

# BYLAW NO. 25-41-499

## COUNTY OF NORTHERN LIGHTS IN THE PROVINCE OF ALBERTA

### BEING A BYLAW FOR THE PURPOSE OF CONNECTING TO, LEVYING AND COLLECTION OF CHARGES FOR WATER/WASTEWATER, & TRUCKFILL SERVICES WITHIN THE COUNTY OF NORTHERN LIGHTS

A Bylaw of the County of Northern Lights, in the Province of Alberta, to regulate and provide for the supply and use of the water and wastewater services within the County of Northern Lights.

**WHEREAS** the County of Northern Lights has constructed and now maintains utility systems to provide for water and wastewater services, and

**WHEREAS** it is deemed just and proper to levy rates and charges on all persons to whom such utility services are provided and to set forth the terms and conditions under which such utility service will be provided, and

**WHEREAS** provincial legislation including the Municipal Government Act has given the municipal council of the County of Northern Lights the authority to regulate and provide for the supply and use of the water and wastewater services within the municipality.

**NOW THEREFORE** the municipal Council of the County of Northern Lights, duly assembled enact as follows:

1. This bylaw may be called the “Water and Sewer Bylaw”
2. DEFINITIONS:
  - a) “Apartment Building” or “Multi Family Building” shall mean a residential building containing three or more dwelling units.
  - b) “Approved” shall mean authorized by the County of Northern Lights.
  - c) “Authorized employee” is a person appointed by the County of Northern Lights’ Chief Administrative Officer to act on behalf of the County of Northern Lights with regard to the County of Northern Lights’ water and sewer and storm drainage systems.
  - d) “Consumer” shall mean a corporation, or person, or contractor, or occupant, or owner requiring the service as the context requires.
  - e) “Owner” shall mean the registered owner of a property or the purchaser thereof.
  - f) “Potable Water Hauler” shall mean an individual, partnership, or corporation who holds a current Food Handling Permit for hauling potable water issued by Alberta Health Services.
  - g) “Premises” includes land and buildings.
  - h) “Residential Consumer” shall mean a person or family who uses water for household purposes including such items as drinking, cooking, bathing, and laundry, but does not include water for farming, gardens, watering lawns, livestock commercial or industrial businesses, or camps.
  - i) “Service Connection” for the purpose of this bylaw shall mean all that portion of the pipes, wires, or things that provide a public utility situated between the public utility main and the property line of the property to which such utility is supplied.
  - j) “Street” shall mean all those lands situated within a registered road right-of-way at the Land Titles Office, Edmonton, Alberta.
  - k) “Sewer” shall mean the County of Northern Lights’ sanitary sewer system, including all mains, treatment and storage facilities.

- l) "Storm Drainage" shall mean the County of Northern Lights' storm drainage system, including ditches, catch basins, underground works and outflows.
  - m) "Truck-fill" means the County of Northern Lights owned and operated Truck-fills and for Truck-fills forming part of a water treatment plant.
  - n) "Utility" and "Utility Service" shall mean and include, as the context may require:
    - i) the supply of water
    - ii) the provision of wastewater collection and disposal
  - o) "Water" shall mean the County of Northern Lights' Waterworks system, including all mains, storage and treatment facilities.
3. The County of Northern Lights water and sewer utility rates, & charges shall be as fixed under the County of Northern Lights' Schedule of Fees as amended from time to time.
  4. That the County of Northern Lights fines and penalties for infractions of this Bylaw shall be established as defined in Schedule "A" to this Bylaw.
  5. All utility service requests shall require an application for service as set out in schedule B, C1 & C2 or D as attached (Schedule B – Rural Water & Coop lines; Schedule C1 & C2 – Hamlets and Industrial Park; Schedule D – Truck-fills).
  6. The Schedules to this Bylaw may be amended or altered by resolution of Council as reviewed from time to time as deemed necessary.
  7. Use and Control of Waterworks, Sewers and Sewage Disposal Works:
    - a) The use and control of all water, sewer and drainage systems belonging to the County of Northern Lights, now laid down, constructed or built subsequent to the passing of this bylaw, shall be in accordance with this bylaw and shall be under the management and control of the Chief Administrative Officer.
    - b) The County of Northern Lights does not guarantee the continuous uninterrupted supply of any utility, and reserves the right at any time without notice to shut off such supply where required in the maintenance or operation of the utility and the County of Northern Lights, its officers, employees or agents shall not be liable for any damages of any kind due to or arising out of a failure to supply a utility.
    - c) Where such water/wastewater facilities exist, all residential, institutional, commercial and industrial property owners, in the hamlets/subdivisions/industrial parks located within County of Northern Lights boundaries, shall be connected to the service as consumers.
  8. Control of Water and Sewer Systems:
    - a) All waterworks, sanitary sewers, storm sewers, drains and sewage disposal works belonging to the County of Northern Lights, now laid down, constructed or built, or hereafter laid down, constructed or built, shall be of a heavy walled P.V.C. material or better quality and shall be installed under the direct control and supervision of the County of Northern Lights.
    - b) In any case where a steam boiler or equipment of a like nature is supplied directly from a water service, such boiler or other equipment shall be equipped with at least one safety valve, vacuum valve or other device sufficient to prevent collapse or explosion in the event that the water supply is shut off.
    - c) An owner shall, at the owner's expense, maintain the water and sewer service from the owner's building up to and including the connection to the curb cock on the County of Northern Lights water and sewer lines.
    - d) No person shall remove, operate, or alter any portion of the utility services owned by the County of Northern Lights except an authorized agent or employee of the County of Northern Lights. A consumer/owner shall be responsible for all damage to or loss of such property.
    - e) No person shall use a utility service in any manner that causes any interference or disturbance to any other consumer's use of the utility services.

- f) No person shall obstruct or impede free and direct access to any service, water main, sanitary sewer or any other aspect of the utility services.
- g) No person shall install or allow to be installed any temporary or permanent structures that could interfere with the proper and safe maintenance and operation of the utility services or result in damage to the utility service.
- h) No person shall extend a private service from one lot to another without the prior written consent of the County of Northern Lights.
- i) Where a second or subsequent service has been requested on a lot/parcel, the County may approve the requested service giving consideration to the effects the additional service may have on the operation of the surrounding system. Each additional service requested will be required to pay the appropriate connection fee. There shall be one meter provided for each paid service.
- j) The property owner shall be responsible for the condition and protection of all facilities on the owner's property. The owner shall be liable for any destruction of or damage to the County of Northern Lights water facilities or wastewater facilities located on the owner's property unless the destruction or damage is caused by the act of an agent or employee of the County of Northern Lights.
- k) The County of Northern Lights shall reasonably respond to a consumer's/owner's request to attend a property in order to minimize or rectify actual or potential interruption to utility services. The owner shall pay the charges for a consumer's/owner's requested service call unless the source of the problem is caused by the County of Northern Lights.
- l) The County of Northern Lights shall not be liable for damages:
  - i) Caused by the break or failure of any portion of the water or wastewater facilities.
  - ii) Caused by the interference or cessation of utility services in connection with the repair or proper maintenance of the utility services.
  - iii) Generally, for any accident or incident due to the operation of the utility services unless such costs or damages have been shown to be directly due to the willful act of the County of Northern Lights or its employees.
  - iv) Without limiting the generality of the foregoing, the County of Northern Lights is not responsible or liable for costs or damages that are based on nuisance. All limitations, protections and exclusions of liability contained in any provincial or federal legislation shall be applicable to and shall benefit the County of Northern Lights and severally in respect of any action brought or contemplated in respect of the provision of the utility services or anything else associated to these terms and conditions.

