

BYLAW NO. 2172-24

WATERWORKS BYLAW

The Municipal Council of the Town of Stettler, duly assembled in open meeting, enacts as follows:

A BYLAW RELATING TO THE WATER SYSTEM OF THE TOWN OF STETTLER, including the fixing of rates, charges, and conditions for the supply of Potable Water.

This bylaw is cited as the "Waterworks Bylaw".

PART 1 – INTERPRETATION

In this bylaw, unless the content otherwise requires:

- 101
1. **"Accessible"** means that the Town of Stettler requires access to the water meter or control valve for servicing, repair or replacement of the said water meter or control valve with an unimpeded minimum opening as follows:
 - a. Building, Self-Contained Unit or Mobile Home – minimum opening of 18 inches by 18 inches.
 - b. Mobile Home - (with an existing water meter located between the ground and the Mobile Home) – minimum opening in the skirting of 6.25 sq. ft. with no measurement less than two feet.
 2. **"Account"** means an agreement between the Consumer and the Town of Stettler for the supply of water.
 3. **"Applicant"** means an Owner or authorized agent who applies to the Town for the installation of Water Service to a Property.
 4. **"Approved"** means, unless otherwise provided, Approved by the CAO, or his/her authorized representative.
 5. **"Assistant CAO"** means, the Person duly appointed by the CAO to the position of Assistant CAO of the Town of Stettler.
 6. **"Building"** means a structure and any part of a Building or structure constructed or placed on, in, over or under land and used for residential or business purposes that may contain one or more Self-Contained Units.
 7. **"Bylaw Enforcement Officer"** means the Person or Persons appointed from time to time by the Town of Stettler Council to enforce and administer the bylaws of the Town of Stettler.
 8. **"CAO"** means the Person duly appointed by the Town of Stettler Council to the position of CAO of the Town of Stettler.
 9. **"Combined Service Pipe"** means an underground pipe that carries water from the Watermain across Town Property to the Curb Stop and up to and across private Property through to the Building where a branch Fire Line is attached for unmetered Fire Protection and the main portion of the Combined Service Pipe is connected to the Water Meter.
 10. **"Commercial Development"** means a Building or Buildings located on the Property where one or more commercial or industrial enterprises are located.
 11. **"Consumer"** means a Person named on an (or, "who has opened an") Account with the Town for the supply of water and who has agreed to take responsibility for the payment of Utility Bills for a particular Property or a Building, or the Owner or Tenant of a Building or Property receiving Water Service.
 12. **"Corporation Stop"** means a Water Service shutoff valve located at a Street Watermain. This valve cannot be operated from the ground surface because it is buried and there is no valve box. Also called a corporation cock.

13. **"Council"** means the Municipal Council of the Town of Stettler.
14. **"Curb Stop"** means a Water Service shutoff valve located in a Water Service Pipe near the curb and between the Watermain and the Building. This valve is usually operated by a wrench or valve key and is used to start or stop flows in the Water Service line to a Building. Also called a curb cock.
15. **"Director"** means the Person duly appointed by the Town of Stettler Council to the position of Director of Operational Services or their authorized representative.
16. **"Fire Hydrant"** means a pipe, extending above the ground, with a valve and spout at which water may be drawn from a Watermain.
17. **"Fire Line"** means a pipe branching off the Combined Service Pipe within the Building that is not metered and is intended solely for the purpose of providing a standby supply of water for fire protection within the Building.
18. **"Fire Protection Service Pipe"** means an underground pipe that carries Potable Water from the Watermain across Town Property and private Property and is intended solely for the purpose of providing a standby supply of water for fire protection purposes.
19. **"Mobile Home"** means a factory constructed self contained unit with an integral frame whether ordinarily equipped with wheels or not that:
 - i) is constructed or manufactured to be moved from one point to another, and
 - ii) is intended to be occupied by one or more persons as a residence,but does not include a holiday trailer or a recreational vehicle when the holiday trailer or recreational vehicle is being used for bona fide recreational purposes.
20. **"Mobile Home Park"** means a parcel of land that includes not less than three Mobile Home sites rented or held out for rent.
21. **"Medical Officer of Health"** means the Medical Officer of Alberta East Central Health Unit, or his/her authorized representatives.
22. **"Multiple Housing Development"** means two or more Buildings with each Building containing two or more Self-Contained Units, located on a parcel of land, where all the Buildings, recreation areas, vehicle areas, landscaping and all other features have been planned as an integrated development.
23. **"Offense Ticket"** means a violation ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, RSA 2000, c.P-34, as amended or repealed and replaced from time to time.
24. **"Occupant"** means any Person who is in lawful possession or occupation of the land, or the Buildings situated thereon.
25. **"Owner"** means any Person who is registered under the Land Titles Act, RSA 2000, c.L-4, as amended or repealed and replaced from time to time, as an Owner of the land.
26. **"Person"** includes a corporation and the heirs, executors, administrators or other legal representatives of a Person.
27. **"Potable Water"** means water that is suitable for human consumption.
28. **"Private Service Pipe"** means that portion of the Service Pipe from the Curb Stop to private Property and further on private Property through to the Water Meter located in the Building or, in the case where the Curb Stop is located on private Property, that portion of the Service Pipe on private Property from the Curb Stop through to the Water Meter located in the Building. The "Private Service Pipe"

excludes the Curb Stop and the Service Pipe to the Corporation Stop attached to the Watermain.

29. **"Property"** means the aggregate of the one or more areas of land described in a certificate of title registered under the Land Titles Act, RSA 2000 c.L-4 as amended or repealed and replaced from time to time.
30. **"Remote Reader"** means a device connected to the Water Meter and installed on the outside of a Building or Mobile Home to electronically read the Water Meter. No new remote readers will be installed.
31. **"Self-Contained Unit"** means a unit having separate plumbing, heating and entrance.
32. **"Service Pipe"** means the underground pipe which carries Potable Water from the Watermain across Town Property to the Curb Stop and up to and across private Property through to the Water Meter.
33. **"Street" (or "Road")** includes every road, roadway, avenue, boulevard, sidewalk, thoroughfare, bridge and highway under the direction, control and management of the Town, and where the context requires, a public right-of-way.
34. **"Tenant"** means a person who occupies a Property that is rented or leased from an Owner.
35. **"Town"** means the Town of Stettler.
36. **"Town Service Pipe"** means that portion of the Service Pipe from the Corporation Stop attached to the Watermain up to and including the Curb Stop whether the Curb Stop is located on Town or private Property.
37. **"Turn-Off"** means the cessation or turning off of Water Service for a Building or a Property, and may include a final meter reading.
38. **"Turn-On"** means the commencement and turning on of Water Service for a Building or a Property, and may include initial Water Meter reading.
39. **"Utility Bill"** means the statement sent to the Tenant and/or Owner detailing the monthly charges (as set from time to time) for the provision of Potable Water all other rates and charges levied pursuant to this bylaw and any unpaid amounts from previous months.
40. **"Watermain"** means the portion of the Water System that is laid in the Street for the conveyance of Potable Water.
41. **"Water Meter"** means a device used to measure the amount of water used in either imperial or metric measurements. All new and replacement water meters are AMR and AMI meter interface unit that transmits via mobile and fixed radio frequency for data collection and delivery.
42. **"Water Service"** means the provision of water by the Town.
43. **"Water System"** means a system of underground piping (service lines and mains), valves, hydrants, pumping stations, reservoirs, treatment facilities, intakes and associated appurtenances utilized for the treatment and distribution of Potable Water, being a public utility as defined by the Municipal Government Act, RSA 2000, c.M-26, as amended or repealed and replaced from time to time.
44. **"Water Tariff"** means the Schedule of Rates, as amended from time to time, and forming Schedule "A" to this bylaw.

