persons authorized by City Council, upon taking reasonable steps to advise the owner or occupier before entering the premise, to access meters on or in the owner’s or occupier’s premise for the purpose of reading, maintaining or replacing meters during regular working hours of the City.

2) Meter/MTU installation/repair/replacement:

- (a) City staff will contact an owner/occupant by telephone once a week for three consecutive weeks to schedule an appointment for meter /MTU installation, repair or replacement. A telephone message will be left if there is an answering machine and the call will be documented for follow up purposes.

**Meters** (continued)

53. 2) Meter/MTU installation/repair/replacement: (continued)
  - (b) If the owner/occupant cannot be reached after three attempts, City staff will send a registered letter to the owner and occupant (if applicable) indicating that an appointment is required to be scheduled within 30 days of the date of the letter.
  - (c) If the owner and/or occupant does not contact City staff to schedule an appointment after the 30 day period has expired, this will result in the premise being immediately placed on the un-metered rate as set out in Schedule “F” until such time as the meter/MTU is installed, repaired or replaced.
- 3) Meter appointments:
  - (a) Owner/occupier books an appointment to change the Meter Transmitter Unit by contacting the Public Works Clerk.
  - (b) City staff arrives at the premise and cannot gain access to change the unit.
  - (c) City staff will leave a door hanger indicating that he/she were on site to change the meter and that the owner/occupier must contact the City within one week (7 days) to reschedule the missed appointment. Failure to make this re-appointment within one week (7 days) will result in the premise being moved to the un-metered rate set out in Schedule “F” on the thirtieth (30) day after the initial appointment date.
  - (d) Owner/occupier contacts City staff and schedules the second appointment to change the MTU.
  - (e) City staff arrives at the premise and cannot gain access to change the unit.
  - (f) This second missed appointment will result in a penalty as set out in Schedule “I” and the premise is immediately placed on the un-metered rate set out in Schedule “F” until the meter has been repaired.
54. No person other than City officers, City employees or City contractors shall tamper with, operate or remove a meter.
55. No person may install a meter bypass except at schools or hospitals.
56. Any person who damages a meter through the person’s act, neglect or carelessness shall pay to the City the amount of the City’s reasonable costs to repair or replace the meter, as applicable, including without limitation materials, labour, equipment, overhead and administrative costs.

**Meters** (continued)

57. An owner or occupier may request testing of the owner's or occupier's meter provided the owner or occupier:
- (a) submits to the City a completed application form as shown in Schedule "D" to this Bylaw; and
  - (b) pays to the City the applicable fee set out in Schedule "E" to this Bylaw, which fee is refundable in the event the meter is found to be inaccurate in excess of two percent (2%) of actual flow.
58. An owner or occupier may arrange for the relocation of a meter by a licensed plumber provided the owner or occupier:
- (a) submits to the City a completed application form as shown in Schedule "D" to this Bylaw; and
  - (b) submits to the City any plans and specifications necessary in the opinion of the Director of Development to complete the relocation; and
  - (c) pays to the City the applicable fee for a meter relocation as set out in Schedule "E" to this Bylaw.

**Water Rates Outside City**

59. The owner or occupier of a premise located outside the boundaries of the City and served by the water system shall pay to the City the applicable water rate set out in Schedule "F" to this Bylaw.

**Service Calls**

60. Where the City investigates a water problem on a premise at the request of the owner or occupier of the premise and:
- (a) the water problem is not a result of the water system, or
  - (b) the City conducts work on the owner's or occupier's water service
- the owner or occupier of the premise shall pay the applicable fee set out in Schedule "E".

**Extensions**

61. A person seeking installation of an extension by the City must:
- (a) Enter into a servicing agreement with the City,
  - (b) submit to the City any technical drawings necessary, in the opinion of the Director of Development, to complete the extension;

