

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**BY-LAW NO. 116-17**

*A By-Law to Regulate the Installation, Repair, Maintenance, Access & Use of the Municipality's Water Supply System, Water Meters, Sewer Services & Related Appurtenances; the Billing & Collection of Charges for Water & Sewer Usage; and the Penalties for Offences*

**WHEREAS** pursuant to the *Municipal Act 2001*, as amended, a municipality may pass by-laws imposing fees and charges on any class of persons for services and activities provided or done by or on behalf of it;

**AND WHEREAS** the *Ontario Water Resources Act*, the *Building Code Act* and the *Municipal Act 2001* provide for the regulation, maintenance, inspection and management of water, sewer and related municipal works;

**AND WHEREAS** the Council of the Municipality of North Grenville approved recommendations, based on Watson & Associates 2017 Rate Study for the Corporation's Water & Wastewater Systems, that are consistent with the requirements of the *Sustainable Water & Sewer Systems Act 2002*;

**AND WHEREAS** the Municipality of North Grenville deems it necessary and desirable to regulate the installation, repair, maintenance and access to water meters, sewer services and related appurtenances and the penalties for offences related to same;

**NOW THEREFORE** the Council of the Corporation of the Municipality of North Grenville enacts as follows:

**A. DEFINITIONS**

In this By-Law, except where a contrary intention appears,

- a) "Authorized Function List" shall mean the list of functions and the persons authorized to carry out such functions as set out in CSA B64 Standard and Schedule "C".
- b) "authorized tester" shall mean a person who is certified to test backflow prevention devices by an accredited organization acceptable to the Corporation as set out in the Authorized Function List.
- c) "backflow" shall mean a reversal of the normal direction of the flow in the water piping or plumbing system.
- d) "base rate" shall mean the minimum water/sewer service rate per independent residential unit or independent non-residential unit per month and may include a minimum amount of water to be provided by the water works.

- e) “building” shall mean a structure supplied with potable water and/or sewer services by the Corporation.
- f) “Building Code” shall mean the Ontario Building Code (2006), O.Reg. 350/06, as amended.
- g) “commercial” shall mean lands, buildings or structures to be used for the sale or provision of goods and services to the general public which does not include industrial and not exclude additional residential usage.
- h) “consumer” shall mean the owner of a property which is serviced by, connected to, and/or takes water from the Corporation’s water works. However, in the case of tenant-occupied properties, where the owner or tenant completes and submits an Application for Tenant Account and such application is approved by the Corporation, the “consumer” shall mean the tenant.
- i) “contractor” shall mean a person, partnership, or corporation who contracts to undertake the execution of work commissioned by the Corporation to install and/or maintain water meters and other related appurtenances.
- j) “Corporation” shall mean the Corporation of the Municipality of North Grenville.
- k) “Council” shall mean the elected Municipal Council of the Municipality of North Grenville.
- l) “cross-connection” shall mean any actual or potential connection between a potable water system and any source of pollution or contamination and includes any by-pass, jumper connection, removable section of pipe or hose, swivel or changeover device, private hydrant connections and any other temporary or permanent connecting arrangement through which backflow may occur.
- m) “cross-connection control” shall mean the enforcement of any ordinance or other legal statement regulating cross-connections.
- n) “Cross-Connection Control Program” shall mean a program initiated by the Corporation to administer and regulate the selection, installation, testing and maintenance of backflow prevention devices.
- o) “cross-connection survey” shall mean a complete review of the potable water system or systems located on a property to determine the presence of any existing backflow prevention devices, existing and potential cross-connections, corrective measures and recommendations.
- p) “CSA B64” shall mean the Canadian Standard Association (CSA) Standard Series B64.10 – Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers, as amended.

- q) Dependent non-residential unit – Shall mean multiple commercial, institutional or industrial units served by common municipal water and/or sanitary sewer services which service a single plumbing facility to multiple units within a single building.
- r) “Director” shall mean the Director of Public Works or her/his designate.
- s) “disconnection” shall mean the physical discontinuance of the supply of water to a premises by shutting it off at the curb stop or through isolation of the lateral near the main; and “disconnect” shall have the same meaning.
- t) "dwelling" and "dwelling unit" shall mean a building, room or rooms intended to be used for human habitation, and occupied by not more than one family and in which separate kitchen and sanitary facilities are provided for the exclusive use of such a family, with a private entrance from outside the building or from a common hallway or stairway inside the building.
- u) "flat rate" shall mean a single charge per specified time period for the provision of water and/or sewer services.
- v) “hazard” –
  - i. “minor hazard” shall mean any type of cross-connection or potential cross-connection that involves a substance that constitutes only a nuisance and results in a reduction in only the aesthetic qualities of the water and cannot create a danger to health.
  - ii. “moderate hazard” shall mean any minor hazard connection that has a low probability of becoming a severe hazard which includes, but is not limited to, connections involving water where the aesthetic qualities of the water have been reduced and, under certain conditions, can create a danger to health.
  - iii. “severe hazard” shall mean any type of cross-connection or potential cross-connection involving water that has additives or substances that, under any concentration, can create a danger to health.
- w) “independent non-residential unit” shall mean a single commercial, institutional or industrial unit served by an individual water service pipe which is freestanding, or attached to a main building which is serviced by, connected to, and/or takes water from the Corporation’s water works.
- x) “independent residential unit” shall mean a single dwelling unit served by an individual water service pipe which is freestanding, or attached to a main building serviced by, connected to, and/or takes water from the Corporation’s water works.
- y) “industrial” shall mean lands, building or structures to be used for assembling, fabricating, manufacturing, production, processing, repairing, supplying, storing or selling of industrial goods and materials to the general public which does not include commercial and not exclude additional residential usage.

- z) “institutional” shall mean property usage for places of worship, school, senior’s residences, hospitals, recreation centers, libraries or municipal/provincial/federal offices, etc.
- aa) “irrigation systems” shall mean pipes and sprinklers artificially supplying land with water for agriculture or landscaping.
- bb) “isolation” –
  - i. “area isolation” shall mean backflow protection provided for a section of a piping system with potable and non-potable connections (that may or may not be considered cross-connections) downstream of a backflow prevention device.
  - ii. “fixture isolation” shall mean backflow protection provided at the connection to a fixture or appliance.
  - iii. “premises isolation” shall mean a backflow protection provided at the entrance to a building or facility.
  - iv. “zone isolation” shall mean backflow protection provided for sections of a piping system within a building or facility with no potable connections downstream of a backflow prevention device.
- cc) “lateral”, “private lateral”, “service lateral” or “fire flow lateral” shall mean the privately owned piping system that is connected to the water works.
- dd) “meter” shall mean a municipal or private water meter, register and remote readout unit, supplied at the cost of the owner, which is of a type approved by the Corporation.
- ee) “meter pit” shall mean any exterior chamber or pit approved by the Corporation for the purpose of containing a water meter and related appurtenances.
- ff) “metered water/sewer service rate” shall mean the cost per volume measure of water described by the by-law.
- gg) “multiple non-residential unit” shall mean a single building containing two or more independent non-residential units, which is serviced by, connected to, and/or take water from the Corporation’s water works.
- hh) “multiple residential unit” shall mean a single building containing two or more independent residential units, which is serviced by, connected to, and/or takes water from the Corporation’s water works; except for Section D., Backflow Prevention, where for purposes of backflow prevention devices multi-residential buildings and structures shall mean five units or more with a shared single-service connection.
- ii) “Municipality” shall mean the same as “Corporation”.
- jj) “municipal meter” shall mean the water meter, register and remote readout unit owned by the Corporation to measure the quantity of water used by the consumer.

