

	INTERLAKE WATER UTILITY POLICY	NO.	2022-03
	POLICY TITLE: SEASONAL WATER METER MAINTENANCE	EFFECTIVE DATE:	April 05, 2023
		REVISION LETTER:	R1
		FINAL APPROVAL	Resolution: 24-23

1.0 PURPOSE

- 1.1 To outline **Interlake Water Utility Board** procedures for seasonal water meters, which includes:
- a) Seasonal water meter installations and distribution line water flow activation.
 - b) Seasonal water meter collection and distribution line water shut-off.

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 defines the procedures concerning annual seasonal water meter installation and retrieval through the seasonal water activation and shut off for the Resort Village of Cochin.

4.0 DEFINITIONS

- 4.1 The following terms are defined as such but limited to:

“Administrator”: shall mean the individual appointed by the Interlake Water Utility Board for administering the procedures and policies of the public utility.

“Consumer”: shall mean the registered owner, purchaser, occupant, or other person in charge of the land or building to which water is being supplied by Interlake, and in whose name a water billing account has been established.

“Foreman”: shall mean the individual appointed by the Interlake Water Utility Board for the completing and monitoring the operations of the public utility.

“Interlake”: shall mean the Interlake Water Utility corporation.

“Interlake Water Utility Board/Utility Board”: shall mean 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.

“Municipal Consumer”: shall mean the Municipality for which receives treated water which is not accounted for through consumer meter reads and invoicing.

“Municipal Foreman”: shall mean the individual appointed by the Resort Village of Cochin to complete the work/labour for seasonal water meter installation and activation in the spring and seasonal water shut-off in the fall.

“Shut-off”: shall mean an interference with, or discontinuance of, the supply of water to a parcel of land, building or portion of a building situated upon a parcel of land.

“Seasonal”: shall mean operational from Spring to Fall, generally from May through October, exact dates are weather dependant.

“Unaccounted-for Treated Water”: shall mean water that has left the Interlake Water Treatment Plant and entered distribution system though was not accounted-for in consumer meter reads or consumer invoicing.

5.0 RESPONSIBILITIES

- 5.1 The **Administrator** is responsible for ensuring compliance to this policy.
- 5.2 The **Foreman** is responsible for the implementation of this policy.
- 5.3 The **Utility Board** shall review this policy every three years for compliance and effectiveness of the policies.

6.0 IMPLEMENTATION

Seasonal Water Meter Activation

- 6.1 The **Foreman** shall ensure that treated water is flowing through **Interlake Water Utility Board** infrastructure to Resort Village of Cochin seasonal water distribution line(s). Water meter activation will be conducted in accordance with current operational procedures.
- 6.2 The **Municipal Foreman** shall ensure that treated water is flowing through Resort Village of Cochin infrastructure/distribution line(s).
- 6.3 The **Municipal Foreman** shall inform the **Foreman** of any issues with Resort Village of Cochin infrastructure requiring water shut off through the seasonal water activation process.
- 6.4 The **Foreman** shall provide assistance to the **Municipal Foreman** for main line water shut off in instances of line breaks/leaks.

Seasonal Water Service Shut-Off

- 6.5 The **Foreman** shall ensure that treated water is no longer flowing through **Interlake Water Utility Board** infrastructure to Resort Village of Cochin seasonal water distribution line(s). Water service shut-off will be conducted in accordance with current operational procedures.
- 6.6 The **Municipal Foreman** shall winterize seasonal lines after meter disconnection.

Invoicing

- 6.7 The Resort Village of Cochin shall be responsible for the expense of the **Foreman’s** time to complete spring seasonal distribution line activation and fall seasonal distribution line shut-off. As outlined in **section 6.17 of the General Procedures Policy**. Invoicing rates shall be the **Foreman’s** current hourly rates as set/approved by resolution.
- 6.8 The **Administrator** shall within 30 days of spring seasonal distribution line activation invoice the Resort Village of Cochin for the **Foreman’s** time to complete spring seasonal distribution line activation. Invoices will be subject to due dates and interest and outlined in **Utility Rates Bylaw**.
- 6.9 The **Administrator** shall within 30 days of fall seasonal distribution line shut-off, invoice the Resort Village of Cochin for the **Foreman’s** time to complete fall seasonal distribution line shut-off. Invoices will be subject to due dates and interest and outlined in **Utility Rates Bylaw**.

7.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

Seasonal Water Meter Maintenance Procedure