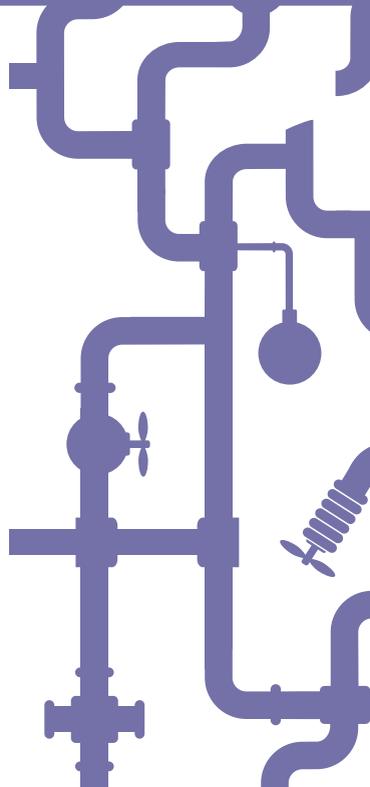


RURAL WATER
AND SEWER SERVICE
CONNECTIONS

**HOMEOWNER'S
INFORMATION
PACKAGE**



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**



Introduction

The Regional Municipality of Wood Buffalo (RMWB) is committed to supporting rural residents through the municipal water and sewer connection process.

This package will provide the information required to complete the application, along with a step-by-step outline of how to successfully complete the connection process.

If you have questions about this package, the application process, or other related inquiries, please contact PULSE at 780-743-7000.

Please note: This information is for general information purposes only. The RMWB does not represent that the information herein meets all applicable legislative, regulatory, policy, or other requirements. The information is only general in nature and shall not be considered, in any way, to be a substitute for or modification to, amendment or binding interpretation of the Municipality's codes or standards for water service, sewer service connections, or any other applicable bylaw, law, regulation, directive or policy, whether municipal, provincial, or federal. The information contained in this manual is subject to change by the Municipality, without notice.

Homeowner’s Guide: Rural Water and Sewer Service Connection

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SUBMITTING AN APPLICATION

STEP 1

Download a copy of the Rural Water and Sewer Service (RWSS) [Connection Application Form](#) from our website.

The following documents are also required with the application:

- RWSS Service Connection Application Form
- RWSS Service Connection Funding Agreement
- RWSS Service Connection Assignment of Payment Form
- Quotation from a Certified Contractor

STEP 2

Email the completed application to rwss.applications@rmwb.ca.

Forms can also be mailed to Regional Municipality of Wood Buffalo, Engineering Department, 309 Powder Drive, Fort McMurray, AB, T9K 0M3.

For assistance with completing the forms, please call PULSE at 780-743-7000.

STEP 3

Submit payment.

There are a few options for submitting payments:

- Online at <https://pay.rmwb.ca>
- In person at Timberlea Landing in Fort McMurray (309 Powder Drive) using debit/credit/cash.
* Due to COVID-19, the Timberlea Landing office is closed for in-person payments. Please pay online or mail a cheque.
- By mail (cheques can be made payable to the Regional Municipality of Wood Buffalo) and sent to 9909 Franklin Avenue, Fort McMurray, Alberta, T9H 2K4.

Please Note: Connection to the municipal system cannot be permitted until the application is approved.

HIRING A CERTIFIED CONTRACTOR

Homeowners are required to use the Alberta Municipal Affairs' Private Sewage System Installer Certification List to hire a certified contractor. The list of certified contractors can be found on the [Alberta Municipal Affairs \(AMA's\) website](#).

It is important to select a certified contractor to ensure the work is completed by a qualified professional.

To ensure the job is completed properly:

- Get a quote from the list of certified contractors. If the quote is not accepted by the Application and Appeal Committee, the contractor will need to revise the quote or the homeowner can get a quote from another certified contractor on the list.
- Enter into a written contract that includes:
 - A detailed scope of work
 - A delivery date for a maintenance manual, and
 - Warranty information (including as-built information and maintenance manual)
 - Project timeline
 - Expected date of completion
 - Payment schedule
- Confirm the contractor has the necessary insurance

Please note the following when selecting a contractor:

- The contract is between the homeowner and the contractor only.
- Upgrades to existing plumbing and electrical systems are not included in the RWSS Service Connection Plan. If required, the homeowner is responsible for any upgrades.
- All work must be carried out in accordance with the current Occupational Health and Safety requirements.