- kk) “occupant” shall include any lessee, tenant, owner, the agent of a lessee, tenant or owner, or any person in possession of a premises.
- ll) “owner” shall include any person or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.
- mm) “person” shall mean an “owner” and “occupant” as herein described.
- nn) “potable water” shall mean water that is fit for human consumption.
- oo) “premises” shall mean the property being supplied or to be supplied with water.
- pp) “private fire hydrant” shall mean a hydrant owned by someone or some entity other than the Corporation.
- qq) “private meter” shall mean the water meter, register and remote readout unit installed and owned by a property owner, to measure the quantity of water used by the consumer.
- rr) “private water service” shall mean the pipes and fixtures used for the purpose of supplying any building with water from the Corporation’s water works that is located between the street property line in front of or abutting the premises so supplied and the building on the premises.
- ss) “private water system” shall mean a source of water other than the Corporation's water works system.
- tt) “remote read-out unit” shall mean the device installed at a separate location from the water meter and used to provide electronic access to the register on the meter.
- uu) "sanitary sewer works" shall mean the publically owned sanitary sewer system located on publically owned land, public right-of-ways, and easements with right of public entry and shall include but not be limited to any public works for the collection, transmission, treatment or disposal of sewage, or any part of any such works.
- vv) “shut-off valve” shall mean the valve on the Corporation’s water service connection owned and used by the Corporation to shut off or turn on the water supply from the Corporation’s water distribution system to any premises.
- ww) "taking of water" shall mean the unauthorized use of the Corporation’s water works such as the taking of water from outlets other than those regulated by the Municipality and paid for by the individual(s) in question.
- xx) “unit” shall mean either an independent residential unit or an independent non-residential unit, as applicable.

- yy) "water/sewer service rate" shall mean the volumetric or measured period charges for the capital cost and the operating and maintenance costs of the Corporation's water and sanitary sewer works, and shall be comprised of a base rate and a metered water/sewer service rate.
- zz) "water service connection" shall mean the pipes and fixtures used for the purpose of supplying any premises in the Municipality with water from the Corporation's water works that is located between the Corporation's watermain in the street and the street property line abutting the premises so supplied.
- aaa) "water treatment system" shall mean any system designed to treat, condition, or otherwise modify the naturally occurring properties of water.
- bbb) "water well" shall mean any hole which is dug, bored or drilled into the ground for the purpose of locating and obtaining groundwater.
- ccc) "water works" shall mean the publically owned water system, including wells, pumps, reservoirs, and pipe distribution network, located on publically owned land, public right-of-ways, and easements with right of public entry and shall include but not be limited to any works for the collection, production, treatment, storage, supply or distribution of water or any part of any such works.

## **B. SERVICE AREA**

1. No new development shall be permitted to be serviced on private services (well and/or septic system) where piped Municipal services are readily available or where they could be reasonably extended, as determined by the Director.
2. New development in the urban area, but outside of the serviced area may be permitted to proceed on the basis of private services where servicing to the property is impractical at the time. Permission for such development must be authorized by the Corporation through a Development Agreement. As a condition of such agreement, the developer will be required to abandon at their own expense, the private services when Municipal services become available to the property.
3. Properties within the urban serviced area which are currently on private services shall not be required to connect to the Municipal system until such time as the well or septic system has failed or requires serious alteration or replacement, or development on the property intensifies such that the septic system would be required to be enlarged; or as otherwise directed at the sole discretion of the Corporation.

## **C. WATER WORKS CONNECTION & REQUIRED WATER METER**

1. No person shall have water and/or sewer services connected to any premises or have a new account opened for any owner or occupant, without a Water/Sewer Connection Permit (for new or repair replacement) being first issued and all appropriate fees and charges being paid according to Schedule C of By-Law 102-15, Fees & Charges.

2. No person shall take water for non-emergency purposes from the Corporation's water works without the express written permission of the Director.
3. No person shall connect or allow any premises to be connected to the Corporation's water supply system until a meter and related appurtenances has been installed by a contractor or other person authorized to do so by the Corporation according to the Corporation standards.
4. The Corporation shall supply, at a cost to the owner, the required water meter(s) which shall remain property of the Corporation.
5. No person shall take water from or allow water to be taken from the Corporation's water works unless a meter(s) has been installed by a contractor or other person authorized by the Corporation to install such meter(s).
6. Any consumer shall, at his sole cost and expense, supply, install and maintain a lockable valve before the meter to permit water shut-off as required by the Corporation or persons authorized by the Corporation. All shut-off valves must be left clear and accessible at all times so that the water in the water service pipe may be turned off or on as may be found necessary by the Corporation.
7. The Corporation will not supply, install, inspect or read private water meters, nor will the Corporation bill consumption on private meters. Water supply pipes to private meters must be connected to the owner's plumbing after the Corporation's meter.
8. A meter shall be placed on each service lateral that is connected to the Corporation's water works to the satisfaction of the Director and the plumbing shall be so arranged that all water used on such premises shall pass through such meter and the owner of the premises shall be held liable for all water/sewer service rates or charges.
9. The Corporation may charge a water meter installation inspection fee to the owner of premises.
10. Any unit for which an Application to Bill Tenant has been made, as a condition to the approval of the said application shall be equipped with a separate meter, backflow prevention device(s), and a lockable shut off valve.
11. For a building with a single water service lateral feeding multiple residential units or multiple non-residential units or combination of the two and where;
  - a) the units are under separate ownership, and
  - b) the units are without a governing operating agreement,the owners shall be allowed one meter per unit provided that the owner can demonstrate to the satisfaction of the Director, that the water services are fully separated.
12. Every meter shall be placed in such location as the persons authorized by the Corporation shall direct. If possible, the meter shall be installed in the basement of residential buildings, and shall be located immediately after the lockable shut off valve on the customer's

plumbing, so as to ensure that all water supplied to the building passes through the meter. In the event that a building has no basement, the meter shall be installed in a location which is satisfactory to the Director or in a meter pit if required by the Corporation.

13. The owner of premises to which water service is supplied shall provide sufficient convenient and safe space, free of charge or rent, for the installation and maintenance of municipal meters, lockable shut off valves, pipes and related appurtenances on said premises. No person shall be permitted to install, remove, inspect, repair or tamper with any of the said equipment or related appurtenances unless authorized by the Corporation or otherwise lawfully entitled to do so.
14. The owner of the premises to be supplied with water shall provide appropriate heat in any premises in which water meters, lockable shut off valves, backflow prevention devices, pipes and related appurtenances are located in order to prevent damage due to frost or otherwise. Any costs related to damage caused to meters, pipes and related appurtenances as a result of the failure to comply with the provisions of this By-Law shall be the sole responsibility of the owner of such premises.
15. The owner of the property shall install and maintain all the piping, fixtures, valves and appurtenances located on his property in proper working condition.
16. Where a meter cannot conveniently be placed inside a building, it shall be placed in a meter pit, the location and construction of which shall be approved by the Corporation, the cost of which shall be paid for by the owner.
17. No person shall change the location of a meter once installed to the standards of the Corporation, except such persons who are authorized and approved by the Corporation.
18. The owner or occupant of premises shall provide free and clear access to the meter and related appurtenances in said premises so that the meter may be frequently read and examined by persons authorized by the Corporation for that purpose.
19. The Corporation may charge a missed appointment fee to the owner of premises for not being present for a scheduled appointment, denying or otherwise prohibiting access to the meter and related appurtenances, which would represent the reasonable cost incurred by the Corporation and, as deemed by the Director, may add this fee to the tax roll for the relevant property and collect the fee in the same manner as Municipal taxes.
20. Where such access is not provided by the owner or occupant of premises within fourteen (14) days upon written notification by the Corporation, the Corporation may, at its discretion, shut off the supply of water to the premises until such time as free and clear access to the water meter and related appurtenances is provided.
21. No person shall disconnect or allow to be disconnected any premises which are serviced by, connected to and/or take water from the Corporation's water works, without the express written permission of the Corporation.