Town to Operate and Supply

201 The Town shall operate a water supply and distribution system for the purposes of supplying the residents and Consumers within the Town with Potable Water and fire protection.

Council Authorization

202 The Council may, as becomes necessary, authorize the construction, replacement or upgrading of the water supply system with funding for such projects obtained from whatever sources may be appropriate.

PART 3 – DUTIES AND MANAGEMENT

Delegation of Powers

301 The CAO, Assistant CAO, and Director are hereby authorized to do all things necessary to fulfill their responsibilities and duties under this bylaw.

Management and Control

302 Town of Stettler Water System shall be under the management of the Director subject to the authority of the CAO.

Licenses and Permits

303 The Director shall be responsible for obtaining all necessary licenses and permits required by the Water System in accordance with:

- A. Provincial and Federal Statutes and Regulations.
- B. This bylaw and related regulations and policies.

PART 4 – WATER SERVICE CONNECTIONS

Water Service Only to Properties with Watermain Laid

401 Unless the Director determines otherwise, services shall be constructed only to those properties which abut directly on a Street where a Watermain is laid.

Owner Responsible to Pay for Private Service Piping

- 402 (1) The Owner shall be responsible to arrange and pay for the laying of Private Service Pipe from the Curb Stop through to the Water Meter.
- (2) Installation of a Private Service Pipe shall be governed by those provisions in Part 6 of this bylaw.

Restrictions on Private Service Piping

- 403 (1) Private Service Piping shall not be extended from one lot to another.
- (2) No connection shall be made on the Private Service Pipe between the Curb Stop and the Water Meter.

Application Form for Water Service

404 (1) A Person who wishes to have Water Service shall make application to the Town, in accordance with Section 1301, for installation of the Town Service Pipe. Such application forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent.

- (2) Where the Town undertakes work pursuant to this Part the costs to be charged to the Owners shall be calculated in accordance with policies adopted from time to time by Council.

Water Service by Town

- 405 (1) Except as provided in Section 405(2) and Section 405(3), irrespective of the zoning of any lot, one Town Service Pipe of suitable size shall be constructed from the Watermain to the Curb Stop located no more than 600mm (24 inches) from the Property line nearest the Watermain, as shown on a registered plan in the Land Titles Office for the North Alberta Land Registration District.
- (2) If any lot contains more than one Building or Self-Contained Unit, then at the discretion of the Director, a maximum of one service per Self-Contained Unit or Building may be installed.
- (3) In other special circumstances the Director may authorize the installation of more than one Service Pipe per Property.

Multiple Developments to Submit Plans for Watermain Systems. Developer to Furnish Two Sets of "As Built" Plans to the Town

- 406 (1) The developers of Multiple Housing Developments, Commercial Developments and Manufactured Home Parks shall submit private Watermain system design plans, duly signed by a Professional Engineer, to the Town for review and approval prior to construction start. The Town may provide technical advice for private Watermain system designs to ensure acceptable standards in design, materials and construction.
- (2) The developer shall furnish two sets of "as built" plans to the Town within 30 days of completion of the private Watermain system. Accompanying these "as built" plans shall be a letter indicating that the private Watermain system is fully operational.

Subdivision Development

- 407 Where any new lot or group of lots is developed the Watermain system or Water Service installation will be governed by an Approved development or servicing Agreement between the developer and the Town.

Application for Larger Service Pipe

- 408 1. When a Service Pipe becomes inadequate to supply the volume of water required at any Building or Self-Contained Unit and the Owner desires a larger Service Pipe, the said Owner shall sign an application form in accordance with Section 1301. The larger Service Pipe shall be installed provided that the Owner pays, in advance, the cost of the new Town Service Pipe plus the cost of abandoning the older Service Piping.
- (2) If application is made for a Service Piping of a size greater than the Director considers is warranted by foreseeable water demand, the Service Piping for which application is made may be installed providing the difference in cost between the size of Service Piping applied for and the size of Service Piping deemed necessary by the Director is paid in advance by the Owner.

Additional Construction Costs – Responsibility of Owner

- 409 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose Property development is occurring.

PART 5 – SERVICE PIPING FOR FIRE PROTECTION

Application for Fire Protection Service Piping

501 When an Owner is required by Provincial Legislation or wishes to provide fire protection by means of sprinkler heads, Fire Hydrants, or outlets for hose lines, or some other manner, application for a Fire Protection Service Pipe shall be made to the Town in accordance with Section 1301.

Separate Special Service Pipe for Fire Protection Only

502 When an application pursuant to Section 1301 is Approved by the Director, a separate Fire Protection Service Pipe, to be utilized for fire protection only, shall be constructed by the Town at the Owner's expense.

Combined Service Pipe

503 (1) Where, pursuant to Section 1301, a Person has applied for a Combined Service Pipe and this application is Approved, the Town shall install a main valve on the Watermain, attach a pipe and extend this pipe underground across Town Property to within 600mm (24 inches) of the Property line.

(2) The Owner is responsible for the connection and continuation of the underground Combined Service Pipe from the location, stated in Section 503(1), up to and across private Property to the Self-Contained Unit or Building.

(3) In the case of Section 503(1) if a larger size underground pipe and a larger Water Meter are required for the Combined Service Pipe then the additional cost occasioned by a larger size underground pipe and Water Meter than would be required for only non-fire protection service, shall be paid in advance by the Owner.

(4) The Combined Service Pipe installation will meet the same requirements as a Private Service Pipe as stated in Part 6 except Section 608.

Town Ownership and Maintenance

504 After completion of construction under Part 5.

a) the Town shall immediately take ownership and maintain at its expense that portion of the underground pipe on Town Property from the Watermain to the connection of private pipe located within 600mm (24 inches) of the Property line.

b) the Owner shall immediately take ownership and maintain at their expense that portion of the underground pipe from the connection of the Town pipe to the private pipe up to and across private Property to the Self-Contained Unit or Building.

