

## 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, 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 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 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 chamber when deemed necessary by the Director of Utilities or designate. If necessary, the water meter and meter chamber shall be installed on County property, at the nearest property line. If a meter chamber is not necessary, the water meter shall be installed inside the dwelling or occupied building. The County shall decide the best location for the service connection and water meter.
- 2.3. If a consumer desires a water service in a location where a lateral line would need to be installed in order to provide the water service, Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist would come into effect.

**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>
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