

**CITY OF CAMROSE
WATER WORKS POLICY**

PART 1 PURPOSE

The intent of this policy is to establish standards, procedures and guidelines for private connections to the City of Camrose Water System.

In all cases the current City of Camrose Waterworks By-law shall apply and take precedence over this policy.

Refer to the current Accounts Receivable Policy (Policy: ACC-2) for billing, collection and deposit issues.

For the purpose of this Policy, the Department shall refer to the City Engineering Department.

PART 2 CONSTRUCTION OF PUBLIC SERVICE PIPING (MAIN TO PROPERTY LINE)

When a new or upgraded service is required or when a service is to be abandoned:

The property owner shall be responsible for all costs of the new service, upgraded service, or the abandonment of the service.

- (A) A water service may be constructed only to those properties, which abut directly on streets where water and sewer mains exist, unless site-specific approval is granted by the Department. This site-specific approval will require execution of an agreement to define responsibility for cost of main extension, liability, limitations on water use, use of right of way, service connection fee or any matter deemed appropriate by the Department.
- (B) The owner must submit a request to the Department for a cost estimate for service construction or abandonment along with service details including service size, location of service, meter size and any other details required by the Department. The Department shall supply a cost estimate to the owner within five (5) working days of receiving the request and all required data.
- (C) The owner or representative of the owner must submit an application for a new service, upgraded service or abandonment of a service to the Department at least six (6) weeks prior to the date that the work is required, on a form supplied by the City for that purpose. (application form attached as Appendix "A") Payment shall be made four weeks prior to installation or abandonment and shall include all meter costs. A fee for abandonment will be included in the Demolition Permit.

PART 2 CONSTRUCTION OF PUBLIC SERVICE PIPING (MAIN TO PROPERTY LINE) (Continued)

- (D) City forces shall install all new and upgraded service piping and abandon all service piping unless the department gives specific approval for this work to be completed by a qualified private contractor.

PART 3 CONSTRUCTION OF PRIVATE SERVICE PIPING (PROPERTY LINE TO METER SETTING)**301 Specifications**

All construction will be in compliance with the City of Camrose Construction Specifications.

302 Connection to City Portion of Service

- (A) If the City portion of a service is in place (pre-serviced), the owner at his cost shall connect his portion of the service to the City's portion of the service.
- (B) If the private portion of a service is installed before the installation of the City portion of a service, then:
- (i) the owner shall commence the private portion of a service 300-mm (12") on the City side of the property line.
 - (ii) the owner shall be responsible for adequately protecting the open end of his piping to prevent a blockage through the entry of foreign material.
 - (iii) the Department will specify the grade and alignment.
 - (iv) the owner, at his cost, shall be responsible to provide an adapter if one is required.

303 Responsibility for Service Piping on Private Property

- (A) The City shall not be responsible for any service piping problems on private property.
- (B) All additional costs of construction due to development on private property, including the cost of all repairs to City property, shall be borne by the owner on whose property development is occurring.

303 Responsibility for Service Piping on Private Property (continued)

- (C) When excavating to repair or install private service piping and if any excavation will occur on City Property, the property owner must, prior to construction, obtain a City of Camrose Excavation Permit and all related costs of restoration are the responsibility of the applicant.

PART 4 FROZEN SERVICE PIPING**401 Responsibility for Frozen Service Piping**

- (A) The property owner shall be responsible to thaw frozen service piping except:
- (i) where the City has recently reconstructed the roadway and the superintendent has determined that the backfill is the cause of freezing.
 - (ii) in other exceptional circumstances where the Superintendent has determined that the City is responsible to thaw the service.
- (B) Where the Superintendent of Public Works, or his designate has determined that the City is responsible for frozen services:
- (i) a drain cock (bleeder valve) may be installed on the upstream side of the meter (no registered water consumption)
 - (ii) the City may reimburse the owner for the cost of hiring a plumber to thaw the service (reimbursement based on estimated time and costs a City crew would have charged to do the job).
- (C) Where the Superintendent of Public Works, or his designate has determined that the property owner is responsible for frozen services, the City may install a drain cock on the downstream side of the meter (owner charged for the water flow to keep the service from freezing).
- (i) Prior to installation, an application for a “Bleed Valve” (attached as Appendix “B”) must be submitted to the Department by the owner.
 - (ii) The owner shall be responsible for all costs for installation of a “Bleed Valve”.

