


The Rural Municipality of Elton

REFERENCE:	Utility	AUTHORITY:	Council
SUBJECT:	Utility Connection/Disconnect Requests & Fees	EFFECTIVE DATE:	December 13, 2022
ADOPTED BY RESOLUTION NO. & DATE:	2022-312 December 13, 2022	NUMBER OF PAGES:	6
AMENDED BY RESOLUTION NO. & DATE:		REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTON:

WHEREAS the Council of the Rural Municipality of Elton (Elton) is accumulating and maintaining a reserve for maintenance and upgrade requirements for the Elton Water Distribution System.

WHEREAS the Council of the Rural Municipality of Elton has determined that it is desirable for existing and new development arising from severances and Plans of Subdivision to contribute to the reserve for maintenance and upgrade requirements for Elton Water Distribution System.

THEREFORE BE IT RESOLVED that Council of the Rural Municipality of Elton hereby adopt the following processes for Elton Utility Connection Requests to existing Elton Water Distribution System.

Mainline installation and connections to the Elton Water Distribution System must be to Manitoba Water Services Board Standard Construction Specifications.

Any waterline connections beyond one (1) mile of the Elton Municipal boundaries are subject to Whitehead Elton Regional Water Cooperative Inc. (WERWC) Board approval.

Water Connection fees shall be reviewed by Council as part of periodic water rate studies relating to connection fee versus capital assets/installation costs and may or may not form part of Utility Rate By-laws and water rate approvals at the discretion of Council.

Citizens are responsible for the minimum quarterly billings from the date the water is connected. Schedule "C" must be provided to the Elton Municipal Office to shut off and/or reconnect water from the curb stop which includes a nominal fee. No quarterly billings will be issued when water is shut off at the curb stop.

It is strongly recommended that all citizens connecting to the Elton Water Distribution System install an expansion tank. The expansion tank is designed to handle the thermal expansion of water as it heats up in the water heater, preventing excessive water pressure. If water pressure gets too high it can damage valves in plumbing fixtures, joints in supply pipes and the water heater itself. All costs relating to the expansion tank and installation are the responsibility of the citizen.

Upon expiry of the successful bidder's warranty period, all waterline and equipment on private property after the curb stop, including the water meter assembly package (such as meter, cellular transmitter, pressure reducing valve, back flow preventor, flow control, and shut off valve), are the responsibility of the property owner. Upon request, components in the water assembly may be repaired at cost (labour and parts) by the WERWC Employee by calling the Elton Municipal Office.

Waterline Connection Levy

A Waterline Connection Levy is required on all connections to the existing Elton Water Distribution System. Included in this levy is the water meter assembly package, which must be supplied (timelines vary depending on supply and demand) and installed by a WERWC employee. Remaining funds will be allocated for maintenance and upgrades of the Elton Water Distribution System.

Waterline Connection Levy rates are outlined in Schedule "A" (Individual) and "B" (Multi Lot).

Individual Residential and/or Commercial Waterline Connection Requests

- A Request for Connection as per Schedule "A" as approved by Elton shall be completed and submitted to the Elton Municipal Office.
- Waterline Connection Levy shall be as per Schedule "A" which includes the water meter assembly package.
 - Upon receipt of the completed Request for Connection form, Elton shall confirm if a mainline is adjacent to the property, capacity of water availability and obtain quotes for installation. Please note that if a mainline is not adjacent to the property, the property owner would be responsible for the costs to extend the waterline, unless other Provincial and/or Federal funding is available.
- Quotes shall be reviewed by the Chief Administrative Officer or designate, and the Whitehead Elton Regional Water Co-operative Inc. Manager or Utility Operator. The Applicant will be notified the proposed bid amount and at that time, the applicant may accept or refuse the bid.

If proceeding:

- the Applicant must pay the full amount of the bid and the Waterline Connection Levy, outlines in Schedule "A" to Elton 14 days after receiving the notice of bid from Elton.
- Once payment is received Elton will award work to the successful bidder.
- If the successful bidder encounters any additional costs that varies from the awarded quote, Elton will not be liable, and all additional costs will be the responsibility of the property owner.

If refused:

- All bidders will be notified and;
- The applicant will need to reapply as the original application will be closed.

Multi Lot Developments Residential and/or Commercial Waterline Connection Requests

Option 1

- A Request for Connection as per Schedule "B" as approved by Elton shall be completed and submitted to the Elton Municipal Office.
- Waterline Connection Levy shall be as per Schedule "B" which includes the water meter assembly package.
 - Upon receipt of the completed Request for Connection form, Elton shall confirm if a mainline is adjacent to the property, capacity of water availability and obtain quotes for

installation. Please note that if a mainline is not adjacent to the property, the property owner would be responsible for the costs to extend the waterline, unless other Provincial and or Federal funding is available.

- Quotes shall be reviewed by the Chief Administrative Officer or designate, and the WERWC Manager or Utility Operator. The Applicant will be notified the proposed bid amount and at that time, the applicant may accept or refuse the bid.

If proceeding:

- The Applicant must pay the full amount of the bid and the Waterline Connection Levy, outlined in Schedule "B" to Elton 14 days after receiving the notice of bid from Elton.
- Once payment is received Elton will award work to the successful bidder.

If refused:

- All bidders will be notified and;
- The applicant will need to reapply as the original application will be closed.

