



## PUBLIC NOTICE

Take notice that the Council of the Town of St. Paul is proposing to pass a bylaw pursuant to the Municipal Government Act. A summary of the proposed changes for Bylaw 2022-01 includes:

- Process and timelines in dealing with outstanding utility accounts
- Definition changes
- Penalties changes
- New Services Connections process and fees
- New application form for owners and/or tenants to complete
- Utility Accounts to remain in the name of the property owner with the tenant receiving a copy of the billing (if applicable)
- Consumption Rate changes

To obtain a copy of the proposed bylaw, you may go to: <https://townstpaul.civicweb.net>, then click Document Center>Bylaws-Proposed.

Residents are encouraged to present a written submission no later than **January 31, 2022 (12:00 Noon)**. Written submissions will be included in the Council agenda package and should be clearly marked to include the Bylaw number. To continue to provide a safe environment during the COVID-19 pandemic, methods for citizen input have been modified. Alternative methods to submit input could be provided if a resident does not have access to a computer or email.

The names and addresses of persons providing comments will become part of the public record. Other personal information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. For more information please contact Aline Brousseau, Director of Planning & Legislative Services at 780-645-8540 or [pd@town.stpaul.ab.ca](mailto:pd@town.stpaul.ab.ca).

**BYLAW 2022-01  
OF THE  
TOWN OF ST. PAUL**

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BEING A BYLAW OF THE TOWN OF ST. PAUL IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ~~WATERWORKS AND SANITARY SEWERS~~ A WATER, SANITARY SEWER & SEWER SYTEMS BYLAW.

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**WHEREAS**, under the authority and pursuant to the provisions of the *Municipal Government Act*, Chapter M 26, R.S.A. 2000, and amendments thereto, the Town of St. Paul may provide public utility services subject to any terms, costs or charges established by Council; and

**WHEREAS**, it is deemed necessary and expedient to establish a system of ~~water and sewer waterworks and sanitary sewers~~ within the municipality and to set out the terms, ~~penalties~~, costs and charges upon which the service will be provided; and

**NOW THEREFORE**, under the authority and pursuant to the provisions of the said Municipal Government Act, and by virtue of all other enabling powers, the Council of the Town of St. Paul, duly assembled, enacts as follows:

**1.0**     **TITLE**

1.1     This Bylaw shall be known as the "Water & Sewer Bylaw".

**2.0**     **DEFINITIONS**

2.1     "Agreement" means an agreement between the Town and a Person/Company/Registered owner which sets out special arrangement for water and/or sewer connection to Town owned facilities.

2.2     "Authorized Person" means any employee of the Town authorized by the Town's Administration for the purpose of providing sewer or water service.

2.3     "Billing Date" means the date set out in the province of the Town which levels the applicable Utility Charge.

2.4 "Billing Period" means the 2 consecutive calendar months for which the Town assesses its Utility Services, and for greater certainty the following are Billing Periods:

- January-February;
- March-April;
- May-June;
- July-August;
- September-October;
- November-December.

2.5 "Building" means any structure used or intended for supporting or sheltering any use or occupancy.

2.6 "Consumer" means any Person to whom the Town supplies Utility Services, and shall be deemed to be:

- a. in a situation where the occupant is the registered owner or purchaser of a Building or lot or part of a lot, the occupant; or
- b. in a situation where the occupant is a Person other than the registered owner or purchaser of a Building or lot or part of a lot:
  - the registered owner or purchaser, where: the registered owner or purchaser entered into a written agreement with the Town for the supply of Utility Services; or the supply of Utility Services is to commence on or after January 1, 1996.
  - the occupant in all cases other than contained in subsection a. above.

2.7 "Outstanding Account" means Utility Charges for which the Town has not received payment within 30 days from the end of the billing period of the Billing Date. If that day is not a business day for the Town, the next following business day of the Town.

2.8 "Person" means a natural person, body corporate, proprietor, association, society or partnership.

2.9 ~~"Property Premises" means any land or building on land or both or any part thereof within the Town means any premises or property receiving utility services.~~

(Note: The word premises was changed to property within the remainder of the document.)

2.10 "Sanitary Sewer" means a sewer used for the collection and transmission of wastewater.

2.11 "Sewer" means a pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water, or any combination thereof.