No Tapping on Service

505 Fire Protection Service Pipe or a Combined Service Pipe constructed pursuant to this Part shall not be tapped in any place, on either the Town Property or the private Property, without the permission of the Director.

Operation of Fire Hydrants

506 It is an offence for any person to open or close a Fire Hydrant located on private or public lands, except Town employees or Fire Department Personnel in the performance of their duties.

Additional Construction Costs – Responsibility of Owner

507 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose parcel development is occurring.

PART 6 – REQUIREMENTS FOR PLUMBERS OR PLUMBING AND MECHANICAL CONTRACTORS FOR INSTALLATION OF PRIVATE WATER SERVICE PIPE

Plumbers and Contractors Comply With

601 Part 6 refers to the Private Service Pipe and applies to both new installation and to any renewal, alteration or change in old installation. In addition, plumbers and contractors shall comply with the provisions of the current Plumbing and Drainage Act, Alberta Regulations, as amended and in force from time to time and with the following instructions on behalf of Property Owners.

Positioning of Private Service Pipe

- 602 (1) Every Private Service Pipe shall be laid evenly, without kinking or undo bending, with its centre at least 300mm (12 inches) distant from another Service Pipe or sewer pipe.
- (2) A Private Service Pipe shall cross the Property line which separates the Property to be serviced from the Street in which the Watermain is laid at an angle of 90° to the Street.
- (3) A Private Service Pipe shall not cross a Property line separating adjacent Properties.

Material Requirement for Private Service Pipe

603 (1) The minimum material requirements for Private Service Piping shall be:

a. Copper Piping

Copper piping shall be in conformance with ASTM specification B-88-1962, "Type K" or "Type L" or equivalent thereto.

b. Plastic Pipe

Polyvinyl Chloride (PVC) pressure pipe shall conform to A.W.W.A. specification C900 and CSA B137.3 class 150 for 150mm (6 inch) pipes and larger.

c. Other material shall be at the discretion of the Director.

(2) Size of Service Pipe

The size of Service Pipe for both the Town Service Pipe and Private Service Pipe, shall not be less than 20mm (3/4") inside diameter, for both new construction and renewal of old Service Piping.

Point of Entrance Agreed to on Application

604 Point of entrance to private Property as agreed to at the time of application for Water Service shall be strictly adhered to. Any additional costs arising from non-adherence to the point of entrance shall be borne by the Property Owner.

More Than One (1) Private Service Pipe in the Same Trench

- 605 When more than one Private Service Pipe is laid in the same trench, the Private Service Pipes shall:
- Be spaced to the satisfaction of the Director, and
 - Be laid in the same plane, and
 - Be laid in uniformity and in rotation corresponding to the Buildings to be served, and
 - Be laid in such a manner that pipe crossings are avoided.

Passage of Private Service Pipe Through or Under Foundation Wall or Retaining Wall

606 When Private Service Piping passes through or under a foundation wall or a retaining wall, it shall comply to the Alberta Building Code, Plumbing Code and Plumbing Regulations as amended and in force at the time of construction.

Town Not Responsible

607 When a Private Service Pipe passes through an excavation or backfill, or through a basement wall, finished or unfinished, or through a retaining wall, the Town shall not be responsible for any settlement, or any cause due to the Owner's operations, whether damage occurs during Building operations or afterwards.

Connection of Private Service Pipe to Curb Stop

- 608 (1) For any new construction of a Building requiring a new Private Service Pipe or replacement of a Private Service Pipe the Owner shall be responsible to have a certified plumber connect his/her portion of the Private Service Pipe to the Curb Stop.
- (2) For a replacement of an existing Town Service Pipe, the Town shall bear responsibility for the reconnection of the Private Service Pipe to the Curb Stop. This will be recorded by the Town and kept in the appropriate Property file.
- (3) If the Private Service Pipe is installed before the installation of the Town Service Pipe and Curb Stop, then the Owner shall terminate the private portion of the Service Pipe no more than 600mm (24 inches) on the Town side of the private Property line.

In this case the Owner shall:

- a. Before filling in the excavation put a 2 X 4 into the ground at the end of the Private Service Pipe so a minimum of 24 inches is protruding from the ground. This portion of the 2 X 4 protruding may be painted blue or marked appropriately.
- b. Be responsible for adequately protecting the open end of the Private Service Piping to prevent blockage through the entry of foreign material.
- (4) The Owner shall be responsible for providing an adapter if required by the Director, regardless of which portion of a Service Pipe has been installed first.

Property Owner Responsible for Cost of Change in Material or Size

609 The Private Service Pipe shall be of the same material and size as the Town Service Pipe unless authorization for a change in material or size is obtained from the Director. If authorization is given, the Owner shall pay additional costs that may be incurred by the Town by reason of such difference.

Additional Construction Costs – Responsibility of Owner

610 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose Property development is occurring.

PART 7 – TEMPORARY WATER SERVICE

Application for Temporary Water Service

701 Persons who wish temporary Water Service in a new Building or Self-Contained Unit for construction purposes or to test plumbing shall make application in accordance with Section 1301 to the Town before the Town turns on the water at the Curb Stop. Such application shall be signed by the Owner of the Property to be served, their contractor or by the Owner's authorized agent.

Applicant to Pay in Advance for Temporary Water Service

702 The charge for temporary Water Service must be paid at the time of application before the Town turns on the water at the Curb Stop and such charge shall be in accordance with the "Temporary Water Service Charge" as set out in Schedule "A" Water Tariff attached to and forming part of this bylaw.

703 Responsibility of Applicant for Meter Setting for Temporary Water Service

A Person requiring temporary Water Service shall provide a Water Meter setting meeting the requirements of Section 1003 and Section 1004.

Responsibility of Applicant for Provision of Control Valves for Temporary Water Service

704 A Person requiring temporary Water Service shall install a control valve meeting the requirements of Section 1003 and Section 1005(1).

Attendance Required Before Water is Turned On

705 The Town will turn on the water at the Curb Stop only if there is a Person in attendance in the Building to be supplied with temporary Water Service.

Applicant to Provide 24 Hours Notice

706 The Applicant shall provide the Town with at least 24 hours notice before temporary Water Service is required or there shall be an additional charge in accordance with the "Temporary Water Service Charge" as set out in Schedule "A" Water Tariff attached to and forming part of this bylaw.

Applicant to Apply for Utility Account

707 If a Building or Self-Contained Unit has been provided with Temporary Water Service and no application for an Account has been made in accordance with Section 1201 then the Water Service will be turned off and shall not be turned on until such time as an Account has been established in accordance with this bylaw.

