

RURAL WATER AND SEWER SERVICING

Important changes Effective
Thursday October 17, 2024



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Dear RWSS contractors,

There are important changes to invoicing requirements and the payment structure for work under the Rural Water and Sewer Servicing Program. These changes are being made to help mitigate payment delays and to align with recent provincial legislation.

Additional details required on all invoices

Effective October 21, 2024, these additional details must be included on all future invoices to the Municipality:

- The contractor's name and business address
- The date of the proper invoice and the period that the work was done or materials were furnished
- Information identifying the authority which the work was done or materials were furnished
- A description of the work done or materials furnished
- The amount requested for payment and the corresponding payment terms broken down for the work done or materials furnished
- The name, title and contact information of the person to whom the payment is to be sent
- A statement indicating the invoice provided is intended to constitute a proper invoice
- Other information that may be prescribed

Why are these details now required on invoices?

The Government of Alberta recently adopted the Prompt Payment and Construction Lien Act (PPCLA), which includes making the details above a legislated requirement on all invoices. Part 16 of the Rural Water and Sewer Servicing (RWSS) Bylaw is no longer accurate as it is superseded by the PPCLA legislation.

Including these additional details on invoices will help the Municipality promptly pay invoices. There are often delays in payment when key details are not included on invoices.

Holdback period now 60 calendar days

Under the requirements of the PPCLA, the holdback period for the 10% invoice amount must be adjusted from 45 calendar days to 60 calendar days from the date in which the Certificate of Substantial Completion has been posted at the connected property. The Municipality will strive to release the 10% holdback amount as quickly as possible after 60 calendar days have passed from the posting of the Certificate of Substantial Completion.

All Laydown Spaces Require Approved Development Permits

A Development Permit is required for all uses of private and public lands including storage of construction materials, commercial vehicles and any temporary buildings. The applications can be completed online at rmwb.ca/permits. For any questions on Development Permits please e-mail Planning.Development@rmwb.ca.

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Expedite payment timelines by issuing three invoices, including documentation

In an effort to expediate payment timelines, all RWSS payment requests should be issued in three invoices, following the structure below and include the following documentation:

First Payment - 70% of quoted amount

- Contractor's first invoice
- Plumbing Permit - Permit Service Report (PSR)
- Electrical Permit - Permit Service Report (PSR), if applicable

Second Payment - 20% of quoted amount

- Contractor's second invoice
- Service Connection - Permit Service Report (PSR)
- Homeowner final sign off confirming that works have been completed to their satisfaction
- Confirmation from RMWB staff that municipal infrastructure and lands have been restored back to preconstruction condition or better

Third Payment - 10% of quoted amount

- Contractor's third and final invoice
- Certificate of Substantial Completion

Proof that the Certificate of Substantial Completion has been posted on site for at least 60 calendar days as per applicable legislation

Approved Quotes Concluding October 21, 2024

With the construction season wrapping up, the RMWB will be concluding the review of contractor quotations as of October 21, 2024 at 4:30 p.m. Construction may still proceed on approved quotes with permits in place at the conclusion of October 21, 2024. New or additional construction activities will not be permitted to be undertaken in the colder months, unless an extenuating circumstance warrants the work proceeding into November 2024. Under these circumstances, please contact the RWSS Application Committee before submitting a new quote. While applications can be submitted year-round, further updates will be provided in early 2025 when RWSS construction activities may resume.

We appreciate your understanding and support implementing these changes to improve the RWSS invoice and payment process. If you have any questions, please send correspondence to the RWSS Committee inbox at RWSScommittees@rmwb.ca

Thank you,

Rural Water and Sewer Servicing Application Committee

Regional Municipality of Wood Buffalo