- 2.12 "Sewer Service Line" means that line from the building to the sewer main in the street or in any utility easement.
- 2.13 "~~Sewage Sewer~~ System" means any of the Town's works for the collection, transmission, treatment or disposal of sewage, or any part of such system.
- 2.14 "Storm Sewer" means a Town owned sewer designed or intended for the collection and transmission of storm water and drainage from land or from a watercourse or any combination thereof.
- 2.15 "Storm Water" means surface runoff water, which is the result of natural precipitation.
- 2.16 "Street Main" means that portion of land on which any sewer and/or water main is laid for the services of more than 1 person.
- 2.17 "Utility Charges" means all the fees, costs, charges and rates imposed by the Town for Utility Services pursuant to this Bylaw including but not limited to the rates set out in **Schedule A**.
- 2.18 "Utility Services" means the Town's ~~water system and sewer system. Sewage System and Water System~~
- 2.19 "Water Service Line" means that line from the Building to the water main in the street or in any utility easement.
- 2.20 "Water System" means any of the Town's works for the collection, transmission, treatment and distribution of water.
- 2.21 "Wastewater" means used water that has been affected by domestic, industrial, and/or commercial use.

### 3.0 WATER

#### CONNECTION / UNAUTHORIZED USE OF WATER

- 3.1 a. No person without first having obtained permission from the Town of St. Paul Utilities Department, shall make connection or communication whatsoever with any of the public pipes or mains. The applicant shall be totally liable for any damage caused while making such connections, and also shall provide adequate safety provisions during said construction. **The penalty for such offense is outlined in Schedule A.**

- b. No person shall connect to any line unless that line passes through a properly installed water meter.
- c. All water service pipes laid in private property, between that property line and the water meter, shall be of the same material as the service pipe between the property line and the main.
- d. No person or a contractor employed by the person connecting to the water main shall backfill the excavation until it is inspected by the Town Engineer or ~~his designee~~ **designate**.

**METERS**

- 3.2 a. Every meter and meter reading equipment installed on any service by the Town shall remain the property of the Town and is installed on the understanding that all owners, tenants or occupiers shall give **the Authorized Person** every **facility reasonable opportunity** for the introduction, placing, inspection, and reading of such meter, and shall be liable for any damage which may occur to the meter, ~~and shall be liable for any damage which may occur to the meter or~~ equipment pursuant to **Schedule A**.
- b. Any person interfering with or tampering with any meter seal, valve seal or by-pass seals installed by the Town of St. Paul shall be liable to the penalties as indicated in this Bylaw. Further any person interfering or tampering with any meter reading equipment or water shut-off equipment shall be liable to the penalties as indicated in this bylaw.

**TURNING ON WATER**

- 3.3 a. After any construction, reconstruction, alteration or change, or the completion of any work, water shall not be turned on to any building or property until after the whole of the work has been done to the satisfaction of the Utilities Department. Water shall be turned on or off by an authorized employee of the Town.

**INTERFERENCE WITH HYDRANTS & VALVES**

- 3.4 a. Except as hereinafter provided, no persons other than authorized employees of the Town shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- b. The Chief of the Town Fire Department, his assistants and officers and members of that Department are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for fire protection and for fire training practices but all such uses shall be under the

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direction and supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person to be permitted to manipulate or control in any way any hydrant or plug.

- c. No person shall in any manner obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, not within 15 feet of the hydrant in a direction parallel with the said property line.
- d. The Town shall assume the full responsibility and costs for any water service line which may hereinafter be frozen between the property line and the street main. Any water service line frozen between the property line and the meter shall be the responsibility of the person owning the said property.

**~~PRIVATE WATERWORKS NEW SERVICE CONNECTIONS OUTSIDE OF THE BOUNDARIES OF THE TOWN OF ST. PAUL~~**

3.5

- ~~a. A person shall have the right to drill his own water well not exceeding 8" in diameter providing his property exceeds 1 acre in size and he/she applies for a permit from the Town of St. Paul renewable annually at a cost of \$100.00. At the time of application, the request for a permit must be accompanied by any provincial permits required.~~
- ~~b. The right to have a well shall be for the exclusive right of the applicant. In the event of further development on the property, the owner shall enter into a development agreement with the Town and pay all costs associated with providing the land with Town water.~~
- ~~c. The permit holder will ensure that the system is in no way connected to the Town water supply, to ensure the Town system will not be contaminated.~~
- ~~d. The Town may deny a permit where it deems it unsafe to drill a well, or any matter of safety is in question.~~

