

**POLICY TITLE:
THE CORPORATION OF THE TOWN OF ATIKOKAN
WATER WORKS POLICY**

**Date: February 10, 2012
By-Law #04/12**

PART I PURPOSE

The intent of this policy is to establish standards, procedures and guidelines for private connections to THE CORPORATION OF THE TOWN OF ATIKOKAN Water System.

For the purpose of this Policy, the Department shall refer to the Public Works Department.

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

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

With the introduction of a single residence onto a pre-serviced lot, the property owner is not responsible to introduce a new service line but may be responsible for pre-established connection fees.

With the introduction of a single residence, duplex or greater onto an un-serviced lot, the property owner will be responsible for all associated costs to introduce a service line from the mainline to the property line including pavement restoration.

With the introduction of a duplex or greater onto a preexisting single residential serviced lot, the existing service line will be decommissioned by turning/closing the service line main stop located at the mainline. However, the Public Works Manager may determine at his sole discretion whether an existing water service requires replacing. All costs associated with abandonment of a service line, including pavement restoration, will be at the sole expense of the property owner.

The property owner shall be responsible for all associated 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.

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

- (b) The owner must submit a written 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 ten (10) 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.

A down payment of 50% of the estimated cost shall be made one week prior to installation or abandonment. If asphalt paving, sidewalk, boulevard or curb & gutter restoration is required, a separate invoice will be forwarded to the owner at a later date. The owner must pay the cost for asphalt paving, sidewalk, boulevard, and curb & gutter restoration within thirty days of being invoiced for these works and failure of payment will result in the water service line(s) being turned off with associated turn off/on fees forwarded to the owner.

- (d) Municipal 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.
- (e) If a qualified private contractor is provided with approval, the Municipality will retain the right to forward costs to the owner for connection fees and quality assurance provisions provided by the Municipality. In addition, the owner will be held responsible to ensure their contractor adheres to the Municipal Encumbrance By-law, Ontario Construction regulations, and all safety and traffic regulations.
- (f) Failure of the owner or contractor to comply with municipal inspectors on site during installation will result in the water service(s) remaining shut off until those deficiencies are corrected. Any associated costs to rectify any deficiencies will be paid for by the owner prior to the water being turned on.
- (g) The size of water service line to single, double, triple or four plex units or residences will be determined by the owner's consulting engineer and approved by the Public Works Manager if found to be acceptable. The Public Works Manager will determine at his sole discretion whether sizing is acceptable.

- h) The location of curb stops must be on municipal property but not within a driveway, entrance, ditch or within 3 meters of a utility pole, underground utility cable or property line.

Specifications

All parts, materials, and construction practices will be in compliance with the CORPORATION OF THE TOWN OF ATIKOKAN Construction Specifications.

PART III CONSTRUCTION OF PRIVATE SERVICE PIPING (PROPERTY LINE TO METER SETTING)

301 Specifications

All construction will be in compliance with the CORPORATION OF THE TOWN OF ATIKOKAN Construction Specifications.

302 Connection to Municipal Portion of Service

- (a) If the Municipal portion of a service is in place (pre-serviced), the owner at his cost shall connect his portion of the service to the Municipality's portion of the service.
- (b) If the private portion of the service is installed before the installation of the Municipal portion of a service, then:
- (i) the owner shall commence the private portion of a service 300-mm (12") on the Municipality 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 Chief Building Official will approve the grade and alignment of the water service line. Locating a curb stop within the driveway or entrance will not be permitted;
 - (iv) the owner, at his cost, shall be responsible to provide an adapter if one is required;
 - (v) the owner, at his cost, shall be responsible to provide and install a Type "K" gauge copper line fastened to the owner's service line adjacent to the curb stop and fastened to the curb stop top.

- (vi) all municipal property affected by the owner's operation shall be restored to a state as good as or better than what was existing and all materials, debris and litter will be removed from the site;
- (vii) this By-Law does not eliminate or negate any regulation, specification or restriction pertaining to the Building Code and does not circumvent the authority of the Chief Building Official.

303 Responsibility for Service Piping on Private Property

- (a) The Municipality shall not be responsible for nor respond to any service piping problems on private property.
- (b) All additional costs of construction due to development on private property, including the costs of all repairs to Municipal property, shall be borne by the owner on whose property development is occurring.
- (c) When excavating to repair or install private service piping and if any excavation will occur on Municipal Property, the property owner must, prior to construction, obtain a Municipal Encumbrance Permit, and all related costs of restoration are the responsibility of the applicant.