9. Provision of Utility Services:

- a) The County of Northern Lights will restore services that have been interrupted due to breaks of water mains or sanitary sewers, plugged or collapsed or other reasons as soon as practically possible.
- b) When the County of Northern Lights performs a repair on the utility services that affects a consumer's property, the County of Northern Lights will return the property to original or similar to original condition.
- c) The County of Northern Lights will endeavor to provide a continuous supply of utility services; however, a continuous supply of utility services is not guaranteed;
- d) In the case of extended service interruptions, the County of Northern Lights will make reasonable efforts to supply utility services to consumers or groups of consumers through alternative means.
- e) The County of Northern Lights is not responsible for changes to the characteristics or properties of the water as a result of complying with Alberta Environment Standards. The County of Northern Lights is not responsible for any resulting changes to any facility, process or production or cost impacts upon consumers or their business as a result of such measures.

- f) The consumer shall take all necessary measures to prevent damage to a private service due to any cause, including settlement of the structure or ground through which the line passes.
- g) A utility account shall be set up in the name of the owner of the property only unless otherwise approved by the CAO.
- h) There shall be a utility account with respect to each meter.

### WATER SYSTEM

#### 10. Tapping Water Mains:

- a) No person, except authorized employees/contractors of the County of Northern Lights shall make any connection to any of the County of Northern Lights public water pipes or mains.
- b) All water service lines installed on private property between the property line and the water meter shall be of the same size as the service line installed in the street between the water main and the property line and constructed of material approved by the County of Northern Lights.
- c) Each private service line from the residence to the curb cock shall be constructed and maintained by the owner of the property on which it is located in accordance with the requirements of the Bylaw.

#### 11. Meters:

- a) Each customer shall provide adequate protection for the meter supplied by the County of Northern Lights against freezing, heat or any other internal or external damage; failing which the customer shall pay to the County of Northern Lights all costs associated with the repair of such meter which amount shall be recovered in the same manner as all other costs and charges provided for under this Bylaw.
- b) If, upon the reading of a meter, it is determined that the meter has failed to record consumption of the utility supplied then the consumption will be estimated, and the account rendered based upon such method as the CAO considers to be fair and equitable.
- c) Where it has been determined by the County of Northern Lights that the meter is not recording the consumption of a utility, the County of Northern Lights, with reasonable notice to the customer, must be allowed to enter the premises to replace, repair or inspect the meter.
- d) In the event a meter has been determined to have been altered or tampered with in any way, a customer forgoes the right to dispute a meter reading.
- e) A customer who disputes a meter reading shall give written notice to the County of Northern Lights, within 14 days of receiving the utility bill. Following receipt of written notice:
  - i) The water meter situated on the customer's premises shall be sent out to a qualified lab to be tested or calibrated. In the event that the meter is found to be accurate within the 98.5% to 101.5% of the water passing through the same, the expense of such test or calibration shall be borne by the customer.
  - f) In the event that the said meter is found not accurate within the said limits then any meter handling and testing fees paid by the customer shall be refunded, and the billings adjusted to fully take into account such error. Unless such an examination of past meter readings or other information discloses the time at which such an error commenced, then such error shall be deemed to have commenced three months prior to such testing of the meter or from the date upon which the meter was installed, whichever is the lesser. The amount so determined shall be deemed accepted by the customer and the County of Northern Lights as settlement in full of all claims on account of the inaccuracy of such meter.
  - g) All property owners shall, at the property owner's expense, supply and maintain an isolation valve within 40 cm of the inlet to the water meter, regardless of line size.

#### 12. Meter Reading:

- a) Meters shall be read monthly.

- i) The applicable water charges shall be levied and collected based on the actual consumption of water received directly from a connection with the County of Northern Lights' water distribution system, except as otherwise stated in this Bylaw.
- b) If a meter cannot be read on the required month, the water consumption readings shall be an estimated volume based on prior usage for each water utility customer.
- c) For the purpose of installing, servicing or reading the meter, the customer shall ensure that access to the meter is safe, well lit, and free of hazards.

13. Turning on Water:

After any construction, reconstruction, or alteration, or the completion of any work requiring a plumbing permit, development permit and/or a building permit, water shall not be turned on permanently to any building or premises until after the whole of the work has been done to the satisfaction of those parties issuing the applicable permits and copies of such permits provided to the County of Northern Lights. Water shall only be turned on or off by an authorized employee of the County of Northern Lights.

14. Disposal of Water:

- a) No person being an owner, occupier, tenant or resident of any house, building or other premises which are supplied with water from the water system, shall vend, sell or wrongfully and/or negligently dispose of, or improperly waste any water there from.
- b) No consumer shall cause, permit or allow the discharge of water so that it runs to waste, whether by reason of leakage from underground piping, a faulty plumbing system or otherwise.
- c) The County of Northern Lights may cause the water supply to any consumer who violates Section 14(b) to be shut off until such time as such consumer establishes to the satisfaction of the County of Northern Lights that he has taken such steps as may be necessary to ensure that any water supplied to him by the County of Northern Lights will not run to waste.

15. Wells and Other Sources of Supply of Water:

- a) No well, cistern, or other source of water except the County of Northern Lights water mains, shall be permitted in the Hamlet of Dixonville.
- b) If the use of any such source or supply of water is continued, contrary to the provisions of this Bylaw, after a forty-eight (48) hour notice period to discontinue the use of same has been given by the CAO to the owner or occupier of the premises upon or in which it is situated, such source of supply of water shall be considered to be dangerous to the public health or safety, and the property owner shall be required to remove, fill up or otherwise remediate to the satisfaction of the County of Northern Lights.
- c) If a water main shall be constructed adjacent to a property on which a private water system is installed, the County of Northern Lights may give the owner of the property notice to connect building(s) located on such property directly with the water main within sixty (60) days of such notice being given. If such notice is given, the private water system shall be disconnected from the building(s) located on the property.

16. Interference with Hydrants, Valves, Meters and Related Service Lines:

- a) No person, other than authorized employees of the County of Northern Lights, shall open, close or operate or interfere with any valve, hydrant or fire plug, or draw water there from.
- b) The chief of a County of Northern Lights Fire Department, his assistants and Officers, and members of that Department, are authorized to use the hydrants or plugs for the purpose of filling fire trucks, training exercises and testing fire hoses, but all such uses shall be under the direction and supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control any such hydrant or plug.
- c) No person shall in any manner obstruct the free access to any hydrant or valve or curb cock. 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, nor within (15) feet of the hydrant in a direction parallel with the said property line.

- d) No person shall interfere with, or tamper with any water meter.
- e) No person shall alter, change, obstruct, or connect to any County of Northern Lights water service line in such a way as to bypass the water meter, except where a County of Northern Lights employee is so required to repair the meter or water service line, or install a bleeder line.

