



## **ORGANIZED HAMLET WATER DISTRIBUTION SYSTEM OPERATIONS**

Policy Objective	To ensure that Organized Hamlet water systems are operated in a safe, responsible fashion
Authority	Resolution # 217/2018
Supporting Bylaw	
Related Policy(s)	

### **LEGISLATIVE AUTHORITY**

### **OBJECTIVE**

This water distribution system operations policy is implemented to ensure that all public water sources within the boundaries of the Rural Municipality of McKillop No. 220 (the RM) are operated in a safe and responsible fashion

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legally distributed is available to the ratepayers. Council also recognizes its responsibility and accountability to all ratepayers. By implementing this policy, Council seeks to reconcile these two objectives.

### **SCOPE**

Establishment of a framework setting out the requirements for all Organized Hamlets that have a water distribution system within the boundaries of the Organized Hamlet.

### **DEFINITIONS**

- a) "Council" means the Council of the Rural Municipality of McKillop No. 220
- b) "RM" means the Rural Municipality of McKillop No. 220

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Policy #: **OH-007**

Policy Title: **Organized Hamlet Water Distribution System Operations**

Date Approved: **May 22, 2018**

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## **POLICY**

### **1. Water System Operators**

- 1.1. Every individual who works in or around the water system in an Organized Hamlet must be registered as a Water System Operator for the Organized Hamlet with the RM administration office.
- 1.2. Every Organized Hamlet Board must create a specific job description for the Water System Operator position. This job description must be filed with the RM administration office and a copy supplied to the Water System Operator. The Water System Operator job description must be reviewed by the Organized Hamlet Board annually no later than January 31 and an updated copy indicating the date of the review must be filed with the RM. administration office no later than February 28.
- 1.3. The Water System Operator must possess, at minimum, a Small Systems Water Treatment Certificate and a Small Systems Water Distribution Certificate, if the Organized Hamlet operates a distribution system. A copy of the current, valid Small Systems Water Treatment Certificate and/or Small Systems Water Distribution Certificate must be filed with the RM administration office.
- 1.4. It is the responsibility of the Water System Operator to ensure that the water system is operated in compliance with the requirements of Water Security Agency.
- 1.5. All testing of water samples must be completed on the schedule set out by the Water Security Agency.
- 1.6. Water System Operators are expected to be financially compensated by an Organized Hamlet Board for their work.

### **2. Water System Inspections**

- 2.1. A copy of the Permit to Operate issued by Water Security Agency must be filed with the RM administration office immediately following renewal of the Permit to Operate.
- 2.2. A copy of each water system inspection report prepared by a Water Security Agency official or a Saskatchewan Public Health official must be filed with the RM administration office immediately following the completion of the inspection.



- 2.3. All daily water system inspection information must be recorded on the document prepared by the RM. administration office and distributed to the Water System Operator. This document must be reviewed and signed by the Organized Hamlet Board Secretary at the end of each month.
- 2.4. Any compliance issues identified during the inspection must be addressed immediately following the inspection. It is the responsibility of the Organized Hamlet Board to arrange a meeting with the RM Council to determine the way in which the compliance issue will be addressed.

### **3. Water System Monitoring**

- 3.1. A copy of the daily water system monitoring record document must be filed with the RM. administration office at least semi-annually.
- 3.2. The annual water report required by Water Security Agency must be filed with Water Security Agency and the RM. administration office by the Water System Operator no later than January 31 in the year following December 31 in the year to which the report applies.

### **4. Water Distribution System Fees**

- 4.1. All water distribution system fees must be administered by the RM. administration office and all invoices for water distribution system fees must be prepared and distributed by the RM administration office.
- 4.2. It is the responsibility of the Organized Hamlet Board to notify the RM administration office of the fees to be charged for water service no later than September 15 of the year prior to January 1 of the year to which the fees will apply. This notice is required in order that the necessary bylaw may be prepared, adopted and approved by Saskatchewan Municipal Board for implementation on January 1 of the year to which the fees apply.
- 4.3. Following completion and approval of the initial water system fee bylaw, the rates in this bylaw shall remain in effect until the Organized Hamlet Board notifies the RM administration office of an adjustment to be made to the fees charged. Any changes to fees may not be implemented until approval of the Saskatchewan Municipal Board is received.



- 4.4. All water fees invoiced by the RM. administration office must be collected by the RM administration office and a receipt must be issued for the receipt of payment.
- 4.5. At yearend, any surplus funds identified when the expenses of operating the water distribution system are deducted from the fees charged for water system usage must be transferred to a reserve account established for the Organized Hamlet. The reserve account is specifically meant for future improvements to the water system.
- 4.6. If a water system is being operated in a perpetual deficit, it is the responsibility of the Organized Hamlet Board to establish a fee structure to ensure that the water system begins to run at either a break-even level or at a surplus level.