

APPENDIX E
BYLAWS, POLICIES AND PROCEDURES

1. Cross Connection By-law 11-2001
2. Policy: Assumption of Private Roads
3. Watermain Procedures, January 3, 2007
4. Sewer Testing

CORPORATION OF THE TOWN OF LAKESHORE

BY-LAW NUMBER 11-2001

CROSS CONNECTION CONTROL BY-LAW

WHEREAS the Public Utilities Act, R.S.O. 1990, Chapter P.52 gives the Town authority to pass by-laws to govern and regulate the supply of water; and

WHEREAS the Town controls, manages, and maintains the water works distribution system in the Town of Lakeshore and deems it expedient to enact this by-law to govern the supply of all water in the Town of Lakeshore; and

WHEREAS the by-law shall take precedence over all existing by-laws and regulations.

NOW THEREFORE, THE TOWN OF LAKESHORE ENACTS AS FOLLOWS:

(D) DEFINITIONS:

In this by-law and in the schedules attached hereto, unless the context otherwise requires, the following words shall have the following meanings:

- D1 APPROVED AUTHORITY** means an authority approved by the Town, to act on behalf of the Town.
- D2 APPROVED DEVICES** means devices designed to protect a potable water system from contamination as indicated in Part 7 of the Ontario Building Code.
- D3 CONSUMER** means the owner or occupant of property, which is serviced by, connected to and takes water from the water works distribution system.
- D4 CROSS CONNECTION** means any temporary, permanent, or potential water connection that may allow backflow of contaminates, pollutants, infectious agents, other material or substance that will change the water quality in the water works distribution system and includes swivel or changeover devices, removable sections, jumper connections and bypass arrangements.
- D5 CURB BOX** means the vertical pipe installed over the shut-off valve on the water service connection.
- D6 METER** means the water meter supplied and owned by the Town to measure the quantity of water used by the consumer.
- D7 OWNER** means the owner of any land or building served by or connected by a water service pipe from the water works distribution system.
- D8 PREMISES** means any house, tenement, building, lot, or part of a lots, or both, in, through, or past which water service pipes run.
- D9 PRIVATE METER** means the meter purchased and installed by the owner or occupant for secondary measurement of water consumption at various units on the premises.

- D10 SHUT-OFF VALVE** means the valve on the water service connection owned and used by the Town to shut-off or turn on the water supply from the Town's water works distribution system to any premises.
- D11 STREET LINE** means a boundary of a property adjoining a road allowance.
- D12 TESTER** means any person who has an active Ontario Plumbing Licence called a Certificate of Qualification, plus the AWWA Back Flow Prevention Certificate or equivalent.
- D13 TOWN** means the Corporation of the Town of Lakeshore.
- D14 VALVE BOX** means the vertical pipe installed over an underground valve in the water works distribution system, which allows the said valve to be operated from ground level.
- D15 VALVE CHAMBER** means the underground structure housing a valve in the water works distribution system, which permits access to, and operation of the said valve from ground level.
- D16 WATER** means potable water that is fit for human consumption.
- D17 WATER SERVICE CONNECTION** means that part of a water service pipe from the municipal water main to the street line, including the shut-off valve, which supplies water from the water works distribution system to any premises.
- D18 WATER SERVICE PIPE** means the pipe and fittings, which convey water from the Town's water service connection to the water meter or, if for fire protection purposes only, then to a point where it terminates outside the building or at a point where it enters the building.
- D19 WATER WORKS DISTRIBUTION SYSTEM** means the watermains and appurtenances, the works, and the equipment under the jurisdiction of the Town for the supply or distribution of water of any part of such system.

(1) CROSS CONNECTIONS AND BACKFLOW PREVENTION:

- 1.1 No consumer or other person shall connect, cause to be connected, or allow to remain connected to the water works distribution system any piping, fixture, fitting, container, or appliance, in a manner which under any circumstances may allow water, waste, or any other liquid, chemical or substance to enter the water works distribution system. No connection shall be made between a potable water system supplied with water from a water works approved under the Ontario Water Resources Act and any other potable water system without the consent of the water purveyor. Every potable water system that supplies a fixture or tank that is not subject to pressures above atmospheric shall be protected against back-siphonage by a backflow preventer. Where a potable water supply is connected to a boiler, tank, cooling jacket, lawn sprinkler system or other device where a non-potable fluid may be under pressure that is above atmospheric or the water outlet may be submerged in the non-potable fluid, the potable water supply shall be

protected against backflow by a backflow preventer.

