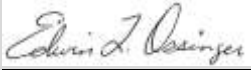


Policy Number: Administrative 2004-02
Coverage: Public Works Obligations
RE: Water and Sewer Services

Notice of intent: 2004 / 07 / 19
 Y M D

Council Approval: 2004 / 08 / 03
 Y M D

Effective Date: 2004 / 08 / 03
 Y M D



Deputy Clerk



PUBLIC WORKS DEPARTMENT
WATER AND SEWER SERVICES
OBLIGATIONS

Policy Statement

It is the policy of the Town of Digby that the Public Works Department install, maintain and repair all water and sewer service laterals from the mains to the standpipe.

1.0 SPECIFIC OBJECTIVES:

- 1.1 The objectives of this policy are to provide the Public Works Department with clear direction on their obligations when it comes to the installation, maintenance, and repair of all water and sewer services, and to provide equitable treatment to all property owners within the Town of Digby's serviced area.

2.0 RESPONSIBILITIES:

- 2.1 The Council (or its designated committee) will:
 - a. review, amend, and adopt changes in the *Public Works Department Water and Sewer Services Obligations Policy*.
- 2.2 The Town Clerk (or designate) will:
 - a. ensure the implementation of the *Public Works Department Water and Sewer Services Obligations Policy*.
 - b. recommend changes to the *Public Works Department Water and Sewer Services Obligations Policy* where considered appropriate
 - c. consider employee suggestions submitted under the program
 - d. monitor the effectiveness of the *Public Works Department Water and Sewer Services Obligations Policy*.

Where there is any conflict between the policies adopted by the Town of Digby and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the provincial or federal government, collective agreements or the provincial or federal statute shall supersede such other policies.

3.0 POLICY:

- 3.1 All water stand pipes and sewer lateral service connections shall be installed parallel to one another within street/avenue right of way boundaries.
- 3.2 Installation, maintenance and repairs of the water and sewer laterals between the mains and the water stand pipe/sewer service connection shall be the responsibility of the Public Works Department, or its agent.
- 3.3 All connections to the water stand pipe, and/or sewer service connection shall be the responsibility of the property owner. All connections shall be in accordance to the policies and procedures and/or by-laws of the Town of Digby and/or The Digby Water Commission.
- 3.4 All service lines located between the building (commercial, residential, industrial) being serviced and the water standpipe and/or sewer service connection shall be the sole responsibility of the property owner including initial installation, maintenance, repair, and replacement.
- 3.5 The Public Works Department shall determine and address any problems with a water and/or sewer service line between the main(s) and water standpipe and/or sewer service connection before instructing property owners to repair/replace their service line.