Plumber Shall Not Operate Curb Stops

708 It is an offence for any person to open or close any Curb Stop, located on private or public land, except Town employees or Fire Department personnel in the performance of their duties.

PART 8 – REPAIR AND MAINTENANCE OF EXISTING WATER SERVICE PIPES

Town Responsibility

801 The Town shall be responsible for the maintenance and repair of the Town Service Pipe, including the thawing of frozen Service Pipes, from the Watermain up to and including the Curb Stop valve.

Town Not Responsible for Negligence Costs

802 Should damage occur to the Town Service Pipe, including that arising as a result of the freezing of Service Pipes or the thawing of frozen Service Pipes, which has been caused by the negligence or improper action of the Owner, Tenant, Occupant or contractor, the cost for repairing or thawing the Town Service Pipe shall be charged to the Owner.

Property Owner Responsible for the Service Pipe on Their Property

803 The Owner shall be responsible for the maintenance and repair of the Private Service Pipe, including the thawing of frozen Private Service Pipes, from the Curb Stop through to the Water Meter.

Determining the Exact Location of a Problem and Responsibility for Costs

- 804 (1) Where the exact location of a problem with the Service Pipe cannot be determined to be either clearly on Town Property or on private Property the Town will undertake to determine the location of the problem.
- (2) If the problem exists with the Town Service Pipe between the Watermain up to and including the Curb Stop, the Town will continue to complete the repairs.
- (3) If the problem is found to exist with the Private Service Pipe between the Curb Stop and the Water Meter then the Owner shall be responsible for the costs incurred by the Town to that point and shall be responsible for the completion of the repairs or all costs incurred if the Town is required to complete the repairs.
- (4) Where the Owner undertakes the repair of the Private Service Pipe on his/her own Property and finds that the problem exists on the portion of the Town Service Pipe or Curb Stop for which the Town is responsible, the Town will complete the repairs and compensate the Owner for reasonable costs incurred to that point.

Owner/Occupant Requirements and Responsibilities for Hydrants and Curb Stops

- 805 (1) The Owner or Occupant of a premise shall ensure that the Fire Hydrant and Curb Stop valve on their Property is accessible.
- (2) Obstacles or obstructions placed or created that hinder access to Fire Hydrants or Curb Stops may be removed at the discretion of the Director and any costs associated with the removal shall be the responsibility of the Owner.

Responsibilities for Damages to Fire Hydrants or Curb Stops or Both

- 806 Should damage occur to a Fire Hydrant or Curb Stop or both whether on private or Town Property and the damage has been caused by the negligence or improper action of a Person, the Property Owner, Tenant, contractor or authorized agent then the costs for repairing or replacing the Fire Hydrant or Curb Stop or both will be the responsibility of that Person or Property Owner.

PART 9 – REPLACEMENT OF EXISTING WATER SERVICE LINES ON PRIVATE PROPERTY

Correction of Non-Conforming Private Service Pipe

- 901 Upon notice to any Property Owner that an existing Private Service Pipe fails to meet the requirements of this bylaw or the Plumbing Code, or for any reason is unsatisfactory to the Director, the Owner shall effect the changes required in the notice at their cost.

Responsibility for Cost

- 902 (1) If the Owner wishes to replace private service piping it shall be at the Owner's cost.
- (2) Where a Private Service Pipe needs replacement because it can no longer be economically repaired, the replacement and costs are the responsibility of the Owner.

Private Service Pipe Replacement Requirements

- 903 Installation of replacement Private Service Pipes shall be governed by those provisions in Part 6 of this bylaw.

PART 10 – WATER METERS & CONTROL VALVES

Water Service Must be Metered

- 1001 All Water Service to any
- (i) Building(s)
 - (ii) Self-Contained Unit(s)

(iii) Mobile Home Not Within a Mobile Home Park within the Town shall be metered using a Water Meter meeting the specifications as determined by the Director.

Access to Property – Water Meters

1002 No Person shall do, or shall cause to be done, or shall permit to be done, any act which may obstruct, interfere with or impede direct, safe and convenient access to a Water Meter for the purpose of installation, inspection, removal, repair, replacement, reading or a similar activity at all times as defined by the Municipal Government Act, RSA 2000, c.M-26, as amended or repealed and replaced from time to time.

Location of Meter Setting and Control Valves

1003 The meter setting and control valves shall be positioned as close as is reasonably possible to the point where the Private Service Piping enters the Owner's Building, Self-Contained Unit or Mobile Home.

Location of a Permanent Water Meter Setting

- 1004 (1) The Owner, their contractor or the Owner's authorized agent shall provide, during installation, a permanent Water Meter setting in a Building or Self-Contained Unit by ensuring that the Private Service Pipe, extends:
- a. not less than 300mm (12 inches) from the floor or wall; and
 - b. not more than 1.5 meters (60 inches) from the floor or wall.
- (2) If Water Service has been provided to a Mobile Home and a Water Meter has to be installed then the Owner, their contractor or the Owner's authorized agent shall ensure that the Water Meter setting is provided inside the Mobile Home at a location to be determined by the Director.

Installation of Control Valves

- 1005 (1) The Owner, their contractor or the Owner's authorized agent shall install a control valve on the Private Service Piping ahead of the meter setting no higher than 1.5 meters (60 inches) from the Private Service Piping entering the Building. A control valve installed under this subsection must be accessible at all times.
- (2) In addition to the control valve mentioned in subsection (1), in cases where the Water Meter size or Service Pipe size is 25mm (1 inch) or greater, the Owner shall install a control valve immediately after the Water Meter setting.

Maintenance of Control Valves

1006 At all times the Owner shall maintain the control valves mentioned in Section 1005 in sound working order and protect them against frost or other damage.

Water Meters Supplied by the Town

1007 The Town shall supply, install, own and maintain all Water Meters as required.

Water Meter Installation

- 1008 (1) Persons who wish to have a Water Meter installed shall make application to the Town in accordance with Section 1301. Such application shall be signed by the Owner, their contractor or the Owner's authorized agent before installation.
- (2) The Town is responsible for installing the Water Meter in a horizontal position.
- (3) Every Owner, their contractor or the Owner's authorized agent shall make allowance for the installation of Water Meters in accordance with Section 1004. The Water Meters shall remain accessible and exposed in accordance with the Town's specifications and this bylaw.

- (4) Where the installation requires pipefitting and alterations beyond the norm the Owner shall be responsible for those additional costs.

Water Meters Sealed

- 1009 (1) No Persons shall tamper or interfere with a sealed water meter.

Owner or Occupant Responsible for Meter Protection and Accessibility

- 1010 (1) The Owner, Tenant or Occupant of a Building, Self-Contained Unit or Mobile Home in which a Water Meter is located shall provide adequate protection for the Water Meter against damage due to frost, heat or other causes.
- (2) The Owner, Tenant or Occupant of a Building or Self-Contained Unit in which a Water Meter is located shall ensure that the Water Meter is accessible and not enclosed, either partially or completely, by gyproc or other construction material. The Owner shall be responsible for removing such enclosure at their expense.

