

## Mackenzie County

Title	Utility Connections	Policy No.	UT004
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Legislation Reference	Municipal Government Act, Section 33
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### Purpose:

To ensure the connections of all utilities within Mackenzie County are completed to County standards, and to ensure that all inspections are completed uniformly and consistently.

### Policy Statement and Guidelines

Mackenzie County shall have full control of all connections to Municipal Utilities in order to ensure proper connections are completed, to preserve the integrity of existing utilities, to ensure that all costs are administered properly and to ensure proper billing for new connections.

### Interpretation

For the purpose of this document the following definitions shall apply:

- a) **“Code”** means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most strict applicable portion shall govern.
- b) **“Feasible Connection Location”** means that the Registered Owner’s property and desired service location are immediately adjacent to the existing rural waterline. The waterline must be currently in use, and/or be feasible for the County to activate the rural waterline for use. In order to activate the waterline for use there shall be, on average, two (2) service connections per mile of waterline. This requirement will vary depending on the consumers anticipated water usage.
- c) **“Fees”** all fees within this policy refer to the County’s Fee Schedule Bylaw; the fees are subject to change from time to time and without prior notice.
- d) **“Municipal Utility”** means the County water system, sanitary sewer system and storm sewer system.

### **Requirements**

- 1.1. All connections to Municipal Utilities must be completed in accordance with all Codes, Municipal, Provincial and/or Federal regulations.
- 1.2. Prior to commencing construction for any utility connection the appropriate form must be completed and must subsequently be approved by the County.
  - 1.2.1. A copy of the Utility Account Move In form (Schedule "A"), must be completed in order to ensure that the billing information for water and sewer service to a property is correct. This form shall be completed every time a dwelling or occupied building is constructed and every time the tenant or owner of a serviced property changes.
    - a) Accounts that have been disconnected, due to non-payment of the utility bill, also require a Utility Account Move In form to be completed before water will be restored to the property.
  - 1.2.2. A copy of the Utility Account Move Out form (Schedule "B") must be completed in order to ensure that consumer billing information is terminated appropriately. This form must be completed and submitted to the County in order to terminate utility service to your property.
    - a) Utility Account Move In form cannot be completed for a property with an existing dwelling until a Utility Account Move Out form has been processed for that property.
  - 1.2.3. A copy of the Application for Water & Sewer Installation form (Schedule "C") must be completed prior to connecting any private water and/or sewer service to a municipal utility. The County will evaluate the application and evaluate the data provided to the standards and procedures as determined by the Code and all applicable bylaws. Where the application meets the requirements, approval shall be granted to the consumer to proceed with connecting the water and/or sewer service to the municipal utility.
    - a) The County has full authority to deny any application that does not meet the Code, Municipal Development Plan, Area Structure Plans, applicable bylaws and/or other related standards and guidelines.

### **Rural Waterline Connections**

- 2.1. For applicants that wish to connect to the Rural Waterline, the County shall first determine if the proposed service location is located in a Feasible Connection Location.
  - 2.1.1. If the proposed service location meets requirements and the application is subsequently approved, the connection fee, as per the Fee Schedule bylaw, must be paid in full before the County will install the service.
- 2.2. The water meter shall be installed in a meter lift on County property, at the nearest the property line. If the driveway is adjacent to the rural water line, the meter lift and the CC will typically be placed alongside the driveway, on or near the property line. If the driveway is not adjacent to the rural water line, the County shall decide the best location for the meter lift and CC.
- 2.3. If a consumer desires a water service in a location where a branch line would need to be installed in order to provide the water service, the consumer must pay the full cost for engineering, construction, materials and all other related costs associated with installing the water line and extending the County's current rural waterline network.
  - 2.3.1. The waterline shall be sized to accommodate future development and water servicing needs for future consumers should the waterline be further extended.
- 2.4. The County shall discourage the approval of a water service if the consumer's service piping will cross private land that is ideal for future subdividing. The County shall clearly present to the consumer the requirements and conditions that the Water and Sewer Bylaw state about the service location, and indicate which property keeps and or acquires the water service should it be subdivided.

### **Standards**

- 3.1. When installing, revising or repairing any water or sewer service all work must be completed to the satisfaction of the County. County staff shall complete an inspection for every connection to a municipal utility.
- 3.2. All construction and installations must comply with the existing Codes, the Land Use Bylaw, and with any/all applicable Area Structure Plans and/or Municipal Development Plans.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	13-Feb-12	12-02-102
<b>Amended</b>		
<b>Amended</b>		

