

TOWN OF TWO HILLS



Policy Number: 2008-03

Date of Issue: March 10, 2008

Policy Subject: **CURB STOP SHUT-OFF REPLACEMENT**

POLICY STATEMENT:

The purpose of this policy is to provide guidelines for the orderly operation and maintenance of curb stops.

PROCEDURES:

1. Curb stops are to be installed in all new services or when a house is replaced on a property.
2. Curb stops and their operation are the responsibility of the Town of Two Hills.
3. Curb stops will be replaced on an as needed basis.
4. Curb stops will be replaced as budget permits.
5. Request for curb stop shut offs shall be directed to the town office.
6. Properties that will remain unoccupied indefinitely or which are being winterized shall be considered for curb stop shut offs. A charge of \$50.00 shall be imposed for all shut off requests, payable in advance. A further \$50.00 fee will be charged for re-connection of services, also payable in advance.
7. If properties will be vacant for a period of time, the owner/landlord may make a request to have the utility account placed on "vacation disconnect" status. Accounts which have a "vacation disconnect" status shall be charged a flat fee per month providing that the monthly consumption of water does not exceed 200 gallons.
8. A charge of \$50.00 will be levied against any utility account prior to re-connection of services which have been disconnected as a result of non-payment.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