**Extensions** (continued)

- (c) pay to the City the applicable fee for installation of an extension as set out in Schedule “E” to this Bylaw.
62. A person wishing to construct an extension at the person’s own expense must:
- (a) enter into an agreement with the City containing the conditions listed in Schedule "E" to this Bylaw and presenting the design, installation and construction of the extension in accordance with City of Fort St. John Subdivision and Development Servicing Bylaw and Master Municipal Construction Documents (MMCD) design and construction standards, as well as size, depth, grades and any other specifications deemed acceptable to the Director of Development;
  - (b) supply the engineering design and cost estimate (both documents under seal of a P.Eng registered in the Province of British Columbia) to the City along with any other information required by the Director of Development; and
  - (c) permit the Director of Development or his/her designate to inspect the extension prior to backfill, perform all standard testing procedures and if required by the Director of Development, modify the extension to meet City standards for similar extensions. The procedures to test the water extension are described under the Subdivision and Development Servicing Bylaw 1999, 2009 and Master Municipal Construction Documents (MMCD).
63. No provision of this Bylaw limits or restricts in any way City Council from exercising full jurisdiction and control over the operation of the water system, and the fact that any extension may have been installed and constructed without cost to the City will not in any way exempt the person receiving service from any regulations, rates, order or bylaw of the City. The payment of part or all of the installation and construction costs by any applicant for an extension shall not be construed as a guarantee by the City with respect to continuity or adequacy of service.

**Bulk Water**

64. No person may withdraw water from the City bulk water station unless and until the person opens a bulk water account with the City by:
- (a) submitting to the City a completed application as shown in Schedule “C” to this Bylaw; and
  - (b) paying to the City the applicable fee set out in Schedule “E” to this Bylaw.
65. Where a pin (personal identification number) for a bulk water account is stolen or lost, a person must set up a new pin and pay the applicable fee set out in Schedule “E”.
66. A person who wishes to cancel a bulk water account fob must submit a written request for cancellation to the City and pay the applicable fee set out in Schedule “E”.

**Bulk Water** (continued)

67. A person shall pay the applicable water rate set out in Schedule “F” for bulk water.
68. Water rates imposed under Schedule “F” which remains unpaid after sixty (60) days after the billing will result in the City discontinuing service to that water hauler.
69. Where bulk water service to a person has been discontinued due to non-payment of City fees imposed under this Bylaw, the person shall, prior to resuming bulk water service, pay to the City all outstanding amounts and the applicable fees set out in Schedule “E” to set up a new bulk water account. A deposit will also be required that will be equivalent to an average of three months billings and such deposit will be held by the City without interest for application against further outstanding billings and shall be refunded at the end of twelve (12) consecutive months of payment of billings which are have not required any penalty.
70. The following procedures for the Water Dispensing Stations must be adhered to:
- All connections must be kept clean all at a times.
  - “Residential users only” on bays 7 and 8 at Water Dispensing Station and bays 1 and 2 at Charlie Lake Station.
  - Ensure all pumps are bypassed when filling.
  - Ensure all hose connections are disconnected before leaving.
  - Ensure you have sufficient clearance when entering or exiting bays.
  - No tampering with Kiosks and Control Valves.
  - Any damages incurred while entering or leaving the Station, the City must be contacted immediately at (250) 787-8150 during office hours of 8:30 a.m. to 4:30 p.m. Monday to Friday and after hours at (250) 785-5880.
71. All costs incurred by the City to make the station operational due to neglect indicated above will be charged back to the negligent person/company.

**General Prohibitions**

72. No person shall:
- (a) waste City water;
  - (b) sell or distribute City water, whether unadulterated or processed or purified in any manner, unless otherwise permitted by a City bylaw;

**General Prohibitions** (continued)

- (c) violate any water use restrictions, prohibitions or limitations set out in a notice published in accordance with this Bylaw;
- (d) neglect or fail to maintain, repair or replace water services and any other pipes, fittings, valves, tanks, curb stop fixtures or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause for wasting water;
- (e) permit the person's water service or meter to freeze; and
- (f) install or use a pump, booster or other device to increase water pressure in a water service unless otherwise permitted under this Bylaw.
- (g) No person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the City pursuant to this bylaw.
- (h) No person may maliciously, wilfully or negligently break, damage, destroy, uncover, deface, mar, or tamper with any water, building water, or any part of the water distribution system.

**Offences and Penalties**

- 73. Any person who contravenes any provision of this bylaw is liable to the City for and must indemnify the City from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the City may have under this bylaw or otherwise at law.
- 75. Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this bylaw is liable to a fine of not less than the sum of One Hundred Dollars (\$100.00) but not exceeding the sum of Ten Thousand Dollars (\$10,000).
- 76. The minimum and maximum fines for breach of this bylaw pursuant to the *Offence Act* and section 263 of the *Community Charter* are those listed in Schedule "G".
- 77. Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
- 78. Nothing in this bylaw limits the City from utilizing any other remedy that is otherwise available to the City at law.