~~An individual who desires to connect to the Town's water and/or sewer system must contact the Chief Administrative Officer in writing to submit a request for Council's consideration. A new service connection is not necessarily guaranteed. An individual shall not proceed with the construction of a water and/or sewer service until such time that the individual's application has been approved in writing by way of Agreement signed by the Chief Administrative Officer or designate.~~

## 4.0 SANITARY SEWER

### 4.1 USE AND PROTECTION OF SEWER SYSTEMS

- a. All buildings within the corporate limits of the Town of St. Paul shall be required to connect to the Town of St. Paul's sanitary sewer system.
- b. No person shall throw, deposit or leave in/or upon any Town sewer or any trap, basin, grating, manhole or other appurtenance of any Town sewer, any butcher's offal, garbage, litter, manure, rubbish, sweepings, **oil, grease**, sticks, stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes, or refuse matter of any kind, except feces, urine, the necessary waste paper and slops properly discharged through a house sewer into a Town sewer.
- c. No person shall permit to be discharged into any sewer, any liquid or liquids which would prejudicially affect the sewers, or other trade waste, or any waste steam, condensing water, heated water, or other liquids of a high temperature than 170 degrees Fahrenheit (76.66 degrees Celsius).
- d. No person, except duly authorized employees of the Town, shall turn, lift, remove, raise or tamper with the cover of any manhole or other appurtenance of any Town sewer.
- e. No unauthorized person shall cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, tube, trough, or conduit into any Town sewer.
- f. No person shall interfere with the free discharge of any Town sewer, or part thereof or do any act or thing which may impede or obstruct the flow or clog up any Town sewer or appurtenance thereof.
- g. Any ~~authorized Town employee or a representative of the Town~~ **Authorized Person** shall have the right at all reasonable times to enter houses or other places which have been connected ~~with to~~ Town sewers and facilities. **The Authorized Person** must be given **adequate time** to ascertain whether or not any improper material or liquid is being discharged into the sewers, and ~~he~~ shall have the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged which are liable to injure the sewers or obstruct the flow of sewage.

~~h. The cost of sanitary sewer service for those individuals or corporations with their own water system shall be assessed at double the average rate for the type of building being serviced by sanitary sewer only.~~

## **SEWER CONNECTIONS**

- 4.2
- a. No person other than duly authorized employees of the Town, shall make any connections to, or shall cut or otherwise tamper in any way with a public or Town sewer without first having obtained permission from the Utilities Department to do so. The applicant shall be liable for any damages caused while making said connections and shall also be responsible for providing adequate safety facilities and signs during the time of construction.
  - b. It shall be a consideration of any application for a sewer connection that the Town or any of its employees shall not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection and the applicant shall be responsible for backfill, surface replacement, safety, etc.
  - c. The Town may revoke any application that may have been granted to connect with the Town sewers if it shall find that any of the work is not being done in accordance with the provisions of this Bylaw, and the person or persons making such connections or their successor in interest, shall have no right to demand or claim any damages.
  - d. Should the Town be required to unplug any sewer service line from the property to the main line, the said person or persons shall be charged pursuant to **Schedule A**.

## **5.0 DISCONTINUE SUPPLY**

- 5.1 The Town may discontinue supplying Utility Services to a property where:
- a. the Town believes that there is a breach of this Bylaw at the Property;
  - b. the Consumer of the property has breached a provision of this Bylaw;
  - c. the property is or appears to be abandoned;
  - d. in emergency situations, or where necessary to protect the integrity of the Utility System;  
or



e. where the Consumer has given written notice to the Town that the Consumer wishes to discontinue the provision of Utility Services to that property. The written notice must be a minimum of 10 days. The Consumer shall be liable for the accruing rates thereof and for all damages suffered or sustained by the Town and caused by the failure to give such notice.