22. No person shall connect a water well or allow a water well to be or remain connected to any premises which are serviced by, connected to and/or take water from the Corporation's water works.
23. The owner of any property which is connected to a water well shall forthwith properly abandon such water well, upon receiving written notification from the Corporation, where such property is connected to and/or takes water from the Corporation's water works.
24. The Corporation may enter into agreements with others to provide for the installation of water services or meters in any manner satisfactory to the Corporation.
25. Any person authorized by the Corporation for the purpose of inquiring into the compliance with the provisions of this By-Law shall have free and clear access at all reasonable times to premises and lands to which water is supplied and under no circumstances will any owner, occupant or other person refuse access or otherwise interfere with authorized persons in the performance of their duties.

**D. BACKFLOW PREVENTION / CROSS CONNECTION CONTROL PROGRAM**

1. No person shall connect, cause to be connected, or allow to remain connected to the potable water distribution system works any piping, fixture, fitting, container or appliance, in a manner which under any circumstances may allow water, wastewater, or any other liquid, chemical or substance to enter the potable water distribution system.
2. Every owner of a new or existing residential, industrial, commercial, and institutional property identified in Schedule "B" or of any other new or existing building, structure or property that contains a risk of contamination of the potable water system shall install, at the owner's expense, a backflow prevention device(s) in accordance with the Ontario Building Code and CSA B64, as amended from time to time.
3. All irrigation systems connected to the potable water distribution system require the installation of backflow prevention device(s).
4. The approved backflow prevention device(s) may be supplied by the Corporation at cost to the owner or a CSA approved device that meets Municipal standards may be purchased directly by the owner. The owner shall be responsible for installation and maintenance of the backflow prevention device(s) and all costs associated therewith.
5. The Corporation shall maintain a list of those companies or persons in possession of valid backflow prevention device tester's license as described in the Authorized Function List (Schedule "C"). Such list is available to the public during business hours.
6. The Corporation shall be permitted access, within twenty four (24) hours of providing notice, to any premises that are connected to the Municipal drinking water system for the purpose of performing inspections to verify compliance with this By-Law.
7. Where, in the opinion of the Director, a risk of possible contamination of the Municipal drinking water system exists, the Corporation shall be permitted immediate access to any

premises that are connected to the Municipal drinking water system. In such instances, the Corporation may require a routine cross connection inspection of the premises to be performed by an approved tester as described in the Authorized Function List (Schedule "C"). Should an unsafe and/or undocumented cross connection be found during said inspection, the cost of the inspection shall become the responsibility of the owner.

8. When carrying out an inspection pursuant to Sections D.6 and D.7, the Corporation may:
  - a) Require the production for inspection of documents or things relevant to the inspection;
  - b) Inspect and remove documents or things relevant to the inspection for the purpose of making tests, copies or extracts;
  - c) Require information from any person concerning a matter related to the inspection; and
  - d) Make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
9. Where access is not provided, a written notice by the Corporation will be issued allowing five (5) working days to provide access. If access is not provided within this time frame, the Corporation may, at its discretion, shut off the supply of water to the premises until such time as the access is provided.
10. If a condition is found to exist which is contrary to Section D.1 of this By-Law, the Corporation shall immediately carry out an inspection and shall issue such order to the owner as may be required to obtain compliance with this By-Law.
11. If the owner to whom the Corporation has issued an order fails to comply with that order, the Director, at his/her discretion, may:
  - a) Give notice to the owner to correct the fault, at his/her expense, within a specified time period and, if the notice is not complied with, the Corporation may then shut off the water service or services; or
  - b) Without prior notice, shut off the water service or services.
12. Notwithstanding Sections D.1, D.9 and D.10 of this By-Law, where a risk of possible contamination of the water works distribution system exists, in the opinion of the Director or an approved tester as described in the Authorized Function List (Schedule "C"), an owner shall, on notice from the Corporation, install an area isolation, zone isolation and/or fixture isolation backflow prevention device(s) as required by the Ontario Building Code and CSA B64, in addition to any backflow prevention devices installed in the owner's water system.
13. A cross-connection survey of the plumbing system of all existing industrial, commercial, institutional properties and multi-residential buildings and structures with five units or more with shared single-service connection shall be completed, at the owner's expense, by an approved tester as described in the Authorized Function List (Schedule "C").
14. The cross-connection survey shall be completed with a report and sent to the Director within thirty (30) days of the date of the request by the Director, and shall include existing backflow prevention device(s), cross-connections (existing and potential), corrective measures, and recommendations.

15. Once an approved tester as described in the Authorized Function List (Schedule "C") has conducted a survey and determined that a backflow prevention device(s) is required, the installation of a backflow prevention device(s) shall be completed within the thirty (30) days from the date of the completed survey.
16. A cross-connection survey shall be completed every five (5) years from the date of the first requested survey, subsequent any tenant or ownership change or rezoning of property, or as required by the Director.
17. The backflow prevention devices in all industrial, commercial, institutional property and multi-residential buildings and structures with five units or more with shared single-service connection shall be inspected and tested at the expense of the owner, upon installation, and thereafter annually, or more often if required by the Director, by an approved tester as described in the Authorized Function List (Schedule "C") to carry out such tests to demonstrate that the device is in good working condition.
18. All equipment used to test backflow prevention devices shall be verified or calibrated for accuracy, as described in CSA B64.
19. The owner shall submit a report on a form approved by the Director of any or all tests performed on backflow prevention device(s) within fourteen (14) days. A test tag shall be displayed on or adjacent to the backflow prevention device on which the tester shall record the address of the premises, type, manufacturer, serial number and size of the device, and the test date, the authorized tester's name, the authorized tester's license number, and the authorized tester's initials.
20. If an owner fails to have their backflow prevention device tested, the Corporation may notify the owner that the device must be tested within five (5) working days of the receipt of the notice.
21. If the owner fails to have the device tested within the time allowed, the Corporation may shut off the water service or water services until the backflow prevention device has been tested and approved as required by Section D.17 of this By-Law.
22. When the results of a test referred to in Section D.19 of this By-Law show that backflow prevention device is not in good working condition, the owner shall at his expense make repairs or replace the device within five (5) working days.
23. If an owner fails to repair or replace the device within the time allowed, the Corporation may shut off the water service until such repair or replacement has been made.
24. All backflow prevention devices shall be owned and maintained by the owner.
25. No person shall without the permission of the Corporation remove any backflow prevention device installed unless such removal is to facilitate the repair of the device or the plumbing, with the device replaced immediately after repair is carried out, or to replace the device with another device that meets or exceeds the provisions of this By-Law.

26. No person shall connect, cause to be connected, or allow to remain connected any piping, fixture, fitting, container or appliance to a Municipally-owned or private hydrant in a manner which under any circumstances may allow water, wastewater, or any other liquid, chemical or substance to enter the potable water distribution system.
27. Any use of a Municipally-owned or private fire hydrant for water supply is prohibited without first acquiring permission from the Corporation, except for water used for firefighting and approved maintenance or operations by the Corporation.
28. Any person or persons authorized under Section D.27 shall:
  - a) Open a pre-approved account with the Corporation to pay all the costs associated with the water consumed as set out in Schedule C of By-Law 102-15;
  - b) Pay to the Corporation all other costs incurred by the Corporation, resulting from their use of the hydrant, as determined by the Director; and
  - c) Use an approved backflow prevention device on the hydrant.
29. Any new or existing industrial, commercial, institutional and residential private fire protection sprinkler system must install the appropriate backflow prevention device downstream of the building's water meter and /or on the sprinkler system feed line to isolate the system, in accordance with the Ontario Building Code and CSA B64. The backflow prevention device must be tested annually by an approved tester as described in the Authorized Function List (Schedule "C").
30. Any water supplied or made available for any premise for the purposes of protection of property or persons from fire or for preventing fires or the spreading of fires shall not be used for any other purpose.
31. All authorized testers shall obtain certification through an accredited school or college, in accordance with CSA B64 and meet the criteria as set out in the Authorized Function List (Schedule "C"). Authorized testers shall maintain current certification with the appropriate certification association.
32. Annual registration with the Corporation is required for all authorized testers.
33. Only those persons listed in the Authorized Function List (Schedule "C") shall carry out functions set out in the Authorized Function List.
34. The Director may suspend or revoke the authorized tester registration with the Municipal Backflow Prevention Program, if the authorized tester:
  - a) Fails to renew, submit or maintain the annual registration and the required annual documentation with the Corporation;
  - b) Submits a testing and inspection report that was falsified; or
  - c) Repeatedly submits incorrect reports or installations of backflow prevention devices.
35. The Director, at its discretion, grants the Public Works Department staff the ability to perform cross-connection survey, install, test, and repair backflow prevention devices installed on municipally owned property according to the Authorized Function List.