**Offences and Penalties** (continued)

- 79. The City designates this bylaw as a bylaw that may be enforced by means of a ticket in the form prescribed for that purpose by the *Community Charter* and the Community Charter Bylaw Enforcement Ticket Regulation.
- 80. The persons appointed to the job positions or titles listed in Schedule “H” of this bylaw are designated as Bylaw Enforcement Officers for the purposes of issuing tickets under this bylaw.
- 81. The words or expressions set forth in Column 1 of Schedule “I” of this bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions for the purposes of issuing tickets under the *Community Charter*.
- 82. The amounts appearing in Column 3 of Schedule “I” of this bylaw are the fines set pursuant to the *Community Charter* of the corresponding offences designated in Column 1 for the purposes of issuing tickets under the *Community Charter*.

READ A FIRST TIME this	14 <sup>th</sup>	DAY OF	November,	2016
READ A SECOND TIME this	14 <sup>th</sup>	DAY OF	November,	2016
READ A THIRD TIME this	14 <sup>th</sup>	DAY OF	November,	2016
ADOPTED this	28 <sup>th</sup>	DAY OF	November,	2019

---

LORI ACKERMAN  
MAYOR

---

JANET PRESTLEY, DIRECTOR OF  
LEGISLATIVE AND ADMINISTRATIVE  
SERVICES



**SCHEDULE "A"**

**WATER TURN ON/OFF APPLICATION**



**Water Turn On/Off Application**

Request 72 hours in advance for service Monday to Friday 8am- 5pm

Date: \_\_\_\_\_

**Owner Information**

Owner(s)		Address:			
First and Last Name		Street Address	City	Prov	Postal Code
Home Phone	Cellular	Fax	Email		

**Property Information**

Civic Address of Subject Property	Legal Description of Subject Property		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

**Services Requested**

Service Type	"X"		New Service	Existing Service	Number of Units	Mainline Isolation Required? *24 hr notice to all residences*
Turn On		Residential				
Turn Off		Commercial				
On & Off		Industrial				
Emergency		Institutional				

Reason for Application: \_\_\_\_\_

**Note: Turn On/Off Requests require a 72 hour notice (excluding weekends and holidays) and Emergency Requests are subject to additional charges.**

**Declaration**

I hereby agree to abide by the Water Regulation Bylaw No. 2362, 2016 and to pay the fees set out in Schedule E of the said Bylaw.

Signature of Owner/ Applicant	Printed Name of Owner/ Applicant	Phone:
		Date:

**Office Use Only**

Service Connection Approval:	Fees	Circle	<b>Payment Details/ Stamp</b>
Meter Installation Approval:	Turn On	<b>\$45</b>	
Date Turned On:	Turn Off	<b>\$45</b>	
Date Turned Off:	Emergency	<b>\$250</b>	
Utility Account No.	On Demand	<b>\$250</b>	
	Receipt No.		
Fees pursuant to Schedule F of the Water Regulation Bylaw and its amendments			

**SCHEDULE “B”**

**SERVICE CONNECTION/ABANDONMENT APPLICATION**



**Service Connection/ Abandonment Application**

Request 72 hours in advance for inspections Monday to Friday 8am- 5pm

Today's Date: \_\_\_\_\_  
 Work to Begin Date: \_\_\_\_\_

**Owner Information**

Owner(s)		Address			
First and Last Name		Street Address	City	Prov	Postal Code
Home Phone	Cellular	Fax	Email		

**Property Information**

Civic Address of Subject Property	Legal Description of Subject Property		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

**Services Requested**

Property Type	Mark "X"	Service Type	Size	Abandonment Required		Eng Auth	PW Auth
				Yes	No		
Residential		Water					
Commercial		Sewer					
Industrial		Storm					
Institutional		Hydrant					

\*Standard Residential Connection: 19mm Water & 100mm Sewer in common trench

**Contractor Information**

Contractor Name		Contractor Address			
Full Company Name		Street Address	City	Prov	Postal Code
Phone	Cellular	Contact Name	Title		
Business License #	Province	Contact Email	Company Website		

**Declaration**

I/ We \_\_\_\_\_, the registered owner(s) of the above mentioned property, do hereby apply for \_\_\_\_\_ service connection from the street main to my/ our property and authorize the City of Fort St. John to inspect the service(s) provided by the Contractor mentioned above and to abide by all conditions of the Water, Sewer, Storm and Hydrant Regulations Bylaws.