Owner Responsible for Costs

- 1011 Where the Owner, Tenant or Occupant of a Building, Self-Contained Unit or Mobile Home in which a Water Meter is located fails to protect the Water Meter from frost or heat or the Water Meter is lost or the Water Meter is damaged or destroyed by the negligence or improper action of the Owner, Tenant or Occupant then the Town shall charge the cost of repairs or replacement for the Water Meter to the Owner.

Owner, Tenant or Occupant is Responsible for the Proper Operation of the Water Meter

- 1012 The Owner, Tenant or Occupant of a Building, Self-Contained Unit or Mobile Home shall not prevent or impede the flow of water through a Water Meter or do anything which may affect the proper operation of the Water Meter.

Water Meter Repairs by the Town

- 1013 The Town shall undertake:
- a) any repairs necessary to the Water Meter or associated fittings to ensure proper operation and remedy leaks.
 - b) replacement of the Water Meter.

Authorization to Disconnect or Remove a Water Meter

- 1014 Only a Person authorized by the Director shall disconnect or remove a Water Meter.

Service Connection and Metering Requirements for Single Units

- 1015 Unless otherwise determined by the Director, for single-family Self-Contained Units, Mobile Homes and for single Self-Contained Unit commercial or industrial Buildings, a single service connection shall be constructed, and a single meter shall be installed by the Town in the Water Meter setting provided.

Service Connection and Metering Requirements for Multi-Family Residential Buildings

- 1016 Unless otherwise determined by the Director for Multiple Housing Developments, the service connections and Water Meters installed shall be the following:
- a) Up and down duplexes – one Water Service connection and one Water Meter only.
 - b) Side by side duplexes (semi-detached) – one Water Meter and one Water Service connection on each side.
 - c) Apartment Buildings – one Water Service connection and one Water Meter only.
 - d) Multiple housing units consisting of three or more side-by-side Self-Contained Units may have one Water Service connection and one Water Meter per unit.

- e) Multiple housing units consisting of three or more clustered or stacked Self-Contained Units may have one Water Service connection and one Water Meter for each Self-Contained Unit providing approval is given by the Director.

Water Service Connection and Water Metering Requirements for Commercial Developments

- 1017 Unless otherwise determined by the Director, for industrial and commercial Buildings at its expense the Town shall provide the following Water Meters:
- a) Subject to subsection (b), multiple side-by-side Self-Contained Units – one meter per unit, but all meters banked at a location where the Service Pipe enters the Building.
 - b) Meters may be installed for individual Self-Contained Units providing a main header line is located outside the Building, and each Self-Contained Unit has its own Curb Stop.

Meter Chambers

- 1018 (1) Should the Director determine that a Water Meter setting should not be positioned inside a Building to which Water Service is provided, at the Owner's expense the Owner shall construct a chamber to hold the Water Meter.
- (2) Meter chambers shall be positioned at a location satisfactory to the Director and constructed in accordance with specifications Approved by the Director.

Subsidiary Water Meters

- 1019 (1) For their own purposes an Owner may install, at their cost, a subsidiary Water Meter in his/her Building. Such installation shall be done in accordance with Town specifications Approved by the Director.
- (2) The Town will not read or maintain a subsidiary Water Meter.

Customer Requests Testing of Meters

- 1020 (1) If any Consumer claims that a Water Meter is recording inaccurate readings, the said Consumer shall deposit with the Town the sum of one hundred dollars (\$100.00). After receipt of the deposit, the Water Meter shall be removed from service and tested at the water treatment plant with equipment certified by American Waterworks Association. Alternatively, any consumer may request independent testing of a water meter at their direct costs.
- (2) If the said Water Meter is reading less than the standards of the American Waterworks Association or a higher variance of these standards as determined by the Director, then the Consumer shall forfeit the deposit to the Town and shall pay all costs associated with the Water Meter removal, testing and replacement in excess of one hundred dollars (\$100.00).
- (3) If the said Water Meter is found to be over reading in excess of the standards of the American Waterworks Association or a higher variance of these standards as determined by the Director, then the Town shall replace the Water Meter and return the deposit to the said customer. Adjustments will be made to the customer's utility Account in accordance with Town policy.

PART 11 – REMOTE READERS

Access to Remote Reader

- 1101 Access to the Remote Reader shall not be obstructed by decks, balconies, fences, shrubs, trees, etc. Obstacles or obstructions placed or created that hinder access to the Remote Reader may be removed at the discretion of the Director and any costs associated with the removal shall be the responsibility of the Owner.

Owner's Responsibility to Protect Remote Reader

- 1102 (1) The Owner, Tenant, or Occupant of a Building on which a Remote Reader is located shall provide adequate protection against damage to the Remote Reader, wiring or associated fittings.

PART 12 – WATER RATES AND CHARGES OPENING AND CLOSING OF ACCOUNTS

Opening of Accounts

- 1201 (1) Where the Owner, Tenant, or Occupant wishes to obtain Water Service they shall make an application for an Account at the Town's Administration Office before Water Service is turned on.
- (2) New Utility Accounts shall include initial installations and any subsequent connections.
- (3) The Town of Stettler may refuse to open a Utility Account if:
- a) A Tenant has an outstanding balance from another account.
 - b) A Tenant who has been disconnected for non-payment three or more times.
 - c) A property under the same Owner had three previous Tenants that had Utility Services disconnected for non-payment; the account must remain in the Owner's name.
 - d) The Tenant has previously had a past-due account with the Town sent to a third-party collection agency.
- (4) Where Water Services are being provided and no application has been made, the Owner is deemed to be the Consumer and Utility Billings shall be their responsibility.
- (5) A service fee for the opening of an Account will be charged in accordance with Schedule "A", the Water Tariff and a guarantee deposit shall be required as specified in Section 1202.
- (6) Persons who use water without opening an Account will be liable for the cost of water consumed as estimated by the Town.
- (7) If the Consumer does not utilize the Water Service for an extended period and the Service Pipe freezes, the Consumer shall be responsible for the costs of thawing the Service Pipe.

Guarantee Deposit

- 1202 (1) As a condition of providing Water Service and before the Water Service is turned on, the Town shall require from every Tenant, who is not an Owner, a guarantee deposit.
- (2) A guarantee deposit is non-transferable and may be:
- a) an amount levied in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw.
- (3) The amount levied as a guarantee deposit in accordance with Section 1202(2) shall be retained for a minimum period of one (1) year by the Town and shall only be refunded if:
- a) The Tenant has not been in violation of Section 1203 during the most recent one (1) year period, or

b) The Water Service has been discontinued prior to the one-year period, the guarantee deposit shall be returned provided that the guarantee deposit shall be applied to any unpaid Account at the time of discontinuance of the service.

