THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 45-2012

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 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 amending the policy
regarding water meters.

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

1. THAT policy BU.4.1 of the Municipal Policy Manual regarding the Water Meter Policy
attached hereto, be amended in 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 THAT all by-laws and policies inconsistent with this by-law are hereby repealed and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 April, 2012.

READ a THIRD time and FINALLY PASSED 3rd day of April, 2012.
Water Meters

PURPOSE:

To provide direction for municipal officials to administer water meters.

POLICY:

A. Definitions:

**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.

**Subsidy Amount**: A subsidy of up to $645.00 is intended to cover the cost of the water meter, two tail fittings and the security wire/seal, the required plumbing inspection, and installation costs. For the purpose of this policy the subsidy will remain in effect until July 30, 2012.

B. MUNICIPAL PROPERTIES:

The cost will be covered through the general tax levy.

C. WATER METERS

- The water system user or agent 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 or agent.
- 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.
  - 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.
- 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:

• 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.

WATER SYSTEM USER RESPONSIBLE:

• If the plumbing is leaking, an inspection fee will be invoiced to the water user for the inspection, in accordance with the fees bylaw
• The water user will be responsible to contact a plumber to fix their leaking plumbing at the water user’s expense

TOWN RESPONSIBLE:

• If the water meter is leaking, the finance department will transfer from the respective water system a maintenance charge to the Building Department for the inspection cost, in accordance with the fees bylaw
• 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
DATA LOGGER FLASHLIGHT:

In circumstances where a water system user is questioning their water consumption;

- The water system user will contact the Utility Clerk to advise that they have questions regarding their water consumption
- The Utility Clerk will arrange for staff to attend the property and complete a data logging, for which the water system user will be charged a fee in accordance with the fees bylaw
- The Utility Clerk will process the data logging reports (hourly and daily intervals) and forward the information to the water system user.