

 TOWN OF KYLE	MANUAL – Public Works	POLICY # - 63-2022
	SECTION: Utility Services	Original effective Date: April 13, 2022
POLICY/PROCEDURE	TITLE: Repair of Water Services including Curb Stop Policy	Last Review Date:
		APPROVED BY: Resolution 63-22

Purpose: To set the responsibility for the distribution of costs and repairs between the Town and the property owner when a leaking water service or a curb stop is not working properly. The curb stop is in place primarily for the benefit of the property.

Responsibility: As the water service is connected to the Town’s water main, only the Town’s forces or a Town approved plumber can repair a leaking water service or a curb stop that is not working properly. When a repair is to be made the responsibility for the cost will be set out as follows:

- If the service leak is on the Town side of the curb stop or if the curb stop itself is not working properly the Town will be considered responsible.
- If the leak is on the property owners side of the curb stop the property owner shall be responsible.
- For clarification, if a leak on a water service stops when the curb stop is turned off then the leak is deemed to be on the property owners side of the curb stop.

1.0 Cost Allocation if Town is Responsible

- The Town will be responsible for the cost of supplying the labour, equipment, and materials necessary to excavate, repair and backfill the water service or curb stop.
- The cost of the repair or replacement of all surface improvements on the Town’s right of way will be the Town’s responsibility.
- The cost of the repair of all surface improvement on the property owners land will be the responsibility of the property owner. This will include the replacement of landscaping such as grass, shrubs, and trees. Also included will be the replacement or repair of driveways, sidewalk, retaining walls and any other disturbed or damaged improvements.

2.0 Cost Allocation if Property Owner is Responsible

- The property owner is responsible for all the costs including all Town supplied labour, equipment and materials as well as the cost of repair or replacement of all surface improvements on the Town’s right of way and the property owners lands.

Procedure: Prior to the commencement of the repair, the property owner will be required to check in with the Town Office to have their plumber approved. If the Town is able to do the repair the property owner will deposit \$500.00 prior to the Town commencing any repair. Failure to pay any of the invoiced charges will result in the charges being added to the taxes for the property in question.