

	<b>INTERLAKE WATER UTILITY POLICY</b>	NO.	<b>2012-05</b>
	<b>POLICY TITLE: EMERGENCY PROCEDURES FOR DEPRESSURIZATION OR BREACH OF WATER QUALITY</b>	EFFECTIVE DATE: January 1, 2012	
		REVISION LETTER: D	
		FINAL APPROVAL <i>Resolution: 109-21</i>	

## 1.0 PURPOSE

- 1.1 To ensure that the **Interlake Water Utility Board**:
- a) Establish guidelines for procedures to follow in an emergency with the Interlake Water Utility water distribution system.

## 2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: **INTERLAKE WATER UTILITY OPERATIONS**

## 3.0 POLICY

- 3.1 **Policy Statement:**
- a) The Interlake Water Utility Board has point of contact protocols to ensure appropriate people monitor and respond quickly to changes in the water distribution system for the protection of all consumers.

## 4.0 DEFINITIONS

- 4.1 The following terms are defined as such but limited to:
- “Administrator”**: the individual appointed by the Interlake Water Utility Board for administering the procedures and policies of the public utility.
- “Depressurization”**: where the integrity of water quality pressure has been compromised due to a breach in a distribution line.
- “Distribution Line, Local”**: the individual, smaller, water pipelines that are located within each sector of the Interlake water distribution system. This typically includes lines located in: West Chatfield, Day’s Beach, Trevesa Beach, Summerfield Beach, and/or Cochin.
- “Distribution Line, Main”**: the main water pipeline that connects to all local distribution lines and the Water Treatment Plant.
- “Distribution System”**: the entire Interlake pipeline system that disperses water within the Interlake service area.
- “Foreman”**: the individual appointed by the Interlake Water Utility Board for the completing and monitoring the operations of the public utility.
- “Interlake”**: means the Interlake Water Utility corporation.
- “Interlake Water Utility Board”**: means the individuals appointed from the Resort Village of Cochin and the Rural Municipality of Meota No. 468 to represent each municipality on the decision-making board for the public utility.

**“Meter”**: shall mean the individual or compound water meter and all other equipment and instruments supplied and used by the Interlake Water Utility Board to calculate and registered the amount of water consumed relative to the land and buildings which the meter is designed to monitor.

**“Meter Box”**: is an asset that transitions the distribution of public utility water to private water systems located on private property. This meter box is the property of the Interlake Water Utility and is to be accessed only by Interlake service personnel.

**“Municipality”**: shall mean the Rural Municipality of Meota No. 468 and/or the Resort Village of Cochin.

**“SCADA”**: A division of the Water Security Agency responsible for responding to water quality concerns.

**“Water Security Agency”**: the provincial agency responsible for the operation of the Water Treatment Plant.

**“Water Treatment Plant”**: the facility that chemically treats the intake water from the source well prior to distributing the water for private consumption through distribution lines.

## 5.0 RESPONSIBILITIES

- 5.1 The Administrator is responsible for ensuring compliance to this policy.
- 5.2 The Utility Board shall review all policies every three years for compliance and effectiveness of the policies.
- 5.3 The Foreman is responsible for the implementation of water infrastructure protocols and policies as outlined in this policy.

## 6.0 IMPLEMENTATION

- 6.1 Should any damage occur to any asset included within the Interlake distribution system the **Administrator** shall be the primary point of contact.

### Primary Point of Contact

- 6.2 The **SCADA** for Interlake shall be the primary point of contact for any of the following:
  - a) Damage or leaking of any water utility line affiliated with the Interlake water distribution system.
  - b) The primary contact number for **SCADA** is: **1-306-798-4029**.
- 6.3 **SCADA** shall communicate with the **Water Security Agency** representative about potential concerns, who shall inform the **Administrator**
- 6.4 The **Foreman** for Interlake is responsible for the investigation and completion of all field issues.
  - a) Where the Interlake foreman is unavailable, the foreman for the Resort Village of Cochin shall service as backup personnel.
- 6.5 The contact information for the Interlake Water Utility Board is as follows:

**Physical Office:** 1006 Highway #4, Cochin, SK S0M 0L0  
**Mailing Address:** Box 240, Cochin, SK S0M 0L0  
**Phone:** (306) 386-3152  
**Email:** [interlakewater@sasktel.net](mailto:interlakewater@sasktel.net)

If calling after hours, a message manager will pick up the call, and the Administrator shall return the call when available.

- 6.6 The **Administrator** and/or the **Foreman** shall be the primary point of contact with the **Water Security Agency** representative.

**Depressurization, or Breach of Water Quality**

- 6.7 Should any damage occur to any asset included within the Interlake distribution system the **Administrator** shall be the primary point of contact.
- 6.8 The **Administrator** shall contact the representative of the **Water Security Agency** immediately to advise of the damage, and to confirm whether depressurization has occurred.
- 6.9 The representative from the **Water Security Agency** shall inform the **Ministry of Environment** internally as per provincial guidelines, as deemed necessary by the **Water Security Agency** representative.
- 6.10 The representative from the **Water Security Agency** shall determine what actions shall be required to ensure the integrity of the Interlake water distribution system.

**Public Notification**

- 6.11 Should it be determined that a precautionary drinking water advisory, or a boil water advisory, is required, the representative from the **Water Security Agency** shall inform the **Administrator** of the advisory and all specific details necessary for the public notification.
- 6.12 The **Administrator** shall inform the appropriate representatives from the municipalities affected by the water distribution system breach of the specifics for public notification.
- 6.13 The municipalities shall issue the appropriate public notification as per procedures adopted by each respective municipality.
- 6.14 Should precautionary advisory notification be issued the **Administrator** shall inform the individuals included within emergency contact list provided in clause 6.16 below of the precautionary advisory.
- 6.15 The representative of the **Water Security Agency** shall inform the **Administrator** when the precautionary advisory is to be discontinued.
- 6.16 The **Administrator** shall communicate directly with the municipalities affected by the precautionary public notice to discontinue the public notification.

**Emergency Contacts**

- 6.17 The following individuals are the primary point of contacts that should be notified of a precautionary water advisory:

Entity	Individual	Phone Number
<b>Sask Water SCADA</b>		24 hr Emergency Call Number – 1-306-798-4029
<b>Interlake Foreman</b>	Wayne Tindall	306-441-6015
<b>Resort Village of Cochin</b>	Cochin Administrator	306-386-2333
<b>West Chatfield</b>	Bernie Broughton	306-374-4209

	Sandra Lamon	306-446-0105
<b>Day's Beach</b>	Terry Lamon Colleen Brennan	306-236-7909 403-493-0551
<b>Trevessa Beach</b>	Roy Dussault Dave Elder	306-441-1145 306-441-3646
<b>Summerfield Beach</b>	Corey Chmelnik Randy Selinger	306-441-4991 306-441-0300
<b>RM of Meota No. 468</b>	Kirk Morrison	306-392-2061

## 7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Author	Administrator	Public Utility Board	December 13, 2011
Final Approver	Public Utility Board	RESOLUTION: 109-21	October 20, 2021

## 8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
December 13, 2011	A	Administrator	Initial release
June 1, 2018	B	Administrator	Revision, Updated Emergency Contacts
September 13, 2021	C	Northbound Planning	Revision and Update – Draft
October 18, 2021	D	Northbound Planning	Revision and Update – Draft