- 1.2 If a condition is found to exist which is contrary to Section 1.1 of this by-law, the Town or an approved authority shall immediately carry out an inspection and shall issue such order or orders to the consumer or other person, as the case may be, as may be required to obtain compliance with Section 1 of the by-law.
- 1.3 If the consumer or other persons to whom the Town or approved authority has issued an order fails to comply with that order, the Town, at their discretion, may:
 - a) Give notice to the consumer or other person to correct the fault, at his expense, within a specified time period and, if the notice is not complied with, the Town may then shut off the water service or services, or
 - b) Without prior notice, shut off the water service or services.
- 1.4 Notwithstanding Sections 1.1, 1.2 and 1.3 of the by-law where a risk of possible contamination of the water works distribution system exists, in the opinion of the Town or an approved authority, a consumer shall, on notice from the Town or approved authority, install on his water service a premise isolation cross connection control device, approved by the Town or approved authority, in addition to any cross connection control devices installed in the consumer's water system at the source of potential contamination. See Ontario Building Code.
- 1.5 Cross connection control or backflow prevention devices, when required by the Town or approved authority, shall be installed, maintained and tested in accordance with the CSA B64,10.94 Manual for the Selection, Installation, Maintenance and Field Testing of Backflow Prevention Devices.
- 1.6 All cross connection control devices shall be inspected and tested at the expense of the consumer, upon installation, when cleaned, repaired or overhauled, when relocated and thereafter annually, or more often if required by the Town or approved authority, by personnel approved by the Town to carry out such tests to demonstrate that the device is in good working condition. The consumer shall submit a report to the Town on a form approved by the Engineer on any tests performed on a cross connecting control device within 14 days of a test and a record card shall be displayed on or adjacent to the cross connection control device on which the tester shall record the address of the premises, the location, type, manufacturer, serial number and size of the device, and the test date, the tester's initials, the tester's name (if self employed) or the name of his employer and the tester's licence number.
- 1.7 When the results of a test referred to in Section 1.6 of the by-law show that a cross connection control device is not in good working condition, the consumer shall make repairs or replace the device within ninety-six (96) hours.

- 1.8 If a consumer fails to have a cross connection control device tested, the Town or approved authority may notify the consumer that the cross connection control device must be tested within 14 days of the consumer receiving the notice.
- 1.9 If a consumer fails to have a cross connection control device tested within 14 days when requested by the Town or approved authority, the Town may shut off the water service or water services until the cross connection control device has been tested and approved as required by Section 1.6 of this by-law.
- 1.10 The Town or approved authority at their discretion, may also require the consumer to install zone or area protection as required by CSA Standard B64.10 M88 within his plumbing system.
- 1.11 The Town or approved authority shall be allowed access, with reasonable notice, to any premises that are connected to the water works distribution system for the purpose of performing an inspection to locate possible cross connections.
- 1.12 Where the access referred to in Section 1.11 is not provided, a written notice by the Town or approved authority will be issued allowing fourteen (14) days to provide access. If access is not provided within this time frame, the Town may, at their discretion, shut off the supply of water to the premises until such time as the access is provided.
- 1.13 Cross connection control or backflow prevention devices installed at the requirement of provincial legislation shall not be removed if the applicable provincial regulation is rescinded without permission of the Town or approved authority.

(2) REGULATIONS, PENALTIES FOR OFFENSES, CHARGES:

- 2.1 The following section of the Public Utilities Act shall be incorporated in and form an integral part of this article:

Every person who,

- (a) willfully hinders or interrupts, or causes procedures to be hindered or interrupted, the Town or any of its officers, contractors, agents, servants, or workmen, in the exercise of any of the power conferred by this Act;
- (b) willfully lets off or discharges water so that the water runs waste or useless out of the works;
- (c) being a tenant, occupant, or inmate of any house, building or other place supplied with water from the waterworks, improperly wastes the water or, without the consent of the Town, 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 or another, or to any use and benefit other than his own or increases the supply of water agreed for;

- (d) without lawful authority willfully opens or closes any valve or hydrant, or obstructs the free access to any hydrant, stopcock, valve, chamber or pipe by placing on it any building material, rubbish or other obstruction;
- (e) throws or deposits any injurious, noisome or offensive matter into the water or waterworks, or upon the ice if the water is frozen, or in any way fouls the water or commits any willful damage or injury to the works, pipes or water, or encourages the same to be done;
- (f) willfully alters any meter placed upon any service pipe or connected therewith, within or without any building or other place, so as to less or alter the amount of water registered or;
- (g) lays or causes to be laid any pipe or main to communicate with any pipe or main of the water works, or in any way obtains or uses the water without the consent of the Corporation, is guilty of an offence.