## **E. WATER METER REPAIRS**

1. Should a Municipal meter and/or shut off valve be found to be mechanically defective, the cost of repair shall be paid by the Corporation, but if the meter and/or shut off valve are damaged or found to be defective as a result of any act or failure to act of any person other than an employee or agent of the Corporation, the owner of the premises shall pay to the Corporation the cost of making the necessary repair to such meter and/or shut off valve. Any shared assessment of cost to repair the defective municipal meter and/or shut off valve shall be determined by the Director, in its sole discretion.
2. Should any meter fail to register or cannot be read, the consumer shall be charged a base service rate, at a minimum, and an average consumption over a historical period as determined by the Director, to a maximum of one (1) year for the pertinent period.
3. Vacant premises where meter reading shows zero (0) units shall be entitled to pay a base service rate only.
4. Any leak that may develop at a meter must be reported immediately to the Corporation. The Corporation shall not be held responsible for any damages resulting from such leaks.
5. The owner shall be liable to pay for the water supplied as indicated by the meter at the rates established from time to time by the Corporation. In the event of a default of paying of any amount owing for the water supplied the Corporation may at its discretion shut off the water supply to the property and such amount shall become a charge against the property and shall be added to the tax roll for the relevant property and collected in the same manner as municipal taxes.
6. For a building with multiple residential units and/or multiple non-residential units which are not separately metered, the consumer shall be responsible for the payment of the water/sewer service rate.
7. All water passing through any water meter shall be charged to the consumer, whether used or wasted.

## **F. WATER METER TESTING**

1. A Municipal meter will be removed and tested by the Corporation upon a written request from the consumer or the owner and the payment of a meter testing deposit, as set out in Schedule C of By-Law 102-15, for completion of the test.
  - a) Should a meter, when tested, be found to register correctly or not in excess of three per cent (3%) in favour of the Corporation, the consumer/owner's deposit shall be forfeited towards the cost of the test and any additional expense incurred in removing, testing and reinstalling the meter will be paid for in full by the consumer/owner requesting such test.
  - b) Should a meter, when tested, be found to register in excess of 3% in favour of the Corporation, a refund will be made to the consumer/owner of an amount equal to such excess percentage of the water/sewer service rate paid for by such consumer/

owner the previous four (4) months prior to the testing. In addition, the consumer/owner's meter testing deposit shall be returned in full, without interest. Notwithstanding the above, no reduction shall be made which will reduce the water/sewer service rate below the minimum water/sewer service rates fixed by Council.

2. The Corporation reserves the right to test all meters being supplied with water from the Corporation's water works.
3. Where the meter is equipped with a remote read-out unit of any type and a discrepancy occurs between the reading at the register of the meter and the reading on the read-out device, the Corporation will consider the reading at the meter to be correct, and will adjust and correct the consumer's account accordingly.
4. No reduction or refund shall be made to a consumer/owner if there has been non-compliance with the provisions of this By-Law.
5. In the event that an owner refuses to have a meter placed or repaired on his/her property, the Corporation reserves the right to install a meter pit at the property line with all costs of said installation charged to the owner.
6. The Corporation may, in default of payment of any deposit, fee or account, shut-off the supply of water to the premises and/or such amount shall become a charge against the property and/or shall be added to the tax roll for the relevant property and collected in the same manner as Municipal taxes. The Corporation shall not be liable for any damages to property or injury to persons by reason of shut-off of water supply.

#### **G. FEES & CHARGES**

1. All permit fees and service charges for the inspection of connections to the water system and/or the sanitary sewer and storm sewer systems shall be paid as set out in Schedule C of By-Law 102-15 for each connection and shall be payable as invoiced or at the time building permit fees are required to be paid, whichever is the sooner.
2. Service charges for the provision or discontinuance of water service shall be paid as set out in Schedule C of By-Law 102-15 in each instance.
3. The charge for the authorized taking of water into a water carrier (tanker truck, sweeper, pumper, etc.) for non-emergency use shall be in accordance with Schedule C of By-Law 102-15. Permission to take water into a water carrier may be restricted during periods of water restrictions at the discretion of the Director.
4. All construction work within a public road right-of-way within the service area boundaries shall require a Water/Sewer Permit with a deposit of \$500. Contractors applying for a Water/Sewer Permit for work within the right of way shall provide proof of applicable insurance. Contractors shall request inspection of the connections to Municipal infrastructure work by the Corporation. Upon completion of the work, the private contractor shall request inspection of the work by the Corporation. The private contractor

shall have seven (7) days to make good any remedial work required by the Corporation. At the end of the seven (7) days, the deposit shall be firstly used to correct any remedial work with the balance returned to the private contractor. The Water/Sewer Permit shall be valid for a period of sixty (60) days at which time it shall expire and the deposit may be used to carry-out any outstanding work with the balance returned to the private contractor. The period of validity of the permit may be extended at the sole discretion of the Director.

5. Pursuant to the *Municipal Act, 2001*, as amended, the Corporation may, in default of payment, add fees and charges imposed by the Corporation to the tax roll for the property to which the water was supplied and collect them in the same manner as Municipal taxes. The amount payable to the Corporation by the owner constitutes a debt of the person and the amount is a lien and charge upon the lands in the same manner and to the same extent as Municipal taxes on the land.

## **H. WATER / SEWER SERVICE RATES**

1. A water/sewer service rate is hereby imposed upon the consumers of water from the Corporation's water works within the limits of the Municipality in accordance with the provisions of this By-Law.
2. All such consumers shall pay water/sewer service rates in accordance with this By-Law and Schedule "A" attached hereto.
3. The owners or occupants of unserved lands within the Municipality shall not be liable to pay water/sewer service rates.

## **I. APPLICATION FOR WATER / SEWER SERVICE**

1. The owner shall be liable to pay for the water supplied as indicated by the meter at the rates established herein.
2. Should an owner or occupant wish to have the water/sewer service rate invoice delivered directly to a tenant or lessee, an Application to Bill Tenant shall be completed to the satisfaction of the Corporation in order to ensure that the tenant or lessee may be properly sent the invoice for all applicable water/sewer service rates or charges. All current tenant accounts will remain in effect until a change in tenant, occupant and/or owner.
3. Upon receipt, by the Corporation, of an Application to Bill Tenant, the tenant or lessee of such premises shall provide a deposit of \$150.
4. The deposit shall be provided with all new Application to Bill Tenant submitted to the Corporation.
5. The Corporation shall have the discretion to waive the requirement for a deposit in its sole and unfettered discretion.

