



Updated: May 13, 2026

## Connecting to the Millstream Water System

### YOU MUST APPLY

Whether you are completing new construction with a building permit in progress or are requesting a new stand-alone service, you must submit a separate application to connect to the water system.

Please complete the application form. The application must include:

1. A site drawing that shows, property lines, structures, the driveway, and your preferred location of the new service connection.
2. The ACRD Building Permit number and Island Health Sewage Permit number.
3. Signature of the property owner.
4. An application fee of \$200. Fees will be collected once a complete application has been submitted.

If any required information or payment is missing, your water service connection may be delayed.

### Financial Information

Water service charges include:

- The application fee for a new water service or extension is **\$200.00**.
- A **connection charge** under Bylaw F1144-3 [Bylaws \(acrd.bc.ca\)](http://Bylaws(acrd.bc.ca)) of **\$3,800.00** per lot, or the cost of construction as determined by the Regional District, whichever is larger. If you have not paid these fees, or if the actual cost exceeds the amount you have paid, your account will be billed for the outstanding amount.
- **Quarterly water rates for a single-family residential connection** are **\$309.00** for the first 108 m<sup>3</sup>, plus \$2.00/m<sup>3</sup> for water use above 108m<sup>3</sup>.
- If you have a **secondary water connection**, the **quarterly rate** for this additional connection is **\$309.00** for the first 108 m<sup>3</sup>, plus \$2.00/m<sup>3</sup> for water use exceeding 108 m<sup>3</sup>.

Payments can be made in person at the ACRD office, by sending a cheque to us at 3008 5th Ave. Port Alberni BC, V9Y 2E3 or by calling 250-720-2700 to pay by credit card.

Please don't hesitate to contact the ACRD Operations Manager at (250) 720-2700 or email [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca) if you have any questions.



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT MILLSTREAM WATER SYSTEM APPLICATION FOR WATER SERVICE

|                    |  |        |  |
|--------------------|--|--------|--|
| Service Address:   |  | Date:  |  |
| Name of Owner(s):  |  |        |  |
| Mailing Address:   |  | Phone: |  |
| Legal Description: |  |        |  |
| Building Permit #: |  |        |  |

I/we, being the registered owner or purchaser of the lands and premises described as above hereby apply to the Alberni-Clayoquot Regional District for a supply of water through a connection to the works operated, maintained or controlled by the Alberni-Clayoquot Regional District.

Please detail the number and type of buildings onsite that will be connected to the water service:

|                          |  |                        |  |                          |  |
|--------------------------|--|------------------------|--|--------------------------|--|
| Single Family Dwelling:  |  | Multi-Family Dwelling: |  | Accessory Dwelling Unit: |  |
| Other (please describe): |  |                        |  |                          |  |

Please specify the sewage collection and treatment system proposed for the property with the Island Health Sewage Permit number and the ACRD Building Permit number reference:

The applicant should include:

- A site drawing that shows property lines, structures, driveway and your preferred location of the new water service. If this is not provided, the location will be selected for you by the system operator.
- A completed application with the signature of the property owner.
- Upon completing this application, a system operator will review the requirements for the installation. An invoice for installation will be issued to the property owner.
- Payment in full must be made prior to connection and issuance of any related permits.

If any information or payment is missing it will result in a delay in processing your water service connection.

| Owner/Applicant or Agent Confirmation  |             |
|--|-------------|
| <ol style="list-style-type: none"> <li>1. As applicant or approved agent, I confirm that I have read all relevant Alberni-Clayoquot Regional District Bylaw and policies and that this application is in conformance.</li> <li>2. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.</li> <li>3. Personal information collected is pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and is only collected for the purposes of the Millstream Water System and will not be used or disclosed for any other purpose. If you have any questions about the collection, use or disclosure of your personal information, please contact the ACRD Office at (250) 720-2700 or email: <a href="mailto:foi@acrd.bc.ca">foi@acrd.bc.ca</a></li> </ol> |             |
| Signature of Owner: _____  | Date: _____ |
| Signature of Applicant: _____  | Date: _____ |

For Office Use Only:

Property is confirmed to be in the water service area :

|                 |  |         |  |
|-----------------|--|---------|--|
| Reviewed by:    |  | Date:   |  |
| Approved:       |  | Denied: |  |
| Connection Fee: |  | Paid:   |  |

Please draw a map of your property below and indicate your preferred location for the water service connection. If this is not included with your application, the system operator will determine the location.

Map of Property

Please submit completed application to: [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca) or mail it to: ACRD, 3008 5<sup>th</sup> Ave., Port Alberni BC V9Y 2E3