Option 2

- Applicant may choose to install the waterline; however, a signed Development Agreement is required, and no work can commence until the requirements have been met. Furthermore, persons or firms installing the waterline must be actively engaged in the line of work required by the specifications outlined in this policy. Elton has the right to refuse any contractor if it is not in the best interest of Elton.
- A Request for Connection as per Schedule "B" as approved by Elton shall be completed and submitted to the Elton Municipal Office.
 - Upon receipt of the completed Request for Connection form, Elton shall confirm if a mainline is adjacent to the property, capacity of water availability. Please note that if a mainline is not adjacent to the property, the property owner would be responsible for the costs to extend the waterline, unless other Provincial and/or Federal funding is available.

If proceeding:

- The Applicant must pay the full amount of the Waterline Connection Levy, outlined in Schedule "B" which includes the water meter assembly package to Elton 14 days prior to any works relating to the waterline installation.

If refused:

- The applicant will need to reapply as the original application will be closed.

- Waterline Connection Levy shall be as per Schedule "B" which includes the water meter assembly package.

Schedule "A"



Request for Connection to Rural Municipality of Elton (Elton) Waterline Individual Residential and/or Commercial Waterline

Waterline Connection Levy - based on Meter Size Requested: (Please check all that apply)

<i>Water Meter Size (Approx. Flow Rate)</i>	<i>Rural Residential/Farm:</i>	<i>Commercial:</i>
5/8" (approx. 4 gal/minute flow – Normal Use)	<input type="checkbox"/> \$9,500.00	<input type="checkbox"/> \$12,500.00
3/4" (approx. 10 gal/minute flow – High Use)	<input type="checkbox"/> \$11,500.00	<input type="checkbox"/> \$14,500.00
1" (approx. 20 gal/minute flow) *		<input type="checkbox"/> \$16,500.00
Outside Elton Boundaries - additional charge	<input type="checkbox"/> \$2,000.00	<input type="checkbox"/> \$2,000.00

** Water requirements for 1" meter will require private on-site cistern water storage and pump system not included in above pricing.*

Property Description

Property Owner/Authorized Individual Name _____ Phone # _____

Property Owner/Authorized Individual Name _____ Phone # _____

Mailing Address _____

Roll No. _____

Legal Description _____ Civic _____

By signature(s) below, I/we hereby declare that I/we agree with Elton Utility Policy No. 86-2022, and I/we do wish my property connected to the Elton Rural Waterline as selected and indemnify Elton from any and all aspects of this request. (Must be signed by all registered owners and/or authorized individual(s) of the property.)

Signature

Signature

Title

Title

Company

Company

Date

Date

Office Use Only:

Bid Amount \$ _____ Levy \$ _____ Total \$ _____ Received On _____

Schedule "B"



Request for Connection to Rural Municipality of Elton (Elton) Waterline Multi Lot Developments Residential and/or Commercial Waterline Connection Requests

Waterline Connection Levy - based on Meter Size Requested: (Please check all that apply)

Water Meter Size (Approx. Flow Rate)	Rural Residential/Farm:	Commercial:
5/8" (approx. 4 gal/minute flow – Normal Use)	<input type="checkbox"/> \$9,500.00	<input type="checkbox"/> \$12,500.00
3/4" (approx. 10 gal/minute flow – High Use)	<input type="checkbox"/> \$11,500.00	<input type="checkbox"/> \$14,500.00
1" (approx. 20 gal/minute flow) *		<input type="checkbox"/> \$16,500.00
Outside Elton Boundaries - additional charge	<input type="checkbox"/> \$2,000.00	<input type="checkbox"/> \$2,000.00

* Water requirements for 1" meter will require private on-site cistern water storage and pump system not included in above pricing.

Installation of waterline to be by:

Elton Municipal Office Requesting Quote
 Applicant Installing/Subcontracting
 Contractor Name _____ Phone #: _____
 Contractor Approved: Yes No Reason: _____

Property Description

Property Owner Name _____ Phone # _____
 Property Owner Name _____ Phone # _____
 Developer Name: _____ Phone # _____
 Mailing Address _____
 Roll No. _____
 Legal Description _____ Civic _____

By signature(s) below, I/we hereby declare that I/we agree with Elton Utility Policy No. 86-2022, and I/we do wish my property connected to the Elton Rural Waterline as selected and indemnify Elton from any and all aspects of this request. (Must be signed by all registered owners and/or authorized individual(s) of the property.)

Signature

Signature

Title

Title

Company

Company

Date

Date

Office Use Only:

Bid Amount \$ _____ Levy \$ _____ Total \$ _____ Received On _____

Schedule "C"



Request for Shut Off or Reconnect to Rural Municipality of Elton (Elton) Waterline Requests

Property Description

Property Owner/Authorized Individual Name _____ Phone # _____

Property Owner/Authorized Individual Name _____ Phone # _____

Mailing Address _____

Roll No. _____

Legal Description _____ Civic _____

Shut Off Water at Main Waterline

Yes Fee: \$50.00 (to be billed to the property owner) Fee: Waived *

Date of Requested for Shut Off: _____

Reason for Request to Shut Off: _____

Reconnect Water at Main Waterline

Yes Fee: \$50.00 (to be billed to the property owner) Fee: Waived *

Date of Requested for Shut Off: _____

Reason for Request to Reconnect: _____

By signature(s) below, I/we hereby declare that I/we agree with Elton Utility Policy No. 86-2022, and I/we do wish my property connected/disconnected to the Elton Rural Waterline as selected and indemnify Elton from any and all aspects of this request. (Must be signed by all registered owners and/or authorized individual(s) of the property.)

Signature

Signature

Title

Title

Company

Company

Date

Date

* Fees will be waived for requests due to repairs.

Office Use Only:

Received on: _____

By: _____

Water Shut Off on: _____

By: _____

Quarterly Billings Stopped on: _____

By: _____

Water Reconnected on: _____

By: _____

Quarterly Billings Reinitiated on: _____

By: _____