I/ We hereby declare that the above statements and the information contained in this application are to the best of my/ our belief true and correct in all aspects. I/ We hereby agree to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable Water Regulation Bylaw and other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

SCHEDULE "C"

APPLICATION COMMERCIAL WATER HAULERS



Application Commercial Water Haulers

Date: \_\_\_\_\_

Fee: \$100

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company/ Business Name: \_\_\_\_\_

Phone Numbers: (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Address of Company/ Business: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Make and Model of Trucks Using the Facilities:

1. \_\_\_\_\_ License No. \_\_\_\_\_

2. \_\_\_\_\_ License No. \_\_\_\_\_

3. \_\_\_\_\_ License No. \_\_\_\_\_

General Usage: \_\_\_\_\_ % Residential \_\_\_\_\_ % Industrial/ Oilfield

\_\_\_\_\_ % Commercial \_\_\_\_\_ % Other

Number of Keys Requested: \_\_\_\_\_ (Keys are \$15.00 each)

Minimum Charge per Month is \$100.00

Cancellation of the Account – all keys must be returned promptly with written confirmation of the cancellation to avoid minimum charges for the next consecutive month.

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this application, if issued, and I further agree to conform to all requirements of the City of Fort St. John Water Regulation Bylaw and to pay the fees set out in such bylaw, and to abide all other statutes and Bylaws in force in the City of Fort St. John.

Signature of Applicant/ Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**SCHEDULE “D”**

**APPLICATION FOR WATER METER NEW/TESTING/RE-LOCATION**



**Application for Water Meter  
New/ Testing/ Re-Location**

Requests should be made 5 days prior to ensure proper meter size availability

Date: \_\_\_\_\_

**Application for: (please check)**

NEW WATER METER       WATER METER TESTING       RE-LOCATION OF A WATER METER

**Applicant Information**

Name of Applicant: \_\_\_\_\_

Name of Company/ Business (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Property Information**

Civic Address of Property: \_\_\_\_\_

Legal Description of Property: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Contractor Installing Meter (if applicable): \_\_\_\_\_

**Declaration**

*I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.*

*I/We hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable Water Regulation Bylaw and all other statutes and bylaws in force in the City of Fort St. John.*

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**For Office Use Only**

<b>Meter Information</b>	
Meter Size: _____	Serial No.: _____
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Strainer
UT Account No.: _____	MTU No.: _____

**SCHEDULE “E”**

**FEES**

**Service Connections**

1. The fee for installation of each service connection by the City as set out in sections 23, 29 and 33 is the greater of:
  - (a) 100% of the City’s actual and reasonable costs of the installation of the service connection and restoration plus any applicable taxes; or
  - (b) \$2,500.
2. The composite charge for a 25mm service connection and a 100mm sanitary sewer service connection installed in a common trench shall be actual costs.
3. The amount set out in section 1 of this Schedule “E” shall be paid as follows:
  - (a) prior to installation of a service connection, an amount equal to an estimate by the Director of Development of the City’s actual and reasonable cost to install the service connection, including without limitation the City’s materials, labour, equipment, overhead, administrative and restoration costs, shall be paid to the City; and
  - (b) after installation of the service connection is complete, any further amount required to cover the City’s actual and reasonable costs to install the service connection and restore the area shall be paid to the City within thirty (30) days of delivery of an invoice by the City. Any amount paid in excess of the City’s actual and reasonable costs to install the service connection and restore the area is refundable.
4. For certainty, where the City has installed a service connection in accordance with section 33 of this Bylaw the owner of the premise serviced by the service connection shall pay to the City the applicable amount for the service connection as set out in section 1 of this Schedule “E”.

**Turn On or Turn Off of Water Main and/or Curb Stops**

5. The fee per turn on or turn off a curb stop or water main during regular working hours of the City and provided at least seventy two (72) hours notice has been provided to the City as set out in section 40 is Forty-Five Dollars (\$45.00).
6. The fee to turn on and/or turn off a curb stop outside regular working hours of the City or on less than seventy two (72) hours notice to the City as set out in section 41 is Two Hundred and Fifty Dollars (\$250.00) if turn on and/or turn off is completed within three (3) hours. An additional call out charge of Two Hundred and Fifty Dollars (\$250.00) will be applied if the turn on and/or turn off is over three hours in duration.

**SCHEDULE “E” – FEES**

**Abandonment**

- 7. The fee for abandoning a service connection as set out in section 34 shall be equal to 100% of the City’s actual and reasonable costs to complete the disconnection of the water system from the owner’s premise, plus any applicable taxes. Payment of the City’s estimate of the cost to complete the disconnection is required in advance of disconnection. Any amount paid in excess of the City’s actual and reasonable costs to install the service connection and restore the area is refundable.