(4) Interest for the period of time which the guarantee deposit is held by the Town shall not be paid.

Water Rates, Charges and Utility Billing

- 1203 (1) The Consumer shall at all times maintain their Account in good standing.
- (2) All Consumers shall pay for their water consumption and all other rates and charges levied pursuant to this bylaw in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw.
- (3) Where the calculation of a Utility Billing is based on the consumption of water, the quantity used shall be determined from the present and previous Water Meter readings as recorded by the Town or should an actual reading not be available, by an estimated consumption based on the consumption history of the service or customer of similar characteristic.
- (4) A Utility Bill showing the value of water provided by the Town for a one month period shall be calculated, as soon as is practical after the end of the billing period, using the prescribed metered rates in accordance with the Water Tariff which forms Schedule "A" to this bylaw.
- (5) The Water Service charge shall be combined on the same Utility Bill with the sewer service charges, garbage charges and any other charges, but separate entries identifying each charge shall be made on the Utility Bill.
- (6) A Utility Bill shall be delivered to each Tenant and/or Owner on a monthly basis.
- a) A Utility Bill is assumed as received seven (7) days from the date of delivery within Alberta.
- b) A Utility Bill is assumed as received fourteen (14) days from the date of delivery for any province other than Alberta.
- (7) All rates and charges shall be due and payable upon receipt of billing.
- (8) Failure to receive a Utility Bill shall in no way affect the liability of the Consumer to pay the Account.
- (9) No reduction in rates or charges shall be made for any interruption in Water Service during a billing period.

Penalties and Collection of an Unpaid Utility Account

- 1204 (1) In the event that any such Utility Bill remains unpaid for a period of twenty-five (25) days from date of mailing of the Utility Bill, there shall be added thereto a penalty in accordance with Schedule "A" Water Tariff attached to and forming part of this bylaw on the outstanding balance of the Utility Bill. This penalty shall form part of the arrears and shall be subject to collection in the same manner as all other rates and charges.
- (2) Where a Utility Bill has been in arrears for a period of fifty-five (55) days or greater from date of mailing of the Utility Bill, a notice shall be mailed or delivered to the Tenant and Owner giving warning that Water Service may be shut off unless payment of the full Utility Bill is received within five (5) days.
- (3) If payment is not received within the time period specified in Sections 1204(1) and 1204(2) or if the Consumer has failed to make other arrangements, the Water Service shall be turned off and shall not be turned on until such time as the Utility

Bill, including penalties, arrears, and a Reconnect/Disconnect fee, in accordance with this bylaw, is paid in full.

- (4) Notwithstanding Section 1204(3) where the Consumer is unable to pay the entire amount of the outstanding Utility Bill the Assistant CAO may upon negotiation of a satisfactory repayment schedule postpone the shut-off of Water Services pending the successful payment of the Utility Bill.
- (5) Council may add to the tax roll of a parcel of land, and collect as a tax owing to the municipality in accordance with s. 553 of the Municipal Government Act, RSA 2000, c.M-26 as amended, repealed and replaced from time to time the amount of the unpaid Utility Bill and any other charges and fees levied pursuant to this bylaw and owing by the Owner of the parcel.
- (6) Where an outstanding Utility Bill cannot be collected as a result of shutting off the Water Service or if it cannot be added to the Tax Roll the Assistant CAO shall undertake collection by any means provided by law, including but not limited to:
 - action in court.
 - seizure of goods and chattels.
 - deduction from any sums payable by the Town (for any reason) to the Consumer or his/her companies.
- (7) The Consumer shall be levied a fee (of an amount as may be adopted from time to time by Council) for each cheque or automatic withdrawal for which the Consumer has insufficient funds to cover the amount of payment.
- (8) In the event that a Service Pipe freezes following disconnection due to non-payment of a Utility Bill, the Consumer shall be responsible for all costs associated with thawing the Service Pipe and any damages that may result from the freezing of the Service Pipe.

Discontinuance of Water Service and Final Billing

- 1205 (1) Any Consumer intending to vacate any premises that has been supplied with Water Service and wants this Water Service discontinued shall give two (2) working days prior notice at the Town Office, otherwise the water rates shall be charged to the Consumer until such notice is given or the water turned off.
- (2) Where a Consumer's Water Service is to be discontinued a final billing will be calculated on a pro rata basis from the date of the last billing to the date of discontinuance.

Discontinuance of Service

- 1206 (1) The Assistant CAO may discontinue Water Service for any of the following reasons:
- a. Failure to open an Account.
 - b. Non-payment of charges levied pursuant to this bylaw.
 - c. Failure to provide a guarantee deposit.
 - d. Failure to perform any term of a Water Service Agreement.
 - e. Failure to provide free access.
 - f. Contravention of any other sections of this bylaw.
- (2) If Water Service to a Consumer has been discontinued for non-payment of an Account at one location, the Town may discontinue Water Service to the same Consumer at another location. This may include but is not limited to the sewer, garbage, and recycling services.
- (3) When Water Service is discontinued neither the Town nor its employees or any municipal official shall be liable for any costs or damages resulting from the discontinuance.

- (4) If the Water Service has been disconnected in accordance with Section 1206(1)(b) (non-payment of charges) a Service Fee in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw shall be levied for the reconnection. The reconnection shall not occur until all outstanding charges, penalties, interest and current charges have been paid in full or satisfactory arrangements made with the Assistant CAO.

Emergency Discontinuance or Reconnection of Water Service

- 1207 (1) The Owner or Occupant, their contractor or authorized agent may request the discontinuance or reconnection of Water Service at their Self-Contained Unit or Building in an emergency situation.
- (2) If the Water Service has been disconnected or reconnected in accordance with Section 1207(1) a Service Fee in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw, shall be charged to the Owner.

Attendance Required Before Water is Turned On

- 1208 When an application for Water Service is Approved or the Water Service is to be reconnected and the water has to be physically turned on at the Curb Stop then the Consumer or their designate shall be in the Self-Contained Unit or Building when the Water Service is turned on by the Town.

PART 13 – APPLICATION FORMS

Town Requires Application Forms Before Installation

- 1301 (1) A Person shall apply for the installation of Town Service Pipe, Fire Protection Service Pipe or Combined Service Pipe on a form Approved by the CAO. Such forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent before installation.
- (2) A Person shall apply for temporary Water Service, or the installation or replacement of a Water Meter on a form Approved by the CAO. Such forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent before installation.

PART 14 – BULK WATER DISPENSER

Bulk Water Dispenser Regulations

Town to Operate

- 1401 Bulk water is available through a Town operated access code and credit card operated facility.