## **J. BILLING AND COLLECTION OF CHARGES**

1. The water/sewer service rates charged by the Corporation for water supplied through the water service connection and private water services shall be those set out by this By-Law and attached schedules unless the same is changed from time to time either by By-Law or by resolution of the Council.
2. The Council may from time to time change said water/sewer service rates without notice to any person taking a supply of water from the Corporation.
3. Payment to the Corporation of accounts for the supply of water shall be made in accordance with this By-Law. Rates for water supply shall be due on the date specified in the billing invoice.
4. Billing invoices shall be rendered bi-monthly or on any other basis at the discretion of the Corporation. If meters are for any reasons not read bi-monthly, an estimated rate may be used for billing and the account will be adjusted within six (6) months of the billing after the next reading of the meter.
5. In the event there is a suspected significant anomaly in the volume of metered water, the consumer may apply for a rate review to the Director. At the Director's sole discretion, an estimated rate may be used by the Corporation for billing and the account shall be adjusted, if applicable, upon completion of the rate review.
6. In the event of a default of payment by the consumer of the water/sewer service rate, such amount shall become a charge against the property and shall be collected in the same manner as Municipal taxes. In addition, the Corporation may shut off the supply of water but the amounts owed remain a debt to the Corporation.
7. In the event of a default of payment by the owner or occupant of any amounts owing for the costs relating to the installation and maintenance of a water meter, such amount shall become a charge against the property and shall be collected in the same manner as Municipal taxes.
8. No charge for water supplied, for any type of service, shall be less than the base rate fixed by the Corporation as set out in Schedule "A" and any other charges as set out in this By-Law.
9. The water/sewer service rate shall be as set out in Schedule "A", unless the water charge is based on the provisions established in Section J.10.
10. All consumer accounts not metered shall be deemed transition accounts for sixty (60) days only and shall be billed in the following manner until such time meters are installed. Independent residential units and/or independent non-residential units having the use of the water/sewer system facilities shall pay the HIGHER of:
  - a) a double base rate PER MONTH PER UNIT;

OR



- b) independent non-residential units that are supplied with water and/or sewer services, and the water is not metered, shall pay double the current rate per cubic metre calculated on 0.5 cubic metres per employee per working day.
11. In the event that an owner refuses to have a meter placed or repaired on his property, water rates of two times (2x) the rates as set out in Section I.10 shall apply. The Corporation reserves the right to install a meter pit at the property line with all costs of said installation charged to the owner.
  12. Connection to the Corporation's water works only or sanitary sewer works only shall be permitted as follows:
    - a) In the event that the owner of a property is connected to the Corporation's sanitary sewer works but is on private water system, a monthly water/sewer service rate at the applicable base rate shall apply per unit and such sewer rate shall be paid by the consumer.
    - b) In the event that the owner of a property is connected to Corporation water works, but is on private sanitary sewer system, a monthly water/sewer service rate that is equal to 50% of the applicable base rate plus 100% of the applicable cubic metre rate as set out in Schedule "A" shall apply and such water/sewer service rate shall be paid by the consumer.
  13. Dependent non-residential unit classification shall be applied for by the owner of a premise. The application shall identify, by a Professional Engineer licensed to practice in Ontario, the dependency of the units on a common municipal water and/or sanitary sewer services with a single plumbing facility and conformance with the Building Code plumbing facility requirements. Approval of the unit classification shall be at the discretion of the Director. Dependent non-residential units shall be charged as a single unit for applying water/sewer service rates as identified in 'Schedule A'
  14. Notwithstanding anything contained herein, the Corporation shall be entitled to set the water/sewer service rate for any particular use and in respect of any particular premises based on the amount of service required or on any other relevant factor which the Corporation, in its sole discretion, deems just.

## **K. OVERDUE ACCOUNTS**

1. Should a deposit or an account remain unpaid fifteen (15) days after the due date, a Final Notice may be sent by mail to the consumer, reminding the consumer of the outstanding amount.
2. Should a deposit or an account not be paid in full on or before the due date, a late payment charge of eight percent (8%) of the current charges owing on the due date shall be added to the amount owing.
3. Should a deposit or an account not be paid in full within thirty (30) days of the due date, a monthly interest charge of 1.25% (15 % per annum) shall be added to the outstanding account until such time as the account is paid in full.

4. If the owner of any premises omits, neglects or refuses to pay any invoice rendered, whether for water, service pipes, meter, service charge or any other monies to which the Corporation may be entitled in respect to such premises, such charges shall remain a lien on the property and may be collected in the like manner as taxes. The invoice shall be deemed to be served upon the owner if it is delivered or sent by mail to the premises supplied.
5. In addition, the Corporation may, in default of payment of any deposit or account, shut-off the supply of water to the premises. The Corporation shall not be liable for any damages to property or injury to persons by reason of shut-off of water supply. A Notice of Disconnection may be delivered by the Corporation by personal service, registered mail, or by posting the notice on the premise in a conspicuous place to the consumer or any other interested party, advising the consumer or other interested party that unless payment is received within seven (7) days, the water service may be disconnected.
6. Should the Corporation be required to deliver Notice of Disconnection, a charge shall be applied to the outstanding account. The rates for the Notice of Disconnection charge are set out in Schedule C of By-Law 102-15.
7. In case there are any arrears of water/sewer service rates, or any other rates or charges owing to the Corporation under this By-Law, charged against any property, the water shall not be turned on for service of such premises until all such arrears are paid, but the Corporation reserves all right to collect the charges for water supplied, and all other charges owing to the Corporation.
8. Any payment received shall be applied firstly to outstanding interest and secondly, to outstanding charges under this By-Law.
9. Where it has been necessary to discontinue service as a result of non-payment, a reconnection charge will be levied against the delinquent account, in addition to the applicable Notice of Disconnection charge. The reconnection charge rate shall be paid by the owner or occupant, in advance, and shall be in the amount set out in Schedule C of By-Law 102-15.
10. A record shall be maintained in the offices of the Corporation, which shall contain the assessment number, street number and location of premises from which the water supply has been turned off for non-payment of accounts and the sum remaining unpaid. Such records shall be maintained for inspection by any person or persons considering the purchase of any property, for the purposes of informing said person or persons of the status of the account.

## **L. ENFORCEMENT**

1. The following constitute offences under this By-Law:
  - a) No person shall willfully hinder or interrupt, or cause or procure to be hindered or interrupted, the Corporation or any of its officers, contractors, agents, servants or workmen, in the exercise of any of the power conferred under this By-Law;

- b) No person shall willfully let off or discharge water so that the water runs waste or useless out of the water works;
  - c) No person being a tenant, occupant, lessee, owner, the agent of a lessee, or any person in possession of any house, building or other premises supplied with water from the water works, shall improperly waste the water or, without the consent of the Corporation, lends, sells or disposes of the water, gives it away, permits it to be taken or carried away, uses or applies it to the use or benefit of another, or to any use and benefit other than his own;
  - d) No person shall willfully open or close any valve or hydrant without consent of the Corporation;
  - e) No person shall willfully obstruct the free access to any hydrant, shut-off valve, valve, chamber or pipe by placing on it any building material, rubbish, parking a vehicle or causing other obstructions without lawful permission;
  - f) No person shall throw or deposit any injurious, noisome, or offensive matter into the water or waterworks or in any way foul the water or commit any willful damage or injury to the water works, sanitary sewer works, storm sewer works, pipes or water, or encourage the same to be done;
  - g) No person shall willfully alter any meter and shut off valve placed upon any service pipe or connected therewith, within or outside any building or other place, so as to lessen or alter the amount of water registered;
  - h) No person shall lay or cause to be laid any pipe or main to connect with any pipe or main of the Corporation's water works, or in any way obtain or use the water without the consent of the Corporation;
  - i) No person shall install or operate a water source heat pump, which is connected to the Corporation's water works;
  - j) No person shall participate in the unauthorized operation of a fire hydrant or taking of water from the Corporation's water works;
  - k) No person shall connect any pipe or work at the connection of any pipe or other appurtenance associated with the Corporation's water works, sanitary sewer or storm sewer systems without a Water/Sewer Permit;
  - l) No person shall backfill any trench or close in or bury any works for which a Water/Sewer Permit has been issued without an inspection being first conducted by the Corporation; and their approval for such works has been granted.
2. Any person violating any of the provisions of this By-Law is guilty of an offence and, on conviction, shall be liable to a penalty pursuant to the *Provincial Offences Act*, as amended.
- a) Set fines may be established for certain offences contained in this By-Law. Such set fines shall be established pursuant to the *Provincial Offences Act* and shall become effective upon the approval of the same by the Chief Justice of the Provincial Offences Court.
3. In addition to other sanctions and remedies provided in this By-Law, the Corporation may turn off or restrict the supply of water to any consumer where such consumer has violated any of the provisions of this By-Law, and may refuse to restore normal service until the violation complained of has been terminated or remedied. The Corporation will not be liable for any damage to property or injury to person by reason of shut-off of water supply.