2.2 Every person who contravenes any of the provisions of this by-law shall, upon conviction thereof, forfeit and pay at the discretion of the Provincial Court Judge, Magistrate, or Justice of the Peace, a penalty not exceeding exclusive of costs, the sum of two thousand dollars (\$2,000.00) and not less than three hundred dollars (\$300.00) for each offence recoverable under the Provincial Offenses Act for the Province of Ontario.

2.3 In addition to all other sanctions and remedies provided in the by-law, the Engineer may turn off or restrict the supply of water to any consumer where each 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 Town will not be liable for any damages to property or injury to person by reason of shut off of water supply or malfunction of a cross connection control or backflow prevention device.

2.4 The Town may establish rates and charges for the purposes of this by-law, which shall be due, and payable in the same manner as any charge levied within the Public Utilities Act.

This by-law shall come into force and effect upon the final passing thereof.

READ a first, second and third time, and **FINALLY PASSED** this 13 day of February, 2001.

PAT HAYES, MAYOR

ANDREA RIVEST, CLERK

Policy: Assumption of Private Roads	Policy #: EN-115
Department: Engineering and Infrastructure – Public Works	Effective Date: January 21, 2002
	Revision Date: July 26, 2006

1.0 Purpose

1.1 This policy identifies the criteria for the Town of Lakeshore to assume a private road.

2.0. Scope

2.1. This policy applies to all private roads in the Town of Lakeshore.

2.2. This policy does not apply to new developments established pursuant to approvals obtained through the Planning Act or other provincial legislation.

3.0 Policy

3.1 The Town of Lakeshore will normally not expropriate land in order to assume a private road.

3.2 All persons (100%) owning a portion of the private road must agree to dedicate it to the Town of Lakeshore.

3.3 The affected property owners must agree to assume the cost of upgrading the private road to municipal standards pursuant to the Local Improvement Act or otherwise.

3.4 The Town of Lakeshore must attempt to receive a dedication of property 20 metres in width as a proper road allowance.

3.5 Where it is impossible for the residents to convey a 20 meter wide road allowance to the municipality, the municipality is to receive a dedication of the maximum width of property available. This property is to be not less than 10 meters in width in order for the municipality to assume the property for municipal road allowance purposes.

3.6 Prior to conveying the road allowance to the municipality, the residents are required (at the expense of the affected residents) to construct a hard surfaced roadway of sufficient width and capacity to accommodate normal two lane vehicular traffic including fire, municipal and garbage collection vehicles. This would typically include:

3.6.1 A minimum traveled portion of 7 meters of hard surfaced roadway (either of two lifts of surface treatment or 75 mm of hot mix asphalt) over a 300 mm stone base (subject to the results of a soil test on the subject area).

- 3.6.2 A 1.5 meter wide shoulder area, one each side of the roadway for installation of any required road drainage and to accommodate any existing or future services.
- 3.7 Prior to the assumption of the road allowance, proper drainage for the roadway as determined by the Town be constructed and brought to a sufficient outlet at the expense of the affected residents.
- 3.8 Where existing services are not able to be included in the road allowance to be conveyed to the municipality, sufficient easements are to be provided by the residents to allow the municipality access for repair or replacement purposes.
- 3.9 Prior to the assumption of the road allowance by the municipality, the residents are required to maintain the newly constructed road for a period of one year.
- 3.10 Any and all legal, surveying, construction, or other related costs are to be the responsibility of the affected residents.

4.0 Responsibilities

- 4.1 It is the responsibility of the Director of Engineering and Infrastructure to ensure staff is aware of and follows this policy.
- 4.2 It is the responsibility of the Manager of Public Works to ensure property owners comply with this policy.

5.0 Consequences

- 5.1 Failure to follow this policy may result in the municipality assuming additional maintenance costs for roads.

6.0 References

- 6.1 At this time there is no legislation or bylaw affecting this policy.

