

**BY-LAW #2200/00**  
**OF**  
**THE CITY OF CAMROSE**  
**PROVINCE OF ALBERTA**

**WHEREAS** Pursuant to the provisions of the Municipal Government Act, being Chapter M-26.1, R.S.A., 1994 and amendments made thereto, the Council of the City of Camrose may pass By-laws for municipal purposes respecting public utilities.

**AND**  
**WHEREAS** Council deems it expedient to pass a by-law for the maintenance management of a waterworks utility.

**NOW**  
**THEREFORE** The Municipal Council of the City of Camrose duly assembled enacts as follows:

**PART I – DEFINITIONS**

**101** This by-law may be cited as “The Camrose Waterworks By-law”.

**102** In this by-law:

- (A) **“C.C.”** means the underground water service valve which is usually located adjacent to the property line and which controls water flow to the private service piping.
- (B) **“City”** means the City of Camrose.
- (C) **“City Manager”** means a municipal official appointed by Council as the City Manager, or anyone appointed to act in his stead.
- (D) **“City Engineer”** means a municipal official designated as the City Engineer, or anyone appointed to act in his stead.
- (E) **“Commercial Property”** means a property on which a business is located and is the primary use of the property by the said business.
- (F) **“Council”** means the Municipal Council of the City of Camrose.
- (G) **“Consumer”** means the owner or occupant of land, including buildings, being provided with a water service by the City.
- (H) **“Department”** means the Engineering Department of the City of Camrose.
- (I) **“Enforcement Officer”** means any peace officer or person appointed by Council to enforce the provisions of this By-law.
- (J) **“Fire Line”** means a pipe that is intended solely for the purpose of providing water for fire protection.
- (K) **“Meter”** means a device installed on a water service for the purpose of measuring the amount of water being supplied to a consumer and may include a remote read-out device and the associated wiring.
- (L) **“Occupancy Permit”** means permission or authorization in writing to commence the use or occupancy of any new building or any building in which changes have occurred that are governed by the regulations pursuant to the Safety Codes Act of the Province of Alberta.
- (M) **“Owner or Property Owner”** (pursuant to Section 1(1)(u) of the Municipal Government Act and any amendments made from time to time) means:
  - (i) in respect of unpatented land, the Crowns,
  - (ii) in respect of other land, the person who is registered under the Land Titles Act as the owner of the Fee-Simple Estate in the land, and
  - (iii) in respect of any property other than land, the person in lawful possession of it.

**PART I – DEFINITIONS** (Continued)

- (N) **“Person”** means an individual person, partnership, company or corporate body.
- (O) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a member of the Camrose Municipal Police Service, or By-law Enforcement Officer.
- (P) **“Residential Property”** means a property used primarily for residential purposes.
- (Q) **“Service” (“Water Service”)** means the supplying of water service by the City to a consumer and includes all components appertaining thereto.
- (R) **“Temporary Construction Service”** means the supplying of water to a building which is under construction or for which an Occupancy Permit has not been issued.
- (S) **“Unmetered Temporary Service”** means the supplying of water to a property on a temporary unmetered basis. Back-flow prevention must be addressed.

**PART II – WATER SERVICES**

**201 APPLICATION FOR SERVICE**

Every person shall, at least two (2) working days prior to using a water service, make application to the City and provide all the information requested and in the manner required by the Department.

**202 MULTIPLE SUITES**

If a building contains multiple suites or rental units serviced from one meter, the service application must be made by the owner.

**203 RESIDENTAL DEPOSIT**

Every person who is not the owner of the residential property for which service is requested shall, upon application for service, pay to the City a deposit in the amount and manner specified in Schedule “A” herein.

**204 COMMERCIAL DEPOSIT**

- (A) Every applicant for service to a commercial property who is not the owner of the property shall pay to the City a deposit, equal to three months consumption of water as estimated by the City.
- (B) In the event the average consumption of a Commercial Service increases substantially and/or the payment record of the consumer of the Commercial Service is unsatisfactory, the City may request a further deposit as deemed necessary.
- (C) A consumer, who is the owner of a Commercial Property connected to a water service, may be required to pay to the City a deposit equal to three (3) months consumption in the event the payment history of the consumer becomes unsatisfactory.