**M. SCHEDULES**

The following Schedules are attached hereto and form part of this By-Law:

- Schedule "A" - Water/Sewer Service Rates
- Schedule "B" - Backflow Prevention Device Installation Dates
- Schedule "C" - Authorized Function List
- Schedule "D" - Set Fine Schedule

**N. SHORT TITLE**

This By-Law shall be cited as the "Municipality of North Grenville Water Use & Rate By-Law".

**O. GENERAL PROVISIONS**

1. The Corporation is exempt from the provisions of this By-Law except where and when it is deemed appropriate by the Corporation not to be.
2. The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
3. By-Law 63-12, as amended, is hereby repealed.
4. This by-law shall come into force on the date of passing.

PASSED AND ENACTED  
THIS      DAY OF                      , 2017

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DAVID GORDON  
Mayor

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CAHL POMINVILLE  
Clerk

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**SCHEDULE “A” to By-Law 116-17**

**WATER/SEWER SERVICE RATES**

The base rate charge shall be calculated by meter size based on AWWA meter factors per the chart below:

| Meter Size   | Meter Size Factor | Monthly Base Rate          |                           |                           |
|--|-------------------|----------------------------|---------------------------|---------------------------|
|  |                   | Effective December 1, 2017 | Effective October 1, 2018 | Effective October 1, 2019 |
| 1/2" *   | 1                 | \$67.00                    | \$70.69                   | \$74.58                   |
| 5/8" *   | 1                 | \$67.00                    | \$70.69                   | \$74.58                   |
| 3/4" *   | 1                 | \$67.00                    | \$70.69                   | \$74.58                   |
| 1"   | 2.50              | \$167.50                   | \$176.73                  | \$186.45                  |
| 1 ¼"   | 3.75              | \$251.25                   | \$265.09                  | \$279.68                  |
| 1 ½"   | 5                 | \$335.00                   | \$353.45                  | \$372.90                  |
| 2"   | 8                 | \$536.00                   | \$565.52                  | \$596.64                  |
| 3"   | 16                | \$1,072.00                 | \$1,131.04                | \$1,193.28                |
| 4"   | 25                | \$1,675.00                 | \$1,767.25                | \$1,864.50                |
| 6"   | 50                | \$3,350.00                 | \$3,534.50                | \$3,729.00                |
| 8"   | 80                | \$5,360.00                 | \$5,655.20                | \$5,966.40                |
| <b>Metered Water/Sewer Service Rate (per cubic meter after 5 cubic meters per month)</b> |                   | \$3.49                     | \$3.68                    | \$3.89                    |

- \* For multiple units the charges shall be as follows:
- the greater of the base rate multiplied by the number of units or the base rate multiplied by the meter size factor as calculated in the table.

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**SCHEDULE “B” to By-Law 116-17**

**Backflow Prevention Device Installation Dates**

| <b>No.</b> | <b>Residential Sector</b>  | <b>Hazard Level</b> | <b>Date</b>       |
|------------|--|---------------------|-------------------|
| 1.         | Apartment Buildings or townhomes (five units or more, with shared single-service connection)               | Moderate            | June 30, 2012     |
| 2.         | Single residential dwelling with swimming pool (with direct connection to the municipal water supply only) | Moderate            | June 30, 2013     |
| 3.         | Duplex housing or townhomes  | Minor               | December 31, 2014 |
| 4.         | Single residential dwelling  | Minor               | December 31, 2014 |

| <b>No.</b> | <b>Industrial, Commercial, Institutional Sector</b>                                      | <b>Hazard Level</b> | <b>Date</b>                       |
|------------|--|---------------------|-----------------------------------|
| 1.         | Agricultural/Landscaping Applications  | Severe              | December 31, 2012                 |
| 2.         | Analytical Laboratories  | Severe              | December 31, 2012                 |
| 3.         | Animal Feed Lot  | Moderate to Severe  | December 31, 2012 - June 30, 2013 |
| 4.         | Animal Stock Yard  | Moderate to Severe  | June 30, 2013                     |
| 5.         | Animal Shelter   | Moderate            | June 30, 2013                     |
| 6.         | Arena  | Moderate            | June 30, 2013                     |
| 7.         | Auto Body Shop   | Severe              | December 31, 2012                 |
| 8.         | Auto Dealership  | Moderate            | June 30, 2013                     |
| 9.         | Auto Body Refinishing  | Severe              | December 31, 2012                 |
| 10.        | Automotive Repairs & Maintenance   | Severe              | December 31, 2012                 |
| 11.        | Beverage Processing Plant (includes distillery and brewery)                              | Severe              | December 31, 2012                 |
| 12.        | Blood Clinic   | Severe              | December 31, 2012                 |
| 13.        | Car Wash   | Severe              | December 31, 2012                 |
| 14.        | Carpet Cleaners  | Severe              | December 31, 2012                 |
| 15.        | Church   | Minor to Moderate   | June 30, 2013 - December 31, 2013 |
| 16.        | Clinical Laboratories  | Severe              | December 31, 2012                 |
| 17.        | Commercial Coin Operated Laundry   | Moderate            | June 30, 2013                     |
| 18.        | Commercial Laundry (without dry cleaning)  | Severe              | December 31, 2012                 |
| 19.        | Commercial Premises (excluding dry retail operations)                                    | Moderate            | June 30, 2013                     |
| 20.        | Death Care Services  | Severe              | December 31, 2012                 |
| 21.        | Dental Office (non-surgical)   | Moderate            | June 30, 2013                     |
| 22.        | Dental Surgery Facility  | Severe              | December 31, 2012                 |
| 23.        | Dry Cleaner  | Severe              | December 31, 2012                 |
| 24.        | Exhibition Grounds   | Severe              | December 31, 2012                 |
| 25.        | Farm   | Moderate to Severe  | December 31, 2012 - June 30, 2013 |
| 26.        | Fire Protection Systems inter-connected with private water system                        | Severe              | December 31, 2012                 |
| 27.        | Fire Protection Systems with antifreeze, foam injection, and/or other chemical additives | Severe              | December 31, 2012                 |

