

<p align="center">TOWN OF COALHURST POLICY & PROCEDURE MANUAL</p>	<p>SECTION: <i>WATER SYSTEM</i></p>
<p>POLICY: <i>WATER METER ACCESS</i></p>	<p>POLICY NUMBER: <i>41-02-04</i></p>

PURPOSE

To establish a policy for access to residences and businesses for the purpose of installing, replacing or repairing water meters.

ADMINISTRATION POLICY

1. Notification forms are to be hand delivered by Town staff, to the property. The four attached forms are to be delivered separately in order of forms 1 through 4 with a minimum of 7 days between each form delivery.
2. Effort must be made to speak to the resident or business owner directly to arrange a mutual time for Town staff to install, repair or replace the meter.
3. Town staff must record the property address, and the date that each of the forms 1 through 4 were hand delivered to the property.
4. In the event that after all 4 notices are delivered and the Town staff have not been contacted by the property owner or tenant to arrange a time for access, the town employee will notify the Director of Operations who will make a final attempt to contact the property owner to arrange access.
5. If the Director of Operations cannot arrange access, then at the discretion of the Director of Operations, a water disconnect notice (attached) will be hand delivered to the property and the water will be disconnected at the curb stop, in accordance with the Town of Coalhurst Bylaw No. 319-06 and the Municipal Government Act of Alberta. The water service will remain disconnected until such a time as access is granted to make the necessary installation, repair or replacement of the water meter.

FORMS:

- Water Meter Repair Notice – 1
- Water Meter Repair Notice – 2
- Water Meter Repair Notice – 3
- Water Meter Repair Notice - 4
- Disconnect Notice – 5