**205 DEPOSIT RETURN**

- (A) A deposit shall, unless service is sooner terminated, be returned to the consumer after two (2) years, provided that in the interim, utility accounts have been paid in a manner satisfactory to the City. (The current amount outstanding may be deducted from the deposit being returned.)
- (B) A person who has had a deposit returned in accordance with this section may, at the discretion of the City, be exempted from paying a deposit when applying for service at a new location.

**206 DEPOSIT WAIVED**

A deposit may, at the discretion of the City, be waived on presentation of a Letter of Reference from a reputable Utility, a Letter of Guarantee from a Bank, or at Council’s discretion.

**207 INTEREST PAID ON DEPOSIT**

Interest at the rate specified in Schedule "A" herein shall be paid on the amount of the deposit upon return of the said deposit to the applicant.

**208 DEPOSIT AS PAYMENT OF ACCOUNT**

Deposits may, at the discretion of the City, be applied as payment on outstanding utility bills at any time after termination of the service without regard to the reason for such termination.

**209 CLOSING ACCOUNTS**

When a consumer wishes to terminate his water service, he shall notify the City at least two (2) business days prior to the date he wishes the service terminated.

**210 FAILURE TO NOTIFY CITY**

In the event that a consumer fails to notify the City in accordance with Section 209 herein, he shall be liable for all fees and charges for service up to the date that the City terminates the service.

**211 METER TESTING**

A customer may have his meter tested by applying to the Department and paying a fee as specified in Schedule "A".

- (A) The Department will install a replacement meter and have the original meter tested.
- (B) If the meter is found to be defective or the meters accuracy is outside the range of 97% to 103% of actual consumption, then:
  - i) The meter testing fee will be returned to the customer.
  - ii) The Department will calculate the value of water over or under charged and credit or debit the customer's account accordingly.
- (C) The City may, at the discretion of the Superintendent of Public Works, leave the replacement meter installed rather than re-installing the tested meter.

**212 ACCESS TO METER**

Consumers shall, upon reasonable notification, between the hours of 8:00 A.M. and 7:00 P.M. of every business day, permit free access, by City employees, to the meter for purposes of reading, inspection, removal, repair, or replacement of said meter.

**213 ESTIMATE OF WATER USED**

In the event that a meter cannot be read by City employees, because access could not be obtained, the amount of water used may be estimated by the City.

**214 SERVICE DISCONTINUED OR REFUSED**

The City may discontinue or refuse water service to a consumer for failure to:

- (A) open an account, or
- (B) pay any rates or fees or charges, or
- (C) provide a deposit, or
- (D) provide access to a meter, or
- (E) comply with any provision of this By-law.

**215 FEE FOR RESTORED SERVICE**

In the event that a discontinued service is restored, the consumer shall pay a re-connection fee as specified in Schedule "A" herein, and may, at the discretion of the City, be required to pay a deposit before service is resumed.

**216 CITY NOT LIABLE**

Neither the City nor its employees shall be liable for any costs or damages resulting from any discontinuance of a service, or reduction in flow, or reduction in pressure.

**217 LIABILITY FOR DAMAGE TO METER**

Every consumer who receives water service is liable for any loss or damage sustained to a meter located on his premises and shall pay to the City the cost of any repair or replacement in accordance with the fees specified in Schedule "A" herein.

**218 EMERGENCY SHUT-OFF**

In case of emergency, the City may shut off the water supply in any part of the City.

**219 WATER BEING WASTED**

In the event that it is determined by the City Engineer, that water is being needlessly wasted, the City may shut off the water supply to the property concerned.

**220 WATER SHORTAGE EMERGENCY**

The City Manager, at his discretion, may declare a Water Shortage Emergency and may impose any or all of the following restrictions:

- (A) Regulate the hours and/or days that water may be used outside of a dwelling unit.
- (B) Regulate or prohibit the use of water for watering lawns and gardens.
- (C) Regulate or prohibit the use of water for washing vehicles or structures of any kind.

**221 BACKFLOW PREVENTION**

The City Engineer may, at his discretion, require that a consumer install and maintain a certified cross connection control device, if in his opinion, there is risk of foreign material entering the water system from the consumer.