Obtaining a Bulk Water Account

- 1402 Where a person wishes to obtain bulk water, they shall enter into a Bulk Water Servicing Agreement with the Town.

Bulk Water Rates

- 1405 The bulk water rates are levied in accordance with the current Utility Bylaw 2165-23 as amended from time to time.

Billing, Penalties and Collection

- 1406 (1) All bulk water facility users shall pay for their purchase of water and all other rates and charges levied pursuant to this bylaw.
- (2) All bulk water facility users who have entered into a Bulk Water Servicing Agreement with the Town will be sent a Utility Bill.

- (3) The calculation of a Utility Bill is based on the quantity of water provided at the bulk water facility which shall be determined from the present and previous Water Meter readings as recorded by the Town.
- (4) A Utility Bill showing the value of water provided by the Town for a one month period shall be calculated as soon as practical after the end of the billing period.
- (5) A Utility Bill shall be mailed to each bulk water facility user who has entered into a Bulk Water Servicing Agreement with the Town on a monthly basis if any rates or charges apply in accordance with this bylaw.
- (6) All rates and charges shall be due and payable upon receipt of billing.
- (7) Failure to receive a Utility Bill shall in no way affect the liability of the bulk water facility user to pay their Utility Bill.
- (8) The bulk water facility user shall be subject to the provisions of Section 1204 in regards to collection and penalties of their unpaid Utility Bill.

PART 15 – GENERAL PROVISIONS GOVERNING USE OF WATER AND WATER SERVICES

Authority to Shut Off Water Supply

1501 (1) Emergency Shut-Off

The Director may without notice shut off the water supply to any part of the Town should he decide an emergency makes such action necessary.

(2) Non-Emergent Shut-Off

- a) In case of making repairs or in construction of new works or in connection or repairing Service Pipes, the Town shall have the right to shut off the water from any Consumer or customer without notice and keep it off as long as may be necessary.
- b) The Town shall endeavor to provide notice to customers of such interruption of service and shall seek to minimize the inconvenience to customers as may be possible and reasonable.

Regulating and Restricting Hours of Use

- 1502 (1) When an emergency or drought situation occurs, the CAO or in his/her absence the CAO's backup may restrict the use of water from the Water System in accordance with Water Conservation Policy XV-7.
- (2) When an emergency occurs and at the discretion of the CAO, no Person being Owner and Occupant, of any Self-Contained Unit, Building or other premises which are supplied with water from the Water System, shall vend, sell or dispose of water therefrom, or give away or permit the same to be taken or carried away from the Property unless specifically authorized by the CAO.

Unauthorized Use of Water

1503 (1) No Interference with Water Supply System

No Person, other than authorized Town employees, shall operate, handle or interfere with the Town's portion of a Water Service including: the Town's Corporation Stop, Curb Stop, Water Meter, control valves, pipes, Watermain, Fire Hydrant or any Water System appurtenance.

(2) No Keeping or Use of Key or Wrench

- a) No Person, other than Town employees authorized by the Director, shall make, keep, use or dispose of any key or wrench, the purpose of which is to operate any valve, Curb Stop, Fire Hydrant, chamber, or any other Water System appurtenances on the Water System.
- b) In the event of illegal water Turn-Ons by Persons other than Town employees, the Water Service will be immediately turned off without notice and a reconnection fee of one hundred (\$100.00) dollars will be charged to the Owner of the Property. In addition, illegal water Turn-Ons will be back charged to date of use of service, and the fee will be double the amount of regular billing.

No Wasting of Water

- 1504 (1) Neither the Owner nor Occupant of premises nor any other Person shall allow water to run to waste for any reason.
- (2) The Director may shut off the water supply to any Building or Property if in his/her opinion water is being wasted.
- (3) The Director shall endeavor to give notice of intention to close a Water Service, bearing in mind all the circumstance of the particular case including, but not limited to, the estimated rate of wastage, the age of piping, the possibility of damage to adjacent Property and the season of the year. The time allowed for stopping the wastage shall be reasonable, but at the discretion of the Director.
- (4) In cases where the water has been shut off for allowing waste or leaks or defects in pipes or connections the Director may refuse to restore Water Service until the defects have been repaired.

Town Not Liable for Damage Due to Cessation of Water Service

- 1505 The Town shall not be liable for damages, including business losses:
- a) Caused by the break of any Watermain, Service Pipe, or for the breaching of any ditch, or
 - b) Caused by the interference of cessation of water supply necessary in connection with the repair or proper maintenance of the Town of Stettler Water System, or
 - c) Generally, for any accident due to the operation of the Town of Stettler Water System, unless such action has been shown to be directly due to the negligence of the Town or its employees.

Right to Inspect

- 1506 (1) Any Persons so authorized by Council may enter any land, Buildings or premises to inspect for conditions that may constitute a nuisance, or otherwise to ensure compliance with or address a contravention of this bylaw.
- (2) Any Person exercising a right of inspection under this bylaw shall comply with Section 542 of the Municipal Government Act RSA 2000, c. M-26 as amended or repealed and replaced from time to time.

PART 16 – PENALTIES AND OTHER PROVISIONS

Application of Bylaw to Water Service Contract

- 1601 The provisions of this bylaw shall form a part of every contract for Water Service in the Town.

Penalties

- 1602 (1) Everyone who contravenes any provision of this bylaw either by doing something which he is prohibited from or failing to do something which he is required to do, is guilty of an offense punishable on summary conviction and is liable for any or all of the following:
- (i) for a first offense, to a fine of not less than \$100.00 and not more than \$500.00.
 - (ii) for a second or subsequent offense, to a fine of not less than \$300.00 and not more than \$1,000.00.
 - (iii) to disconnection of the Water Service until the contravention is rectified and the Consumer pays all outstanding fines and Utility Bills.
- (2) The Director or the Bylaw Enforcement Officer shall have the authority to levy fines or disconnect Water Service as identified in Section 1602 in respect of any violations of this bylaw.
- (3) Where a breach is of an ongoing nature additional charges may be laid in each succeeding 12-hour period.
- (4) An Offence Ticket issued under this bylaw shall be in the form of a Violation Ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, RSA 2000, c.P-34, as amended or repealed and replaced from time to time, and shall be served in accordance with the provisions of the Provincial Offences Procedure Act and any regulations thereunder.

Injunction

- 1603 (1) Whether or not Offence Ticket has been issued to a Person by the Town pursuant to Section 1602 of the bylaw the Town may, where a contravention of this bylaw is of a continuing nature, in addition to any other remedy or penalty imposed under this or any other enactment or bylaw, apply to the Court of Queen's Bench by way of Originating Notice for an Injunction or other Order for the purpose of enforcing compliance with the provisions of this bylaw.
- (2) In seeking such an Order, the Town may seek recovery of its costs incurred in seeking the Order and in enforcing the bylaw, or its costs incurred in making repairs or performing maintenance to Property to restore the operating condition of the Water System, from the Person responsible for the contravention.