5.2 Prior to discontinuing Utility Services for a Property pursuant to Section 5.1 a-c, the Town shall endeavour to provide the Consumer with a **least minimum** 14 day notice by mail, **or** posting a notice at the Property, **or** delivering a notice to the Property **or by e-mail to the owner.**

## **6.0 BOILER SERVICE**

6.1 In all cases where boilers are supplied with water, the Town shall not be liable for any damage which may result to any person or property from shutting off the water main or service, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given, and no deduction from water bills be made in consequence thereof. All users of steam or hot water boilers must protect themselves by installing a storage tank, sufficient to provide at least a 12 hour supply for each steam or hot water boiler. All users of electric hot water tanks must protect themselves by installing check valves. The Town will not be liable for any damages to the users' property.

## **7.0 WATER RESTRICTIONS**

7.1 When an emergency in the water supply occurs, the Town may restrict the use of water from the Town supply system. When said restrictions are in effect, no persons shall water any lawns, gardens, streets, yards or grounds or use a hose of similar device to wash vehicles or the exteriors of houses or other buildings.

7.2 The authorized person of the Town in fixing restrictions on the use of water for the purpose set out in this section may vary the hours and days of use for differing portions of the Town or may attach such other conditions as they deem necessary.

7.3 Any person failing to obey the preceding regulations will have their water shut off and will be subject to a fine, on summary convictions, of not less than \$75.00 and costs for each and every offence. Additional charges may be laid in each succeeding 12-hour period of continuous violation of the regulations. The Town also shall have the right to discontinue water service to anyone who continues to violate the regulations of this Bylaw.

**8.0 UTILITY CHARGES**

- 8.1 All Consumers receiving Utility Services shall pay the Utility Charges set out in **Schedule A** to this Bylaw.
- 8.2 A Consumer is deemed to be receiving Utility Services unless exempted pursuant to this section.
- 8.3 Utility Charges shall be due and payable notwithstanding that the Property is vacated or abandoned, unless the Consumer successfully applies to the Town to be exempted from paying Utility Charges for 1 or more Utility Services. The Authorized Person may accept such application upon being satisfied:
- a. that the Property are not occupied for any purpose; and/or
  - b. that the absence of a relevant Utility Service will not contravene or result in the contravention of any federal, provincial legislation.
- 8.4 No Person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the Town pursuant to this Bylaw.
- 8.5 The Town shall levy Utility Charges for all Property unless those Property are exempted pursuant to this Section, and the Utility Charges shall be in accordance with **Schedule A**.
- 8.6 Where a water meter has been altered, tampered or is defective in any manner, an Authorized Person may estimate the water charges for that Property for the time that the water meter was not operating properly; the estimated water charges shall be deemed to be Utility Charges pursuant to **Schedule A**.
- 8.7 A Town shall levy Utility Charges for all Property on a bi-monthly basis, unless otherwise agreed in writing.
- 8.8 The Consumer shall pay the applicable Utility Charges within 30 days from the end of the Billing Period, or if that day is not a business day for the Town, the next following business day of the Town.
- 8.9 A Consumer is not relieved from paying Utility Charges by reason of non-receipt of an account for Utility Charges, whatever the reason for non-receipt.

- 8.10 A Consumer shall pay the applicable Utility Charges at the Town's administration office or at any ~~chartered bank, financial institution or Treasury Branch within the Town~~ that agrees to accept payment.
- 8.11 Any Consumer to whom Utility Services have been shut off or discontinued at the request of the Consumer or for committing a breach of this Bylaw shall, upon having paid any Utility Charges owing, and upon requesting the Town to restore Utility Services, pay to the Town a reconnection charge pursuant to **Schedule A**.
- 8.12 Any consumer who advises ~~our the Town~~ office that they are leaving their property for a period of 1 month or more will have the option of leaving their service connected and paying the flat rate charges.
- 8.13 Compliance with this Bylaw is a condition of providing services to a Property; if the use of Utility Services at a Property does not comply with this Bylaw, the Town may pursue its enforcement options.