401 Responsibility for Frozen Service Piping (Continued)

- (D) If a service freezes due to a building being vacant or unoccupied (i.e. snowbirds) the owner is responsible for service thawing and water consumption to keep the service from freezing again.

402 Electrical Resistance Thawing Prohibited

Electrical resistance thawing of water service piping is not permitted.

403 Installation and Operation of “Bleed Valves”

- (A) Only City forces using approved materials may install the “Bleed Valve”.
- (B) Only City forces may operate a “Bleed Valve” at their discretion when there is a potential for the service to freeze as determined by the Department.
- (C) “Bleed Valves” will be installed in such a way as to minimize water wastage.
- (D) The City shall not be responsible for any water damage caused by operations of a “Bleed Valve”.
- (E) Custom thawing charges shall be charged if the owner closes the “Bleed Valve” during operation and allows the service piping to freeze.

PART 5 UNDERGROUND WATER SERVICE VALVES (C.C.’S)**501 Damage to the C.C.**

The owner shall protect and be responsible for any damage to the C.C.

502 Operation of C.C.’s – Permitted

A plumber may operate service C.C.’s up to and including 50 mm in size only for the purpose of:

- (i) testing his own piping in the case of new installations. The C.C. must be closed following testing.
- (ii) replacing or renewing a control valve.

502 Operation of C.C.'s – Permitted (Continued)

- (iii) repairing or renewing piping between the C.C. and the meter.
(Note: Plumbers will be held responsible for the repair of the C.C. that is the result of abuse or excessive force when operating the valve rod and for debris allowed to enter the C.C. box.)

503 Operation of C.C.'s – Not Permitted

Only City forces or an approved contractor working on behalf of the City are permitted to operate service control valves larger than 50 mm.

504 Adjustment to Grade

- (A) The owner or representative of the owner will be responsible for adjusting the C.C. to finished grade on any new service. This will include making sure that the C.C. is visible and fully operational.
- (B) No person, other than a Water Department employee may adjust an established service C.C. to grade.
- (C) If an established C.C. requires adjustment to grade, the owner must submit a request to the Superintendent of Public Works, or his designate. The municipal employees will adjust the C.C. to grade at no cost to the owner.

505 Responsibility for Failure of a Water Service

- (A) The property owner is responsible for any failures of a water service between the building and the C.C. including the connection to the C.C. on the owner's side.
- (B) The City will not be responsible for any failure, on either side of the C.C., which is repaired before the City inspects it.

PART 6 FIRE HYDRANTS**601 Private Hydrants**

- (A) An application for private hydrant installations must be filed with the Department. (Attached as Appendix "A")
- (B) The entire cost of hydrant installation shall be borne by the owner.
- (C) After the installation of a private hydrant, the owner shall request a final inspection by the city.

601 Private Hydrants (Continued)

- (D) The Owner of a Private Hydrant will notify City of Camrose Public Works, prior to maintenance and inspections, of the dates the work will be done.
- (E) Hydrants will be maintained according to the Alberta Fire Code.
- (F) The Department may be available, on application, to inspect and maintain private hydrants on a contract basis.

602 City Hydrants

Hydrants are designed for emergency use, not for use as a water distribution source.

- (A) No person shall use a hydrant for any purpose other than fire fighting without the specific approval of the Superintendent of Public Works, or his designate. (Request for Hydrant Usage attached as Appendix "C")
- (B) The Superintendent of Public Works, or his designate may issue an approval subject to conditions.
- (C) Any cost of damage to a hydrant caused directly by private usage will be borne by the user.
- (D) An approved back flow device must be used to prevent contamination of City water supply.
- (E) No person shall operate a City hydrant with anything other than a standard hydrant wrench.
- (F) The user of the hydrant will keep a record of the quantity of water used unless otherwise authorized by the Department. Payment will be based on the bulk water rates as outlined in the current Waterworks By-Law.

PART 7 METERS**701 City Meters**

Except as provided in Section 502, the City shall supply, install, own and maintain all water meters.

PART 7 METERS (Continued)**702 Subsidiary Meters**

Notwithstanding Section 701, for his own purposes, an owner may install a subsidiary meter.

