



**THE RURAL MUNICIPALITY OF LAC DU BONNET**

**POLICY & PROCEDURES MANUAL**

<i>Reference</i> Administration	<i>Classification</i> Policy
<i>Subject</i> Brookfield Utility Water Line Connection	<i>Pages</i> 6
<i>Authority</i> Council of Rural Municipality of Lac du Bonnet	<i>Effective Date</i> 2020-06-30
<i>Approved</i> Resolution No. 2020 0190	<i>Index</i>

**1 Purpose and Objective**

The Brookfield Water Utility policy outlines the procedures by which a property owner may connect to the Rural Municipality of Lac du Bonnet’s Brookfield Water Utility.

**2 Policy**

The Rural Municipality of Lac du Bonnet wishes to adopt a policy to define the application process including the fees associated with providing potable water to a ratepayer and a listing of authorized vendors. The Policy establishes the responsibilities of both the Property Owner and the Municipality during the construction process and the maintenance of the connection thereafter.

**3 Application Process**

The following procedures shall be followed for applications to connect to the rural pipeline:

- 3.01 No Property Owner shall connect to the municipal water system without first obtaining a Permit from the Municipality.
- 3.02 The cost of the Permit shall be \$500.00 and is due immediately upon application for the Permit and is non-refundable. The application fee will be used to cover associated costs such as, but not limited to Administrative, Utility, and Public Works labour.
- 3.03 The Property Owner shall acquire a Contractor (*see Schedule B*) to complete these works. The Contractor will be considered an agent for the Property Owner and not the Municipality as such, the Municipality shall not be responsible for any acts of the Contractor.
- 3.04 The Contractor shall provide the Municipality with a copy of their Comprehensive



Liability Insurance Policy in the amount of not less than two million dollars (\$2,000,000.00) and Workers Compensation Board of Manitoba coverage.

#### **4 Capital Costs**

- 4.01 Applicant must pay the \$15,000.00 connection fee (*subject to revision from time to time*) plus 100% of all costs pertaining to the installation of the water line from the water main to the applicant's building/structure.
- 4.02 The Fee shall be payable to the Rural Municipality of Lac du Bonnet and shall be paid at the time the application is submitted.

#### **5 Construction**

- 5.01 Must use "Standard Construction Specifications of the Manitoba Water Services Board's latest revision for materials and construction methods.  
<http://www.mbwaterservicesboard.ca/standard-construction-specs.html>
- 5.02 The Property Owner shall pay the full cost of providing, installing, and connecting to the municipal water system including any portion of the connecting waterline that is not on the Property Owner's property.
- 5.03 Connection from the meter to the customer's plumbing system is the customer's responsibility.
- 5.04 The Property Owner shall also pay the full cost of the materials used excepting those items listed in 5.09
- 5.05 The installation procedures shall be approved by an authorized representative of the Municipality.
- 5.06 No waterline on any private property shall be laid less than 7.6 feet (2.31 meters) or deeper than 9 feet (2.74 meters) below the surface of the ground at any point between the water main and the inside of the foundation wall of the building into which service is to be introduced. If a connection requires a depth outside these measurements, approval for the change must first be given by the Municipality before the work is done.
- 5.07 The route and type of the waterline connection must be approved in writing by an authorized representative of the Municipality.
- 5.08 The construction of the waterline and the connection shall be under the supervision of an authorized representative of the Municipality.
- 5.09 The Municipality shall provide the appropriate:
  - 1. Water meter including the meter assembly installation package
  - 2. shall provide the appropriate shut off valve,
  - 3. curb stop and saddle,
  - 4. Flow restrictor.These 4 items shall remain the property of the Municipality.
  - 5.09.1 All water meters shall be sealed by the Municipality at the time of installation.
  - 5.09.2 The Property Owner shall be responsible to ensure that the seal on the water meter is not broken or tampered with.
  - 5.09.3 If the seal is broken the Property Owner shall advise the Municipality immediately.



5.10 Residential connections shall have a 3 gallon per minute restrictor. A property owner shall not remove or tamper with the restrictor.

## 6 Maintenance and Repairs

6.01 The Property Owner shall be responsible for any settling on any trenches dug, including those not located on the Property Owner's property during the period ending October 31<sup>st</sup> of the year following the year of installation.