17. Water Service Line Upgrading and Replacement Procedures:

- a) New Development – simple request to upgrade water line from ½ inch line to ¾ inch or 1-inch line.
  - i) The Property Owner will be required to pay for installation and all materials to service from the water main to the development.
  - ii) The County of Northern Lights will replace the water meter at the owner's expense, if required.
- b) All service lines replaced shall be constructed of materials approved by the County of Northern Lights.

18. Water Service Line Break Shut-Off and Repair Policy:

- a) When a water service line break occurs between the curb cock and the affected residence, the County of Northern Lights shall shut off the water service at the curb cock.
- b) The owner and occupant of the affected property will be notified of said shut off and also that the water service shall remain off until such time as the water service line is repaired.
- c) County of Northern Lights will evaluate the responsibility for paying the cost of repairs based on the following:
  - i) If the break is between the main line and the property line, it shall be the responsibility of the County of Northern Lights to repair.
  - ii) If the break occurred between the property line and the residence, it shall be the property owner's responsibility to repair.
  - iii) When a water service line freezes between the curb cock and the residence, the owner is responsible for all thawing of affected waterlines, and all costs for such thawing, including damage to water meter or waterlines due to the freezing.
- d) When the water service line is excavated and repairs are completed, the water service line connection to the County of Northern Lights line must be inspected by the County of Northern Lights authorized personnel or contractor, before the Contractor backfills the trench.

19. Truckfills:

- a) All users will be required to establish a Truckfill account by applying for service, completing and signing an "Application for Truck-Fill Service Form" - see copy attached as "Schedule D".
- b) The Terms and Conditions for provision of these services for Truckfills will be as set out on the back of the Application for Truck Fill Service Form.
- c) All accounts are required to abide by the provisions outlined in the Drought Management Plan and Water Usage Restrictions "Schedule F" of this bylaw.
- d) A potable water hauler who delivers water from a Truckfill to residential consumers within the boundaries of the County of Northern Lights may apply for a rebate for water paid at the rate of "over 20 m<sup>3</sup>/month" such that the potable water hauler is charged the rate of "first 20m<sup>3</sup>/month" for all water delivered to residential consumers. The potable water hauler must submit Schedule "E" to receive the rebate. Rebates will not be provided to deliveries older than one year.

20. Rural Water Lines:

- a) All users will be required to establish an account by applying for service, completing and signing an "Application for Utilities Service Form" – see copy attached as "Schedule B"
- b) The Terms and Conditions for provision of these services will be as set out on the back of the Application for Utilities Service Form, and as set out in the County's Municipal Water Policy and Schedule of Fees Bylaw.

### SEWER SYSTEM

#### 21. General:

- a) All users will be required to establish an account by applying for service, completing and signing an "Application for Utilities Service Form" – see copies attached as "Schedule C1 and C2"
- b) The Terms and Conditions for provision of these services will be as set out on the back of the Application for Utilities Service Form.

#### 22. Use and Protection of Sewer System:

- a) No person shall throw, deposit, or discharge in any County of Northern Lights sewer line, trap, basin, grating, manhole or other appurtenance of any County of Northern Lights sewer, any materials, except feces, urine, the necessary closet paper, and/or the waste paper required to properly discharge same into a County of Northern Lights sewer.
- b) No person shall permit to be discharged into any sewer, any liquid or liquids, or any chemical refuse, or other trade waste, or any other waste which would prejudicially affect or damage the sewage system or disposal of sewage, or any matter or substance by which the free flow of the sewage may be interfered with.
- c) No person shall make or cause to be made any connection with any County of Northern Lights sewer, or house drain, or appurtenance thereof for the purpose of conveying any inflammable or explosive material, cistern or tank overflow, condensing or cooling water.
- d) No person shall make or cause to be made any connection with any County of Northern Lights sewer, house sewer drain, or appurtenance thereof for the purpose of conveying, or which may convey, into the same any storm sewer or roof drainage.
- e) No person shall interfere with the free discharge of any County of Northern Lights sewer or operation thereof or do any act or thing which may impede or obstruct the flow of any County of Northern Lights sewer or appurtenance thereof.
- f) The County of Northern Lights shall have the right at all times and upon suitable notification, to enter houses or other places which have been connected with the County of Northern Lights sewers, for the purpose of ascertaining whether or not any improper material or liquid is being discharged into the sewers; and he shall be authorized to stop, prevent or disconnect any private sewer or drain through which substances are being discharged which are unauthorized and therein liable to injure the sewers, or obstruct the flow of sewage.
- g) No person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly into any County of Northern Lights sewer line or house drain connected therewith.
- h) No person shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator, or other appurtenance of any County of Northern Lights sewer, except duly authorized personnel of the County of Northern Lights.
- i) No person shall cut, break, pierce, or tap any County of Northern Lights sewer or appurtenance thereof, or introduce any pipe, tube, trough or conduit into any County of Northern Lights sanitary sewer line.

#### 23. Industrial or Trade Wastes:

No waste or discharge resulting from any trade, industrial or manufacturing process shall be directly discharged into any County of Northern Lights sewer without such previous treatment as shall be described and approved by the Council and Alberta Environmental Protection for each such case. The necessary treatment works so prescribed shall be completely installed by the applicant, at his expense,

prior to the construction of the sewer connection, and thereafter shall be continuously maintained and operated by the applicant/owner/or occupant of the property on which the treatment works are located.

24. Grease Traps:

Grease traps of sufficient size and approved design shall be placed on the waste pipes from all hotels, restaurants, laundries or such other places as the County of Northern Lights may so direct, at the owner's expense.

25. Sewer Connections:

- a) No person, other than duly authorized employees of the County of Northern Lights, shall make any connection to, cut, or otherwise tamper in any way with a County of Northern Lights sewer line.
- b) Where premises are subject to backflow, all plumbing fixtures and floor drains set below the level of the ground surface or the adjoining street or property shall be protected from the backflow by an approved flow valve.
- c) All new construction shall be protected from backflow by an approved flow valve.

26. Sewer Line – Service Blockage Procedures:

- a) The initial service line blockage service call will be made by a private plumbing firm, and the County of Northern Lights will only respond to an initial call, when it has been determined that the main line is blocked or causing the blockage.
- b) If in the case of an emergency the County of Northern Lights is requested to respond to an initial call, and it is found that the blockage was not caused by the County of Northern Lights' main line services or tree roots from a tree situated on the boulevard, the owner and/or user shall pay to the County of Northern Lights that rate set locally for such plumbing service.
- c) When the plumber has determined that a blockage is caused by tree roots from a tree situated on the boulevard or that the problem exists in the main line, he shall then advise the County of Northern Lights prior to commencing any further action. This will enable the plumber and the County of Northern Lights to make a proper evaluation of the problem and recommend a solution.
- d) If upon discussion with the plumber the evaluation is that it is tree roots from trees that are located on County of Northern Lights public property and are causing the problem, then the County of Northern Lights shall make the arrangements and cover the cost of clearing the private line from the house to the main.
- e) Further to action taken in Article (d), as afore described, the County of Northern Lights may remove any tree on a boulevard that is deemed to be causing root problems in the sewer line.
- f) Subject to Article (d), should the service line problem persist then it will be the property owner's responsibility to repair and/or replace the plugged line from the property line to the building, if required, and conform with the same policy that applies for installation of County of Northern Lights water and sewer services to the property line. The County of Northern Lights shall then, at the same time, replace said line from the property line to the main line at County of Northern Lights cost.
- g) The responsibility for all service line blockages, excepting tree roots from a tree situated on County of Northern Lights public property, shall be that of the owner, and/or user, and said responsibility shall apply from the residence or dwelling, or place of business, to the main line.