DESIGN AND QUOTE REQUIREMENTS

A certified contractor must design the system according to the site conditions and based on the servicing needs of the house. The design should be based on at least the minimum service connection guidelines, requirements of the applicable codes, regulations, and the most current RMWB Engineering Servicing Standards and Developmental Procedures.

The following provides some guidance for ensuring certified system design and quote requirements:

- The quote should be broken down into various items of work as per the RWSS Worksheet for Preparation of Quotation (found in The Homeowner Package tab).
- The contractor should agree to provide as-built information, operations, and maintenance manuals with the contact information of suppliers and manufacturers.
- The homeowner should ensure the contractor agrees to provide warranty on the completed work.
- The quote/agreement should be signed by the contractor and the homeowner and must be included with the homeowner's application for service connection.

OBTAINING THE PERMIT

All water and sewer connections will require a permit prior to the start of the work.

Each municipal address requires a separate permit.

A certified installer will be familiar with the permitting process and will assist you with obtaining the permits.

Homeowners will need the following information on their permit:

- Site plan
- Plumbing plans for each floor of the home
- Size and location of the storm, sanitary, and water services required for the property
- Property address
- Legal description of the property

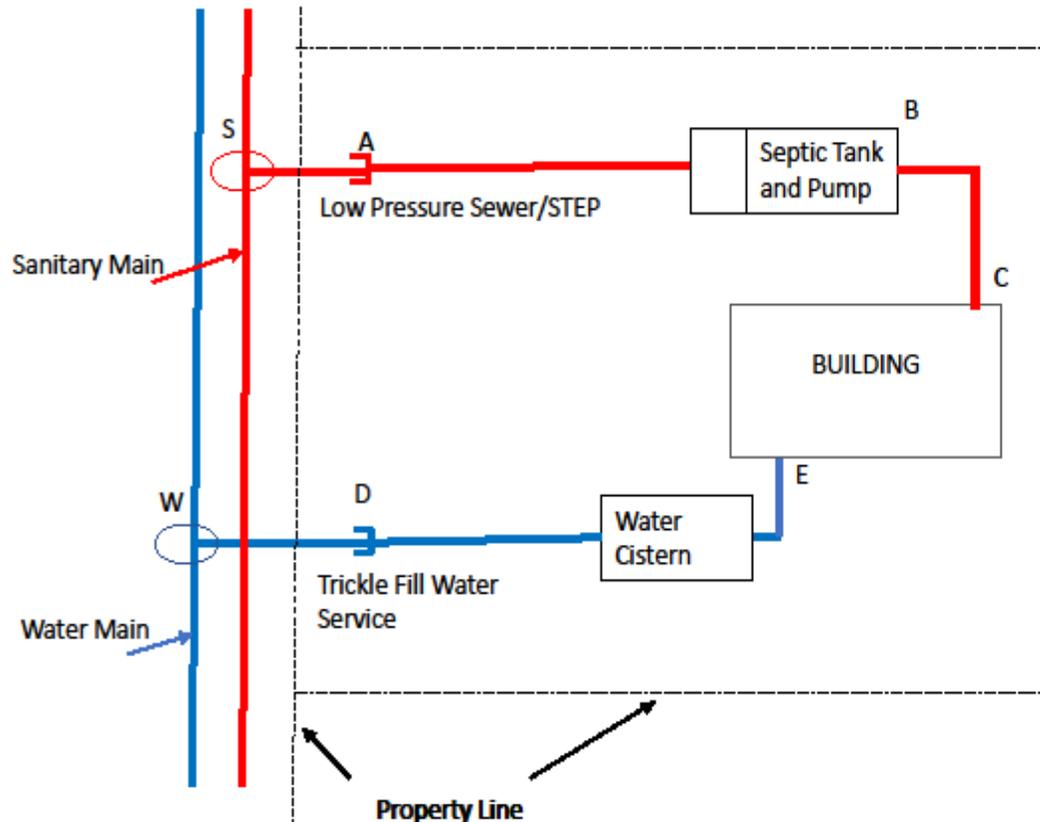
Depending upon the scope of work, the following permits will be required before starting the work:

Permit Name, Issuance/Inspection	Who Can Pull the Permit
Service Connection Permit (STEP) <ul style="list-style-type: none">• Issued and Inspected by Safety Codes	Licensed Plumber or Certified Private Sewage System Installer
Service Connection Permit (DIRECT) <ul style="list-style-type: none">• Issued and Inspected by Safety Codes	Licensed Plumber
Plumbing Permit <ul style="list-style-type: none">• Issued and Inspected by Safety Codes• Applicable to houses with septic tanks, septic fields, holding tanks, etc.	Licensed Plumber
Electrical Permit <ul style="list-style-type: none">• Issued and Inspected by Safety Codes	Master Electricians
Water Meter Permit <ul style="list-style-type: none">• Issued and Installed by Underground Utilities or Rural Operations	Homeowner or a representative
Utility Connection Permit <ul style="list-style-type: none">• Issued and Inspected by Underground Services or Rural Operations	Homeowner or a representative

Please see section 1.3.2 of the RWSS Connection Guidelines and the illustrated drawings in the following pages for details.

Please Note: There is a fee associated with the permits.

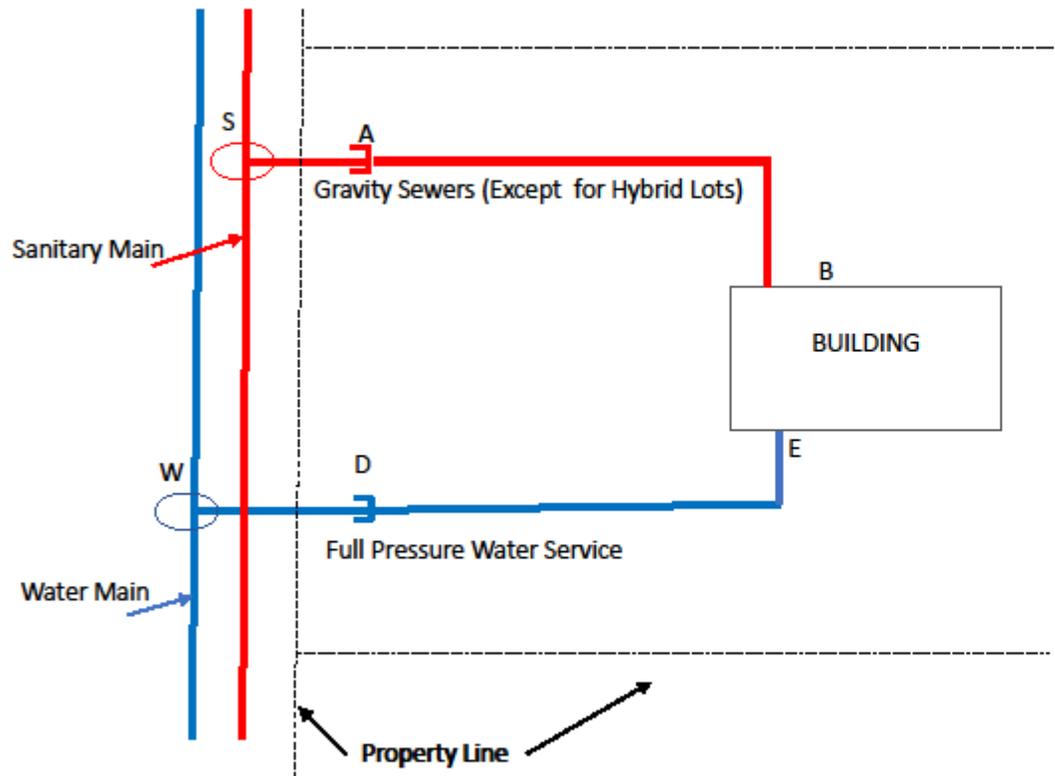
Drawing 1: RWSS Permit Requirements Draper and Janvier



Note: Water and Sanitary service lines are shown in separate trench for illustration purpose only.
 Water Cistern shown outside of building for illustration purpose only.
 STEP: Septic Tank Effluent Pump ; Water Cistern is shown outside, can be inside

