



August 31, 2006

Dear property owner,

**RE: Connection to new water services along Bayside Drive or Municipal Drive**

Please find enclosed a complete package that will allow you to go through the process of obtaining permission to connect to the municipal water system. Included in the package are;


- Memorandum of Understanding
- Municipal Water Connection Inspection Checklist
- By-law 2005-16
- By-law 2006-40

The process for property owners to obtain municipal water is as follows;

1. Read and understand the Memorandum of Understanding.
2. Read and understand the property owner's responsibilities as it relates to payment, connection and construction to the municipal system.
3. Sign the Memorandum of Understanding and deliver it to the Municipal Office for staff signatures.
4. Contact the Public Works Superintendent, Tim Hunt, at the Municipal Office at 342-5252, to set up a date and time to have a public works employee or water operator complete the inspection of the line. Please have the Municipal Water Connection Inspection Checklist available for staff to fill out.
5. Retain the Checklist after the inspection is completed.
6. Contact the Public Works Department when the service line has been finished and covered, the building has been connected to the service line and you wish to start using municipal water. Staff will return to turn on the Curb-stop valve at which time they will retain the Checklist and return it to the Municipal Office, where staff will set up a water billing account and start the bi-monthly billing procedure.

I hope that this package helps you, the property owner, understand the procedures necessary to obtain Municipal Water. Should you have any questions or need clarification please feel free to contact myself at 342-5252.

Yours truly,



Darcy Chapman  
Treasurer



## Municipal Water Connection Inspection Checklist

Owner \_\_\_\_\_

Address \_\_\_\_\_

Building:    New \_\_\_\_\_  
              Existing \_\_\_\_\_

Has owner made application at Municipal Office?    Yes\_\_\_\_ No\_\_\_\_  
(If no, application must be completed before inspection)

Does the line meet the required condition of By-law 2006-40?

	YES	NO
Line requirement for PSI	_____	_____
Minimum 4 feet depth	_____	_____
Heat trace line	_____	_____
Sufficient insulation	_____	_____
Backflow preventer	_____	_____
Control valve	_____	_____

Inspection Completed on (date) \_\_\_\_\_

Inspection Completed by \_\_\_\_\_

Curb-stop valve turned on (date) \_\_\_\_\_

Curb-stop valve turned on by \_\_\_\_\_



THIS MEMORANDUM OF UNDERSTANDING dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006

BETWEEN:

\_\_\_\_\_ of \_\_\_\_\_, Ontario  
(the "Landowner")

OF THE FIRST PART

- AND -

The Municipality of McDougall, 5 Fire Route 113, Parry Sound, Ontario  
(the "Municipality")

OF THE SECOND PART

IN CONSIDERATION OF THE COVENANTS and agreements contained in this Memorandum of Understanding, the parties to this agreement, agree as follows:

1. The Municipality, under the new capital construction program, has extended water services to the property located at \_\_\_\_\_ and owned by the landowner.
2. The Landowner wishes to service the buildings with municipal water located on the property.
3. Although The Municipality has yet to determine the full costs associated with extending servicing to the property and as such has yet to pass the necessary by-laws establishing the capital fees associated with the capital works, the Landowner understands that such fees are payable at such time the Municipality passes the final by-law.
4. The Landowner is aware that a fee of \$2000.00 for water lateral construction will be levied against the Landowner for establishing a curb-stop at the property's edge.
5. The Landowner has read and understands By-law 2005-16 and By-law 2006-40.
6. The Landowner agrees to establish and maintain a connection to the building under the provisions of By-law 2005-16 and By-law 2006-40.
7. The Landowner agrees that when documentation becomes available, the Landowner will make formal application to the Municipality for connection to the system, including the payment of any and all application fees.

IN WITNESS WHEREOF, the parties have executed this Agreement on

\_\_\_\_\_, 2006.

Witnesses:

\_\_\_\_\_

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Municipal Clerk or Treasurer