27. Should any provision of this bylaw be invalid then such invalid provision shall be severed and the remaining by law shall be maintained.

28. Bylaw 19-40-435 is hereby rescinded.

THIS BYLAW SHALL COME INTO FORCE AND EFFECT ON THE THIRD AND FINAL READING.

Read for the First time the 8<sup>th</sup> day of April, 2025



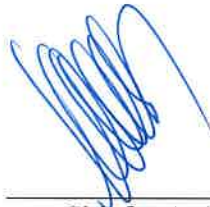
Read for the Second time the 13<sup>th</sup> day of May, 2025

Read for the Third and Final time the 13<sup>th</sup> day of May, 2025



---

Chief Elected Official



---

Chief Administrative Officer

**SCHEDULE "A"****TO BYLAW NO. 25-41-499****Fines and Penalties for****Infraction of this Bylaw**

1. A person who interrupts, hinders, assaults or molests any person engaged under the authority of a municipality in making an examination for or in constructing, maintaining, or repairing any public water or sewer works or any works connected therewith on any land is guilty of an offense and liable to a fine of not less than \$1000.00, and no more than \$2500.00, or to imprisonment for a term not exceeding 30 days, or to both.
2. Any person who is found guilty of a violation of provisions of this Bylaw wherein a charge has been laid, shall be liable on conviction before a Magistrate, Judge, or Justice of the Peace, to the penalties as set forth, but in no case shall such penalty be less than \$1000.00 or more than \$2500.00 or in default for reasonable punishment for a period of not less than 30 days and not more than six (6) months.
3. All such penalties as shall be recoverable under the Summary Convictions Act and any fines or penalties imposed under the Bylaw shall inure to benefit of the County of Northern Lights



COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

**SCHEDULE "B"**

TO BYLAW NO. 25-40-499

**COUNTY OF NORTHERN LIGHTS**  
**APPLICATION FOR RURAL WATER CONNECTIONS**

NAME AND ADDRESS OF APPLICANT

NAME AND ADDRESS OF PROPERTY  
OWNER (IF DIFFERENT FROM APPLICANT)

LAST NAME FIRST INITIAL

LAST NAME FIRST INITIAL

MAILING ADDRESS

MAILING ADDRESS

CITY/TOWN/HAMLET PROV.

CITY/TOWN/HAMLET PROV.

POSTAL CODE

POSTAL CODE

PHONE (RES) PHONE (BUS.)

PHONE (RES) PHONE (BUS.)

PLAN NO. BLOCK LOT

RURAL ADDRESS

QUARTER SEC. TWP RANGE MERIDIAN

1. I have previously held an account with the County: YES NO

If yes, previous account number: \_\_\_\_\_

2. Property type for which I require Service: Residential Industrial

3. Date service required: \_\_\_\_\_

4. Approved By: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**PREVIOUS ACCOUNT:**

Previous account checked for arrears: \_\_\_ Yes \_\_\_ No Amount of Arrears: \$ \_\_\_\_\_  
Previous Account# \_\_\_\_\_

**CURRENT (NEW) ACCOUNT:**

Account # \_\_\_\_\_  
Owner # \_\_\_\_\_ Roll # \_\_\_\_\_  
Rural Address \_\_\_\_\_  
Longitude: \_\_\_\_\_  
Latitude: \_\_\_\_\_



COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

**CUSTOMER STATEMENT**

**As a customer receiving or to be receiving water and sewer service, I understand that:**

1. As a customer receiving or to be receiving water service, I understand that: Secondary water supply connections (dugout, cistern, etc.) are not permitted and all existing systems must be permanently disabled prior to water service being turned on to ensure no cross contamination of the water distribution line
2. The County will require access to the water system on an as needed basis to periodically inspect the system, ensure proper operation of the meter and to take water samples for testing
3. I must notify the office of the County of Northern Lights, in writing, of any service connections or disconnections; and/or any changes
4. I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service disconnections
5. Unpaid balances will be subject to 2% interest after 30 days. Accounts past 90 days in arrears, will be notified. Failure to pay will result in disconnection of service. A non-refundable re-connection fee as set in the "Schedule of Fees" Bylaw will be applied. The outstanding balance on account must be paid in full prior to continuing service with the County. Outstanding balances if not collected, will be applied to the landowners tax account, and a non-refundable administration fee "Schedule of Fees" Bylaw will be apply.
6. As the OWNER of this property, I acknowledge that I am responsible for any service amount(s) charged to this account if the renter moves and the account is not in good standing. I am also responsible to provide appropriate notification of any service notification.

**TERMS & CONDITIONS**

1. The County agrees to sell and Customer Agrees to purchase and pay for, the service referred to below under all provisions of the County Water and Sewer Bylaw;

**PRODUCT: Potable Water**

2. In consideration of connection to the County's utility system and delivery of the product the customer agrees to pay the fees, rates and charges outlined in the County's "Schedule of Fees" Bylaw.
3. In the event of a system failure or where the supply of water is depleted, the County will not be responsible to deliver or supply the customer with potable water
4. The water service fees shall be levied and collected monthly
5. Overdue accounts will be subject to interest rate of 2% per month. Failure to pay water accounts within 90 days will result in disconnection until the account is paid in full and a non- refundable re-connection fee is paid as described in the County's "Schedule of Fees" Bylaw
6. Title to this product shall pass to the customer at the outlet flange of the meter hereinbefore allocated to the customer
7. The landowner will be responsible for the repair and maintenance of the water line from the property line to the house / building (service connection), to the satisfaction of the County. The County may carry out any repair or maintenance of the service connection if the landowner fails to satisfactorily do so
8. Any tampering of the meter or modification of the water connection to include secondary water source will result in disconnection of the service
9. Contamination of the water distribution system by a secondary water source will result in termination of the service and may result in fines and/or prosecution of the landowner
10. Customer agrees to follow all conservation guidelines outlined in Schedule "F" (Drought Management Plan & Water Restrictions).
11. **The County reserves the right to deny applications if arrears balances exist in any of the following accounts associated with the Owner(s);**
  - a. **Property Tax**
  - b. **Utility Accounts**
  - c. **Previous Truck Fill accounts**
  - d. **Waste Water account**
  - e. **Accounts Receivable account**

I \_\_\_\_\_ fully understand and agree to the above terms and conditions.  
(Full Name)

**SIGNATURE OF APPLICANT**

**WITNESS**

**DATE**



COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

**SCHEDULE "C1"**

TO BYLAW NO. 25-40-499

**COUNTY OF NORTHERN LIGHTS**

**APPLICATION FOR**

**NORTH STAR HAMLET AND WEBERVILLE INDUSTRIAL PARK WATER & SEWER**

NAME AND ADDRESS OF APPLICANT

NAME AND ADDRESS OF PROPERTY  
OWNER (IF DIFFERENT FROM APPLICANT)

LAST NAME FIRST INITIAL

LAST NAME FIRST INITIAL

MAILING ADDRESS

MAILING ADDRESS

CITY/TOWN/HAMLET PROV.