Permit Name, Issuance /Inspection	Who Can Pull the Permit
Service Connection Permit (STEP) (A-B) and (D-E) <ul style="list-style-type: none"> Issued and Inspected by Safety Codes. 	Licensed Plumber or Certified Private Sewage System Installer
Plumbing Permit May be Required If: <ol style="list-style-type: none"> B- C is new/not already constructed or Alteration to Internal Building Plumbing is required <ul style="list-style-type: none"> Issued and Inspected by Safety Codes. 	Licensed Plumber
Electric Permit <ul style="list-style-type: none"> Issued and Inspected by Safety Codes 	Master Electricians
Water Meter Permit <ul style="list-style-type: none"> Issued and Installed by Underground Utilities or Water Meter or Rural Operations. Water meter Installed inside the building for Anzac, Conklin and Gregoire Lake Estates. In Draper and Janvier, Water meter installed in Meter Chamber outside next to the property line. Turning on Water and Low Pressure Sewer Valves. 	Owner or Owner's Contractor
Utility Connection Permit <ul style="list-style-type: none"> Not Required for lots that already have Service Stubs S-A and W-D Required, besides above permits, for lots that do not have Service Stubs S-A and W-D and needs to Connect/Tap to Main Lines Currently Issued and Inspected by UGS/Reviewed by Engineering. (Please See Drawing 4). 	Owner or Owner's contractor

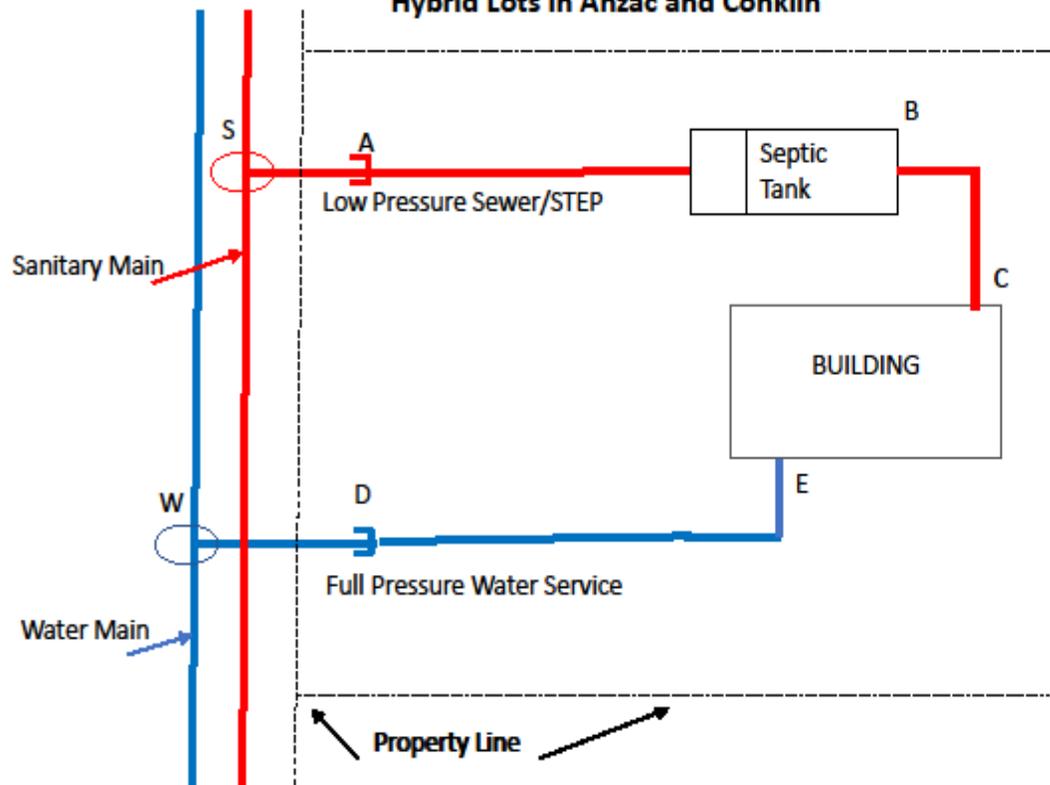
Drawing 2: RWSS Permit Requirements Anzac , Conklin and Gregoire Lake Estates



Note: Water and Sanitary service lines are shown in separate trench for illustration purpose only.