PART IV FROZEN SERVICE PIPING

401 Responsibility for Frozen Service Piping

- a) The property owner shall be responsible by employing a contractor to thaw frozen service piping and/or locate the frozen area except:
 - (i) where the Municipality has recently reconstructed the roadway and the Manager has determined that the backfill is the cause of freezing.
 - (ii) in other exceptional circumstances where the Manager has determined that the Municipality is responsible to thaw the service.
- b) Where the Public Works Manager, or his designate has determined that the Municipality is responsible for frozen services:
 - (iii) a drain cock (bleeder valve) may be installed on the upstream side of the meter (no registered water consumption)
 - (iv) the Municipality will not be responsible to reimburse the owner for the cost of hiring a plumber to thaw the service.

401 Responsibility for Frozen Service Piping (Continued)

- c) Where the Manager of Public Works or his designate has determined that the property owner is responsible for frozen services, at the owner's request, the Municipality may install a drain cock on the downstream side of the meter (owner charged for the water flow to keep the service from freezing) as an interim solution. After a period of one month, the property owner must install an Aqua Flow unit (water circulatory pump) or insulate their water line to prevent freezing. In either event, the drain cock will be removed by Municipal forces and in the event municipal access is denied by the property owner, the water service line will be turned off until corrections are introduced. The property owner will be responsible for payment in full to install the drain cock & its removal, purchase & installation an Aqua Flow unit, or insulating their water line.
- (d) If a property owner does possess a bleeder valve, it is the responsibility of the property owner to ensure the bleeder valve has been turned on and in the event the water line freezes the Municipality will not be held responsible or pay for its thawing.
 - (i) Only Municipal forces using approved materials may install the "Bleeder Valve".
- (e) 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

Contractors are not permitted to use electrical resistance thawing of water service piping.

403 Municipal Resistance Thawing Machine (DBH)

The Municipality may utilize the DBH machine to thaw frozen service piping on request from the owner on the following conditions:

- (i) The Owner will sign a waiver to the Municipality for any damages should they occur including negligence of staff.
- (ii) The Municipality will not be held responsible by the Owner or a lessee to ensure all electrical grounds for the entire building (i.e. four plex) have been disconnected during the thawing procedure.

- (iii) If the DBH machine can not obtain a circuit from the curb stop to the residence and must go elsewhere to do so, the frozen service piping will be assumed to be on the client's side and therefore, the owner is responsible for payment to thaw the water line.

404 Installation and Operation of "Bleeder Valves"

- (a) The Public Works Manager or designate may approve a "Bleeder Valve" when there is a potential for the service to freeze as determined by the Department.
- (b) "Bleeder Valves" will be installed in such a way as to minimize water wastage.
- (c) The Municipality shall not be responsible for any water damage caused by operations of a "Bleeder Valve".
- (d) Custom thawing charges shall be charged if the owner closes the "Bleeder Valve" during operation and allows the service piping to freeze.

PART V UNDERGROUND WATER SERVICE VALVES (Curb Stops)

501 Damage to the Curb Stop

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

502 Operation of Curb Stop – Not Permitted

Only Municipal forces or an approved contractor working on behalf of the Municipality are permitted to operate service control valves.

503 Adjustment to Grade

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

504 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 Curb Stop including the connection to the Curb Stop on the owner's side.
- (b) The Municipality will not be responsible for any failure, on either side of the Curb Stop, which is repaired before the Municipality inspects it.

PART VI FIRE HYDRANTS**601 Private Hydrants**

The Municipality will not install, repair or maintain any private hydrant.

All private hydrants must be for the exclusive use of fire protection only.

602 Municipal Hydrants

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

- (a) No person shall use a hydrant for any purpose other than fire fighting without the specific approval of the Public Works Manager, or his designate.
- (b) The Manager 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) A Municipal approved back flow device with an isolation valve and meter must be used to prevent contamination of Municipal water supply which must be installed by the Municipality.
- (e) No person shall operate a Municipal hydrant with anything other than a standard hydrant wrench and must be provincially licensed as per Provincial Regulations.
- (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.

