

POLICY TITLE: UTILITY POLICY		Page 1 of 3
Authority: Adopted by Resolution No: 2020-051 Date of Adoption: February 11, 2020 Amended by Resolution No:	Effective Date: February 11, 2020	Policy Number: 2020 – 001

POLICY STATEMENT:

To establish standard water/sewer connection fees and procedures for new and existing connections to Municipal services for both urban and rural residents of the Municipality.

1. PERMISSION AND ACCESS

- a) Sewer and water contractors are required to obtain permission for the Grandview Municipality to perform any connections or work on municipal infrastructure.
- b) Only municipal personnel are permitted to operate valves or curbs stops.
- c) All permitted work undertaken by contractors must be inspected by municipal staff.
- d) All utility connections require a completed application as attached as Schedule A.

2. PROCEDURES:

2.1 Water Meters

- a) Water meters will be purchased by the ratepayer through the municipality. The municipality will provide an installation spec sheet and all meters are to be installed by a licensed plumber.
- b) All water meters shall be inspected for proper installation and tagged by the municipal staff.
- c) Water meters tag numbers shall be recorded and documented by the municipal office.
- d) Water meters are charged at cost which includes meter and all required fittings.

2.2 New Developments

- a) All underground services regarding sewer and water shall be approved by the municipality.
- b) All drawings for sewer and water main sizing and grade/slop will be provided by the developer for approval by the municipality.
- c) Inspections/testing of new developments will be required to confirm with the standards of the development agreement.
- d) The municipality will require as-built drawings on completed and inspected works prior to commencement of the 1-year warranty period.
- e) All sewer and water mains must have a minimum bury of 2.44 meters.
- f) All sewer and water must be bedded and covered with fill sand (approximately 6 inches of sand on top of pipe with no stones of any size)
- g) All road crossings will be bored, cored or augured. If this method is not possible, open cut may be used and backfilled with 6 feet of sand and compacted granular fill, approved by the municipality.
- h) When testing water mains, curb stops shall be included in the tests.

2.3 Hiring of Contractors

- a) For routine water and sewer breaks, the municipality retains the right to hire the licensed contractor of choice based on availability, due to the urgency of the situation. No tendering will be taken.

2.4 Water and Sewer Connections

- a) The Property owner will be responsible for all costs of installation and connecting to the water and/or sewer system including the installation of the water meter and/or touch pad.
- b) The connection fees for all new connections, not including 'Developer installed' infrastructure shall be set at \$1,500 for water connection, \$1,500 for sewer connection plus the actual cost of the water meter.
- c) All connection fees revenues in the annual operating budget will be added to the respected Utility Reserve.
- d) Each dwelling until shall have its own connection. Sharing a connection is not allowed in the Municipality.
- e) Residents asking for multiple (additional) connections shall make application to the municipality for consideration. Council may allow the connection upon review. Additional connections shall be charged as outlined above.
- f) Any extension of main line to provide connection shall be set at cost plus 10% with revenue to be added to the respected Utility Reserve.
- g) Any service connections (main to curb stop/property line) beyond 50 feet shall be cost plus 10% with revenue to be added to the respected Utility Reserve.
- h) Any breaks/repairs dealing with main line to the curb stop/property line is the responsibility of the Utility.
- i) Any breaks/repairs dealing with the connection from the curb stop/property line to the residence is the responsibility of the homeowner.
- j) Any sewage blockage in the service line to the main caused by negligence (example: flushing non-sewer friendly matter; grease, wipes, diapers) shall be the cost of the homeowners.
- k) Any sewer repairs on the customers property shall be the responsibility of the homeowner.
- l) Any sewer repairs on municipal property shall be the responsibility of the Utility.
- m) Tree Root maintenance shall be at a 50/50 cost share between the landowner and the utility and be performed solely by municipal staff or approved contractor.
- n) Any other equipment required, for example in-house pressure boosters, pressure reducing valves, flow restrictors, read-out meters or other equipment that may be required or identified from time to time, shall be installed by qualified individuals and shall be paid for and maintained by the property owner.

2.5 Developer Installed Infrastructure

- a) All new developments will be required to install water and sewer infrastructure in the Grandview Municipality and where connecting to the existing utility is, in the opinion of the Municipality.
- b) Developer shall be responsible for the cost of connection from the main line to each property line in the development, including the water curb stop, sewer saddle and any engineering fees if required by the office of Drinking Water.
- c) For new developments, connection fees will be determined by Council for the Grandview

- d) Developers and or builders asking for multiple hook ups after the subdivisions are built and hooked up to municipal infrastructure that weren't on the original plans shall be charged the full hookup fee as set out in Section 2.4.

3. GENERAL:

All connections fees are to be paid in advance of any permitted works being done.

Map & Application form to be signed by both parties in advance of any work.

Contractor shall leave the area in its original state once connection or repair works are completed.

INTEREST CHARGES AND NON-PAYMENT OF INVOICES:

For any work that hasn't been paid for in advance, applicant will be invoiced for public works undertaken by the municipality, at the rates fixed in this policy and/or private works policy. Payment is due on receipt of invoice from the municipality.

Accounts which become past due (over 30 days) as of the 25th of each month will be subject to an interest charge of no more than 1.25% per month and will be issued a statement detailing the outstanding charge and any associated interest charges.

Charges that remain outstanding as of December 1st of that year, may, by resolution, be transferred to the municipal tax roll and be collected in the same manner as taxes in arrears.

DISCLAIMER:

The Council reserves the right to modify or waive any costs and such decision must be authorized by resolution of Council.

Electronic File Pathway:

Shared Documents/Policies and Procedures Grandview Municipality/Policy Format



SCHEDULE A
Water and Sewer Application

Water Connection

Date: _____

Sewer Connection

Applicant's Detail

Name: _____

Address: _____

Phone: _____ Email: _____

Project Description

Section/Lot: _____ Township/Block: _____ Range/Plan: _____

Describe Work: _____

Contractor hired: _____ Phone: _____

Who will maintain the area for a year?

_____ The Contractor _____ The Grandview Utility

Applicant's Signature

Grandview Admin Signature

10% of Cost (if applic.) _____ Connection Fee \$ _____

Water Meter Fee \$ _____ **TOTAL FEE \$** _____

Receipt No. _____ Res. No. _____

Inspection Completed By: _____ Date: _____

Grandview Public Works