



Water, Sanitary and Storm Service Connection Policy

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Supersedes:

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1.0 Policy Intent

To set guidelines for installation, reuse and/ or removal and capping of water, sanitary and/or storm service connections in the City of Cold Lake.

2.0 Purpose

The purpose of this policy is to establish the guidelines for removal, reuse or installation of water, sanitary and/or storm service connections with the intent of:

- 2.1 Encouraging redevelopment in existing areas which would make better use of the City's existing infrastructure;
- 2.2 Enabling informed decision-making by Council, administration and community;
- 2.3 Improving decision-making accountability and transparency;
- 2.4 Meeting federal, provincial and local legislative regulatory requirements for the disconnection, reuse and installation of service connections in a timely fashion;
- 2.5 Reducing the costs and responsibilities placed on the property owner while streamlining the process;
- 2.6 Ensuring that risk, approved levels of service, condition, and use of the inventory are considered to inform and prioritize programming decisions at all levels of decision making; and
- 2.7 Ensuring the City resources and operational capabilities are identified for City services and infrastructure so they are provided in a safe, reliable and sustainable manner with responsibility for asset management.

3.0 **Policy Statement**

- 3.1 The City shall comply with this policy both internally and in its engagements with property owners, developers, contractors, and consultants. The City will contribute towards continuous improvement in asset management practices for service connections. If any provisions of this policy are held invalid, the remainder of this document shall be valid.

4.0 **Managerial Guidelines**

4.1 **Definitions:**

- 4.1.1 **“Actual Costs”** means the total cost of installing, changing, removing or inspecting a service connection, inclusive of surface repairs, as determined by the invoices from the City’s Contractor/Consultant;
- 4.1.2 **“City”** means the municipal corporation of the City of Cold Lake, or the geographical area falling within the corporate limits of the City of Cold Lake as the context requires;
- 4.1.3 **“City Contractor/Consultant”** means a third party hired by the City to design, install, change, remove or inspect for reuse the service connections as described and detailed in this policy;
- 4.1.4 **“City Designate”** means the person designated by the City to act on its behalf;
- 4.1.5 **“Council”** means Cold Lake City Council;
- 4.1.6 **“Estimated Costs”** means the anticipated cost of installing changing, removing or inspecting a service connection, inclusive of surface repairs, based on a quotation received from the City’s Contractor/Consultant;
- 4.1.7 **“Initial Fee for Non- Standard Service Connection”** means a fee to be paid to the City by the Owner in the amount of \$5,000.00 at the time of application prior to commencement of design;
- 4.1.8 **“Municipal Connection”** means the conduit which connects the Municipal System to the private property at the property line. Refer to Appendix “A” for Figure A.1;
- 4.1.9 **“Municipal System”** means the water, sanitary and/or storm mains, manholes, catch basins, and hydrants within the municipal rights of way. Refer to Appendix “A” for Figure A.1;
- 4.1.10 **“Non-Standard Connection”** means:

- 4.1.10.1 Any service connection to a property zoned as industrial/commercial/institutional under the City's Land Use Bylaw;
 - 4.1.10.2 Any service connection to a property zoned residential under the City's Land Use Bylaw with a water service connection with a diameter of greater than 25mm and/or a sanitary sewer connection of greater than 100mm in diameter and/or a storm sewer connection of greater than 100mm in diameter;
 - 4.1.10.3 Any sanitary sewer connection requiring a direct connection to a sanitary forcemain through the use of a grinder pump or similar device;
 - 4.1.10.4 Any Temporary Connection;
 - 4.1.10.5 Any service connection that requires an extension to the existing Municipal System to bring the Municipal System immediately adjacent to the parcel.
- 4.1.11 **"Owner"** means:
- 4.1.11.1 The person or corporation who is registered under the Land Title Act as the Owner of the land;
 - 4.1.11.2 A person or corporation registered as the Owner on the City's tax roll; and
 - 4.1.11.3 In respect to any property other than the land, the actual owner, occupant or operator or person in lawful possession of the property.
- 4.1.12 **"Private Connection"** means the conduit which connects the private property to the Municipal Connection and includes the following, the entire lateral from the property line to three (3) feet or one (1) metre within the building. Refer to Appendix "A" for Figure A.1;
- 4.1.13 **"Redevelopment"** means the construction of a new principal building on a property which was previously occupied by a principal building which was connected to the Municipal System;
- 4.1.14 **"Standard Residential Connection"** means a service connection to a property zoned as residential in accordance with the City's Land Use Bylaw with a water service connection with a diameter of 25mm or less, and/or a sanitary sewer connection with a diameter of 100mm less and/or a storm sewer connection of 100mm or less in diameter connecting to an available Municipal System immediately adjacent to the parcel. Refer to Appendix "A" for Figure A.2;
- 4.1.15 **"Temporary Connection"** means a service connection installed at a location not adjacent to the parcel served, i.e. a non-standard location, and which is subject to removal or relocation at such time as a main is constructed contiguous to the parcel;

- 4.1.16 **“Unserviceable”** means a connection deemed unusable for any of the following reasons:
- 4.1.16.1 Three service calls within (twenty-four) 24 months;
 - 4.1.16.2 If the connection leads to a septic system and a corresponding Municipal System is available;
 - 4.1.16.3 If the connection leads to a well or alternate water source and a corresponding Municipal System is available;
 - 4.1.16.4 If the equipment of the servicing personnel becomes broken or lodged within the Private Connection or Municipal Connection; and/or;
 - 4.1.16.5 If the City, or building inspector, or their designate and the Owner mutually agree that the connection is inadequate due to age, size or physical condition.

