

**Town Council of the Town of Fogo Island
Policies and Procedures**

Policy Topic: Water Supply & Sewer Disposal Policy		
Policy No:	Motion of Council: 2013-65	Effective Date: May 7, 2013
Section: Public Works	Amendment Motion: 2020-070	Amendment Date: June 30, 2020
Issued By: Policy & Human Resources Committee		

PUBLISHED BY AUTHORITY

Pursuant and by virtue of the powers conferred by Section 414 and any other enabling sections of the *Municipalities Act, 1999 SNL Chapter M-24* as amended, the Town Council of the Town of Fogo Island hereby adopts the following Water Supply and Sewer Disposal Policy.

Public Works Department

The Public Works Department will evaluate each request for water and sewer repairs, provide the necessary repairs if within the policy and cleanup of work area and property after repairs are complete. .

Procedures:

1. a. Every owner or occupier or both of a building or part thereof that is within the Municipality and within forty-five (45) meters of the system, shall have such building or part thereof connected to the system whether through a separate hook-up or an extension from the main building hook-up system.

b. Where a building is rented, or part of a building is rented the owner of that building shall be billed the water tax and/or sewer tax for each residential unit.
2. No service shall be provided by the system until the prospective customer contracts with Council to be connected to the system.
3. a. Service lines shall be installed to within five (5) feet of a residence, when installed under a Capital Works Program. Service lines for water supply shall be 19mm ($\frac{3}{4}$ inch) copper or $\frac{3}{4}$ inch PVC (160 PSI) for a single-family residential unit or such greater size as may be approved by Council for multiple residential units and commercial buildings.

b. Service lines for water supply shall be installed at a minimum underground depth of 1.5 meters (5 foot) unless otherwise approved by Council.
4. a. Service lines for sewerage disposal shall be 100mm (4 inch) PVC or equivalent for a single-family residential unit or such greater size as may be approved by Council for multiple residential units and commercial buildings.

- b. Service lines for sewerage disposal shall be installed at a minimum underground depth of 1.5 meters (5 feet) unless lateral with the service line for water supply in the same trench.
- c. The grade for a service line for sewerage disposal shall be a minimum of 2.00% and shall be as much as possible in a continuous straight line without sags or crests; but where a bend is necessary it shall be with the use of a clean flute.
5. There shall be one only service line for water supply and one only service line for sewerage disposal to each building unless otherwise approved by Council.
6. a. Service lines from the main to 1.5 meters (5 feet) of the building shall be installed by Council for the customer for the standard cost recovery fee. (If installed under a Capital Works Program, otherwise the homeowner will be responsible for the full cost to install the service.)
- b. Service lines from 1.5 meters (5 feet) of the building shall be installed by the customer or his representatives with the prior approval in writing of Council and shall be subject to inspection by a Council representative prior to backfilling.
7. Where Council installs a service line for the customer, the cost of such installation shall be paid before the service connection is completed.
8. No customer shall have his property connected to the system where such customer is in arrears payable to Council.
9. No person except an employee of Council or other representative engaged for that purpose shall connect service lines to the system.
10. Representatives of Council shall have the right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of installing, reading, inspecting, repairing, or removing meters and Council shall have the right to suspend service to any customer who refuses such access.
11. a. If trouble occurs in a service line between the main and the curb stop, it shall be repaired at Council's expense; but where the trouble occurs elsewhere in a service line, it shall be repaired at the customer's expense. For Town owned septic systems, the distance from the curb stop to the home will be measured and that same distance will be used as the measurement from the home leading to the septic system, to determine the responsibility of the homeowner. However, if it is determined that the trouble was caused by the customer and occurred anywhere within the service line, the customer will be responsible for all expenses and/or damages. Before any work commences the property, owner shall sign a form which will state his/her responsibility for repairs and/or damages that may be deemed the property owner's responsibility.

b. If any work is carried out by the Town for repairs anywhere within a service line, the Town will be responsible for backfilling, replacement of asphalt, grass, concrete, etc. and perform any landscaping, to the Customers property and/or his/her neighbor's property.

c. Council will not be responsible for any freeze-up in the winter except as above in 11.a, between the main and the curbstop. Council will not be responsible for freeze-ups from the building to the curb stop; however, will lend assistance by providing a portable thawing device, for a maximum of 24 hours.

d. In the event of a leak in a water supply service line, Council may discontinue the supply of water to the service line if such action is necessary to prevent wastage of water; and, except in the case of an emergency, the customer shall be given adequate prior notice of Council's intention to discontinue the supply of water.

12. No person shall indiscriminately use water, nor shall that person sell or give water to any person except under such conditions or for purposes as may be approved by Council in writing.

13. No person shall dispose of chemicals, or other such material not normally used by a household into a service line or sewerage disposal.

14. No person, unless authorized by the Council, shall draw water from, open, close, cut, break, obstruct from free access to, or in any way injure or interfere with any hydrant, water main, water supply pipe, stop cock, meter, or any other part of the system, except, that nothing contained in these regulations shall be deemed to prevent a member of a fire department, when engaged in work of such department, from using any hydrant or other part of the system.

15. a. Invoices for water and sewerage tax shall be rendered January 1st of each year and shall be due and payable on such a date as set by Council, except where special arrangements for deferred payment of bills for water and sewerage tax have been made with Council.

b. Water supply service may be discontinued with 24-hour notice to any customer whose bill for water and sewerage taxes remains unpaid 30 days after the final due date, except where special arrangements for deferred payment of bills for water and sewerage tax have been made with Council.