**222. CERTIFIED CROSS CONNECTION CONTROL DEVICE MAINTENANCE**

Where a certified cross connection control device has been required by the City Engineer, the consumer shall have the device tested annually by a Certified Tester and shall submit a detailed report of such tests to the City Engineer prior to December 31<sup>st</sup> of each calendar year.

**PART III – FEES, CHARGES, PENALTIES**

**301 WATER CHARGES**

All consumers shall pay for water consumption and all other charges levied pursuant to this By-law in accordance with the attached Schedule "A", which is hereby declared to form part of this By-law. Water consumption shall be as recorded by the water meter.

**302 TEMPORARY OCCUPANCY – WINTER CONDITIONS**

Where landscaping or driveway construction can not be completed due to winter conditions, the Building Inspector may, at his discretion and if there are no other deficiencies, issue a Temporary Occupancy Permit during the period November 1<sup>st</sup> to May 30<sup>th</sup>. The standard metered water rate would then apply, but would automatically revert back to the temporary construction rate on June 1<sup>st</sup>, unless a Final Occupancy Permit is issued.

**303 WATER CONSUMPTION MEASUREMENT**

In special circumstances or when accurate metered consumption values are not available, water consumption may be estimated by the Engineering Department.

**304 DUE DATE**

All fees, rates, and charges shall be due and payable on or before the due date shown on the billing.

**305 PENALTY CHARGES**

A penalty charge, as specified in Schedule "A" herein, shall be levied on any unpaid amount which is outstanding after the due date.

**306. ENFORCEMENT OF PAYMENT**

Any unpaid charges may be collected by the municipality by any of the following means:

- (A) by action in any court of competent jurisdiction, or
- (B) by shutting off the service being supplied to the consumer, or discontinuing the service thereof, or
- (C) by distress and sale of goods and chattels of the person owing such charges, fees or rates, wherever they may be found, or
- (D) by entering the account on the assessment and tax roll of the City where the consumer is the owner of the premises being served.

**PART IV – OFFENCES AND PENALTIES**

**401 TAMPER WITH "CC" AND SERVICE**

No person shall without a permit, operate or in any way tamper with any valve or pipe designed to control a service to a private property.

**402 TAMPER WITH METER**

No person shall, without a permit, tamper with, modify, maintain, or disconnect a meter or its accessories, or in any way render it inoperative.

**403 BREAK SEALS**

No person shall, without a permit, break or interfere with any seal place by the City, on any meter or valve or other part of a service, except in an emergency, in which case, the City must be notified as soon as possible.

**404 TAP SERVICE**

No person shall, without a permit, tap into a service pipe or valve between the meter setting and the City water main.

**405 TAP FIRE LINE**

No person shall, without a permit, tap into or modify a fire line.

**406 HYDRANT USE – CITY & PRIVATE**

No person, other than authorized City employees shall:

- (A) without a permit, operate or use water from a City fire hydrant,
- or
- (B) operate or use water from a private fire hydrant, except for annual maintenance.

**407 PRIVATE HYDRANT MAINTENANCE**

Every person who is responsible for a private fire hydrant that is connected to the City water system, must perform an Annual Maintenance on the private hydrant, to the satisfaction of the City Engineer and submit a report describing and confirming such maintenance annually to the City Engineer.

**408 OBSTRUCT ACCESS**

No person shall obstruct or in any way interfere with the free access, by City employees, to any hydrant, water main control valve, meter, or other components of the City water system.

**409 POSSESS WRENCH OR KEY**

No person, other than authorized City employees, shall without a permit, use or have possession of any wrench or key designed to operate any valve, c.c., hydrant, or other components of the City water system.

**410 CROSS CONNECTION**

No person shall allow a condition to exist within their plumbing system which is likely to allow the introduction of a foreign material into the municipal water system even in circumstances of zero or negative municipal system pressure.

**411 CONTRAVENE REGULATIONS**

No person shall, during a Water Shortage Emergency (Section 219), use any water contrary to the regulations imposed by the City Manager.