6.02 The Property Owner shall warranty the new waterline from the point of connection to the owner's building for any blocked cracked, fractured, ruptured, or otherwise leaking waterline for a period of 12 months from the date of installation.

6.02.1 After the 12-month warranty period, the Municipality shall assume responsibility for the new waterline from the mainline to the property line.

6.02.2 After the 12-month warranty period, the Property Owner shall be responsible for the waterline from the property line to the serviced building.

## 7 Wells & Auxiliary Water Collections Systems

7.01 Any Property Owner, connecting to the municipal water system, with a functioning well or auxiliary water collection system will be permitted to retain such water systems, provided they are only used for outside purposes such as watering lawns and gardens or washing vehicles. No such water wells and auxiliary water collection shall be used for household purposes.

7.02 Water wells and auxiliary water collection system shall not under any circumstances be connected to the municipal water system infrastructure.

## 8 Disconnection & Reconnection Charges

8.01 There shall be a disconnection charge as per approved Public Utility Board order.

8.02 There shall be a reconnection charge as per approved Public Utility Board Order.

## 9 Application

9.01 Applicant must complete **Schedule A** "Agreement for a Rural Water Service Connection and Undertaking to Pay for Such Connection after Project". This is a 1.25" water service line.

9.02 Applicant must follow **Schedule B** installation information.



Signature  
Reeve



Signature  
Chief Administrative Officer



**--SCHEDULE A--**

AGREEMENT FOR RURAL WATER SERVICE CONNECTION AND  
UNDERTAKING TO PAY FOR SUCH CONNECTIONS

**APPLICANT COST: CONNECTION FEE + 100% COST FROM WATER MAIN LINE  
TO BUILDINGS/STRUCTURE**

**Definitions:**

**Water Service Connection** is defined as the installation of a connection for the purpose of providing potable water to a customer.

**Connection Fee** is defined where the Customer shall pay the Connection Fee which will entitle the Customer to connect to the main line. The Customer shall pay 100% of the actual cost of the connection and the service line costs from the main line to the residence.

The municipality will supply the water meter including the meter assembly installation package and will supply the shut off valve, the curb stop assembly and saddle and the connection to the Rural Municipality of Whitemouth Utility.

**Service Line and Service Line Costs** is defined as the service line costs for the installation of the service line from the main line to the main building (residence or business).

Date: \_\_\_\_\_

I, \_\_\_\_\_ (please print) request to connect to the Rural Municipality of Lac du Bonnet's Brookfield Water Utility System and agree to pay the sum of \$15,000.00 (Fifteen Thousand) due and payable upon signing. Further, I agree to the responsibilities of the Property Owner and the Municipality as outlined in the Brookfield Water Utility Connection Policy.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Civic Address: \_\_\_\_\_

The Municipality has no obligation to install the Connection or any other obligation to the Customer.

This is a legally binding obligation on the customer to pay all costs pertaining to the installation of this connection in default of payment of the said costs, the Municipality may take what recourse it has at law to enforce payment. The amount in default plus interest thereon may be added to the taxes shown on the tax roll to be charged and levied against the land and collected in the same manner in which ordinary taxes upon the land are collectable with the like remedies.

Notwithstanding the foregoing, in the event the Connection\* is not installed within Two (2) years of the date of this request, the Customer shall be released from all obligations hereunder and must pay for all costs incurred by the Municipality which may include the curb stop assembly, saddle and water meter and the connection to the Rural Municipality of Whitemouth Utility

DATED the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

For Office Use Only		
	Date	Amount
Payment Received		
Opening Meter Reading		
Resolution No.		

**-SCHEDULE B-  
Rural Municipality of Lac du Bonnet**

**Directional Drilling**

1. Penner Underground  
204-348-3292  
<http://pennerunderground.com/>
  
2. ProStar HDD  
204-346-2466  
<https://www.prostarhdd.ca/>

**Water Meter Installation**

The Plumber must have a Red Seal and shall provide the Municipality with a copy of their Comprehensive Liability Insurance Policy in the amount of not less than two million dollars (\$2,000,000.00) and Workers Compensation Board of Manitoba coverage.

The Plumber must provide information regarding warranty coverage on their work.