4.2 General Requirements of a Service Connection

- 4.2.1 No person, Owner or occupant shall erect or cause to be erected any building or structure, except an accessory building, on lands which are serviced by the Municipal System unless the new building or structure and Private Connection is connected to the Municipal Connection.
- 4.2.2 No person, owner or occupant shall connect to the Municipal System or change or alter an existing Municipal Connection to the Municipal System without the approval of the City and compliance with the requirements of this policy and the City Engineering Standards.
- 4.2.3 A new service connection is required, where there is an existing service connection(s) and the following occurs:
- 4.2.3.1 Subdivision or severance of a lot or parcel of land on a lot serviced by a single existing service connection(s); or
 - 4.2.3.2 Consolidation of two (2) or more lots into one lot; or
 - 4.2.3.3 Construction of a new or reconstructed building or structure that will be directly or indirectly supplied by the municipal service connection and the size does not meet the requirements to service the building and/or the existing service connection(s) does not meet the criteria of the municipal engineering standards.
- 4.2.4 Notwithstanding 4.2.3, a new service may not be required if an existing service connection(s) meets the criteria for reuse as detailed in this policy.
- 4.2.5 If a service connection is to be reused, a camera inspection is required for the storm and/or sanitary for the City to determine the condition of the service connection and whether the line can be accepted for reuse.

- 4.2.6 If a new service connection(s) replaces an existing service connection, the existing service connection(s) shall be removed and capped from the City main(s), all at the same time as the new service connection(s) is installed.
- 4.2.7 Removal and capping of a service connection at the connection point to the Municipal System is required, where there is an existing service connection(s) and the following occurs:
 - 4.2.7.1 A building or structure on a property is demolished or substantially demolished; or
 - 4.2.7.2 A consolidation of two (2) or more lots into one lot and multiple existing service connections exist.
- 4.2.8 Notwithstanding 4.2.7, a service removal and capping at the point of connection to the Municipal System may not be required if an existing service connection (s) meets the criteria for reuse as detailed in this policy or an alternate removal and capping location is accepted by the City.
- 4.2.9 The minimum size of service connection(s) shall be no less than:
 - 4.2.9.1 **25mm** in diameter for water for a Standard Residential Connection;
 - 4.2.9.2 **100mm** in diameter for sanitary for a Standard Residential Connection;
 - 4.2.9.3 **100mm** in diameter for storm for a Standard Residential Connection;
 - 4.2.9.4 **50mm** in diameter for water for a Non-Standard Connection;
 - 4.2.9.5 **150mm** in diameter for sanitary for a Non-Standard Connection; and
 - 4.2.9.6 **150mm** in diameter for storm for a Non-Standard Connection.

4.3 Requirement for Application for Municipal Connection(s)

- 4.3.1 All Owners who require temporary, new, alteration, replacement, reuse or removal of Municipal Connection(s) to a property shall submit an application on the prescribed City form to the City and shall pay to the City:
 - 4.3.1.1 At the time of application, all fees, charges and costs, including the cost of the temporary, new, alteration, replacement and/or removal of the Municipal Connection(s), as required per Appendix "B" of this policy.
 - 4.3.1.1.1 Notwithstanding 4.3.1.1, an Owner may apply to the City to have the cost of the new, altered, replaced or removed Municipal Connection(s) added to the subject property taxes via a local improvement bylaw or special tax bylaw.
 - 4.3.1.1.2 Where an owner has requested to have the cost of the new, altered, replaced or removed Municipal Connection(s) added to the subject property taxes, the

local improvement bylaw or special tax bylaw must be approved by Council prior to work proceeding.

- 4.3.2 Any application referenced in this policy shall be accompanied by such plans as may be required by the City to permit the City to determine whether the application is in accordance with the standards and specifications referenced in this policy and the City Engineering Standards.
- 4.3.3 An Owner shall include in an application, with respect to a property other than a Standard Residential Connection:
 - 4.3.3.1 The estimated consumption and flow rates;
 - 4.3.3.2 The type of business to be carried on at the property, if any; and
 - 4.3.3.3 The number of employees working at the property, if any, for the purpose of determining pipe and water meter size.
- 4.3.4 The Owner of the property shall sign the application and shall be responsible for the completeness and accuracy of the information furnished on the application including any plans or other documentation accompanying the application.

4.4 Applicable Applications

- 4.4.1 New, replaced or altered Municipal Connection(s) to provide single service for a:
 - 4.4.1.1 Standard Residential Service Connection(s); or
 - 4.4.1.2 Non- Standard Service Connection(s).
- 4.4.2 Removal of service connection(s) is required for:
 - 4.4.2.1 The installation of new and or changed service connection(s) where there is existing service(s) for Standard Residential Service Connection(s) or Non-Standard Service Connection(s);
 - 4.4.2.2 For demolition of property including when more than 50% of the first storey above grade of an existing building has been demolished;
 - 4.4.2.3 Notwithstanding 4.4.2.2, an Owner may apply to the City for the reuse of a Municipal Connection(s), if the Municipal Connection(s) meet, as determined by the City, all of the following criteria:
 - 4.4.2.3.1 The Municipal Connection(s) meet current City standards and specifications;
 - 4.4.2.3.2 The Municipal Connection(s) must not be a double connection or otherwise supply more than one property; and
 - 4.4.2.3.3 The Municipal Connection(s) must have properly functioning stops, valves, connection and no record of problems.

