



Policy #4 – Water Line & Valve Infrastructure Maintenance

Approval Date: January 11, 2018

Policy Statement

This policy applies to water shut offs when there is construction or maintenance required.

Procedure

1. For new installation, see Policy #2 Municipal Utility Service for requirements.
2. When a valve or line requires maintenance, the Public Works Foreman shall advise the CAO and a project file is started and the following steps are followed:
 - a. Contact Alberta Environment to advise of work being proposed
 - b. You will be required to give them the following information:
 - approval #757-02-00
 - number of residents involved
 - how we are going to notify
 - c. Note reference number that Environment advises us for the file
 - d. Water tests are to be completed before & after at the site of work, upstream and downstream where valves are turned off:
 - bacterial tests
 - turbidity
 - chlorine
 - e. When work is completed, contact Alberta Environment and advise
3. Advise residents by notice to be hand delivered the day prior to the work being proposed.
4. When the whole town is to be shut off, the following will be completed:
 - a. Notices will be posted at Post Office, Community Bulletin Board, Delia Store and Lukes Coffee Shop
 - b. Businesses will be notified directly, where possible
5. When there is an unscheduled or emergency interruption of water service, the Public Works Foreman and the CAO will be notified as soon as possible; the Fire Chief will be notified of possible water shortage in case of emergency.