



Policy Code: U - 001

Municipal Utility Services Policy

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REVISION RECORD

Date	Version	Revision description
February 15, 2018	1	Current and first version Municipal Utility Services Policy
January 21, 2021	2	Policy U – 001 replaces Policy No. 1215

1. TITLE:

1.1 Municipal Utility Services Policy.

2. POLICY STATEMENT:

2.1 Municipal water and sewer main lines run adjacent to most parcels under road and alleyways in the Village of Heisler. Property owners are entitled to connect their parcel to the main lines at their expense.

3. PURPOSE:

3.1 Heisler Council wishes to ensure that property owners and developers understand their roles and responsibilities and those of the Village of Heisler with regards to the installation and maintenance of water and sewer service connections in the Village of Heisler.

4. SCOPE:

4.1 All prospective or current property owners and or developers that require installation of water and or sewer service connections to the main lines.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

6.1 Village Responsibilities

6.1.1 The Village of Heisler will provide for the installation of water and sewer municipal service lines on the written request of the owner of the parcel and upon written approval of the cost estimate for the installation from the property owner.

6.1.2 After the water and sewer municipal service line installation is completed and approved by the Village, the Village will bill the owner and/or developer for the cost of the installation.

6.1.3 The Village shall be responsible for any subsequent cost of construction, maintenance and repair of the municipal service line, including the stop-cock (water) and sewer

connector.

- 6.1.3 The Village will only absorb the cost to maintain or repair the municipal service line and or related connections (stop-cock, sewer connector) when, in the village's opinion, the maintenance or repair is required as a direct result of the actions of the village.
 - 6.1.4 The Village shall not be responsible for any costs associated with the maintenance or repair of the water or sewer service lines of a parcel.
 - 6.1.5 The Village is the owner of the water and sewer system, including the municipal service lines, and the related connections (stop-cock, sewer connection).
- 6.2 Property Owner and/or Developer Responsibilities
- 6.2.1 The property owner must submit a request in writing to the Village for installation of the water and sewer municipal service lines as the Village shall provide for the installation of the municipal service lines to the parcel. The cost of this installation is the responsibility of the property owner/developer.
 - 6.2.2 The property owner must approve the cost estimate as provided by the Village for the installation of the water and sewer municipal services lines needed to provide utility services to the parcel.
 - 6.2.3 All costs of the installation of the service connection shall be at the property owner or developer's expense; the costs are an amount owing to the Village by the owner and/or developer.
 - 6.2.4 The Village of Heisler is not responsible for ANY costs related to the installation of water and sewer service connections.
 - 6.2.5 If a water or sewer main line is not located adjacent to the parcel, the property owner and/or developer is responsible for all costs associated with extending the main line(s) the necessary distance for the service connection(s) to be correctly installed, including the restoration of any land, roadway, sidewalk or other municipal infrastructure.
 - 6.2.6 Once a building is connected to the municipal water and sewer system, the property owner is responsible for the maintenance, repair and replacement of the water and sewer service lines at his or her own expense.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the responsibility of the Administration Department of the Village of Heisler to inform property owners and developers of this policy.**
- 7.2 It is the responsibility of property owners and developers to be aware of and to uphold all Village of Heisler bylaws and policies.**

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy will be the responsibility of Heisler Council and the Administration Department of the Village of Heisler.**

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1**
 - a) “Service Connection” means the part of the system or works of a water distribution system or sanitary sewer system that runs from the main lines to a building or other place on a parcel of land for the purpose of providing the utility service to the parcel and include those parts of the system or works described in Section 29 of the Municipal Government Act;**
 - b) “Service Line” means that portion of a Service Connection located above, on or underneath an Owners parcel of land;**
 - c) “Main Line” means that portion of a water and sewer infrastructure that is constructed to distribute or collect from services at more than one parcel or premises;**
 - d) “Municipal Service Line” means that portion of a Service Connection located between the main line and the property line;**
 - e) “System” means the system infrastructure or works constructed by the municipality for Municipal Utility Services;**
 - f) “Municipality” and “Village” means the Village of Heisler.**
- 9.2 All other definitions and abbreviations found within this policy are found within the Municipal Government Act and or the Water, Sewer and Waste bylaw.**

10. ASSOCIATED DOCUMENTS:

- 10.1 The associated document for this policy is a pamphlet titled “Extending Water and Sewer Services to your Home or Business”.**
- 10.2 Other documents referenced throughout this policy are available at the Village of Heisler Office and online at www.villageofheisler.ca**

- 10.3 Property Owners and Developers are encouraged to review the current Water, Sewer and Waste bylaw, and the Land Sale Agreement for Lots Requiring Development Policy and related Land Sale Agreement (if applicable) for more information.**