703 Provision of Meter Setting and Valve By-Pass

- (A) In the private portion of all services, regardless of the size of service, the owner of any building or property to which service is provided shall ensure at the owner's expense that:
- (i) every service pipe entering a building or property has a meter setting.
 - (ii) the meter setting is constructed in accordance with Water Meter Installation Guidelines (Water Meter Installation Guidelines attached as Appendix "D") provided by the Camrose Engineering Department.
 - (iii) the private service piping extends not less than 300 mm beyond the wall or floor of the owner's building and the meter setting and control valves not further than 3.0 meters from the wall or floor of the owner's building.
 - (iv) a control valve is installed in the piping both upstream and downstream of the meter setting. Only approved ball valves to be used, no globe or gate valves are acceptable.
 - (v) for all meters having a pipe size of 38 mm or larger, there is constructed an adequately valved by-pass in accordance with the Water Meter Installation Guidelines. The by-pass must be sealed closed. The seal may be broken in an emergency, in which case the Water Department must be notified within one business day.
 - (vi) provision is made for a remote meter reader at the location of the power meter. A minimum 22 gauge, 4-conductor wire must be installed from the meter setting to the remote meter in accordance with the Water Meter Installation Guidelines.

PART 7 METERS (Continued)

- (B) Should the Department determine that a meter setting should not be positioned inside a building to which water service is provided, at the owner's expense, the owner shall construct a chamber to hold the meter. Meter chambers shall be positioned at a location satisfactory to the Department and constructed in accordance with specifications approved by the Department.

704 Installation of Meters by the City

- (A) Meter is to be sized to operate in the optimum range in normal flow conditions.
- (B) The owner of the building or property shall provide the Department with calculations confirming that the requisitioned meter is the appropriate size for anticipated flow ranges.
- (C) The owner will notify the Department when the meter setting or meter chamber is complete to arrange for meter installation.
- (D) The Department will install the meter within two working days of the notification by the owner.
- (E) If the meter setting is not ready when an operator arrives to install the meter, a call out charge will be levied in accordance with the current Waterworks By-Law.

705 Service Connection and Metering Requirements

- (A) Single Units (included single family dwellings)

The City shall install a single meter, in the meter setting provided, unless otherwise approved by the Department.

- (B) Multi-Family Residential Buildings

Unless otherwise approved by the Department:

- (i) all semi-detached residences shall have one C.C. and one meter for each unit.
- (ii) all apartment buildings and all apartment style condominium complexes shall have one service connection and one meter only.

705 Service Connection and Metering Requirements (Continued)**(C) Meters for Industrial and Commercial Buildings**

The City may provide meters for multiple side-by-side units, one meter per unit, but all meters shall be banked at a location where the service enters the building unless otherwise approved by the Department. (Note: This requires a common manifold with isolation valves above and below according to the Water Meter Installation Guidelines.)

PART 8 MISCELLANEOUS MATTERS**801 Authorized City Work on Private Property**

Except in the case of an emergency, the Department shall not carry out any work on private property without a written request of the property owner or his agent. (Request Form attached as Appendix "E")

802 Damage to City Property

The owner shall be responsible for any damage done by the owner or his agents to City property. The owner will restore any damaged City property to its original condition or better at the owner's expense.

803 Investigation of Water Services

At the property owner's request, the City shall undertake an investigation, which may require an excavation. If the Superintendent of Public Works, or his designate determines that the City is responsible for an interruption or failure of the water supply, the property owner will not be charged. If the Superintendent of Public Works, or his designate determines the owner is partially or totally responsible, then a portion or all of the cost shall be the responsibility of the owner as calculated by the Superintendent of Public Works, or his designate.

804 Proximity of Other Underground Utilities to Waterworks Facilities

No other shallow utilities shall be installed within 1.5 meters of any City of Camrose water valve, hydrant or hydrant valve unless otherwise approved by the Department.

APPENDIX "A"

CITY OF CAMROSE

APPLICATION FOR SERVICE INSTALLATION

Date of Application: _____

Name of Applicant: _____

Civic Address of Property: _____

Land Description of Property: Lot _____ Block _____ Plan _____

Name of Owner: _____ Phone _____

Name of Plumber: _____ Phone _____

DETAILS OF SERVICE

Water () Size _____

Sewer () Size _____

Storm Weeping Drain System _____

Meter Size _____

PAYMENT REQUIRED BEFORE START OF CONSTRUCTION

3.1.4160() Water Service \$ _____

1.1.4550() Sewer Service \$ _____

() Other \$ _____

Total Costs (Includes GST) \$ _____

Receipt Number: _____

The undersigned being the owner or authorized agent of the owner of the property herein described requests the City of Camrose to install, repair, or replace water and/or sewer service piping to the property and in consideration of the City doing said work, the applicant agrees to pay the total costs noted above prior to the start of construction.