- 4.4.3 Temporary Connection for a:
 - 4.4.3.1 Non-Standard Service Connection.
- 4.4.4 Reuse of service connection(s) to provide a single service for a:
 - 4.4.4.1 Standard Residential Service Connection(s); or
 - 4.4.4.2 Non-Standard Service Connection.

4.5 Procedure for New, Replaced or Altered Connections

- 4.5.1 Standard Residential Connections
 - 4.5.1.1 Upon approval by the City of an application for the installation of a new, replaced and or altered Standard Residential Connection, the City shall provide the Owner with a cost, including the removal cost, as applicable to the application, based on the fees outlined in Appendix 'B'.
 - 4.5.1.2 The Owner shall pay all fees as required by the City prior to work commencing, unless an alternate payment arrangement per section 4.3.1.1.1 has been approved by Council;
 - 4.5.1.2.1 In the event that specialized equipment including, but not limited to, dewatering equipment is required in the course of construction, the Owner shall be responsible for the additional cost over and above the estimated construction cost.
 - 4.5.1.3 Upon receipt of payment or alternate payment arrangement executed for the installation of a Standard Residential Connection, the City shall notify the City's Contractor of the approval and determine a tentative construction schedule for the installation of the Standard Residential Connection.
 - 4.5.1.4 The City shall notify the Owner of the tentative construction schedule. The City shall endeavour to have the Standard Residential Connection(s) installed within thirty (30) days from the date of approval of the application; however, this timeframe cannot be guaranteed due to unforeseeable circumstances such as inclement weather, equipment breakdowns, etc.
 - 4.5.1.5 The City's Contractor will install the Municipal Connection(s) portion of the Standard Residential Connection only, the Private Connection portion will be the responsibility of the Owner.
 - 4.5.1.6 Upon completion of the installation, alteration or replacement of the Municipal Connection portion of the Standard Service Connection by the City's Contractor, the City shall inspect the work to ensure conformity with the City's Engineering Standards.
 - 4.5.1.7 Repairs to surface infrastructure such as the City's roadway, curbs or sidewalks will only be made during the period from May-September.
 - 4.5.1.8 The City shall return landscaping disturbed during construction to a standard of topsoil and seed or sod. Repairs to landscaping will be completed only during the period from May-September.

- 4.5.1.9 All work completed by the City's Contractor will have a one (1) year warranty period based on date of acceptance by the City.
- 4.5.1.10 The Owner is responsible for repairs to private surface infrastructure including, but not limited to, driveways, sidewalks or retaining walls that may be disturbed during construction.
- 4.5.1.11 The Owner is responsible for the replacement of landscaping other than the topsoil and seed or sod.
- 4.5.2 Non-Standard Connection(s)
 - 4.5.2.1 Upon approval by the City of an application for the installation of a new, replaced and or altered Non-Standard Connection, the City shall provide the Owner with the initial fee cost, based on the fees outlined in Appendix 'B'.
 - 4.5.2.2 The Owner shall pay all initial fees as required by the City prior to design work commencing;
 - 4.5.2.2.1 In the event, the Owner has already acquired stamped engineered drawings from a Registered Professional Engineer (P.Eng.) or a Registered Professional Engineering Technologist (R.P.T. Eng.) with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) in good standing with a minimum of five (5) years' experience in design and infrastructure development related to this policy, an initial fee will not be required and the City will review the design drawings provided by the Owner.
 - 4.5.2.3 Upon receipt of the initial payment as specified in Schedule "B" for the installation, alteration or replacement of a Non-Standard Connection(s), the City shall retain an engineering Consultant to prepare design drawings and a cost estimate for the Non-Standard Connection(s) based on the plans and supporting information provided by the Owner.
 - 4.5.2.4 The City's Consultant will design the Municipal Connection(s) portion of the Non-Standard Connection only, the design of the Private Connection portion will be the responsibility of the Owner.
 - 4.5.2.5 The City shall review the design drawings for conformity with the City's Engineering Standards.
 - 4.5.2.6 Upon approval of the design drawings, the City shall notify the Owner of the approval and provide the Estimated Costs.
 - 4.5.2.6.1 If the Owner wishes to proceed, they shall pay to the City the Estimated Cost in full, prior to the start of the work to install, replace, alter or remove the Non-Standard Connection, unless an alternate payment arrangement per section 4.3.1.1.1 has been approved by Council.
 - 4.5.2.6.2 In the event, the Owner does not want to proceed and the actual cost of design for the Non-Standard