Permit Name, Issuance /Inspection	Who Can Pull the Permit
Service Connection Permit (DIRECT) (A-B) and (D-E) • Issued and Inspected by Safety Codes.	Licensed Plumber
Plumbing Permit May be Required If: 1) Alteration to Internal Building Plumbing is required • Issued and Inspected by Safety Codes.	Licensed Plumber
Electric Permit • Issued and Inspected by Safety Codes.	Master Electricians
Water Meter Permit • Issued and Installed by Underground Utilities or Water Meter or Rural Operations. • Water meter Installed inside the building for Anzac, Conklin and Gregoire Lake Estates. • In Draper and Janvier, Water meter installed in Meter Chamber outside next to the property line. • Turning on Water and Low Pressure Sewer Valves.	Owner or Owner's Contractor
Utility Connection Permit • Not Required for lots that already have Service Stubs S-A and W-D • Required, besides above permits, for lots that do not have Service Stubs S-A and W-D and needs to Connect/Tap to Main Lines • Currently Issued and Inspected by UGS/Reviewed by Engineering. (Please See Drawing 4).	Owner or Owner's Contractor

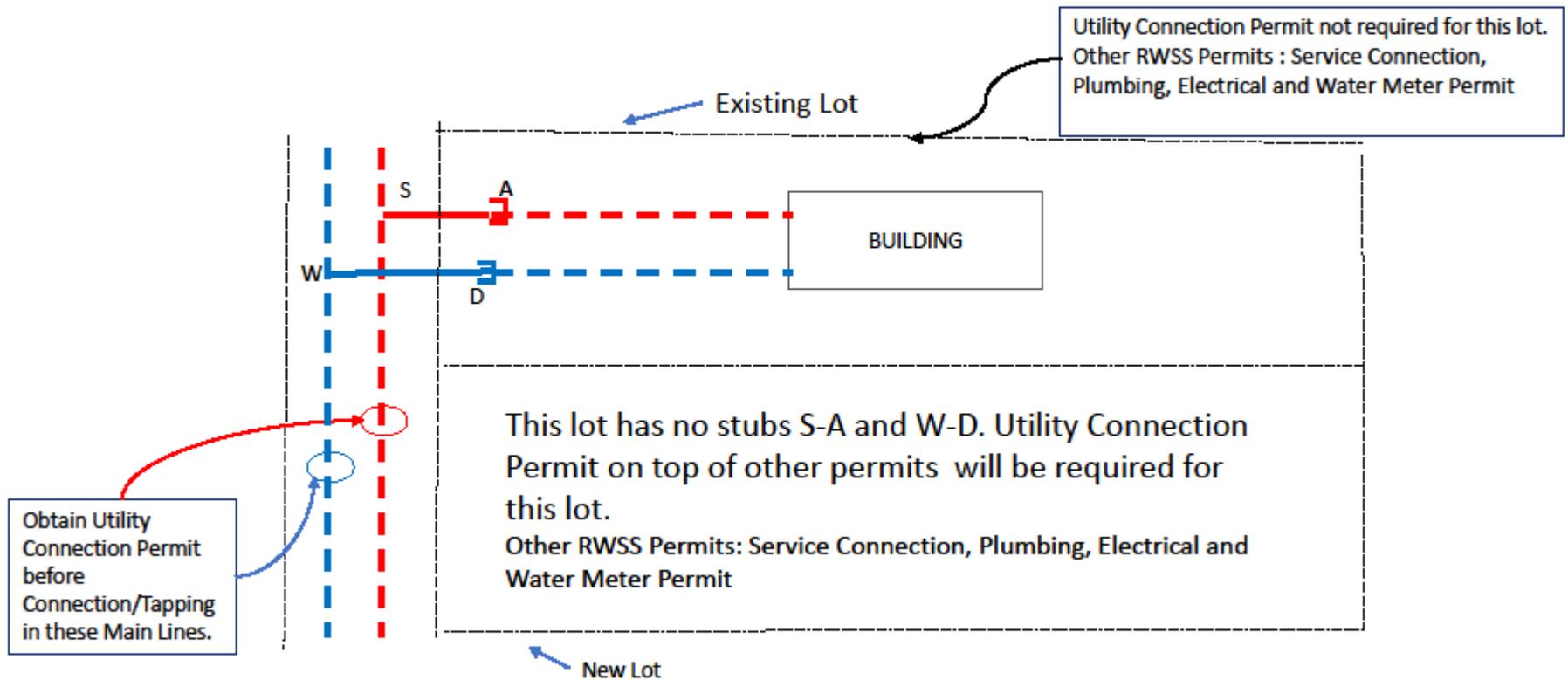
Drawing 3: RWSS Permit Requirements Saprae Creek Estates and Hybrid Lots in Anzac and Conklin