**MACKENZIE COUNTY**  
**UTILITY ACCOUNT MOVE IN**

1. UTILITY ACCOUNT #: \_\_\_\_\_ CUSTOMER ID #: \_\_\_\_\_ TAX Roll #: \_\_\_\_\_
2. HAMLET ☐ LC ☐ FV ☐ ZA STREET ADDRESS: \_\_\_\_\_  
 STALL/UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_  
 LEGAL LAND LOCATION: \_\_\_\_\_ ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN
3. DO YOU CURRENTLY HAVE WATER? ☐ YES ☐ NO  
 THE SERVICE BEING REQUESTED IS: ☐ WATER ☐ SEWER ☐ WATER & SEWER
4. PREVIOUS RENTER/OWNER IF KNOWN: \_\_\_\_\_ DATE MOVED IN: \_\_\_\_\_
5. OWNER'S NAME: \_\_\_\_\_ CONTACT(if business): \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_
6. IS THIS PROPERTY A RENTAL PROPERTY ☐ YES ☐ NO *\*If no, please continue at #8.*  
 IF YES, WHO WILL RECEIVE THE BILL? ☐ OWNER ☐ RENTER
7. RENTER'S NAME: \_\_\_\_\_ AB CORP. #: \_\_\_\_\_ CUST. ID #: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_
8. ☐ CONNECTION FEE: \$ \_\_\_\_\_ (All) ☐ RECONNECTION FEE(Cut off for non-payment): \$ \_\_\_\_\_  
☐ METER FEE (New Installation): \$ \_\_\_\_\_  
☐ APPROVED APPLICATION (New Installation) #: \_\_\_\_\_ RECIEPT #: \_\_\_\_\_
9. METER INSTALLED BY: \_\_\_\_\_

**CUSTOMER STATEMENT**

I must notify the office of Mackenzie County of any service changes or disconnections and I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service disconnection. I shall give access to an authorized person of Mackenzie County to the service/meter for the purpose of reading, inspecting, repairing or changing meter. I shall be responsible to keep the meter frost free from injury by frost or damage or otherwise be liable for any charges which may be levied. Furthermore, I \_\_\_\_\_, the owner of property under tax roll # \_\_\_\_\_, request water and/or sewer utility connection to this property. I request that utility charges be billed to the renter of this property as specified above on this authorization form. By signing below, I authorize Mackenzie County to transfer all unpaid costs associated with the requested water and/or sewer connection to my tax roll # \_\_\_\_\_ if the account remains unpaid over 90 days.

\_\_\_\_\_  
**REGISTERED OWNER'S SIGNATURE**

\_\_\_\_\_  
**WITNESS (print name)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**RENTER'S SIGNATURE**

\_\_\_\_\_  
**WITNESS (print name)**

\_\_\_\_\_  
**DATE**

This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of receiving utility service within Mackenzie County. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at (780)927-3718.

**MACKENZIE COUNTY**  
**UTILITY ACCOUNT MOVE IN**

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**CUSTOMER INFORMATION (Carried forward from previous page)**

UTILITY ACCOUNT #: \_\_\_\_\_ CUSTOMER ID #: \_\_\_\_\_ TAX Roll #: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ STALL/UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_

LEGAL LAND LOCATION: \_\_\_\_\_ ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN

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**SAFETY CODES OFFICER'S USE**

PLUMBING PERMIT #: \_\_\_\_\_ ( ) initials

DEVELOPMENT PERMIT #: \_\_\_\_\_ ( ) initials

PRIVATE SEWAGE DISPOSAL: \_\_\_\_\_ ( ) initials

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**UTILITY OFFICER'S USE ONLY**

DID YOU TURN SERVICE ON? \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

METER IDENTIFICATION #: \_\_\_\_\_ METER SERIAL #: \_\_\_\_\_

METER SIZE: \_\_\_\_\_ METER START READ: \_\_\_\_\_ # OF DIALS: \_\_\_\_\_

MISCELLANEOUS INFORMATION \_\_\_\_\_

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I hereby certify that the service requested hereon has been turned on as required and the readings noted above are correct.

OFFICER'S SIGNATURE \_\_\_\_\_ FAXED ☐ SENT ☐ TO UTILITY CLERK

**MACKENZIE COUNTY**  
**UTILITY ACCOUNT MOVE OUT**

1. UTILITY ACCOUNT #: \_\_\_\_\_ CUSTOMER ID #: \_\_\_\_\_
2. HAMLET ☐ LC ☐ FV ☐ ZA STREET ADDRESS: \_\_\_\_\_  
 STALL/UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_  
 LEGAL LAND LOCATION: \_\_\_\_\_ ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN
3. NAME: \_\_\_\_\_  
 CURRENT MAILING ADDRESS: \_\_\_\_\_
4. IF MOVING, PROVIDE FORWARDING ADDRESS & PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_
5. HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_
6. IS C.C. VALVE TO BE TURNED OFF AT CURB? \_\_\_\_\_ DATE MOVED OUT: \_\_\_\_\_
7. TIME/DATE YOU WILL BE AVAILABLE TO CONFIRM SHUT OFF: \_\_\_\_\_
8. APPLY ACCOUNT DEPOSIT? \_\_\_\_\_ OR TRANSFER TO ACCOUNT # \_\_\_\_\_
9. WHO IS MOVING IN? \_\_\_\_\_ IF TRAILER PARK, NAME: \_\_\_\_\_

**CUSTOMER STATEMENT**

-I hereby acknowledge that it is my responsibility to confirm that the water service has been shut off to my property, and should any damage occur to my property as a result of not confirming that the water service has been shut off, I shall be liable for all damages to my property.