- Connection exceeds the initial fee paid by the Owner, the City shall invoice the Owner for the amount owing over and above the initial fee.
- 4.5.2.6.3 In the event, the Owner does not want to proceed and the actual cost of design of the Non-Standard Connection(s) is less than the initial fee that has been paid by the Owner, the City shall provide a refund of the difference in cost to the Owner.
- 4.5.2.7 Upon receipt of payment or alternate payment arrangement executed for the installation, alteration or replacement of a Non-Standard Connection, the City shall notify the City's Contractor of the approval and determine a tentative construction schedule for the installation of the Non-Standard Connection(s).
- 4.5.2.8 The City shall notify the Owner of the tentative construction schedule. The City shall endeavour to have the Non-Standard Connection(s) installed within sixty (60) days from the date of approval of the application; however, this timeframe cannot be guaranteed due to unforeseeable circumstances such as inclement weather, equipment breakdowns, product acquisition timeframes etc.
- 4.5.2.9 The City's Contractor will install, alter or remove the Municipal Connection(s) portion of the Non-Standard Connection only, the Private Connection portion will be the responsibility of the Owner.
- 4.5.2.10 Upon completion of the installation, alteration or replacement of the Municipal Connection portion of the Non-Standard Connection by the City's Contractor, the City shall inspect the work to ensure conformity with the City's Engineering Standards.
- 4.5.2.11 Repairs to surface infrastructure such as the City's roadway, curbs or sidewalks will only be made during the period from May-September.
- 4.5.2.12 The City shall return landscaping disturbed during construction to a standard of topsoil and seed or sod. Repairs to landscaping will be completed only during the period from May-September.
- 4.5.2.13 All work completed by the City's Contractor will have a one (1) year warranty period based on date of acceptance by the City.
- 4.5.2.14 The Owner is responsible for repairs to private surface infrastructure including, but not limited to, driveways, sidewalks or retaining walls that may be disturbed during construction.
- 4.5.2.15 The Owner is responsible for the replacement of landscaping other than the topsoil and seed or sod.
- 4.5.2.16 Upon completion of the work, in the event that the actual cost of installing, altering and/ or removing the Non-Standard Connection(s) exceeds the estimated cost paid by the Owner, the City shall invoice the Owner for the amount owing over and above the estimated cost unless an alternate payment arrangement has been made.

- 4.5.2.17 Upon completion of the work, In the event that the actual cost of installing the Non-Standard Connection(s) is less than the estimated cost that has been paid by the Owner, the City shall provide a refund of the difference in cost to the Owner.

4.6 Procedure for Removal of Connection(s)

4.6.1 Standard Residential Connection(s)

- 4.6.1.1 Upon approval by the City of an application for the removal of a Standard Residential Connection, the City shall provide the Owner with a cost, as applicable to the application, based on the fees outlined in Appendix 'B'.
 - 4.6.1.1.1 Notwithstanding 4.6.1.1, where a Standard Residential Connection is to be removed and capped at the property line, the property owner shall have the option to complete this work using the contractor of their choice, provided that the City's Utility Department is contacted to inspect the work to ensure it is satisfactory to the City prior to backfilling of the excavation.
 - 4.6.1.1.2 The City's Utility Department must be given at least forty-eight (48) hours' notice prior to requesting the inspection of the work.
- 4.6.1.2 The Owner shall pay all fees as required by the City prior to work commencing, unless an alternate payment arrangement per section 4.3.1.1.1 has been approved by Council.
- 4.6.1.3 Upon receipt of payment or alternate payment arrangement executed for the removal of a Standard Residential Connection, the City shall notify the City's Contractor of the approval and determine a tentative construction schedule for the removal of the Standard Residential Connection.
- 4.6.1.4 The City shall notify the Owner of the tentative construction schedule. The City shall endeavour to have the Standard Residential Connection(s) removed within thirty (30) days from the date of approval of the application; however, this timeframe cannot be guaranteed due to unforeseeable circumstances such as inclement weather, equipment breakdowns, etc.
- 4.6.1.5 The City's Contractor will remove the Municipal Connection(s) portion of the Standard Residential Connection only, the Private Connection portion will be the responsibility of the Owner.
- 4.6.1.6 Upon completion of the removal of the Municipal Connection portion of the Standard Service Connection by the City's Contractor, the City shall inspect the work to ensure conformity with the City's Engineering Standards.
- 4.6.1.7 Repairs to surface infrastructure such as the City's roadway, curbs or sidewalks will only be made during the period from May-September.

- 4.6.1.8 The City shall return landscaping disturbed during construction to a standard of topsoil and seed or sod. Repairs to landscaping will be completed only during the period from May-September.
- 4.6.1.9 All work completed by the City's Contractor will have a one (1) year warranty period based on date of acceptance by the City.
- 4.6.1.10 The Owner is responsible for repairs to private surface infrastructure including, but not limited to, driveways, sidewalks or retaining walls that may be disturbed during construction.
- 4.6.1.11 The Owner is responsible for the replacement of landscaping other than the topsoil and seed or sod.
- 4.6.2 Non-Standard Connection(s)
 - 4.6.2.1 Upon approval by the City of an application for the removal of the Non-Standard Connection, the City shall provide the Owner with the initial fee cost, based on the fees outlined in Appendix 'B'.
 - 4.6.2.1.1 Notwithstanding 4.6.2.1, where a Non-Standard Connection is to be removed and capped at the property line, the property owner shall have the option to complete this work using the contractor of their choice, provided that the City's Utility Department is contacted to inspect the work to ensure it is satisfactory to the City prior to backfilling of the excavation.
 - 4.6.2.1.2 The City's Utility Department must be given at least forty-eight (48) hours' notice prior to requesting the inspection of the work.
 - 4.6.2.2 Upon receipt of payment or alternate payment arrangement executed for the removal of a Non-Standard Connection, the City shall notify the City's Contractor of the approval and determine a tentative construction schedule for the removal of the Non-Standard Connection(s).
 - 4.6.2.3 The City shall notify the Owner of the tentative construction schedule. The City shall endeavour to have the Non-Standard Connection(s) removed within sixty (60) days from the date of approval of the application; however, this timeframe cannot be guaranteed due to unforeseeable circumstances such as inclement weather, equipment breakdowns, product acquisition timeframes etc.
 - 4.6.2.4 The City's Contractor will remove the Municipal Connection(s) portion of the Non-Standard Connection only, the Private Connection portion will be the responsibility of the Owner;
 - 4.6.2.5 Upon completion of the removal of the Municipal Connection portion of the Non-Standard Connection by the City's Contractor, the City shall inspect the work to ensure conformity with the City's Engineering Standards.
 - 4.6.2.6 Repairs to surface infrastructure such as the City's roadway, curbs or sidewalks will only be made during the period from May-September.