**Meter Installation**

- 8. Except for meter rental rates set out under this Bylaw, there is no fee for the first meter for a service connection. The fee for each additional meter for a service connection, not including applicable meter rental rates, is the actual cost of the meter.
- 9. A property owner who schedules a meter installation appointment with Public Works and misses the appointment and/or who has obstructions that impede meter installation in the building will be charged Fifty Dollars (\$50.00).

**Meter Testing**

- 10. The fee for a meter test as set out in section 57 is One Hundred Seventy Five Dollars (\$175.00).

**Meter Relocation**

- 11. The fee for relocation of a meter as set out in section 58 is a minimum of Forty Dollars (\$40.00) plus the cost of any parts and labour required.

**Meter Rental Rate**

- 12. The meter rental rates as set out in section 47 are:

<b>Meter Size</b>	<b>Rental Rate per Meter per Month (Without Strainer)</b>	<b>Rental Rate per Meter per Month (With Strainer)</b>
19mm (3/4")	\$1.00	N/A
25mm (1")	\$2.00	N/A
38mm (1 1/2")	\$4.00	N/A
50mm (2")	\$5.00	N/A
Turbine 75mm (3")	\$8.00	\$11.00

<b>Meter Size</b>	<b>Rental Rate per Meter per Month (Without Strainer)</b>	<b>Rental Rate per Meter per Month (With Strainer)</b>
Compound 75mm (3")	\$14.00	\$17.5
Turbine 100mm (4")	\$14.00	\$17.50
Compound 100 mm (4")	\$23.50	\$27.50
Compound 150 mm (6")	\$28.50	\$33.50

### **Reduced Pressure Backflow Assembly Rates**

13. Reduced Pressure Backflow Assembly rental:

- \$150/day plus consumption as set out in section 6 of schedule "F"
- \$750/week plus consumption as set out in section 6 of schedule "F"
- \$2,000/month plus consumption as set out in section 6 of schedule "F"

### **Service Calls**

14. The fee for a City service call where, as set out in section 60,

- (a) a water problem on a premise is not the result of the water system, or
- (b) the City conducts work on a water service

is the City's actual and reasonable costs incurred to investigate, and if applicable, work on the water problem or water service and is payable immediately on delivery of an invoice by the City.

### **Extensions**

15. The fee for an extension as set out in section 61 is the City's actual and reasonable cost to extend the water system to the end of the block or to a point determined by the Director of Development and includes without limitation the City's materials, labour, equipment, overhead, administrative and restoration costs and the cost of any highway or right-of-way acquisitions required for the extension.

**SCHEDULE “E”**

**FEEES**

16. The amount set out in section 13 of this Schedule “E” shall be paid as follows:
- (a) prior to installation of an extension, an amount equal to an estimate by the Director of Development of the amount set out in section 13 of this Schedule “E”; and
  - (b) after installation of the extension is complete, any further amount required to cover the amount set out in section 13 of this Schedule “E”, to be paid within thirty (30) days of delivery of an invoice by the City. Any amount paid in excess of the amount set out in section 13 of this Schedule “E” is refundable.

**Bulk Water Station**

17. To set up a bulk water account as set out in section 64, 65 and 69 there is an administrative fee of One Hundred Dollars (\$100.00).
18. The accountholder of a bulk water account is provided an account number and pin without charge to use the bulk water station.



**SCHEDULE “F”**

**WATER RATES**

**Unmetered Rates**

1. The water rate for each unmetered premise as set out in section 49, including without limitation each suite, self-contained living unit and apartment shall be Two Hundred and Fifty Dollars (\$250.00) per month and where service commences or ends during a billing period.
2. The water rate for each unmetered commercial or industrial property shall be One Thousand Dollars (\$1,000.00) per month and where service commences or ends during a billing period.

**Metered Rates**

3. The water rate for metered premises as set out in section 47, including without limitation each suite, self-contained living unit and apartment, shall be One Dollar and Sixty-Five Cents (\$1.65) per cubic metre.
4. Where, in accordance with this Bylaw, it is determined that a meter was not accurately recording the amount of water supplied to a premise, the water rate bill for the premise will be adjusted in accordance with the percentage of inaccuracy for the period the meter was not working properly, but not exceeding the three billing cycles preceding the date on which it was determined that the meter is not working properly.