Engineering and Infrastructure Services

Environmental Services Division

(519) 728-2488
1-877-249-3367
Fax: (519) 728-4577

Notice to Contractors - Town of Lakeshore Water Distribution System

1. At no time shall any person other than a Lakeshore water operator operate any valve on the Lakeshore water distribution system.
2. At no time shall any person other than a Lakeshore water operator operate or use any fire hydrant on the Lakeshore water distribution system.
3. All water samples shall be taken and delivered to an accredited laboratory under the supervision and approval of a Lakeshore water operator. Any samples that have been taken without this procedure being followed shall neither be accepted nor approved by the Public Works Department.
4. No connections to the existing Lakeshore water distribution system shall occur until a Certificate of Approval from the Ministry of the Environment, if required, has been received by the Public Works Department.
5. All regulatory requirements are to be followed when commissioning newly installed watermains, and in addition the following procedures shall be followed and supervised either by a Lakeshore water operator or the Town Engineer:
 - a. All newly installed watermains shall be isolated from the water distribution system and shall continue to be isolated until the completion of all of the outlined procedures;
 - b. Newly installed watermains shall be swabbed and flushed using two swabs until water runs clear;
 - c. Any new sections of watermain are then to be chlorinated and chlorine is to remain in the new section for 24 hours;
 - d. The new section is then to be entirely re-flushed and a sample(s) are to be taken (see Paragraph 3 above);
 - e. After 24 hours the new section is to be flushed again and a second sample is to be taken as per Paragraph 3 above;
 - f. Both the above samples have to pass all necessary requirements before pressure testing can occur. If the first sample fails and the second sample passes, an additional sample must be taken and must pass before pressure testing can occur. If the second sample fails, two new samples must be taken and they must both pass before pressure testing.
 - g. Subject to completion of successful sampling, pressure testing can occur. The new section must be tested to a minimum of 150 pounds per square inch for a minimum period of 2 (two) hours;
 - h. After a successful pressure test occurs, another sample is to be taken (see Paragraph 3). If this sample passes, the new section can be put into service. If the sample does not pass, the new section is to be flushed and sampled until two consecutive samples pass.
 - i. After successful completion of (h) above, the Public Works Department will allow connection to the water distribution system.
 - j. Contractors shall have the option of installing services on new watermain sections either prior to or after commissioning the new section(s);
 - k. The Public Works Department reserves the right to amend any or all of the above procedures at any time should it be deemed necessary in order to ensure the safety of the potable water system.

Dated at Lakeshore this 3rd day of January, 2007

Tony Francisco, C. Tech., C.R.S-S
Manager, Environmental Services

SEWER TESTING

1. SANITARY SEWER TESTING

Sanitary sewers are to be tested to Ontario Provincial Standards (410.07.15 Field Testing.)

2. STORM SEWER TESTING

Field Testing of Storm Sewer Pipe Greater than 900 mm in Diameter

Pipe greater than 900 mm in diameter will not require or be subjected to filtration or air testing, unless specifically provided for in the Special Provisions.

A visual or camera inspection of the installed pipe shall be made from inside after backfill has been completed and the pipes' acceptance will have as a prerequisite the repair off any cracks, leaks and faulty joints in excess of the allowable OPS tolerances.

Air Pressure Test for Concrete Pipe 900 mm in Diameter or Less

When specified by the Engineer, an air test for leakage in lieu of a filtration test may be allowed, and shall be made as follows:

- a) Air control equipment that includes a shut off valve, safety valve, pressure regulating valve, pressure reduction valve and monitoring pressure gauge with pressure range from 0 to 35 kPa with minimum divisions of 0.5 kPa and accuracy of approximately 0.25 kPa shall be provided.
- b) The Contractor shall plug and brace the ends of the sewer lines to be tested as specified above. The test shall include both the sewer main and the laterals, but not the manholes.
- c) The test section shall be filled slowly until a constant pressure of 24 kPa is maintained. If the ground water is above the sewer being tested, the air pressure shall be increased by 3.0 kPa for each 300 mm that the ground water level is above the invert of the pipe.
- d) The air pressure shall be stabilized for five minutes and then regulated to maintain it at 20.5 kPa plus the allowance for ground water, if any. After the stabilization period, the time taken for a pressure loss of 3.5 kPa shall be recorded.

- e) All plastic storm sewer pipe 450 mm diameter or less is to be tested to OPSD 410 unless the Engineer specifies differently in the Special Provisions.
- f) The time loss referred to herein shall be not less than as shown for concrete pipe only on the following table:

Sewer Pipe Diameter (mm)	Minimum Time Loss (minutes)
150 – 350	1
375 – 500	2
525 – 750	3
825 – 900	4

If the time loss is less than listed in the above table, the Contractor shall make necessary repairs to reduce the leakage to acceptable limits.