


POLICY MANUAL

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In order to establish the list of participants for the Starland County Rural Water Supply Project, it was necessary to develop guidelines so all participants are treated in a consistent manner. Following is a general list of guidelines:

1. The basic design principle we have been following is related to a cooperative design process. As such, each participant shares equally in the total cost of the system. This despite the fact that some users may be closer to the source and others may be further and it is likely that their actual cost could be higher. The cooperative principle is that all users share in the benefit of the grant funding obtained.
2. Further to the equal sharing of costs, each share or hook-up is treated as one share of the total project. As such, for each continuous 1/2 gallon flow, the landowner would have to pay one full share cost. If the landowner wants additional water flows, he would have to pay a full share cost for each additional 1/2 gallon required.
3. The system design will be made available to all users. As such, if there are commercial users (golf course), intensive agricultural users, or country residential users, all could access the water supply under the terms of sharing costs as outlined. Notwithstanding the general principle, if supplying a major water user adversely affects the delivery cost of water, the user may be requested to pay for the extra cost of water supply.
4. In order to secure the site into the design phase of the project, the landowner has to submit a \$500.00 deposit (total deposit irregardless of the number of contracts purchased), a general agreement or sign-up form, and a general right-of-entry for access into the property owned by the landowner. The right-of-entry agreement is required to facilitate project design and soils work required for environmental approvals.
5. The \$500.00 deposit will allow the landowner to be included in the final project design. If a landowner wishes to withdraw from the project at any time up to and including the final contract signing, the County will refund the deposit amount. When the project design is finalized, each landowner will be asked to sign a Water Supply Agreement, wherein the final connection will be formalized. On new systems, the County will contact each landowner, and/or hold public information meetings to facilitate the final contract sign up for each landowner. When final design is completed, the final estimated cost will be provided to all affected landowners.



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6. Under the terms of our Water Supply Agreement, a payment of \$8,500.00 is required within 90 days of the award of the project tender. Starland County will submit an invoice for this interim payment. The final total payment of \$8,500.00 will be required when the water service is ready to supply water to the landowners property. The County uses a standard Water Supply Contract for all water projects within the municipality. If full payment is not received, the County reserves the right to disconnect the water connection.
7. If the landowner chooses to install the water service to his property, but does not want to hook into the system at the time of installation, the County will facilitate this type of connection. The landowner will be expected to provide all necessary agreements and easements, but will not be charged any monthly water fee until such a time as the landowner actively connects into the system. The connection fee will be entirely borne by the landowner when they choose to connect to the system.
8. Landowners benefiting from the water supply system will be expected to provide, at no charge, a blanket easement over lands owned by the landowner for the purpose of accommodating the water line installation. This will include a 15' X 15' easement wherein the meter and man hole will be installed. The easement will be a general easement that includes a 66 foot working access to the water pipeline route. If possible, the County will examine the possibility of surveying the final pipeline route on a single survey plan. The actual location of the pipeline will be recorded using GPS equipment, and the County will include tracer wire in the installation.
9. The County and its staff are expected to operate the system as a municipal water supply system. The system will be expected to operate at cost and generate a limited surplus for municipal operations. The system is expected to deliver 1/2 gallon / minute or 720 gallons / day (21,600 gallons / month) to a cistern located on the landowners property. If there is no water consumed for a period, the County would still charge a minimum \$20.00 monthly water billing for that location. Starland County has a water and sewer services bylaw that outlines the details of billing and billing dates for water and / or sewer services. Rates are reviewed annually, and minimum charges and water rates are subject to change.
10. The County will negotiate the necessary water supply agreements with the main water supplier (ie. Town of Drumheller or Henry Kroeger Regional Water Commission). The County will be responsible for all licensing, including any diversion licenses required.
11. The County will pay for the "rural" share of transmission lines and / or additional storage or pumping infrastructure that is required for the program. The formula for cost sharing will be based on the number of residents or water demand required for the rural users.



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12. All projects will be publicly tendered, and will be awarded to the lowest competitive and acceptable bidder. The County will hold back sufficient funds to ensure that the water infrastructure is installed in accordance with the engineered plan. A project engineer will supervise on-site construction to ensure project integrity. If the tenders received are outside of the project budget and funds available, the County reserves the right to postpone a project or re-tender to solicit more favourable bids.
13. The system will be designed such that future growth and development can be accommodated. As a general guideline, the capacity of the system at all locations will be double the required flows. The extra design capacity will comply with the future growth design as outlined in the Starland County Water Supply Study.
14. Landowners that hook into the system at a future date will have to pay the total cost of the connection, including the 2/3rds of the costs currently covered by the Infrastructure or other applicable grant funds. In addition, the landowners may be required to pay an "infrastructure" fee to connect to a regional system.

Policy Amendments:

December 10, 2002 (C02-274) – Adopted by Council

April, 2013- Updated