**Bulk Water Rates**

5. The water rate for water from a bulk water station as set out in section 67 is the greater of:
  - (a) Three Dollars (\$3.00) for each cubic metre of water; or
  - (b) One Hundred Dollars (\$100.00) per monthand shall be paid within thirty (30) days of the date indicated on the water billing invoice.
6. Non-domestic water user charge is Eight Dollars and Fifty Cents (\$8.50) per cubic metre.
7. The water rate for water purchased at the sani-dump station and water treatment plant is Three Dollars (\$3.00) per cubic metre.

2450, 2018

**SCHEDULE “F”**

**WATER RATES**

**Other User Rates**

8. A water rate of Three Dollars (\$3.00) for each cubic metre of water shall apply to all users of City water outside of City boundaries as set out in section 59.

**Fixed Monthly Charge**

9. A Thirteen Dollar (\$13.00) fixed monthly charge will be allocated to each water utility account and will be prorated for partial months.

**Billing**

10. The City will bill all water rates set out in this Schedule “F” on a monthly basis.
11. Customers utilizing the City’s eBill option rather than requiring mailed monthly invoices will receive a monthly discount of Five Dollars (\$5.00) that will be credited to the account.
12. There will be a late payment charge of 2% in addition to the water rates set out in this Schedule “F” for water billing invoices that remain unpaid after thirty (30) days of the date indicated on the water billing invoice.
13. There will be a Five Dollar (\$5.00) charge added to each account that requests:
  - a duplicate paper copy of the water bill,
  - an additional copy of a water bill already mailed,
  - water bills mailed to more than one location,
  - a paper copy requested by those customers who are utilizing eBill.
14. Customers who make payments through their financial institution referencing an incorrect account number will have a Five Dollar (\$5.00) charge added to the account per occurrence starting with the third occurrence.
15. A \$20 fee will be charged to an account for updates to owner/tenant billing information.

**SCHEDULE “G”**

**PENALTIES**

<b>COLUMN “A”</b>	<b>COLUMN “B”</b>
<b>OFFENCE</b>	<b>MINIMUM PENALTY</b>
Construction of water service and/or service connection in contravention of Bylaw	\$ 5,000
Enter/work on water system in contravention of Bylaw	\$ 5,000
Connecting private water source to the water system in contravention of Bylaw	\$ 5,000
Fail to provide required water service to separate parcels in contravention of Bylaw	\$ 5,000
Wilfully damaging with water system or water facility in contravention of Bylaw	\$ 10,000
Wilfully tampering with water system or water facility in contravention of Bylaw	\$ 10,000

**SCHEDULE "H"**

**DESIGNATED BYLAW ENFORCEMENT OFFICERS**

Building Inspectors

Director of Public Works and Utilities

Director of Protective Services

Director of Development

Utilities Superintendent

Utility Maintenance Technicians

Bylaw Enforcement Technicians

Bylaw Enforcement Officers

## SCHEDULE "I"

## MUNICIPAL TICKET INFORMATION OFFENCES

COLUMN 1 OFFENCE	COLUMN 2 SECTION	COLUMN 3 FINE
Meter or MTU permanently covered or not reasonably accessible in contravention of Bylaw	48 (e)(g)	\$500
Meter or MTU damaged and/or tampered with in contravention of Bylaw	56	\$500
Meter or MTU removed in contravention of Bylaw	54	\$500
Meter bypassed in contravention of Bylaw	55	\$500
City works crew hindered or prevented from carrying out duties under Bylaw	13	\$150
Connect to water system or turn on/off curb stop in contravention of Bylaw	23	\$500
Wasting City water	73 (a)	\$100
Sell or distribute City water unless permitted by City Bylaw	73 (b)	1 <sup>st</sup> violation - \$100 2 <sup>nd</sup> violation - \$250 3 <sup>rd</sup> violation – \$500
Violate water restrictions within one calendar year in contravention of Bylaw	73 (c)	1 <sup>st</sup> violation - \$100 2 <sup>nd</sup> violation - \$250 3 <sup>rd</sup> violation – \$500
Neglect to fix, maintain, repair or replace water services	73 (d)	\$100
Permit water meter to freeze	73 (e)	\$100
Missed water meter appointment for the second time	53 (6)	\$50

**SCHEDULE "I"**

**MUNICIPAL TICKET INFORMATION OFFENCES**

Failure to adhere to Water Station procedures	70	1 <sup>st</sup> violation - 2 day suspension and \$500 2 <sup>nd</sup> violation – 1 week suspension and \$1,000 3 <sup>rd</sup> violation – 2 week suspension and \$1,500
---	----	--