It is further agreed and understood that the undersigned shall indemnify and save harmless the City of Camrose from any responsibility for injuries or damages to property or person occurring on the property by reason of or arising from the said work herein requested.

Signature of Applicant _____

cc: Public Works, Engineering, Utility Clerk

APPENDIX “B”

CITY OF CAMROSE

APPLICATION FOR BLEED VALVE

Date of Application: _____

Name of Applicant: _____ Phone No: _____

Street Address: _____

Name of Owner: _____ Phone No: _____

INVOICING DETAILS

Custom () Internal ()

Owner () Plumber () Account Number: _____

AGREEMENT

I the undersigned, being the owner or authorized agent of the owner of the property herein described, request the City of Camrose to install and maintain a “bleed valve” on the water service at the address above.

I have read and understand Part 4 of the City of Camrose Water Policy, and will abide by it.

If the costs associated with the installation of the “bleed valve” are the owner’s responsibility, I agree to pay the total cost prior to installation.

It is further agreed and understood that the undersigned shall indemnify and save harmless the City of Camrose from any responsibility for injuries or damages to property of persons occurring on the property by reason of, or arising from, the said work herein requested.

Signature of Applicant _____

cc: Utility Clerk

APPENDIX "C"

CITY OF CAMROSE

REQUEST FOR HYDRANT USAGE

DEPARTMENT OF PUBLIC WORKS

(780) 672-5513

Date: _____

CONTACT PERSON

CONTRACTOR

Name: _____

Mailing Address: _____

Phone Number: _____

Hydrant Identification / Location: _____

Period of Usage: _____ to _____

Purpose of Use: _____

Approximated Volume Anticipated: _____

FEES AND CHARGES

Connection Fee \$150.00
Consumption Fee Based on current bulk water rate per cubic meter.

In addition, the Contractor will be responsible for any damage to the hydrant or water system as a result of the private usage described above.

TERMS OF USE

The Contractor noted above is hereby authorized to utilize the specific hydrant noted above (and only that hydrant), subject to the following conditions;

- 1) The Contractor will provide the City with at least one full working days notice.
- 2) The Contractor will be responsible for any damage to the hydrant or its components due to the hydrant usage.
- 3) City forces will prepare the Hydrant for use by turning on the hydrant valve, and attaching a back flow prevention devise and gate valve.

APPENDIX “C”

TERMS OF USE – (Continued)

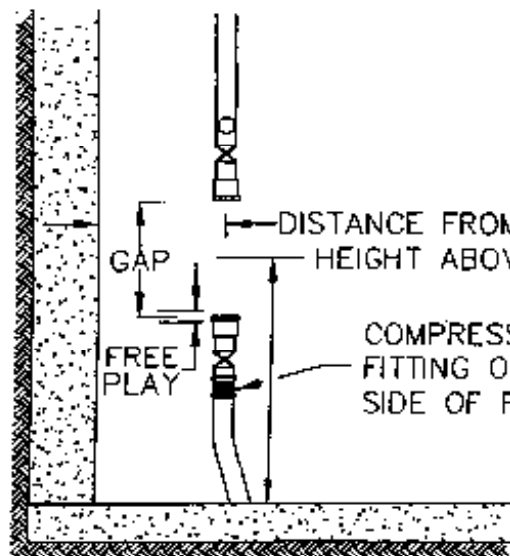
- 4) The Contractor **MUST NOT OPERATE THE HYDRANT VALVE**, but may operate the gate valve installed on the hydrant by City Forces.
- 5) The gate valve must be opened and closed slowly (no more than 4 rotations per minute). The Contractor will be held responsible for any damage to the water system resulting from incorrect operation of the gate valve.
- 6) The Contractor shall supply the City with a record of water usage from the hydrant on the attached form.
- 7) If water records are not completed adequately, as determined by the City, an estimate of water consumption will be prepared by City.
- 8) The Contractor must notify the City immediately when they are finished with the hydrant, and must submit the hydrant usage form.
- 9) Should water quantity, quality, or operational problems arise during the period of usage, the City reserves the right to rescind this approval.
- 10) The Contractor shall indemnify and save harmless the City of Camrose in the event of any legal actions resulting from the use of the hydrant.
- 11) The Contractor agrees to pay all fees and charges as determined by the City.