Note: Water and Sanitary service lines are shown in separate trench for illustration purpose only.
STEP System: Septic Tank Effluent Pumping;
Hybrid lots requiring STEP tank and pump

Permit Name, Issuance /Inspection	Who Can Pull the Permit
Service Connection Permit (STEP) (A-B) and (D-E) <ul style="list-style-type: none"> Issued and Inspected by Safety Codes. 	Licensed Plumber or Certified Private Sewage System Installer
Plumbing Permit May be Required If: <ol style="list-style-type: none"> B- C is new/not already constructed or Alteration to Internal Building Plumbing is required <ul style="list-style-type: none"> Issued and Inspected by Safety Codes. 	Licensed Plumber
Electric Permit <ul style="list-style-type: none"> Issued and Inspected by Safety Codes. 	Master Electricians
Water Meter Permit <ul style="list-style-type: none"> Issued and Installed by Underground Utilities or Water Meter or Rural Operations. Water meter Installed inside the building for Anzac, Conklin and Gregoire Lake Estates. In Draper and Janvier, Water meter installed in Meter Chamber outside next to the property line. Turning on Water and Low Pressure Sewer Valves. 	(Owner or Owner's Contractor
Utility Connection Permit <ul style="list-style-type: none"> Not Required for lots that already have Service Stubs S-A and W-D Required, besides above permits. for lots that do not have Service Stubs S-A and W-D and needs to Connect/Tap to Main Lines Currently Issued and Inspected by UGS/Reviewed by Engineering. (Please See Drawing 4). 	Owner or Owner's Contractor

Drawing 4: When Utility Connection Permit is Required



STARTING CONSTRUCTION

Once your application and permit are approved, construction may begin. The following should be noted before or during construction:

- A copy of all approved permits, drawings, and specifications should be kept at the construction site during the installation of the services.
- The RWSS Water and Sewer Inspection Checklist must be sent before scheduling the installation of water meter and turning on the valves.
- Periodic inspections (before backfilling, installation of water meter, and turning water/sewer valves on/off) must be booked with Safety Codes and the Water Metering Group within the Underground Services Department.
- A Safety Codes Permit Service Report is required before the release of the payment to the contractor.
- Final inspection of the systems by the Municipality or its representative is required.