CITY/TOWN/HAMLET PROV.

POSTAL CODE

POSTAL CODE

PHONE (RES) PHONE (BUS.)

PHONE (RES) PHONE (BUS.)

PLAN NO. BLOCK LOT

RURAL ADDRESS

QUARTER SEC. TWP

RANGE MERIDIAN

1. I have previously held an account with the County: YES NO

If yes, previous account number: \_\_\_\_\_

2. Property type for which I require Service: Residential Industrial

3. Date service required: \_\_\_\_\_

4. Approved By: \_\_\_\_\_



**CUSTOMER STATEMENT**

**As a customer receiving or to be receiving sewer service, I understand that:**

1. I must notify the office of the County of Northern Lights, in writing, of any service change;
2. I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service disconnections.
3. Unpaid balances will be subject to 2% interest after 30 days. Failure to pay account balance in a timely fashion will result in further actions taken.
4. Accounts in arrears over 90 days will be notified. Failure to pay, will result in disconnection.
5. A re-connection fee of \$25.00 will apply and the balance on account must be paid in full to continue service with the County. Unpaid balances will be sent to collections.
6. As the OWNER of this property, I acknowledge that I am responsible for any service amount(s) charged to this account if the renter moves and the account is not in good standing. I am also responsible to provide appropriate notification of any service notification.

**TERMS & CONDITIONS**

1. The County agrees to sell and Customer Agrees to purchase and pay for, the service referred to below under all provisions of the County Water and Sewer Bylaw;

**PRODUCT: Sewer Disposal**

2. The prices set out in this agreement may change from time to time as set out in the County "Schedule of Fees" Bylaw
3. In the event of a system failure or where the supply of water is depleted, the County will not be responsible to deliver or supply the customer with potable water or sewer disposal services
4. Upon acceptance of the user as a client, the client agrees to pay the fees for Wastewater service set out in the County's "Schedule of Fees" Bylaw.
5. The wastewater service fees shall be levied and collected bi-monthly
6. **The County reserves the right to deny applications if arrears balances exist in any of the following accounts associated with the Owner(s);**
  - a. **Property Tax**
  - b. **Utility Accounts**
  - c. **Previous Truck Fill accounts**
  - d. **Waste Water account**
  - e. **Accounts Receivable account**

I \_\_\_\_\_ fully understand and agree to the above terms and conditions.  
(Full Name)

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**



**SCHEDULE “C2”**

TO BYLAW NO. 25-40-499

**COUNTY OF NORTHERN LIGHTS**  
**APPLICATION FOR DIXONVILLE HAMLET WATER & SEWER**

NAME AND ADDRESS OF APPLICANT			NAME AND ADDRESS OF PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)		
LAST NAME	FIRST	INITIAL	LAST NAME	FIRST	INITIAL
MAILING ADDRESS			MAILING ADDRESS		
CITY/TOWN/HAMLET		PROV.	CITY/TOWN/HAMLET		PROV.
POSTAL CODE			POSTAL CODE		
PHONE (RES)		PHONE (BUS.)	PHONE (RES)		PHONE (BUS.)
PLAN NO.	BLOCK	LOT	RURAL ADDRESS		
QUARTER	SEC.	TWP	RANGE	MERIDIAN	

1. I have previously held an account with the County: YES NO

If yes, previous account number: \_\_\_\_\_

2. Date service required: \_\_\_\_\_

Approved By: \_\_\_\_\_





**CUSTOMER STATEMENT**

**As a customer** receiving or to be receiving water and sewer service, I understand that:

1. I must notify the office of the County of Northern Lights, in writing, of any service change;
2. I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service disconnections.
3. Unpaid balances will be subject to 2% interest after 30 days. Failure to pay account balance in a timely fashion will result in further actions taken.
4. Accounts in arrears over 90 days will be notified. Failure to pay, will result in disconnection.
5. A re-connection fee of \$25.00 will apply and the balance on account must be paid in full to continue service with the County. Unpaid balances will be sent to collections.
6. As the OWNER of this property, I acknowledge that I am responsible for any service amount(s) charged to this account if the renter moves and the account is not in good standing. I am also responsible to provide appropriate notification of any service notification.

**TERMS & CONDITIONS**

1. The County agrees to sell and Customer Agrees to purchase and pay for, the service referred to below under all provisions of the County Water and Sewer Bylaw;

**PRODUCT: Potable Water & Sewer**

2. The prices set out in this agreement may change from time to time as set out in the County "Schedule of Fees" Bylaw
3. In the event of a system failure or where the supply of water is depleted, the County will not be responsible to deliver or supply the customer with potable water or sewer disposal services
4. Upon acceptance of the user as a client, the client agrees to pay the fees for Water and Wastewater service set out in the County's "Schedule of Fees" Bylaw.
5. The water & wastewater service fees shall be levied and collected monthly
6. Customer agrees to follow all conservation guidelines outlined in Schedule "F" (Drought Management Plan & Water Restrictions).
7. **The County reserves the right to deny applications if arrears balances exist in any of the following accounts associated with the Owner(s);**
  - a. **Property Tax**
  - b. **Utility Accounts**
  - c. **Previous Truck Fill accounts**
  - d. **Waste Water account**
  - e. **Accounts Receivable account**

I \_\_\_\_\_ fully understand and agree to the above terms and conditions.  
(Full Name)

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**





COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

**SCHEDULE "D"**

TO BYLAW NO. 25-40-499

**COUNTY OF NORTHERN LIGHTS**  
APPLICATION FOR REGIONAL TRUCK FILL ACCOUNT  
NAME AND ADDRESS OF APPLICANT (PLEASE PRINT)

\_\_\_\_\_  
LAST NAME / COMPANY NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY/TOWN/HAMLET

\_\_\_\_\_  
PROV.

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
PHONE (RES)

\_\_\_\_\_  
PHONE (BUS.)

\_\_\_\_\_  
PLAN NO.

\_\_\_\_\_  
BLOCK

\_\_\_\_\_  
LOT

\_\_\_\_\_  
RURAL ADDRESS

\_\_\_\_\_  
QUARTER

\_\_\_\_\_  
SEC.

\_\_\_\_\_  
TWP

\_\_\_\_\_  
RANGE

\_\_\_\_\_  
MERIDIAN

1. I have previously held an account with the County: \_\_\_\_\_

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

If yes, previous account number: \_\_\_\_\_

2. PIN Number : \_\_\_\_\_ (Any four-digit number of your preference)

**FOR OFFICE USE ONLY**

**Access Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**CUSTOMER STATEMENT**

**As a customer** receiving or to be receiving water service, I understand that:

1. I must notify the office of the County of Northern Lights, in writing, of any service change;
2. I must notify the office of the County of Northern Lights or the on-call utility operator prior to withdrawing **large quantities of water (>40m<sup>3</sup>/Day)**
3. I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service changes.
4. Unpaid balances will be subject to 2% interest after 30 days.
5. Accounts in arrears over 90 days will be notified. Failure to pay, will result in disconnection.



COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

6. A re-connection fee of \$25.00 will apply and the balance on account must be paid in full to continue service with the County. Unpaid balances will be sent to collections.