PART 17 – GENERAL PROVISION OF THIS BYLAW

Severability

- 1701 If any term, clause or condition of this bylaw or application thereof, to anything or circumstance shall to any extent be invalid or unenforceable, the remainder or this bylaw or application of such terms, clause or condition to anything or circumstance, other than those to which it is held as invalid or unenforceable, shall not be affected thereby and each other term, clause or condition of this bylaw shall be enforced to the fullest extent permitted.

PART 18 – EFFECTIVE DATE AND REPEAL

- 1801 (1) Enactment

This bylaw shall come into force and effect on June 18, 2024.

- (2) Repeal of Bylaws

Upon the coming into effect of this bylaw, Bylaw1856-02 and all amendments thereto are hereby rescinded in their entirety.

READ a first time this 18th day of June, A.D. 2024.

READ a second time this 18th day of June, A.D. 2024 as amended.

READ a third time and duly passed this 18th day of June, A.D. 2024 as amended.

Mayor

Assistant CAO

WATERWORKS BYLAW NO. 2172-24

The following index is provided for reference only and is not part of the Waterworks Bylaw No. 2172-24.

1. Interpretation
2. Area of Responsibility
3. Duties and Management
4. Water Service Connections
5. Service Piping for Fire Protection
6. Requirements for Plumbers Or Plumbing And Mechanical Contractors for Installation of Private Water Service Pipe
7. Temporary Water Service
8. Repair and Maintenance of Existing Water Service Pipes
9. Replacement of Existing Water Service Lines on Private Property
10. Water Meters & Control Valves
11. Remote Readers
12. Water Rates And Charges Opening and Closing of Accounts
13. Application Forms
14. Bulk Water Dispenser
15. General Provisions Governing Use of Water and Water Services
16. Penalties and Other Provisions
17. General Provision of this Bylaw
18. Effective Date and Repeal

Schedule "A" – Water Tariff

WATERWORKS BYLAW 2172-24
SCHEDULE "A" - WATER TARIFF

Water Tariff

1. Metered Rates:

Flat Base Rate Per Month \$8.32

1 to 44 m³ @ 1.05 m³

45 to 114 m³ @ .96 m³

115 to 225 m³ @ .83 m³

226 m³ & over @ .695 m³

2. Service Fee:

The Service fee is \$50.00 per service from 8:30 a.m. to 4:30 p.m. Monday to Friday (except Statutory Holidays).

If the Consumer wishes to obtain Water Service:

- a. after 4:30 p.m. and before 8:30 a.m., or
- b. on a Saturday, Sunday or Statutory Holiday;

and the Town has to turn on water at the Curb Stop, then there will be charged to the Consumer an additional \$50.00 overtime charge per service.

3. Guarantee Deposit:

- a. Every Consumer who is not an Owner - \$300.00

4. Overdue Accounts:

Utility Bills, if unpaid for 25 days from the date of mailing the Utility Bill, shall have a penalty of 5% charged to the outstanding charges of the Utility Bill to form part of the arrears.

5. Temporary Water Service Charge:

Where a Building or Self-Contained Unit is to be provided with temporary Water Service in accordance with Part 7 and there will be temporary water consumption for construction purposes and:

1. An application has been made to the Town to provide temporary water.
2. Section 1004, Provision of a Meter Setting, has been complied with.
3. Section 1005, Provision of Control Valves, has been complied with.
4. At least 24 hours notice has been provided to the Town.

If at least 24 hours notice has **NOT** been provided then the charge shall be \$50.00.

7. Water Meter Installation Fee:

Where a Building has Water Service provided to it and a Water Meter is required in accordance with Part 10 & Part 11 and:

1. An application has been made to and Approved by the Town to supply and install a Water Meter.
2. A new utility Account has been set up with the Town for any new Building construction;
3. Section 1004, Provision of a Meter Setting, has been complied with;

4. Section 1005, Provision of Control Valves, has been complied with;
5. At least 24 hours notice has been provided to the Town.

8. Bulk Water Dispenser:

1. Bulk Water ~~Key~~ Deposit

The bulk water deposit collected on accounts shall be \$300.00.

2. Bulk Water

- a. Bulk Water facility users who have entered into a Bulk Water Servicing Agreement with the Town shall be charged for the purchase of water at the rate set by the Water Rates Bylaw 2165-23 as amended from time to time.

WATERWORKS BYLAW 2172-24
SCHEDULE "B" - FORMS



UTILITY SERVICE AGREEMENT
WATERWORKS BYLAW 2172-24

The Tenant, by signing below, agrees to the following:

1. To pay the Town of Stettler a one-time service fee of \$50.00 for the opening of a Utility Account, water service turn-on/shut-off and premises checks.
2. That the Applicant or a person designated by them, will be in attendance at the building or self-contained unit when the water service is turned on or shut-off.
3. To pay the Town of Stettler a guarantee deposit of \$300.00. This guarantee deposit is non-transferrable.
4. The guarantee deposit levied in accordance with #3 shall be retained for a minimum of one (1) year by the Town and shall only be refunded if:
 - a. the Applicant's Utility Account has been maintained in good standing for one consecutive year.
 - b. the water service has been disconnected prior to the one-year period, then the guarantee deposit shall be returned provided that the guarantee deposit may be applied to any unpaid accounts receivable with the Town of Stettler (for the identical Applicant) at the time of closing the utility Account.
5. Interest for the period of time which the guarantee deposit is held by the Town shall not be paid.
6. A utility bill will be mailed monthly to the applicant showing the value of utility services provided. A utility bill shall be due and payable upon receipt. In the event this utility bill remains unpaid after twenty-five (25) days from the date of mailing, there will be added thereto a penalty of 5% on the outstanding balance and the discontinuance of utility services if the utility bill remains unpaid after sixty (60) days. A reminder letter may also be sent to the Owner if the account has been in arrears for a period of fifty-five (55) days or greater from the date of mailing of the utility bill.
7. Proof of identification may be required from the Applicant to verify information.

The Town of Stettler may release information about the account balance, transactions, disconnection or reconnection orders, and utility levy information to the Owner. The utility account information may be issued to the Owner until the final utility bill is issued and the account is paid in full.

OWNER INFORMATION

Owner Name: _____ Phone Number: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Email: _____ Preferred Method of Contact: Mail Electronic Mail

Signature(s): _____ Date: _____

Parent/Guardian Signature (If applicable): _____

The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. This information will enable us to process your application and is necessary for municipal operations. If you have any questions about the collection or use of this information, please contact the Assistant CAO of the Town.