Contractor: _____

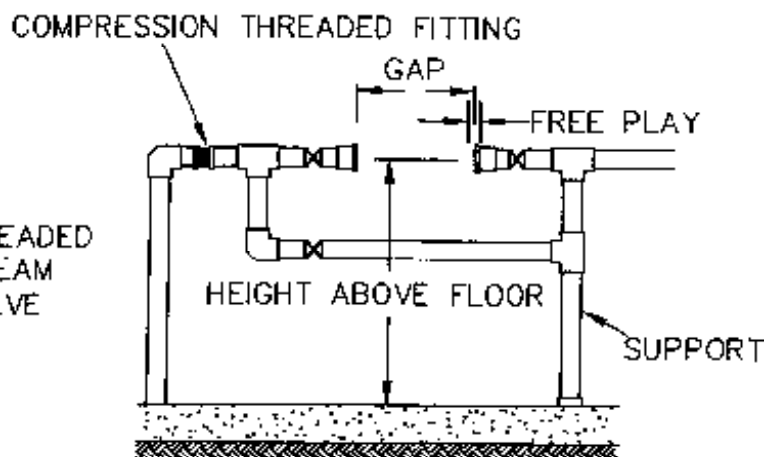
City of Camrose: _____

cc: Fire Department

APPENDIX "D"



VERTICAL METER SETTING



HORIZONTAL METER SETTING

**CITY OF CAMROSE
WATER METER INSTALLATION GUIDELINES**

1. 20mm METER REQUIRED FOR ALL RESIDENTIAL SERVICES.
2. ANY METER LARGER THAN 50mm, SUBJECT TO DEPARTMENT APPROVAL
3. MIN. 22 GAUGE 4 CONDUCTOR WIRE TO BE INSTALLED FOR THE REMOTE DEVICE. 500mm (20") OF LOOSE WIRE REQUIRED AT BOTH ENDS.
4. ISOLATING VALVES ABOVE AND BELOW THE METER SHALL BE FULL PORTED BALL VALVES ONLY.
5. GLOBE TYPE AND GATE VALVES NOT PERMITTED.
6. METER CONNECTIONS FOR 20mm AND 25mm METERS
 20mm METERS - 20mm (3/4") FEMALE IPT CONNECTIONS.
 25mm METERS - 25mm (1") FEMALE IPT CONNECTION
7. a. METER CONNECTIONS FOR 38mm AND 50mm METERS
 38mm METERS - 38mm (1 1/2") CITY WILL SUPPLY A FLANGED CONNECTION. THE C/L OF THE BOLT CIRCLE IS 102mm (4") TWO BOLTS. INSIDE OF FLANGE IS 38mm IPT.
 b. 50mm METERS - 50mm (2") CITY WILL SUPPLY A FLANGED CONNECTION. THE C/L OF THE BOLT CIRCLE IS 115mm (4 1/2") TWO BOLTS. INSIDE OF THE FLANGE IS 50mm IPT.
 c. METER BY-PASSES ARE REQUIRED FOR 38mm AND LARGER SERVICES.

8. SIZE	DESCRIPTION	GAP	FREE PLAY	DISTANCE FROM WALL TO PIPE	HEIGHT RANGE	POSITION HORZ/VERT
20mm	3/4" METER	360mm 14.2"	20mm 3/4"	160mm 6.3"	1 - 1.7m 3 - 5.5'	H or V
25mm	1" METER	400mm 15.75"	25mm 1"	160mm 6.3"	1 - 1.7m 3 - 5.5'	H or V
38mm	1.5" METER	330mm 13.00"	10mm 0.5"	230mm 9.00"	.6 - 1.2m 2 - 4.0'	H only
50mm	2" METER	432mm 17.00"	10mm 0.5"	230mm 9.00"	.6 - 1.2m 2 - 4.0'	H only



**THE CITY OF
CAMROSE**

APPENDIX “E”

CITY OF CAMROSE

REQUEST FOR CUSTOM WORK
DEPARTMENT OF PUBLIC WORKS
(780) 672-5513

Date: _____

Name of Applicant: _____

Address: _____

Phone: _____

Type of Custom Work Requested: _____

Location of Custom Work Requested: _____

Comments: _____

The undersigned requests the City of Camrose to undertake the above mentioned work. In consideration of the City doing said work, the Applicant agrees to pay the total cost as determined by the City. A deposit or the entire cost of the work may be required prior to the work commencing at the discretion of the City. The undersigned understands and agrees to indemnify and save harmless the City of Camrose from any responsibility for injuries or damages to property or person occurring on the property by reason or arising from the said work herein requested.

Signature of Applicant: _____