PART VII METERS**701 Municipal Meters**

The Municipality shall supply, own and maintain all water meters. The introductory cost for all meters and their installation will be paid for by the property owner.

702 Subsidiary Meters

Notwithstanding Section 701, for his own purposes, an owner may install a subsidiary meter at their expense and at a location on the owner's side of the municipal water 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) no person shall enclose, cover or obstruct any water meter so that it is not readily accessible to any Municipal employee for the purpose of reading, replacement or any other maintenance by the Municipality. Water meters will not be permitted to be installed in crawl spaces or in an area where restriction to access occurs. If a water meter becomes damaged as a result of being frozen or any other event, the property owner will incur the cost for the replacement meter, its installation and all and any associated cost.
 - (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 a municipal approved valved by-pass. The by-pass must be sealed closed. The seal may be broken in an emergency,

703 Provision of Meter Setting and Valve By-Pass (Continued)

- (vi) in which case the Public Works Department must be notified within one business day.
 - (vii) 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. No person shall cover or have covered with siding, stucco, paint, or any other material any meter, meter reading device, or wire connected to any meter, placed on the exterior of any building.
 - (viii) No person shall willfully, maliciously or in any manner intentionally damage or cause or knowingly suffer to be damaged any meter, service pipe, conduit, wire, rod or fitting belonging to the Municipality.
 - (ix) Once the property owner has been notified in writing that the Municipality requires access into their building to conduct repairs, maintenance, replacement or any other maintenance requirement for the water meter, the property owner must provide them with access within the normal working hours of operation. Failure of the property owner to provide access to their water meter will result in the water service being turned off until such repairs, replacement, or other has been conducted. The property owner will be charged a fee for both water turn off and water turn on.
- (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.
- (c) No cross connections to any other non municipal water source (i.e. well or lake pump) are permitted and will be removed by the property owner. Upon discovery of a cross connection, the Municipality will provide the property owner notice for its removal. The property owner must have the cross connection removed and inspected by the Municipality within seven days from the day the notice for removal was issued. Failure of the property owner to have the works completed in the set time will result in the municipal water service being turned off. The property owner will be charged a fee for both water turn off and water turn on.

704 Installation of Meters

- (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 completed prior to meter installation.
- (d) The Department will provide the meter within five working days of the notification by the owner. The water meter must be installed by a certified plumber or Public Works employee.
- (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.

705 Service Connection and Metering Requirements

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

The Municipality may 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 Curb Stop 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.

- (c) Meters for Industrial and Commercial Buildings

The Municipality will 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 splitter with isolation valves above and below.).

706 Water Meter Challenge:

The property owner/renter has the right to challenge the accuracy of a water meter which water consumption they are being billed for:

- (a) The property owner/renter must submit a letter to the Department requesting their water meter be tested for accuracy.
- (b) Once notice has been provided to the Department the scheduling of the water meter test will be provided to the property owner/renter within ten working days.
- (c) The water meter will be tested for accuracy utilizing a water meter test bench and if requested by the challenger, can be present when testing is being conducted.
- (d) If the water meter is determined to be inaccurate, the billing to the client will be adjusted accordingly and a new meter will be installed at the expense of the Municipality.
- (e) If the water meter is determined to be accurate, the client will be charged for all costs incurred to conduct the test of the water meter in its entirety and the client's billing will remain outstanding as recorded until it is paid.

PART VIII MISCELLANEOUS MATTERS**801 Authorized Municipal Work on Private Property**

Except in cases 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.

802 Damage to Municipal Property

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

803 Investigation of Water Services

At the property owner's request, the Municipality may undertake an investigation, which may require an excavation. If the Manager of Public Works, or his designate determines that the Municipality is responsible for an interruption or failure of the water supply, the property owner will not be charged. If the Manager 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 Manager 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 CORPORATION OF THE TOWN OF ATIKOKAN water valve, hydrant or hydrant valve unless otherwise approved by the Department.

This policy comes into force effective February 27 2012.

Dated this 27 day of February, 2012.

cc - CAO

- Treasurer

- Deputy Treasurer

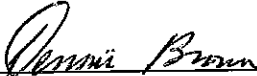
- Clerk

- Deputy Clerk

- PW Committee

- PW Project Manager

- PW Department



Mayor



Clerk