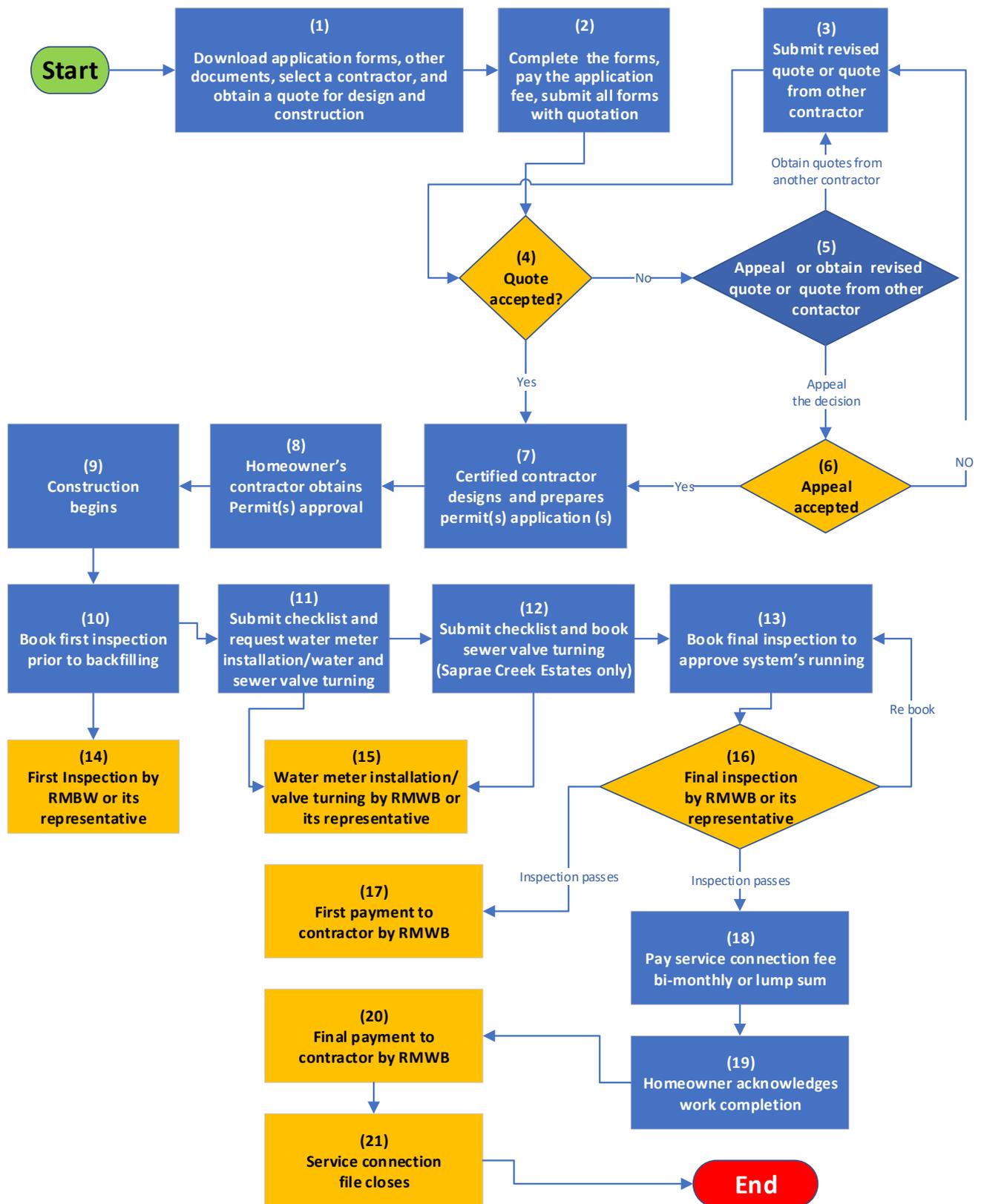
WATER METER INSTALLATION/WATER VALVE TURNING

The home is ready for a new water meter installation when:

- The service line has passed all the necessary testing, per the RMWB Engineering Standard 7-305.
- The service line has been flushed and is free of any sediments or rocks.
- The building is heated (to prevent freezing of water lines and the water meter).
- A backflow preventer and fire protection system are installed.
- Water is turned on to the meter setting, so the water meter can be tested for leaks.

Once the system is ready to be connected to the municipal pipes, the homeowner/contractor will submit the RWSS Water and Sewer Inspection Checklist to request meter installation and valve turning.

SERVICE CONNECTION PROCESS FOR RESIDENTIAL LOTS



MAINTAINING THE SYSTEM

Once connected, the homeowner is responsible for the maintenance of the main line between their home and the municipal connection point on the property's boundary line.

The homeowner should ensure the following:

- They have a copy of the as-built information, maintenance manual, and supplier list (provided by the contractor)
- Clear access to the meters (ensuring landscaping does not affect accessibility)
- Adequate insurance coverage of the storm water system

PAYMENT INFORMATION AND REQUIREMENTS

Service Connection Fee

Through the RWSS Residential Service Connection Plan, residential lot owners will be charged a Service Connection Fee as follows:

- \$10,000 per residential lot in Saprae Creek Estates
- \$16,000 per residential lot in Anzac, Conklin, Draper, Gregoire Lake Estates, and Janvier

Application Fee

Residential lot owners will be charged a non-refundable Application Fee of \$200 payable at the time of application. However, the application fee will be deducted from the total Service Connection to the Municipality.