- 4.6.2.7 The City shall return landscaping disturbed during construction to a standard of topsoil and seed or sod. Repairs to landscaping will be completed only during the period from May-September.
- 4.6.2.8 All work completed by the City's Contractor will have a one (1) year warranty period based on date of acceptance by the City.
- 4.6.2.9 The Owner is responsible for repairs to private surface infrastructure including, but not limited to, driveways, sidewalks or retaining walls that may be disturbed during construction.
- 4.6.2.10 The Owner is responsible for the replacement of landscaping other than the topsoil and seed or sod.
- 4.6.2.11 Upon completion of the work, in the event that the actual cost of removing the Non-Standard Connection(s) exceeds the estimated cost paid by the Owner, the City shall invoice the Owner for the amount owing over and above the estimated cost unless an alternate payment arrangement has been made.
- 4.6.2.12 Upon completion of the work, in the event that the actual cost of installing the Non-Standard Connection(s) is less than the estimated cost that has been paid by the Owner, the City shall provide a refund of the difference in cost to the Owner.

4.7 Procedure for Temporary Connection(s)

- 4.7.1 Non-Standard Connection(s)
 - 4.7.1.1 Upon approval by the City of an application for the installation of a new, replaced and or altered Non-Standard Connection, the City shall provide the Owner with the initial fee cost, based on the fees outlined in Appendix 'B'.
 - 4.7.1.2 Upon receipt of the initial payment as specified in Schedule "B" for a Temporary Non-Standard Connection(s), the City shall retain an engineering Consultant to prepare design drawings and estimate for the Non-Standard Connection(s) based on the plans and supporting information provided by the Owner.
 - 4.7.1.2.1 In the event, the Owner has already acquired stamped engineered drawings from a Registered Professional Engineer (P.Eng.) or a Registered Professional Engineering Technologist (R.P.T. Eng.) with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) in good standing with a minimum of five (5) years' experience in design and infrastructure development related to this policy, an initial fee will not be required and the City will review the design drawings provided by the Owner.
 - 4.7.1.3 Upon receipt of payment or alternate payment arrangement executed for the Temporary Connection of a Non-Standard Connection(s), the City shall retain an engineering Consultant to prepare design drawings and estimate for the Non-Standard

- Connection(s) based on the plans and supporting information provided by the Owner.
- 4.7.1.4 The City's Consultant will design the Municipal Connection(s) portion of the Non-Standard Connection only, the design of the Private Connection portion will be the responsibility of the Owner.
- 4.7.1.5 The City shall review the design drawings for conformity with the City's Engineering Standards.
- 4.7.1.6 Upon approval of the design drawings, the City shall notify the Owner of the approval and request the Estimated Costs.
- 4.7.1.6.1 If the Owner wishes to proceed, they shall pay to the City the Estimated Cost in full, prior to the start of the work to install, replace, alter or remove the Temporary Connection of a Non-Standard Connection, unless an alternate payment arrangement per section 4.3.1.1.1 has been approved by Council.
- 4.7.1.6.2 In the event, the Owner does not want to proceed and the actual cost of design for the Temporary Connection of a Non-Standard Connection exceeds the initial fee paid by the Owner, the City shall invoice the Owner for the amount owing over and above the initial cost.
- 4.7.1.6.3 In the event, the Owner does not want to proceed and the actual cost of design of the Temporary Connection of a Non-Standard Connection(s) is less than the initial fee that has been paid by the Owner, the City shall provide a refund of the difference in cost to the Owner.
- 4.7.1.7 Upon receipt of payment or alternate payment arrangement executed for the Temporary Connection of a Non-Standard Connection, the City shall notify the City's Contractor of the approval and determine a tentative construction schedule for the installation of the Temporary Connection for a Non-Standard Connection(s).
- 4.7.1.8 The City shall notify the Owner of the tentative construction schedule. The City shall endeavour to have the Non-Standard Connection(s) Temporary Connection(s) within sixty (60) days from the date of approval of the application; however, this timeframe cannot be guaranteed due to unforeseeable circumstances such as inclement weather, equipment breakdowns, product acquisition timeframes etc.
- 4.7.1.9 The City's Contractor will remove the Municipal Connection(s) portion of the Non-Standard Connection only, the Private Connection portion will be the responsibility of the Owner.
- 4.7.1.10 Upon completion of the Temporary Connection(s) of the Municipal Connection portion of the Non-Standard Connection by the City's Contractor, the City shall inspect the work to ensure conformity with the City's Engineering Standards.