**TERMS & CONDITIONS**

**These Terms and Conditions shall apply to all users of the Weberville, Warrensville, Deadwood, North Star, Notikewin, Hotchkiss, Dixonville, East Manning and Keg River Regional Truck Fills.**

1. The County agrees to sell and Customer Agrees to purchase, potable water from the above mentioned facilities.
2. The prices set out in this agreement below may change from time to time but will not exceed those rates charged to other users of the Regional Truck Fill system. In the event of a system failure or where the supply of water is depleted, the County will not be responsible to deliver or supply the customer with potable water.
3. Upon acceptance of the user as a client, the client will pay those fees as set out in the County's Schedule of Fees Policy.
4. Upon acceptance of these terms and conditions, the user will be issued an account number and must establish a personal identification number (PIN) to be able to access water from the Regional Truck Fills.
5. Customer agrees that he/she and his/her servants and agents will use the truck fill facility and enter onto the said land entirely at Customer's own risk.
6. Title to the product shall pass to Customer at the outlet flange of the Truck Fill hereinbefore allocated to him/her.
7. Customer agrees to follow all conservation guidelines outlined in Schedule "F" (Drought Management Plan & Water Restrictions).
8. **One Truck Fill account per RESIDENCE or COMPANY**
9. **The County reserves the right to deny applications if arrears balances exist in any of the following accounts associated with the Owner(s);**
  - a. **Property Tax**
  - b. **Utility Accounts**
  - c. **Previous Truck Fill accounts**
  - d. **Waste Water account**
  - e. **Accounts Receivable account**

I \_\_\_\_\_ fully understand and agree to the above terms and conditions.  
(Full Name)

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**



SCHEDULE “E”

TO BYLAW NO. 25-40-499

COUNTY OF NORTHERN LIGHTS  
APPLICATION FOR POTABLE WATER HAULING REBATE - REGIONAL TRUCK FILL  
NAME AND ADDRESS OF APPLICANT (PLEASE PRINT)

LAST NAME / COMPANY NAME

FIRST NAME

MAILING ADDRESS

CITY/TOWN/HAMLET

PROV.

POSTAL CODE

PHONE (RES)

PHONE (BUS.)

TRUCK LICENSE PLATE

CNL ACCOUNT NUMBER

AHS FOOD HANDLING PERMIT

DELIVERY INFORMATION

DATE	CUSTOMER NAME	LOCATION (RURAL ADDRESS)	QTY OF WATER (m <sup>3</sup> )
TOTAL -			

Note 1. – Rebate amount per cubic meter of water is the cost of Metered Water (over 20 m3/month rate) minus the cost of Metered Water (first m3/month) as set out in the current Schedule of Fees bylaw. No rebates are given for deliveries of water dates exceeding one year from the date of application received by the County of Northern Lights. All locations must be within the boundaries of the County of Northern Lights. Rebates can be applied before invoicing the water hauler, if form is submitted within the first 5 business days for water hauled in the previous month.

**\*\*COPIES OF DELIVERYRECIPTS OR INVOICES MUST BE ATTACHED\*\***

CUSTOMER STATEMENT

As a customer receiving or to be receiving the potable water hauling rebate, I understand that claims may be verified against the account numbers, video surveillance systems, and by contacting the residential consumers. Any claims found to be inaccurate or fraudulent in the sole opinion of the County of Northern Lights will void the entire claim and may result in the closure of the water account.

CUSTOMER SIGNATURE

WITNESS

DATE



## SCHEDULE “F”

TO BYLAW NO. 25-40-499

### Drought Management Plan & Water Usage Restrictions

#### Acronyms and Abbreviations

CAO – Chief Administrative Officer	DMP – Drought Management Plan
DPW – Director of Public Works	WSM – Water Shortage Management
EMP – Emergency Management Plan	KRWTP – Keg River Water Treatment Plant
ECC – Emergency Coordination Centre	WTP – Water Treatment Plant
EPA – Environment and Protected Areas	
CNL – County of Northern Lights	
TPR – Town of Peace River	
TM – Town of Manning	

#### Introduction

Schedule “F” (DMP) outlines the procedures that the County of Northern Lights will follow in the event of a drought. The DMP provides a structured and prioritized framework of actions and measures to be implemented during various stages of a drought.

Drought is a prolonged period of abnormally low precipitation, resulting in a water supply or flow that falls below the seasonal average. When snowfall and rainfall are reduced, it leads to lower river levels which leads to a decline in a water treatment plants raw water reservoir storage, and supply security. Severe or prolonged drought conditions can hinder CNL’s ability to supply sufficient treated water to all customers. CNL sources water from Town of Peace River (TPR), Town of Manning (TM) and the Keg River Water Treatment Plant (KRWTP).

Drought conditions are monitored through the Canadian Drought Monitor and consists of 5 levels;

- D0 – Abnormally dry
- D1 – Moderate Drought
- D2 – Severe Drought
- D3 – Extreme Drought
- D4 – Exceptional Drought

The goal of this DMP is to have pre-established guidelines to mitigate or prevent the impacts of a raw water shortage. Depending on the droughts extent, there may be a water supply shortage form TM, TPR or KRWTP. These WTP’s may struggle to maintain adequate reservoir levels or pumping capacity. Effective drought management ensures the integrity of the potable water supply, especially for domestic use, sanitation and fire protection, thereby safeguarding public health and safety. This DMP applies to all entities utilizing CNL’s water supply. This DMP will be initiated at the discretion of the CAO. Triggers for initiation may include forecasted adverse impacts of water supply shortage, water shortage emergency condition, or the anticipation of a call for mandated water conservation measures by EPA.



### General Procedures

Given the unpredictable nature of drought severity, timing and duration. The DMP serves as a guideline for actions to be taken throughout escalating drought management stages. If the EMP provides specific directions, those will take precedence over the DMP's provisions. The following outlines the actions to be undertaken in the event of a drought;

#### 1. Drought Identification

- a. Upon entering drought conditions outlined in the Canadian Drought Monitor, the Utilities Supervisor shall monitor the river flow levels as well as CNL's water demand

#### 2. Initial Contacts

- a. Once drought conditions have been identified to be a concern, they will be communicated to:
  - i. DPW
  - ii. CAO & Council
  - iii. Any applicable users including but not limited to:
    - o Industrial & Agricultural users
    - o CNL impacted departments
    - o Stakeholders
    - o Public

#### 3. Response Actions

- a. The DPW will ensure the DMP's effective implementation through CNL's departments.
- b. Determining Advancement of Drought Stages
  - i. D0-D1 – Utilities Supervisor & DPW
  - ii. D2 – DPW, with recommendation from Utilities Supervisor
  - iii. D3 – CAO, with recommendation from DPW
  - iv. D4 – CAO, with recommendation from DPW & Utilities Supervisor
- c. Monitored conditions include but not limited to:
  - i. Drought conditions in the Peace River, Manning and Keg River areas
  - ii. Current EPA Water Shortage Management (WSM) stages
- d. The Utility Department shall monitor and report on current conditions to the DPW. Monitored conditions include but not limited to:
  - i. WTP pumping capacity
  - ii. Water usage
  - iii. Effectiveness of water conservation efforts

#### 4. Water Conservation Measures

- a. CNL will implement both voluntary and mandatory water conservation measures to reduce water demand. Voluntary actions will be encouraged in the early stages to promote short-term reduction of non-essential water use. CNL Administration will recommend voluntary water conservations to the public to minimize impact on lifestyle. If existing measures do not sufficiently reduce water demand, mandatory restrictions will be imposed. Water restrictions may be implemented across all or part of CNL by any method during any period as determined by the CAO or their designate. In case of additional emergency actions, a local state of emergency grants a wide range of powers to CNL.
- b. CNL shall lead by example throughout the implementation of the DMP to demonstrate commitment to managing the impacts of drought. All departments shall implement mandatory water conservation measures at or above the expected compliance. Additionally, departments with significant water usage must be able to initiate water conservation measures immediately upon instruction to do so.