-I hereby authorize the disconnection of this water and/or sewer service and accept all charges levied for this service up to and including date of disconnection.

-In the case of metered services, I accept responsibility for any damages to the meter and/or any charges for restoring said meter to its original condition.

-This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of disconnecting utility service(s) within Mackenzie County. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 927-3718.

REGISTERED OWNER SIGNATURE \_\_\_\_\_

WITNESS (print name) \_\_\_\_\_

DATE \_\_\_\_\_

**UTILITY OFFICER'S USE ONLY**

DID YOU TURN SERVICE OFF? \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

METER IDENTIFICATION # \_\_\_\_\_ ATCO TRANSPONDER # \_\_\_\_\_

METER READING: \_\_\_\_\_ WAS METER RETURNED? \_\_\_\_\_

MISCELLANEOUS INFORMATION \_\_\_\_\_

OFFICER'S SIGNATURE \_\_\_\_\_ FAXED ☐ SENT ☐ TO UTILITY CLERK

**MACKENZIE COUNTY**  
**Application for Water & Sewer Installation**

1. CUSTOMER ID #: \_\_\_\_\_ TAX Roll #: \_\_\_\_\_ DEVELOPMENT PERMIT#: \_\_\_\_\_
2. HAMLET ☐ LC ☐ FV ☐ ZA STREET ADDRESS: \_\_\_\_\_  
 STALL/UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_  
 LEGAL LAND LOCATION: \_\_\_\_\_ ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN
3. PROPOSED INSTALL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_
4. THIS PROPERTY IS CURRENTLY SERVICED WITH ☐ NONE ☐ WATER ☐ SEWER ☐ WATER & SEWER
5. THE INSTALLATION BEING REQUESTED IS : ☐ MAIN TIE-IN ☐ SERVICE TIE-IN ☐ RURAL WATER TIE-IN  
 CONNECTION AS PER OTHER BYLAWS ☐ RESIDENTIAL ☐ INDUSTRIAL
6. OWNER'S NAME: \_\_\_\_\_ CONTACT(if business): \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_
7. NAME OF INSTALLER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

**INSTALLATION FEES**

- ☐ SUMMER RURAL WATER TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_
- ☐ WINTER (Nov 1- May 1) RURAL WATER TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_
- ☐ HAMLET MAIN TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_
- ☐ HAMLET SERVICE TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_
- ☐ FEE AS PER ANY OTHER BYLAWS: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

\_\_\_\_\_  
 REGISTERED OWNER'S SIGNATURE

\_\_\_\_\_  
 WITNESS (print name)

\_\_\_\_\_  
 DATE

**MACKENZIE COUNTY OFFICE USE ONLY**

- ☐ APPROVED
- ☐ REFUSED (see attached)

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 DATE



**MACKENZIE COUNTY**  
**Application for Water & Sewer Installation**

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**MACKENZIE COUNTY INSPECTOR**

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DATE OF INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_

IS THERE WASHED ROCK/GRAVEL AROUND THE CC? \_\_\_\_\_ ☐ YES ☐ NO

HAS THE NEW SERVICE BEEN PRESSURE TESTED? \_\_\_\_\_ ☐ YES ☐ NO

DOES THE CC OPERATE PROPERLY? \_\_\_\_\_ ☐ YES ☐ NO

DOES THE CC HAVE A DRAIN PORT AND IS IT WORKING? \_\_\_\_\_ ☐ YES ☐ NO

WAS INSERT PROPERLY INSTALLED IN THE CONNECTION? \_\_\_\_\_ ☐ YES ☐ NO

ARE THE CORRECT SERVICE PIPE MATERIALS USED? \_\_\_\_\_ ☐ YES ☐ NO

WATER SERVICE SIZE? \_\_\_\_\_

DOES THE WATER SERVICE INCREASE OR DECREASE IN SIZE? \_\_\_\_\_ ☐ YES ☐ NO

\_\_\_\_\_ IF YES FROM \_\_\_\_\_ TO \_\_\_\_\_

SEWER SERVICE SIZE? \_\_\_\_\_

DOES THE SEWER SERVICE INCREASE OR DECREASE IN SIZE? \_\_\_\_\_ ☐ YES ☐ NO

\_\_\_\_\_ IF YES FROM \_\_\_\_\_ TO \_\_\_\_\_

IS THE SEWER PIPE CONNECTED WITH APPROPRIATE FITTING? \_\_\_\_\_ ☐ YES ☐ NO

HAVE PICTURES BEEN TAKEN AND INCLUDED? \_\_\_\_\_ ☐ YES ☐ NO

IS INSTALLATION SATISFACTORY? \_\_\_\_\_ ☐ YES ☐ NO

ADDITIONAL INFORMATION AND/OR REASON(S) FOR REFUSAL OF APPLICATION:

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I hereby certify that the service has been installed and completed in accordance with Mackenzie County code and regulations and the inspection above has been completed accurately.

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INSTALLER'S SIGNATURE

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INSTALLER (print name)

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DATE

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INSPECTOR'S SIGNATURE

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INSPECTOR (print name)

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DATE