- 4.7.1.11 Repairs to surface infrastructure such as the City's roadway, curbs or sidewalks will only be made during the period from May-September.
- 4.7.1.12 The City shall return landscaping disturbed during construction to a standard of topsoil and seed or sod. Repairs to landscaping will be completed only during the period from May-September.
- 4.7.1.13 All work completed by the City's Contractor will have a one (1) year warranty period based on date of acceptance by the City.
- 4.7.1.14 The Owner is responsible for repairs to private surface infrastructure including, but not limited to, driveways, sidewalks or retaining walls that may be disturbed during construction.
- 4.7.1.15 The Owner is responsible for the replacement of landscaping other than the topsoil and seed or sod.
- 4.7.1.16 Upon completion of the work, in the event that the actual cost of the Temporary Connection of the Non-Standard Connection(s) exceeds the estimated cost paid by the Owner, the City shall invoice the Owner for the amount owing over and above the estimated cost unless an alternate payment arrangement has been made.
- 4.7.1.17 Upon completion of the work, in the event that the actual cost of the Temporary Connection of the Non-Standard Connection(s) is less than the estimated cost that has been paid by the Owner, the City shall provide a refund of the difference in cost to the Owner.

4.8 Procedure for Reuse of Connection(s)

- 4.8.1 Standard Residential Connection(s) and Non-Standard Connection(s) criteria for consideration and review for reuse:
 - 4.8.1.1 camera inspection(s) of the existing service connection of sanitary and/or storm;
 - 4.8.1.2 municipal records for service requests received for the property relating to the service connection(s);
 - 4.8.1.3 municipal work orders and or invoice records relating to the service connection(s) for the property;
 - 4.8.1.4 current engineering standards criteria; and
 - 4.8.1.5 recommendation from an engineering consultant regarding existing service connection(s) size to accommodate current and or future use and demands.
- 4.8.2 Standard Residential Connection(s) and Non-Standard Connection(s) decision notification:
 - 4.8.2.1 Upon approval by the City of an application for the reuse of a Standard Residential Connection and/ or a Non-Standard Connection, the City shall notify the Owner and the Owner can proceed with the Private Connection;
 - 4.8.2.2 Upon rejection by the City of an application for the reuse of a Standard Residential Connection and/ or a Non-Standard

Connection, the City shall notify the Owner and the Owner will either need to proceed with an application for new connection(s) as described in the procedure in Section 4.5 or with an application for the removal of the service connection(s) as described in the procedure in Section 4.6.

- 4.8.3 Notwithstanding 4.8.2.2, to incentivize and encourage the redevelopment of existing parcels, the City shall bear the cost of replacement of an existing service connection(s) where the following criteria are met:
 - 4.8.3.1 The existing and proposed service connection meet the definition of a “Standard Residential Connection” as defined in this policy;
 - 4.8.3.2 The existing service was deemed unsuitable for reuse by the City due to:
 - 4.8.3.2.1 The condition of the existing service connection(s) as determined by a camera inspection and/or;
 - 4.8.3.2.2 Municipal records/work orders relating to the existing service connection(s) for the property indicating a history of 3 or more service calls within a 24-month period and/or;
 - 4.8.3.2.3 The existing service connection is constructed with clay tile pipe or similar material which is, in the sole opinion of the City, prone to failure and/or;
 - 4.8.3.2.4 The existing service connection(s) do not meet the current City of Cold Lake Engineering Standards for a Standard Residential Connection.
 - 4.8.3.3 The Owner holds a valid Development Permit and Building Permit from the City for the proposed redevelopment of the parcel;
 - 4.8.3.4 The Owner has provided the City with a servicing plan to ensure that the new service connection(s) meet the design requirements of the proposed development.
- 4.8.4 Where the City replaces a service connection(s) in accordance with 4.8.3, the following shall apply:
 - 4.8.4.1 The City shall, at its sole cost, replace the service connection(s) up to the property line of the parcel;
 - 4.8.4.2 The Owner, at their sole cost, shall be required to replace the portion of the connection(s) between the property line and the building.

5.0 **References**

- 5.1 City of Cold Lake Engineering Standards Policy No. 186-EN-14
- 5.2 City of Cold Lake Utility Bylaw No. 441-UT-12
- 5.3 City of Cold Lake Land Use Bylaw No. 766-LU-23

5.4 City of Cold Lake Interest Penalty on Accounts Receivable Bylaw No. 827-FN-24

6.0 Persons Affected

6.1 A strategic approach to providing service connection(s) new, altered, replaced, reused and/or removal ensures that the City delivers the highest appropriate level of service through its assets. This will provide positive impacts on:

6.1.1 members of the public, businesses and administration;

6.1.2 the City's financial position;

6.1.3 the ability of the City to deliver expected Levels of Service and infrastructure;

6.1.4 the political environment in which the City operates; and

6.1.5 the legal liabilities of the City.

6.2 Councillors:

6.2.1 Approve levels of service incorporating risk, financial, stakeholder input that align with the community vision and goals.

6.3 CAO

6.3.1 Developing the service connection framework and reporting on the status and effectiveness of the service connection framework with Council.

6.4 Administration

6.4.1 Incorporate the service connection framework into the management of development within the City and permit application process.