EXAMPLE:

For Janvier, Conklin, Anzac, Gregoire Lake Estates, and Draper communities the breakdown is as follows:

Rural Water and Sewer Service Connection Lump Sum:	\$16,000.00
Less the Application Fee (paid at the time of application):	<u>-\$200.00</u>
Balance Payable after the Inspection and Completion Report is issued by the Safety Code Officer:	\$15,800.00

In Saprae Creek, the breakdown is as follows:

Rural Water and Sewer Service Connection Lump Sum:	\$10,000.00
Less the Application Fee (paid at the time of application):	<u>-\$200.00</u>
Balance Payable after the Inspection and Completion Report is issued by the Safety Code Officer:	\$9,800.00

Payment Options

Service Connection Fees may be paid in one lump-sum payment at the time of installation or added to utility bills and amortized (spread out) over a period of twenty-five years.

Duration of Payment Plan

The Residential Service Connection Plan will be in effect until 2028, or until 5 years after the date municipal infrastructure is available at the lot (whichever is earlier).

After that time, lot owners will be responsible for the full cost of service connection and the subsidized water delivery program will discontinue (wastewater collection will also discontinue).

For more information, please see the RWSS Bylaw 009/20.

Customer Billing

When the service is available, and the property is prepared for connection, the Municipality will submit a bill to the property owner.

If any bill, including arrears, is not paid within thirty days after the date rendered, it will be transferred to the property tax bill if unpaid for 90 days.

Ways to Pay your Utility Bill

Online

Utility bills can be paid online using a credit card or residents can sign up for preauthorized utility bill payments with a credit card or preauthorized debit (bank withdrawal) by visiting <https://pay.rmwb.ca>.

When paying online through a financial institution, please use 'Wood Buffalo' or 'Wood Buffalo Utilities' as the payee.

Please call PULSE at 780-743-7000 for assistance with your online utility bill payment.

By Mail

Cheques are accepted by mail only. Cheques should be made payable to 'Regional Municipality of Wood Buffalo'.

Please ensure to include the water payment stub along with your cheque in the envelope.

Mail cheque to:

9909 Franklin Avenue
Fort McMurray, Alberta
T9H 2K4
Attention: Utility Billing

In Person

Bills can be paid in person at Timberlea Landing in Fort McMurray (309 Powder Drive) using any of the following methods:

- Debit Card
- Credit Card: Visa or Mastercard. The cardholder must be present.

Please note: The cashier's office is closed from 1:00pm–2:00pm.

HELPFUL INFORMATION

Alberta Municipal Affairs - Water and Sewer Service Installer Certification List

The persons listed on the certification list hold a valid certificate for municipal water and sewer connections. A water and sewer certificate (R) have no expiry date.

Safety Codes Permitting Fees

The Safety Codes Services branch is the approving authority for all construction, renovations, or additions of any buildings in the Municipality. The branch administers provincial safety codes legislation and construction codes. Its job includes the review and processing of building, electrical, gas, plumbing, gas appliance ventilation, service connection permit, private sewage permit applications, permit issuance, and the inspections of completed work.

Types of Safety Codes Permits

Building, electrical, plumbing, service connection, and private sewage permits are issued and inspected by the Municipality.

Underground Services

This branch maintains the projects that start with the intention to upgrade, replace, or create new infrastructure underground, such as water and sewer pipes. During project design and construction, additional infrastructure upgrades are identified such as road work, sidewalks, curbs, and gutters. In addition, this category of projects includes lagoons and the RWSS program.

Appendix

Required Forms for Application

To complete the application process, you will need the completed and signed copies of the following forms which can be downloaded online at <https://www.rmwb.ca/rwss>

- RWSS Service Connection Application Form
- RWSS Service Connection Funding Agreement
- RWSS Service Connection Assignment of Payment Form

You will also need a quotation from a certified contractor. The quote must include a detailed breakdown of costs.

Related Documents

Rural Water and Service Connection Bylaw 20/2009

It is recommended that all interested persons read the Rural Water and Sewer Service Connection Bylaw 20/2009.

Guidelines for Rural Water and Sewer Servicing

Please visit <https://www.rmwb.ca/rwss> to view the Rural Water and Sewer Servicing Guidelines.

RWSS Worksheet for Preparation of Quotation

This worksheet will help the homeowner with the quotation process.

RWSS Water and Sewer Inspection Checklist

The checklist is to be completed and submitted prior to requesting the valve service (after the application and permit are approved).

Please note: All these related documents can also be downloaded online at <https://www.rmwb.ca/rwss>