**9.0 OUTSTANDING ACCOUNTS**

9.1 Outstanding Accounts for ~~current~~ Utility Charges will be ~~assessed~~ processed as follows:

<b>Days after the Mailing Date of Bill</b>	<b>Amount</b>
14 days	2.5%
45 days	Disconnection Notice
60 days	Disconnection of Water
180 days	Start of the transfer of unpaid amount to the Tax Roll Account

~~one time interest charge of 2.5% if not paid within 14 days of mailing date on the bill.~~

9.2 Pursuant to Section 553(1)(b) and Section 42 of the *Municipal Government Act* unpaid charges for a municipal Utility Services provided to a parcel of land are an amount owing to the municipality by the owner of the parcel. Notwithstanding the above, unpaid charges (outstanding account) will be added to the tax roll account after 180 days of being overdue. An Administration fee, as set out in Schedule A, will be levied in the event that a transfer of utility account balance to the property tax roll account is deemed necessary.

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**10.0 NON-REGISTERED OWNER OR PURCHASER**

10.1 Any consumer who is not the registered owner or purchaser of the property shall pay to the Town a deposit pursuant to **Schedule A**. The Town may waive the requirement for a deposit if another utility provides a credit reference, to the Town's satisfaction.

**11.0 METER READINGS**

11.1 The Consumer shall provide the Town with a meter reading for that property within 30 business days following the end of the Billing Period, or upon the Town's request. If the Customer does not provide the water meter reading as required, the Town may estimate the water consumption, based on the consumption or estimated consumption of water during the previous Billing Periods, or if that information is not available, then a reasonable estimate in the Authorized Person's opinion.

**12.0 RENTER RESIDENT OR BUSINESS**

12.1 All utility accounts will remain in the name of the property owner and copied to the tenant. When a property owner rents or leases a premise to which the Town provides services, all utility accounts shall remain in the name of the property owner.

**13.0 OFFENCES AND PENALTIES**

13.1 Any person who contravenes or disobeys or refuses or neglects to obey any provision of this Bylaw by doing any act or thing which ~~he~~ is prohibited from doing herein; failing to do any act or thing ~~he~~ is required to do herein; is guilty of an offence and is liable on summary conviction as set out in **Schedule A**. ~~to a fine not exceeding Five Hundred Dollars \$500.00 in addition to any applicable license fee.~~

**14.0 APPLICATION FORM**

14.1 New owner or new tenants must complete the application form as set out in **Schedule B**.

**15.0**     **EFFECTIVE DATE / REPEAL DATE**

15.1     This Bylaw repeals Bylaw 2019-10.

15.2     This Bylaw shall come into effect upon passing of the third and final reading.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW 2022-01 BE GIVEN FIRST READING THIS 10TH DAY OF JANUARY, 2022.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW 2022-01 BE GIVEN SECOND READING THIS \_\_\_\_\_ DAY OF JANUARY, 2022.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT 2022-01 BE GIVEN THIRD AND FINAL READING THIS \_\_\_\_\_ DAY OF JANUARY, 2022.

DRAFT

\_\_\_\_\_  
Maureen Miller  
Mayor

\_\_\_\_\_  
Steven Jeffery  
Chief Administrative Officer

Mayor Initials: \_\_\_\_

CAO Initials: \_\_\_\_



### SCHEDULE A – UTILITY RATES & CHARGES

For the purpose of this schedule, regular business hours shall be 8:30am-4:30pm Monday through Friday, excluding Statutory & Civic Holidays.

<b>UTILITY CHARGES FOR METERED CONSUMERS WITHIN THE TOWN OF ST. PAUL</b>	
All property shall be assessed the following rate for each Billing Period:	
New service connection (residential)	\$100.00
New service connection ( <del>commercial property other than residential</del> )	\$100.00
<b>New owner or new tenant general set up fee</b> <small>New owner/tenant set up fee-Residential or Commercial</small>	\$50.00
Water Flat Rate	\$28.76
Water Flat Rate – No consumption	\$53.76
Sewer Flat Rate	\$16.76
Sewer Flat Rate – No consumption	\$29.76
Recycling	\$5.00 (Note: Keep as this rate is not included in Bylaw 1228: Waste & Collection Disposal)
Garbage	<del>\$27.00</del> (Note: Already included in Bylaw 1228: Waste & Collection Disposal)
<b>Total Flat Rate Charged</b>	<b>\$77.52</b>
<b>In addition to the flat rate for each billing period, the consumption charges are added as follows:</b>	
Consumption Charge for water	\$1.60 per cubic meter \$0.73 per 100 gallon
Consumption Charge for sewer	<del>\$0.80-1.20</del> per cubic meter <del>\$0.36</del> 0.55 per 100 gallon
<b>CHARGES FOR BLUE QUILLS UNIVERSITY</b>	
Water Flat Rate	\$27.00
Sewer Flat Rate	\$15.00
<b>In addition to the flat rate for each billing period, the consumption charges are added as follows:</b>	
Consumption Charge for water	\$1.60 per cubic meter \$0.73 per 100 gallon
Consumption Charge for sewer	<del>\$0.80-1.20</del> per cubic meter <del>\$0.36</del> 0.55 per 100 gallon
<b>CHARGES FOR COUNTRY RESIDENTIAL CONNECTIONS WITHIN THE COUNTY OF ST. PAUL</b>	
New connection	<del>\$60.00</del> 100.00 one time administration fee per <del>house dwelling</del>
Consumption Charge for 100 gallons of water	\$1.60 per cubic meter \$0.73 per 100 gallon
Consumption Charge for 100 gallons of sewer	<del>\$0.80-1.20</del> per cubic meter <del>\$0.36</del> 0.55 per 100 gallon
<b>An agreement will be set up for each new County resident.</b>	

