THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 1-2012

Being a By-Law to Amend By-Law Number 44-2009 Being a
By-Law to Adopt the Manual Governing the Policies and
Procedures for the Corporation of the Town of South Bruce
Peninsula (Water Meters)

WHEREAS Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a
municipality has the capacity, rights, powers and privileges of a natural person for the purpose of
exercising its authority under this or any other Act;

AND WHEREAS Section 11 of the Municipal Act, 2001, c.25, as amended authorizes
municipalities to pass by-laws regarding the accountability and transparency of the municipality
and its operations;

AND WHEREAS Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes
the municipality to adopt and maintain policies with respect to the manner in which the
municipality will try to ensure that it is accountable to the public for its actions, and the manner
in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS the Council of the Corporation of the Town of South Bruce Peninsula
adopted a Municipal Policy Manual and desires to amend said by-law by adding a policy
regarding water meters.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF
SOUTH BRUCE PENINSULA ENACT AS FOLLOWS:

1. THAT the policy regarding Water Meters, be numbered appropriately and be added to
   the Municipal Policy Manual.

2. THAT all by-laws and policies inconsistent with this by-law are hereby repealed and
   replaced with this by-law.

3. THAT this by-law shall come into full force and effect upon the final passing thereof.
READ a FIRST and SECOND time this 3rd day of January, 2012.

MAYOR

LERK

READ a THIRD time and FINALLY PASSED this 3rd day of January, 2012.

MAYOR

LERK
Water Meters

PURPOSE:

To provide direction for municipal officials to administer water meters.

POLICY:

A. Definitions:

Attempted Installs
- Appointment was made, however, installation issues prevented the meter from being installed,
- Properties exempted by the Town, as additional plumbing/repair work to be completed by the property owner prior to a water meter being installed
- During the duration of the Neptune Contract with the Town
- As determined by Neptune Technology Group (Canada) Limited

Not Attempted Installs
- Property owner made no attempt to book an appointment,
- Property owner did not arrive for a scheduled appointment,
- Property owner refused to have a water meter installed,
- Property owner cancelled the appointment
- During the duration of the Neptune Contract with the Town
- As determined by Neptune Technology Group (Canada) Limited

Basic and Standard Install: An install where a branch line and shut off valve are visible and accessible, requiring no more than two fittings, no modification to the branch line and no modification to the valve

B. MUNICIPAL PROPERTIES:

The cost will be covered through the general tax levy.

C. ATTEMPTED INSTALLS:

- Include water users who have received exemption letters
- No additional costs will be incurred by the water user for a basic and standard install
- In situations where extra work is required above a basic and standard install the cost will be incurred by the water user
- If repairs or improvements are required to existing plumbing prior to water meter installation, those costs will be incurred by the water user
- The water user will arrange with the Building Department for a licensed plumber or a licensed installer to proceed with installation
- A standard form will be completed by the Building Department
- The Town licensed plumber or installer will come to the Building Department to pick up the water meter, two tail fittings, the security wire/seal and the completed standard form
- The Town licensed plumber or installer will install the water meter with the security wire/seal and have the home owner sign the standard form
- The Town licensed plumber or installer will notify the Building Department and arrange for a final inspection
- The Town licensed plumber or installer will return the standard form to the Building Department
- The Building Department will distribute copies of the form to the appropriate departments.

**NOT ATTEMPTED INSTALLS:**

- The Town of South Bruce Peninsula will be providing a subsidy of up to $525.00 for a current water system user that has a water meter installed
- The subsidy of $525.00 is intended to cover the cost of the water meter, the required plumbing inspection, and installation costs in accordance with the Fee By-Law
- The water system user will come to the Building Department to pick up a water meter, two tail fittings and the security wire/seal
- A standard form will be completed by both the municipal official and water user
- The installation will need to follow the requirements outlined in the By-Law for newly constructed buildings or substantial renovation value greater than $75,000
- Once the meter and security wire/seal is installed by a licensed plumber or licensed installer on behalf of the water system user, they are to notify and set up an inspection date with the Building Department
- Once the inspection has been completed and passed by the Building Department, the standard form will be distributed to the necessary departments
- At this time, the user must submit their receipt from their plumber/installer to the Building Department
- The Building Department will confirm that a final inspection has been passed on the water meter and then they will forward the receipt to Finance for reimbursement of costs up to the subsidy amount.
AFTER JULY 30, 2012

- All costs will be incurred by the water user
- The water system user will come to the Building Department to pay for and pick up a water meter, two tail fittings, the security wire/seal, and a plumbing inspection
- A standard form will be completed by both the municipal official and water user
- The installation will need to follow the requirements outlined in the By-Law for newly constructed buildings or substantial renovation value greater than $75,000
- Once the meter with security wire/seal is installed by a licensed plumber or licensed installer on behalf of the water system user, they are to notify and set up an inspection date with the Building Department
- Once the inspection has been completed and passed by the Building Department, the standard form will be distributed to the necessary departments

D. METER LEAKAGE:

WATER SYSTEM USER RESPONSIBLE:

- The water system user will contact the Building Department to advise that they have a leaking water meter
- The Building Department will arrange for either the Chief Building Official or the Building Inspector to conduct an inspection. The Chief Building Official/Building Inspector will determine whether it is the meter or the plumbing that is leaking.
- If the plumbing is leaking, an inspection fee of $75.00 will be invoiced to the water user for the inspection
- The water user will be responsible to contact a plumber to fix their leaking plumbing at the water user’s expense

TOWN RESPONSIBLE:

- The water system user will contact the Building Department to advise that they have a leaking water meter
- The Building Department will arrange for either the Chief Building Official or the Building Inspector to conduct an inspection. The Chief Building Official/Building Inspector will determine whether it is the meter or the plumbing that is leaking.
- If the water meter is leaking, the finance department will transfer $75.00 from the respective water system as a maintenance charge to the Building Department for the inspection cost
- The Building Department will arrange for the Town licensed plumber/installer to fix the water meter at the Town’s expense
- The Town licensed plumber/installer will contact the Building Department to do a final inspection