6.4.2 Put into use the policy, applications and procedures to provide the appropriate service levels for the installation, reuse and disconnection of the service connection(s).

7.0 Revision/Review History

The Council and the CAO or their designate, shall review this policy every year and revise as required. Such reviews may be done in conjunction with budget deliberations and fee schedule amendments or following changes to the operating environment of any of the divisions of the City; or at such other times as the Council and or CAO considers appropriate.

Amended by Motion No. CRM20221025.1011 – Sections 4.1.13, 4.8.3, 4.8.3.1, 4.8.3.2, 4.8.3.2.1, 4.8.3.2.2, 4.8.3.2.3, 4.8.3.2.4, 4.8.3.3, 4.8.3.4, 4.8.4, 4.8.4.1, 4.8.4.2.

Amended by Motion No. CRM20230425.1012 – Appendix “B”

Amended by Motion No. CRM20240326.1005 – Sections 4.6.1.1.1, 4.6.1.1.2, 4.6.2.1.1, 4.6.2.1.2, 5.3, 5.4, Appendix “B”.

April 16, 2024

Date

April 17, 2024

Date

Chief Administrative Officer

Mayor



APPENDIX "A"

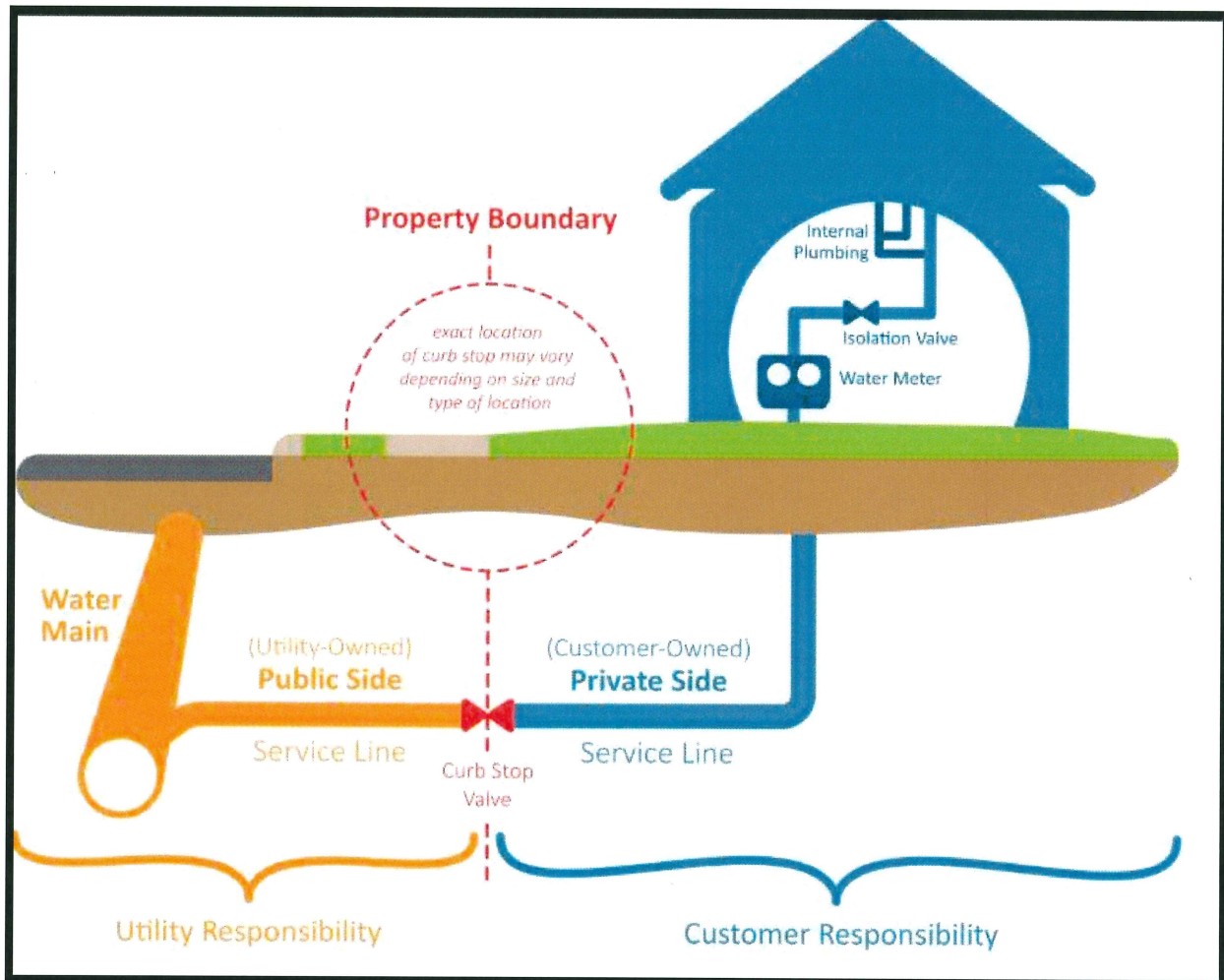


Figure A.1
Municipal System (mains)
Municipal Connection (service line)
Private Connection (service line)