#### 5. Determining the Termination of Drought Stages

- a. A stage concludes when the responsible entity, after evaluating the recommendations, determines that the drought conditions prompting the declaration have either been resolved, mitigated, or have intensified to warrant progression to a higher stage.





## COUNTY OF Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

### 6. Follow up Actions

- a. CNL shall carry out an after-action review of all actions taken after drought conditions have subsided. This review shall ensure that all possible management actions were taken to protect the public's health and safety

### 7. Roles & Responsibilities

#### a. Chief Administrative Officer (CAO)

- i. The CAO shall serve as the liaison with the Councils of CNL, Town of Manning, Town of Peace River and shall provide resources and support where available within their authority in support of the event. The CAO shall activate the ECC and implement other plans as required.

#### b. Director of Public Works (DPW)

- i. The DPW shall serve as the primary liaison between all impacted stakeholders and shall provide strategic direction and support where the stages progress in severity and/or where conflicting departments and/or parties require mediation.
- ii. Maintain communications with EPA

#### c. Utilities Supervisor

- i. The Utilities Supervisor shall assume the overall management of the incident and delegate tasks and responsibilities until the DPW states otherwise. The Utilities Supervisor shall provide strategic direction and recommendations throughout all stages of the DMP. It is their responsibility to:
  - Assess the potential risks of drought conditions and operations
  - Provide recommendation for escalation/de-escalation of drought response stages based on assessment to the DPW
  - Evaluate and report the effectiveness of the DMP
  - Provide additional information as requested



Drought Response Stages

The drought management stages included in the DMP provide a guideline for actions to be taken throughout escalating drought conditions. It is important to note that due to the variability of drought conditions and their impact on the water supply, the outlined actions are subject to change based on the discretion of the EPA, the CAO & Council.

Response Summary

Stage	Level	Triggers	Actions
1	Warning	EPA implements Stage 1 WSM	Utilities Supervisor to monitor, evaluate and prepare for the risk of worsening drought conditions. Increase drought preparation messaging to advise public and industry on potential water rationing measures.
2	Mild	EPA implements Stage 2 WSM	Monitor, evaluate, and prepare for the risk of escalating drought conditions. Minimize water demand.
3	Moderate	EPA implements Stage 3 WSM , Increased threat to WTP's capability to maintain raw water capacity	Monitor, evaluate, and prepare for the risk of escalating to critical drought conditions and limit water usage to minnum needs to maintain operational status.
4	Emergency	EPA implements Stage 4 WSM & Loss of raw water supply	ECC activation and implementation of applicable plans as required including, but not limited to CNL Emergency Management Plan



## **1. Stage 1: Warning**

- a. Possible Conditions for this stage are:
  - i. Low-flow advisory issued by EPA
  - ii. Stage 1 WSM issued by EPA
  - iii. WTP is able to maintain adequate pumping capacity
  - iv. Adequate supply of potable water
  - v. No threat to public health and safety
- b. Warning response actions – Utilities Supervisor
  - i. Receive information / Direction from EPA
    - o Review information provided & current forecast
    - o Coordinate follow-up reviews with EPA
    - o Respond with information as requested
    - o If required, initiate further action directed by EPA
  - ii. Contact DPW to brief on situation and forecast
  - iii. Oversee all actions carried out by water & wastewater operators
    - o Ensure communication with stakeholders
    - o Communicate all advice from water & wastewater operators and obtain information as required
    - o Delegate tasks as required
  - iv. Review DMP
- c. Warning Response Actions – Director of Public Works
  - i. Contact CAO to brief on situation
  - ii. Have Utilities Supervisor monitor and report water usage as required
  - iii. Provide assistance and/or guidance as requested
  - iv. Receive & relay information from Utilities Supervisor to CAO
  - v. Provide media statement to advise on current situation
  - vi. Review DMP

## **2. Stage 2: Mild**

- a. Possible Conditions for this stage are:
  - i. Low-flow advisory issued by EPA
  - ii. Stage 2 WSM issued by EPA
  - iii. WTP is able to maintain adequate pumping capacity
  - iv. Adequate supply of potable water
  - v. No threat to public health and safety
- b. The DPW, upon recommendation from the Utilities Supervisor, shall be responsible for initiating Stage 2 of the DMP
  - i. Triggers
    - o EPA has communicated Stage 2 WSM
  - ii. Goals
    - o Monitor, evaluate and prepare for risk of escalating drought conditions and minimize water demand
    - o Post an alert to the public on drought conditions and the need for reduce water consumption use and other voluntary efforts to reduce water consumption.
- c. Warning response actions – Utilities Supervisor
  - i. Receive information / Direction from EPA
    - o Review information provided & current forecast
    - o Coordinate follow-up reviews with EPA
    - o Respond with information as requested
    - o If required, initiate further action directed by EPA
  - ii. Contact DPW to brief on situation and forecast
  - iii. Oversee all actions carried out by water & wastewater operators
    - o Ensure communication with stakeholders
    - o Communicate all advice from water & wastewater operators and obtain information as required
    - o Delegate tasks as required
  - iv. Weekly assessment of drought conditions
  - v. Monitor WTP and river levels
  - vi. Review DMP





- d. Warning Response Actions – Director of Public Works
  - i. Contact CAO to brief on situation
    - o Joint review of DMP
  - ii. Engage with stakeholders to review current situation
    - o Coordinate meetings with CNL departments as required
    - o Coordinate meeting with suppliers of potable water
    - o Coordinate follow up reviews
    - o Communicate voluntary and/or mandatory water conservation measures.
  - iii. Have Utilities Supervisor monitor and report water usage weekly
  - iv. Provide assistance and/or guidance as requested
  - v. Receive & relay information from Utilities Supervisor to CAO
  - vi. Provide media statement to advise on current situation
- e. Warning Response Actions – Chief Administrative Officer
  - i. Brief CNL Council on situation
  - ii. Contact Town of Manning & Peace River administrations as required
  - iii. Provide assistance and/or guidance as requested