Council Approved: January 21, 2021

Motion # _____

Responsibility: Administration

Next Review Date: January 2024

For more information, contact us:

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Visit your local municipal office for one of our brochures

We can answer your questions and assist you with a concern.
 780-889-3774

- For more information, view the current
- Water, Sewer and Waste Bylaw
 - Municipal Utility Services Policy
 - Land Sale Agreement for Lots Requiring Development Policy



Definitions:

“Service Connection” means the part of the system or works of a water distribution system or sanitary sewer system that runs from the main lines to a building or other place on a parcel of land for the purpose of providing the utility service to the parcel and include those parts of the system or works described in Section 29 of the Municipal Government Act

“Service Line” means that portion of a Service Connection located above, on or underneath an Owners parcel of land;

“Main Line” means that portion of a water and sewer infrastructure that is constructed to distribute or collect from services at more than one parcel or premises;

“Municipal Service Line” means that portion of a Service Connection located between the main line and the property line;

“System” means the system infrastructure or works constructed by the municipality for Municipal Utility Services;

“Municipality” or **“Village”** means the Village of Heisler;



Municipal Utility Services Policy U-001

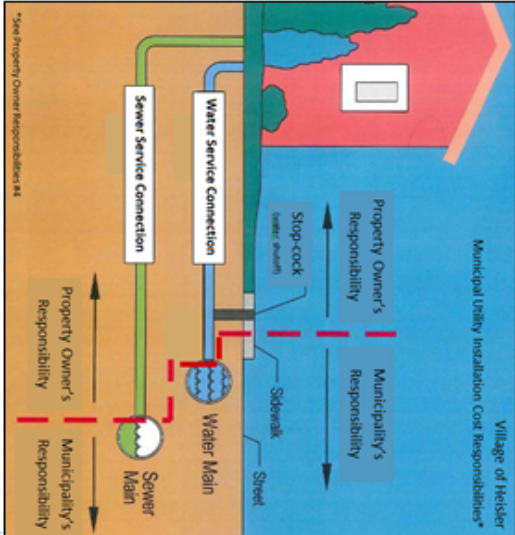
Extending Water and Sewer Services To Your Home or Business



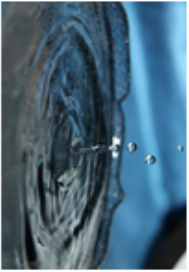
When and how municipal water and sewer services can be extended to homes and businesses

Municipal water and sewer main lines run adjacent to most parcels under road and alleyways in the Village of Heisler.

Property owners are entitled to connect their parcel to the main lines at their expense.



An illustration of who is responsible for the costs associated with the installation of municipal water and sewer services.



Knowing your responsibilities as a property owner/developer

1. The property owner must submit a request in writing for installation of the water and sewer municipal service lines to the municipality as the municipality shall undertake the installation of the municipal service line(s) to the parcel. The cost of this installation is the responsibility of the owner/developer.
2. All costs of the installation of the service connection shall be at the property owner or developer's expense; the costs are an amount owing to the municipality by the owner or developer.
3. The municipality is not responsible for ANY costs related to the installation of water and sewer service connections.
4. If a water or sewer main line is not located adjacent to the parcel, the property owner and/or developer is responsible for all costs associated with extending the main line(s) the necessary distance for the service connection(s) to be correctly installed, including the restoration of any land, roadway, sidewalk or other municipal infrastructure.
5. Once a building is connected to the municipal water and sewer system, the property owner is responsible for the maintenance, repair and replacement of the water and sewer service lines at his or her own expense.
6. Property owners are encouraged to review the municipality's current Water, Sewer and Waste bylaw, the Municipal Utility Services Policy and the Land Sale Agreement for Lots Requiring Development Policy & related Land Sale Agreement (if applicable), for more information. Copies of these policies and bylaws are available on our website at www.villageofheisler.ca

Village responsibilities

1. The municipality will provide for the installation of water and/or sewer municipal service lines on the written request of the owner of the parcel and upon written approval of the cost estimate for the installation from the property owner.
2. After the water and/or sewer municipal service line installation is completed and approved by the municipality, the municipality will bill the owner and/or developer the costs related to the installation. The municipality shall then be responsible for the cost of construction, maintenance and repair of the municipal service line, including the stop-cock (water) and connector (sewer).
3. The municipality will only absorb the costs to maintain or repair the municipal service line and/or related connections (stop-cock, sewer connector) when, in the municipality's opinion, the maintenance or repair is required as a direct result of the actions of the municipality.
4. The municipality is the owner of the water and sewer system, including the municipal service line, and the related connection (stop-cock, sewer connector).
5. The municipality shall not be responsible for any costs associated with the maintenance or repair of the water or sewer services lines of a parcel.