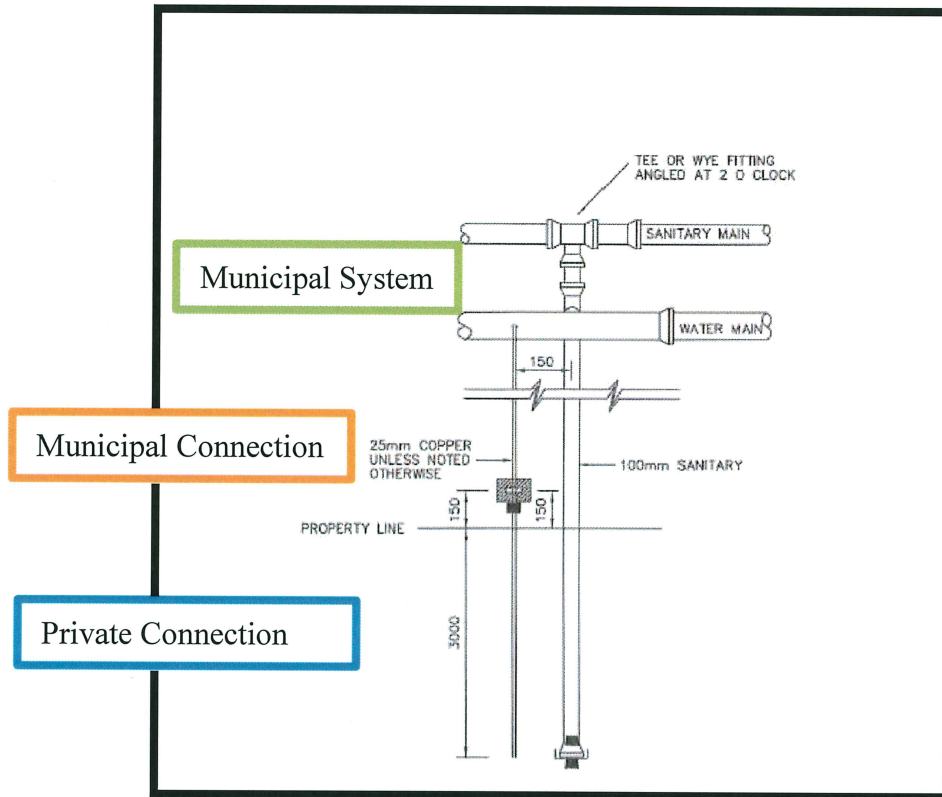


Figure A.2

Standard Residential Service Connection for Water and Sanitary

END OF APPENDIX "A"

APPENDIX "B"

**FEES FOR STANDARD RESIDENTIAL CONNECTION(S)
AND
NON STANDARD CONNECTION(S)**

STANDARD RESIDENTIAL CONNECTION - INSTALLATION OR REPLACEMENT	
Type of Connection	Fee \$
25mm Water and 100mm Sanitary Services	\$ 32,000.00
25mm Water Service Only	\$ 27,000.00
100mm Sanitary Service Only	\$ 27,000.00
100mm Storm Service Only	\$ 27,000.00
25mm Water and 100mm Sanitary and 100mm Storm Services	\$ 33,000.00
25mm Water and 100mm Storm Services	\$ 26,000.00
100mm Sanitary and 100mm Storm Services	\$ 26,000.00
STANDARD RESIDENTIAL CONNECTION - REMOVAL and CAPPING at MAIN	
Type of Connection	Fee \$
25mm Water and 100mm Sanitary Services	\$ 21,000.00
25mm Water Service Only	\$ 19,500.00
100mm Sanitary Service Only	\$ 19,500.00
100mm Storm Service Only	\$ 19,500.00
25mm Water and 100mm Sanitary and 100mm Storm Services	\$ 21,000.00
25mm Water and 100mm Storm Services	\$ 18,500.00
100mm Sanitary and 100mm Storm Services	\$ 18,500.00
STANDARD RESIDENTIAL CONNECTION - REMOVAL and CAPPING at PROPERTY LINE	
Type of Connection	Fee \$
25mm Water and 100mm Sanitary Services	\$ 10,000.00
25mm Water Service Only	\$ 7,500.00
100mm Sanitary Service Only	\$ 7,500.00
100mm Storm Service Only	\$ 7,500.00
25mm Water and 100mm Sanitary and 100mm Storm Services	\$ 10,000.00
25mm Water and 100mm Storm Services	\$ 10,000.00
100mm Sanitary and 100mm Storm Services	\$ 10,000.00
STANDARD RESIDENTIAL CONNECTION REUSE- CAMERA INSPECTION	
Type of Connection	Fee \$
100mm Sanitary Service Only	\$ 500.00

100mm Storm Service Only	\$ 500.00
100mm Sanitary and 100mm Storm Services	\$ 625.00

NON -STANDARD CONNECTION(s)

	Fee \$
Initial Fee for Non-Standard Connection (s)	\$5000.00
Removal of Non-Standard Connection(s)	Per Contractor/ Consultant Estimate
Installation, Alteration or Replacement of Non-Standard Connection(s)	Per Contractor/ Consultant Estimate
Reuse of Non-Standard Connection(s)	Per Contractor/ Consultant Estimate
Temporary Connection Non - Standard Connection(s)	Per Contractor/ Consultant Estimate

WINTER CONSTRUCTION SURCHARGE

The City may charge an additional 20% where a service connection is installed during the period between October 1 and May 1 due to additional cost of winter construction.

END OF APPENDIX “B”

APPENDIX “C”
Procedure Flow Diagrams