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An agreement with the registered owner shall be entered into for each new service within the County of St. Paul prior to connection and/or construction.

**METER READ TAG SYSTEM**

If resident does not phone in within 1 week of being tagged	\$50.00 meter read fee
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**GRANDFATHERED RESIDENTS WITH NO METERS**

Water Flat Rate	\$52.00
Sewer Flat Rate	\$28.00
Recycling Flat Rate	\$5.00
Garbage Flat Rate	\$27.00

**PENALTIES**

Disconnection and/or Warning fee for non-payment of account	\$100.00
Reconnection fee for non-payment of account	\$100.00
Administration fee to transfer an outstanding amount from a utility account to a tax roll account	\$35.00
Offense/Penalty for not complying with this Bylaw	Up to a maximum of \$500.00 5000.00

These fees and any outstanding amount must be paid in full before we restore services.

These penalties and any outstanding amount must be paid in full before the Town restores service to the property.

**SERVICE CHARGES**

Plugged sewer – use of power snake	Weekdays Regular Hours \$155.00/hr + GST After Hours \$215.00/hr + GST
Frozen sewer – use of steamer	Weekdays Regular Hours \$185.00/hr + GST After Hours \$225.00/hr + GST
Frozen water	Weekdays Regular Hours \$145.00/hr + GST After Hours \$175.00/hr + GST
Turn Water on/off as requested	Weekdays Regular Hours \$75.00/hr + GST After Hours \$115.00/hr + GST
Kwik Freeze Water Service	Weekdays Regular Hours \$85.00/hr + GST
Camera Sewer Service	Weekdays Regular Hours \$159.00/hr + GST
Camera Sewer Mains	Weekdays Regular Hours \$305.00/hr + GST
Root Treatment (Chemical Only)	Weekdays Regular Hours \$135.00/hr + GST
Repairs to frozen water meters	Weekdays Regular Hours \$85.00 per Service Call + Cost of Materials & Meter + GST
Replacement of valve inside house	Weekdays Regular Hours \$85.00 per Service Call + Cost of Materials & Meter + GST

**DEPOSITS**

Under Section 9.0: Non-Registered Owner or Purchaser of this Bylaw	\$100.00 where applicable
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Mayor Initials: \_\_\_\_

CAO Initials: \_\_\_\_



## SCHEDULE B – APPLICATION FORM FOR UTILITY ACCOUNT

OWNER     TENANT

### SECTION A: SERVICE INFORMATION

Move In Date (Possession Date): \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Mailing Address (if different from service address): \_\_\_\_\_

### SECTION B: OWNER INFORMATION

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Province/Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email address: \_\_\_\_\_

### SECTION C: TENANT INFORMATION (IF APPLICABLE)

Tenant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Province/Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email address: \_\_\_\_\_

### OFFICE USE

Account Information: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Customer ID #: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Notes: \_\_\_\_\_

*I hereby make application to the Town of St. Paul for an account for water & sewer. I understand that any deposits that may be required will be applied to the final billing. I understand that failure to keep payments current may result in disconnection of services and/or ineligibility to obtain utility services in the future.*

*The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to the FOIP Coordinator for the Town of St. Paul at 780-645-4481.*