|     |  |                    |                                      |
|-----|--|--------------------|--------------------------------------|
| 28. | Fire Stations  | Moderate to Severe | December 31, 2012<br>- June 30, 2013 |
| 29. | Food Processing  | Severe             | December 31, 2012                    |
| 30. | Fuel Dispensing Facility   | Moderate           | June 30, 2013                        |
| 31. | Funeral Homes/Cemetery   | Moderate to Severe | December 31, 2012<br>- June 30, 2013 |
| 32. | Gas Station  | Severe             | December 31, 2012                    |
| 33. | Golf Course  | Moderate to Severe | December 31, 2012<br>- June 30, 2013 |
| 34. | Greenhouse   | Severe             | December 31, 2012                    |
| 35. | Grocery Store  | Moderate           | June 30, 2013                        |
| 36. | Hair Salon   | Moderate           | June 30, 2013                        |
| 37. | Hospital   | Severe             | December 31, 2012                    |
| 38. | Hotel & Motel  | Moderate           | June 30, 2013                        |
| 39. | Irrigation System (without chemical addition)                      | Moderate           | June 30, 2013                        |
| 40. | Irrigation System (with chemical addition)                         | Severe             | December 31, 2012                    |
| 41. | Kennel   | Moderate           | June 30, 2013                        |
| 42. | Medical Clinic (non-surgical)                                      | Moderate           | June 30, 2013                        |
| 43. | Medical Clinic (surgical)  | Severe             | December 31, 2012                    |
| 44. | Medical Laboratories   | Severe             | December 31, 2012                    |
| 45. | Milk/Dairy Product Processing                                      | Severe             | December 31, 2012                    |
| 46. | Mortuary or Morgue   | Severe             | December 31, 2012                    |
| 47. | Motorcycle Repairs & Maintenance                                   | Severe             | December 31, 2012                    |
| 48. | Nonferrous Metal Manufacturing                                     | Severe             | December 31, 2012                    |
| 49. | Nursing Home   | Moderate           | June 30, 2013                        |
| 50. | Paint & Coating Manufacturing                                      | Severe             | December 31, 2012                    |
| 51. | Photo Finishing  | Severe             | December 31, 2012                    |
| 52. | Plant Using Radioactive Materials                                  | Severe             | December 31, 2012                    |
| 53. | Planting Shop  | Severe             | December 31, 2012                    |
| 54. | Premises Where Access Is Prohibited                                | Severe             | December 31, 2012                    |
| 55. | Private Fire Hydrants  | Moderate           | June 30, 2013                        |
| 56. | Radiator Shop  | Severe             | December 31, 2012                    |
| 57. | Recycling Facility   | Severe             | December 31, 2012                    |
| 58. | Research Buildings & Laboratories                                  | Severe             | December 31, 2012                    |
| 59. | Restaurant (including bar, coffee shop, food courts, lounge, etc.) | Moderate           | June 30, 2013                        |
| 60. | Sauna & Massage Centre   | Moderate           | June 30, 2013                        |
| 61. | School (elementary, junior high, senior high)                      | Moderate           | June 30, 2013                        |
| 62. | Swimming Pool Facility (public)                                    | Moderate           | June 30, 2013                        |
| 63. | Technical Institutes   | Moderate           | June 30, 2013                        |
| 64. | Universities & Colleges  | Moderate to Severe | December 31, 2012<br>- June 30, 2013 |
| 65. | Veterinary Clinic  | Moderate to Severe | December 31, 2012<br>- June 30, 2013 |
| 66. | Veterinary Hospital  | Severe             | December 31, 2012                    |
| 67. | Wastewater Pumping Stations  | Severe             | December 31, 2012                    |
| 68. | Wastewater Treatment Plants & Facilities                           | Severe             | December 31, 2012                    |
| 69. | Water Filling Station  | Severe             | December 31, 2012                    |
| 70. | Water Pumping Stations   | Severe             | December 31, 2012                    |
| 71. | Water Treatment Plants   | Severe             | December 31, 2012                    |
| 72. | Wineries   | Severe             | December 31, 2012                    |

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**SCHEDULE “C” to By-Law 116-17**

**Authorized Function List**

| <b>Item</b> | <b>Function</b>  | <b>Professional engineer with tester’s license</b> | <b>Certified Engineering technologist with tester’s license</b> | <b>Licensed master plumber with contractor’s and with tester’s license</b> | <b>Journeyman plumber or pipe-fitter with tester’s license</b> | <b>Apprentice plumber or pipe fitter with tester’s license</b> | <b>Licensed municipal staff with tester’s license</b> | <b>Fire system sprinkler fitter with tester’s license</b> | <b>Lawn irrigation system installer with tester’s license</b> |
|-------------|--|--|---|--|--|--|---|---|---|
| A           | Perform cross-connection survey                                  | <b>X</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>   |  |   |   |   |
| B           | Install, relocate or replace a backflow prevention device        |  |   | <b>X</b>   | <b>X</b>   | <b>X</b>   |   |   |   |
| C           | Repair of backflow prevention device <sup>4</sup>                | <b>X</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>   | <b>X</b>   |   |   |   |
| D           | Test backflow prevention device                                  | <b>X</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>   | <b>X</b>   | <b>X</b>  | <b>X</b>  | <b>X</b>  |
| E           | Items A, B, C and D above in relation to fire protection systems | <b>X</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>   | <b>X</b>   |   | <b>X</b>  | <b>X</b>  |
| F           | Items B, C and D above in relation to lawn sprinkler system      | <b>X</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>   | <b>X</b>   |   |   | <b>X</b>  |

<sup>1</sup> Required to be under the direction of a professional engineer

<sup>2</sup> Required to be employed by a licenced plumbing contractor

<sup>3</sup> Required to be employed by a licensed plumbing contractor and under the direct supervision of a journeyman plumber or a master plumber

<sup>4</sup> Water/Sewer Operator with tester’s license

<sup>5</sup> Anyone with the tester’s license as per CSA B64-10, as amended, is permitted



**Set Fine Schedule - Part I Provincial Offences Act with respect to Water & Sewer Use  
Schedule "D" to North Grenville By-Law 116-17**

| ITEM | SHORT FORM WORDING  | PROVISION CREATING OR<br>DEFINING OFFENCE | SET FINE<br>(INCLUDING COSTS) |
|------|---|---|-------------------------------|
| 1    | CONNECT WATER/SEWER SERVICE TO PREMISES WITHOUT A PERMIT.   | Sec. 5                                    | \$350.00                      |
| 2    | TAKE WATER FROM A CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION.   | Sec. 6                                    | \$300.00                      |
| 3    | CONNECT WATER SERVICE TO ANY PREMISES WITHOUT FIRST INSTALLING AN APPROVED WATER METER/APPURTENANCE.                              | Sec. 7                                    | \$300.00                      |
| 4    | ALLOW WATER SERVICE TO BE CONNECTED TO ANY PREMISES WITHOUT FIRST INSTALLING AN APPROVED WATER METER/APPURTENANCE.                | Sec. 7                                    | \$300.00                      |
| 5    | CONNECT WATER SERVICE TO ANY PREMISES THROUGH A WATER METER/APPURTENANCE NOT INSTALLED BY AN AUTHORIZED CONTRACTOR.               | Sec. 7                                    | \$300.00                      |
| 6    | ALLOW WATER SERVICE TO BE CONNECTED TO ANY PREMISES THROUGH A WATER METER/APPURTENANCE NOT INSTALLED BY AN AUTHORIZED CONTRACTOR. | Sec. 7                                    | \$300.00                      |
| 7    | ALLOW WATER TO BE TAKEN FROM CORPORATION WATER WORKS BY OTHER MEANS THAN THROUGH AN APPROVED WATER METER.                         | Sec. 8                                    | \$300.00                      |
| 8    | TAKE WATER FROM CORPORATION WATER WORKS BY OTHER MEANS THAN THROUGH AN APPROVED WATER METER.                                      | Sec. 8                                    | \$300.00                      |
| 9    | FAIL TO REPLACE / RETROFIT WATER METER AS REQUIRED  | Sec. 9                                    | \$150.00                      |
| 10   | FAIL TO INSTALL A LOCKABLE SHUT OFF VALVE ON A WATER METER FOR A TENANT ACCOUNT.  | Sec. 12                                   | \$150.00                      |
| 11   | FAIL TO INSTALL A SEPARATE WATER METER FOR A TENANT ACCOUNT.  | Sec. 12                                   | \$150.00                      |
| 12   | FAIL TO PLACE METER IN PROPER LOCATION AS DIRECTED.   | Sec. 14                                   | \$150.00                      |

