

	INTERLAKE WATER UTILITY POLICY	NO.	2022-01
	POLICY TITLE: CUSTOM WORK POLICY	EFFECTIVE DATE:	July 5, 2022
		REVISION LETTER:	
		FINAL APPROVAL	<i>Resolution: 84-22</i>

1.0 PURPOSE

- 1.1 To ensure that the **Interlake Water Utility Board**:
- a) Standardizes the requirements for preferred vendor status for custom work vendors.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

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

3.0 POLICY

- 3.1 **Policy Statement:**
- a) Interlake is committed to ensuring that a listing of qualified contractors is available for consumers to utilize for custom work required for new consumer service connections and repairs.

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.
 - “**Applicant**”: means the individual, or corporation, submitting application.
 - “**Curb Stop**”: means Utility owned valve on service pipe.
 - “**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.
 - “**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.

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

“Service Connection”: shall mean that portion of pipe used to supply water from the water main to a building or other place on a parcel of land for the purpose of providing water to the parcel and includes the pipe running up to the building, located on or within the exterior walls of the building, and running from exterior walls to couplings, curb stops, meters and any other apparatus placed inside the building by the public utility.

“Subscriber”: shall mean person(s)/corporation who pays to receive service from Interlake.

“Preferred Vendor”: shall mean a vendor that has met all criteria as outlined in custom work policy and is approved to be included in Preferred Vendor List.

“Preferred Vendor List”: shall mean list of vendors that have met Custom Work Policy criteria as set out by Interlake Water Utility Board.

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.

6.0 IMPLEMENTATION

- 6.1 In order for contractor to complete Custom Work for Service Connections to Interlake Infrastructure, contractor shall be required to submit Interlake Preferred Vendor Application Form, attached as Appendix A.
- 6.2 Administrator is authorized to approve contractors for the Approved Vendor List when Interlake Water Utility Board criteria outlined in Appendix B has been met. Administrator is authorized to deny contractors who do not meet Interlake Water Utility Board criteria outlined in Appendix B.
- 6.3 Interlake Preferred Vendors shall follow Interlake Meter Policy 2012-01 and the following installation guidelines:
 - a) Deep Water Lines:
 - i. Municipal pipe series 200 pipe with compression fittings connecting service line to distribution line and distribution line to curb stop. Line to be buried to minimum depth of 8 feet.
 - ii. Curb stop installation. Curb Stop provided by Service Foreman.
 - iii. Curb stop to building, pipe type and line depth determination the responsibility of Service Connection Applicant/property owner though requirement is to follow same guidelines as set out in 6.2 a) i) listed above.
 - i. Chlorinating pipe and all fittings before hook-up, inspection of line from curb stop to building prior to burying line and tracer wire on line is required.
 - iv. Interior plumbing fittings to Meter. Preferred Contractor to verify fitting specifics with Foreman to ensure correct for assigned Meter. Meter will be supplied by Foreman and installed by plumber.
 - v. Foreman completes inspection prior to turning on water at curb stop.
 - b) Shallow Water Lines:

- i. Municipal pipe series 200 pipe with compression fittings connecting service line to distribution line and distribution line to curb stop. Line to be buried to minimum depth of 2 feet.
- ii. Curb stop installation. Curb Stop provided by Service Foreman.
- iii. Curb Stop to building, pipe type and line depth determination the responsibility of Service Connection Applicant/property owner though requirement is to follow same guidelines as set out in 6.2 a) i) listed above.
 - i. Chlorinating pipe and all fittings before hook-up, inspection of line from curb stop to building prior to burying line and tracer wire on line is required.
- iv. Interior plumbing fittings to Meter. Preferred Contractor to verify fitting specifics with Foreman to ensure correct for assigned Meter. Meter will be supplied by Foreman and installed by plumber.
- v. Foreman completes inspection prior to turning on water at curb stop.

6.4 New Utility Service Applicants wishing to complete Service Connections for Service Connections approved through Form 1 Utility Service Application as outlined in Meter Policy 2012-01 will be provided Interlake Preferred Vendors List to contract vendor for required work to complete required Service Connections.

7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Final Approver	Public Utility Board	RESOLUTION: 84-22	July 5, 2022

8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
March 17, 2022	1	Northbound Planning	Initial release

Appendix A Policy 2022-01
Preferred Vendor Application Form

I hereby apply to be considered as a preferred vendor for:

Excavation:

- Water Line installation from Distribution Line to Curbstop;
- Water line installation from Curbstop to Building;

Plumbing:

- Curbstop installation;
- Interior Water Line connection(s) for Water Meter to be installed.

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Years Company In Service: _____

Email: _____

Phone: _____ Cell: _____

Contact Person: _____

GST #: _____

Please find attached the following:

- Proof of Liability Insurance (minimum \$5,000,000)
- Proof of WCB account in good standing
- References (3)
- Proof of Trade Certification

Application Date: _____

Applicant Name: _____ Applicant Signature: _____

Application signature verifies that any custom work completed for Interlake Service Connections once approved as Interlake Preferred Vendor will be to the standards outlined in relevant Interlake Policies.

Office Use:

Application will be reviewed by Administration and written confirmation of application status will be provided to applicant within 7 business days. Approved applicants are required to submit annual confirmation of Liability Insurance and WCB standing to remain on Preferred Vendor List.

Application Status:

- Approved
- Denied

Administrator Signature: _____ Date: _____

Notes: _____