### **3. Stage 3: Moderate**

- a. Possible Conditions for this stage are:
  - i. Stage 3 WSM issued by EPA
  - ii. WTP is able to maintain adequate pumping capacity with water conservation efforts
  - iii. Potable water supply is sufficient to maintain essential services, but approaching threshold
  - iv. There is a concern of a loss of water supply
  - v. Escalating threat to public health and safety
- b. The DPW, upon recommendation from the Utilities Supervisor, shall be responsible for initiating Stage 3 of the DMP
  - i. Triggers
    - o EPA has communicated Stage 3 WSM
    - o Threat to pumping capacity at WTP
    - o Threat of decreased potable water supply
  - ii. Goals
    - o Monitor, evaluate and prepare for risk of escalating drought conditions and limit water usage to minimum needed to maintain operational status
    - o Post an alert to the public on critical drought conditions and the need for prohibited uses of water, and other voluntary efforts to reduce water consumption.
- c. Warning response actions – Utilities Supervisor
  - i. Receive information / Direction from EPA
    - o Review information provided & current forecast
    - o Coordinate follow-up reviews with EPA
    - o Respond with information as requested
    - o If required, initiate further action directed by EPA
  - ii. Contact DPW to brief on situation and forecast
    - o Advise on additional water conservation measures to maintain operations
  - iii. Oversee all actions carried out by water & wastewater operators
    - o Ensure communication with stakeholders
    - o Communicate all advice from water & wastewater operators and obtain information as required
    - o Delegate tasks as required
  - iv. Daily assessment of drought conditions
  - v. Daily monitoring of WTP and river levels
- d. Warning Response Actions – Director of Public Works
  - i. Brief CAO on situation
  - ii. Assess need for additional water conservation measures



- Review information provided by Utilities Supervisor
    - Determine need and identify opportunities for additional water conservation measures to lessen water demand
    - Communicate additional water conservation measures to CAO and CNL Council
  - iii. Engage stakeholders to review current situation
  - iv. Provide assistance and/or guidance as requested
  - v. Receive & relay information from Utilities Supervisor to CAO & Council
  - vi. Provide media statement to advise on current situation
    - Develop water conservation statement to the public with CAO to communicate voluntary and/or mandatory water conservation measures
  - vii. Review current EPA forecast
- e. Warning Response Actions – Chief Administrative Officer
  - i. Brief CNL Council on situation
  - ii. Contact Town of Manning & Peace River Councils and respective administrations as required
  - iii. Assist DPW with the additional water conservation measures decision process as required
  - iv. Provide assistance and/or guidance as requested

#### **4. Stage 4: Emergency**

- a. Possible Conditions for this stage are:
  - i. Stage 4 WSM issued by EPA
  - ii. WTP is unable to maintain adequate pumping capacity or has experienced complete loss of water supply
  - iii. Potable water supply is not sufficient to maintain essential services
  - iv. A threat exists to public health and safety
- b. The CAO, upon recommendation from the DPW, shall be responsible for initiating Stage 4 of the DMP
  - i. Triggers
    - EPA has communicated Stage 4 WSM
    - Loss of water supply
    - Loss of pumping capacity at WTP
  - ii. Goals
    - ECC activation and implementation of other plans as required, including but not limited to CNL Emergency Response Plan
    - Post an alert to the public on emergency drought conditions.
- c. Warning response actions – Utilities Supervisor
  - i. Receive information / Direction from EPA
    - Review information provided & current forecast
    - Coordinate follow-up reviews with EPA
    - Respond with information as requested
    - Initiate further action directed by EPA
  - ii. Contact DPW & CAO to receive further direction
  - iii. Contact Water and Wastewater Operators
    - Brief operators on current situation and provide additional directions as required
  - iv. Oversee all actions carried out by water & wastewater operators
    - Communicate all advice from water & wastewater operators and obtain information as required
    - Delegate tasks as required
  - v. Daily assessment of drought conditions
  - vi. Daily monitoring of WTP and river levels
  - vii. Assist with emergency response actions as required
- d. Warning Response Actions – Director of Public Works
  - i. Brief CAO & Council on situation



COUNTY OF

# Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

- ii. Assess need for additional water conservation measures
  - Review information provided by Utilities Supervisor and/or CAO to identify need and opportunities for additional water conservation measures to lessen water demand
  - Communicate additional water conservation measures to CAO and CNL Council
- iii. Engage stakeholders to review current situation
- iv. Provide assistance and/or guidance as requested
- v. Receive & relay information from Utilities Supervisor to CAO & CNL Council
- vi. Provide media statement to advise on current situation
  - Develop water conservation statement to the public with CAO to communicate voluntary and/or mandatory water conservation measures
- vii. Review current EPA forecast
- e. Warning Response Actions – Chief Administrative Officer
  - i. Activate ECC
  - ii. Brief CNL Council on situation
  - iii. Contact Town of Manning & Peace River Councils and respective administrations as required
  - iv. Assist DPW with the additional water conservation measures decision process as required
  - v. Provide assistance and/or guidance as requested



## 5. Water Restrictions

<b><u>Water Conservation Measures / Restrictions</u></b>				
<b>Truck Fill</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>
<b>Keg River</b>	Residential Use Only – No Residential Restrictions	Residential Use Only – No Residential Restrictions	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Hotchkiss</b>	No restrictions, Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Restricted to 40m3 / Day for Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Notikewin</b>	No restrictions, Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Restricted to 40m3 / Day for Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>East Manning</b>	No restrictions, Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Restricted to 40m3 / Day for Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Deadwood</b>	No restrictions, Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Restricted to 40m3 / Day for Industrial / Agricultural users to contact County to schedule large withdrawals (>40m3 / Day)	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Dixonville</b>	No Restrictions	Restricted to 100m3 / Day for Industrial / Agricultural users.	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Warrensville</b>	No Restrictions	Restricted to 100m3 / Day for Industrial / Agricultural users.	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household
<b>Weberville</b>	No Restrictions	Restricted to 100m3 / Day for Industrial / Agricultural users.	Residential Use Only – 20 m3 / Month / Household	Residential Use Only – 20 m3 / Month / Household



### Exemptions

The CAO or their designate may grant temporary exemption, in writing, for existing water uses unless otherwise prohibited under the DMP. Temporary exemptions shall be considered should any conditions exist in which failure to grant such exemption may cause an emergency condition adversely affecting the health, sanitation or fire protection for the public or person requesting such exemptions and if the following conditions occur:

1. Compliance with the DMP cannot be technically accomplished during the duration of the water supply shortage or other condition for which the DMP is in effect
2. Alternative methods cannot be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of the DMP shall file a request for exemption from the provisions of the DMP shall submit a request for exemption within 5 days after the DMP or a particular response stage has been invoked. All requests for exemptions shall be reviewed by the CAO or their designate and shall include the following:

1. Name and address of the petitioner(s)
2. Purpose of water use
3. Specific provision(s) of the DMP from which the petitioner is requesting relief
4. Detailed statement as to how the specific provision of the DMP adversely affects the petitioner or what damage / harm will occur to the petitioner or others if the petitioner complies with the DMP
5. Description of the relief requested
6. Period of time for which the exemption is sought
7. Alternative water conservation measures or other measures the petitioner is taking or proposes to take to meet the intent of the DMP
8. Other pertinent information

Exemptions granted by CNL shall be subject to the following conditions, unless waived or modified by the CAO:

1. Exemptions granted shall include a timetable for compliance
2. Exemptions granted shall expire when the DMP is no longer in effect
3. The CAO may cancel the exemption if the petitioner has failed to meet specified requirements
4. The CAO may cancel the exemption if water conditions have become more severe than anticipated when the exemption was granted

No exemption shall be retroactive or otherwise justify any violation of the DMP occurring prior to the issuance of the exemption.