|    |   |         |          |
|----|---|---------|----------|
| 13 | UNAUTHORIZED PERSON DID, INSTALL, INSPECT, REPAIR OR TAMPER WITH A PRIVATE WATER METER OR RELATED APPURTENANCE.                                   | Sec. 15 | \$300.00 |
| 14 | UNAUTHORIZED PERSON DID, INSTALL, INSPECT, REPAIR OR TAMPER WITH A MUNICIPAL WATER METER OR RELATED APPURTENANCE.                                 | Sec. 15 | \$500.00 |
| 15 | FAIL TO PROVIDE APPROPRIATE HEAT TO METER TO PREVENT DAMAGE.  | Sec. 16 | \$200.00 |
| 16 | CHANGE LOCATION OF A WATER METER WITHOUT AUTHORIZATION OF THE CORPORATION.  | Sec. 18 | \$350.00 |
| 17 | DISCONNECT ANY PREMISES FROM THE CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION.  | Sec. 20 | \$200.00 |
| 18 | ALLOW TO BE DISCONNECTED ANY PREMISES FROM THE CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION.                                  | Sec. 20 | \$200.00 |
| 19 | CONNECT A PRIVATE WATER SUPPLY SYSTEM AND CORPORATION WATER WORKS WITHOUT AUTHORIZATION.  | Sec. 21 | \$350.00 |
| 20 | ALLOW TO BE CONNECTED A PRIVATE WATER SUPPLY SYSTEM AND CORPORATION WATER WORKS WITHOUT AUTHORIZATION.  | Sec. 21 | \$350.00 |
| 21 | MAKE A DIRECT CONNECTION BETWEEN A PRIVATE WATER SUPPLY SYSTEM AND CORPORATION WATER WORKS WITHOUT AUTHORIZATION.                                 | Sec. 21 | \$350.00 |
| 22 | ALLOW TO BE MADE A DIRECT CONNECTION BETWEEN A PRIVATE WATER SUPPLY SYSTEM AND CORPORATION WATER WORKS WITHOUT AUTHORIZATION.                     | Sec. 21 | \$350.00 |
| 23 | FAIL TO INSTALL AN APPROVED BACK-FLOW PREVENTION DEVICE TO PREVENT CROSS-CONTAMINATION.   | Sec. 22 | \$150.00 |
| 24 | FAIL TO ALTER PIPING TO PREVENT CROSS-CONTAMINATION.  | Sec. 22 | \$150.00 |
| 25 | ALLOW A WATER WELL TO REMAIN CONNECTED TO A PREMISE SERVICED BY OR CONNECTED TO CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION. | Sec. 25 | \$350.00 |
| 26 | CONNECT A WATER WELL TO A PREMISE SERVICED BY OR CONNECTED TO CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE MUNICIPALITY.                  | Sec. 25 | \$200.00 |

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| 27 | BEING THE PROPERTY OWNER, DID FAIL TO ABANDON A WATER WELL AS REQUIRED.  | Sec. 26    | \$350.00 |
| 28 | HINDER OR INTERRUPT THE AUTHORIZED INSTALLATION OR INSPECTION OF A WATER METER OR RELATED APPURTENANCE.                                  | Sec. 28    | \$250.00 |
| 29 | WILLFULLY DISCHARGE WATER FROM CORPORATION WATER WORKS ALLOWING THE WATER TO RUN WASTE.  | Sec. 47(b) | \$150.00 |
| 30 | OWNER, DID SELL, BARTER, OR OTHERWISE DISPOSE OF WATER FROM A CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION.          | Sec. 47(c) | \$150.00 |
| 31 | TENANT/OCCUPANT DID SELL, BARTER, OR OTHERWISE DISPOSE OF WATER FROM A CORPORATION WATER WORKS WITHOUT AUTHORIZATION OF THE CORPORATION. | Sec. 47(c) | \$150.00 |
| 32 | WILLFULLY OPEN OR CLOSE A VALVE OR HYDRANT.  | Sec. 47(d) | \$500.00 |
| 33 | OBSTRUCT FREE ACCESS TO A VALVE, HYDRANT, CHAMBER OR PIPE.   | Sec. 47(e) | \$300.00 |
| 34 | THROW OR DEPOSIT INJURIOUS, NOISOME OR OFFENSIVE MATTER INTO THE CORPORATION WATER WORKS.  | Sec. 47(f) | \$350.00 |
| 35 | THROW OR DEPOSIT INJURIOUS, NOISOME OR OFFENSIVE MATTER INTO MUNICIPAL WATER.  | Sec. 47(f) | \$350.00 |
| 36 | WILLFULLY CAUSE DAMAGE OR INJURY TO CORPORATION WATER WORKS.   | Sec. 47(f) | \$350.00 |
| 37 | WILLFULLY CAUSE DAMAGE OR INJURY TO CORPORATION SANITARY SEWER WORKS.  | Sec. 47(f) | \$350.00 |
| 38 | WILLFULLY CAUSE DAMAGE OR INJURY TO PIPES OR MUNICIPAL WATER.  | Sec. 47(f) | \$350.00 |
| 39 | ENCOURAGE THE WILLFUL DAMAGE OF CORPORATION WATER WORKS.   | Sec. 47(f) | \$350.00 |
| 40 | ENCOURAGE THE WILLFUL DAMAGE OF CORPORATION SANITARY SEWER WORKS.  | Sec. 47(f) | \$350.00 |
| 41 | ENCOURAGE THE WILLFUL DAMAGE OF PIPES OR MUNICIPAL WATER.  | Sec. 47(f) | \$350.00 |
| 42 | WILLFULLY ALTER A WATER METER.   | Sec. 47(g) | \$300.00 |
| 43 | LAY PIPE TO MUNICIPAL WATER MAIN WITHOUT AUTHORIZATION.  | Sec. 47(h) |          |
| 44 | CONNECT TO MUNICIPAL WATER MAIN WITHOUT AUTHORIZATION.   | Sec. 47(h) |          |

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| 45  | OBTAIN OR USE WATER FROM CORPORATION WATER WORKS WITHOUT AUTHORIZATION.                                      | Sec. 47(h) | \$300.00 |
| 46  | INSTALL OR OPERATE A WATER SOURCE HEAT PUMP CONNECTED TO CORPORATION WATER WORKS.                            | Sec. 47(i) | \$500.00 |
| 47  | PARTICIPATE IN THE UNAUTHORIZED OPERATION OF A FIRE HYDRANT OR TAKING OF WATER FROM CORPORATION WATER WORKS. | Sec.47(j)  | \$300.00 |
| 48  | CONNECT PIPE OR OTHER APPURTENANCE TO THE CORPORATION WATER WORKS WITHOUT A PERMIT.                          | Sec.47(k)  | \$500.00 |
| 49  | CONNECT PIPE OR OTHER APPURTENANCE TO THE CORPORATION STORM SEWER WITHOUT A PERMIT.                          | Sec.47(k)  | \$500.00 |
| 50  | CONNECT PIPE OR OTHER APPURTENANCE TO THE CORPORATION SANITARY SEWER WITHOUT A PERMIT.                       | Sec.47(k)  | \$500.00 |
| 51  | BACKFILL, BURY, OR CLOSE IN ANY WORKS RELATING TO A WATER / SEWER PERMIT WITHOUT INSPECTION AND APPROVAL.    | Sec. 47(l) | \$300.00 |
| <b>THE PENALTY SECTION FOR THE OFFENCES REFERRED TO ABOVE IS IN SECTION 61 OF THE PROVINCIAL OFFENCES ACT, R.S.O. 1990, c. P.33</b> |  |            |          |