**412 PENALTY FOR VIOLATION**

Every person who violates any provision of this Part is guilty of an offence and shall be liable on summary conviction to a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1,000.00) and in default of payment to imprisonment for a term not exceeding six (6) months. Further, an additional fine of not less than \$100.00 and not more than \$1,000.00 for each day that the offence continues.

**413 VOLUNTARY PENALTY - \$100.00**

Notwithstanding any other provisions for penalties in this By-law, a peace officer may, in lieu of laying an Information in respect to the alleged breach, issue a voluntary penalty ticket and the accused may within ten (10) days of the issuance of such ticket pay to the City the same monetary penalty as the minimum fine that may be imposed for such breach.

**PART V – MISCELLANEOUS**

**501 PERMITS ISSUED**

Permits required under this By-law may be obtained from the City Engineer.

**502 LICENSED PLUMBER EXEMPT**

A licensed plumber acting in an emergency shall not be deemed to be in violation of this By-law, provided that he obtains the necessary permit or permission at the earliest opportunity.

**PART VI - GENERAL**

**601** By-law No. 1749/91, 1966/95, 2194/99, and amendments made thereto are hereby repealed.

**602** This By-law shall become into full force and effect on the date it is finally passed by Council.

**READ a FIRST time in COUNCIL this 26th day of June AD 2000.**

\_\_\_\_\_  
**MAYOR.**

\_\_\_\_\_  
**CITY CLERK.**

**READ a SECOND and THIRD time in COUNCIL and FINALLY PASSED this 14th day of August, A.D. 2000.**

\_\_\_\_\_  
**MAYOR.**

\_\_\_\_\_  
**CITY CLERK.**

**\*Amended by By-Law #2571/07**

**CITY OF CAMROSE**  
**WATERWORKS BY-LAW#2571/07**

**SCHEDULE "A"**  
**(Effective January 1, 2008)**

**SECTION 301 - WATER RATES**

- |    |                                       |  |
|----|---------------------------------------|--|
| 1) | Metered Water Rates:                  |  |
|    | (a) Basic Charge                      | \$19.20/ month                                   |
|    | (b) Consumption Charge                | \$1.40/m <sup>3</sup>                            |
| 2) | Temporary Construction Service Rates: |  |
|    | (a) Basic Charge                      | \$38.40/month                                    |
|    | (b) Consumption Charge                | \$2.80/m <sup>3</sup>                            |
| 3) | Unmetered Temporary Services          | \$100.00/monthly or calculated by the Department |
| 4) | Bulk Water Sales                      | \$4.00/m <sup>3</sup>                            |

**STANDBY CHARGES**

- |    |  |                 |
|----|--|-----------------|
| 1) | Hydrant, Sprinkler System or Fire Line Standby | \$41.20/monthly |
|----|--|-----------------|

**SERVICE CHARGES**

Meter Installation:

19 mm or less	first service call	No Charge
	additional service calls	\$65.00
All other water meters larger than 19 mm		Service Charges calculated by the Department

**CITY OF CAMROSE**  
**WATERWORKS BY-LAW#2571/07**

**SCHEDULE "A"**  
**(Effective January 1, 2008)**

**SERVICE CHARGES (Continued)**

- 2) Section 211 - Meter Testing Fee:
- |               |  |
|---------------|--|
| Meter Testing | Service charges calculated<br>by the Department. |
|---------------|--|
- \*Note: Meter Testing Fee returned if meter is faulty.
- 3) Section 215 - Reconnection Fee: \$65.00
- 4) Section 217 - Replace Damaged (19 mm) Meter Service charges calculated  
by the Department

**DEPOSITS**

- |             |  |   |
|-------------|--|---|
| Section 203 | Residential  | \$200.00                                      |
| Section 204 | Commercial   | Estimated 3 Month Billing<br>Minimum \$200.00 |
| Section 207 | Interest on Deposits in accordance with the interest rate applicable to security deposits under the provisions of the Residential Tenancy Act. |   |

**SERVICE INSTALLATION CHARGES**

Quotations are calculated by the Department to be paid before construction commences.

**SECTION 303 - PAST DUE ACCOUNTS**

A penalty charge of one and one half percent (1½%) per month on the total amount remaining unpaid after the due date, shall be added to all utility bill accounts at the close of business on the due date.