



# TOWN POLICY

## ADMINISTRATION POLICY:

# Water Meter Policy

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-069

**APPROVAL:**   
APPROVED BY CAO  
Jeff Shaw

**EFFECTIVE DATE:** May 31, 2005

**SUPERSEDES:** Policy #W-10

**UP FOR REVIEW:** December 20, 2021

- 1) All new water service connections require a water meter be installed.
- 2) Shut Off Valves
  - All water service connections shall be provided with a water shut off valve placed immediately inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for protection of the building, pipes, or fixtures, or to prevent Bleeding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.
- 3) Supply of Meters
  - The Town of Cardston will supply meters up to 3/4". All sizes above 3/4" to be paid for by the owner. The Town of Cardston will supply external readouts. All water meters and external readouts supplied by the Town shall at all times be the property of the Town. The Town may from time to time, or at any time, authorize an individual, firm or corporation to install, maintain, repair and replace water meters.
  - All Commercial Businesses shall pay cost of meters and readouts.
- 4) Access to Premises
  - For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the C.A.O. given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.
- 5) Protection and Maintenance of Meters and Service Pipes





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- An owner is responsible for the safe-keeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may effect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied and installed by the Town that may be damaged from the foregoing cause or any other causes within the owner's control.

## **6) Installation of Water Meters**

- The owner shall make provision and install the water meters in a horizontal position. If an inspection indicates the installation has not been carried out as indicated, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owners sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

## **7) Relocation of Water Meter Piping**

- No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or his authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.

## **8) Building Alteration and Relocations**

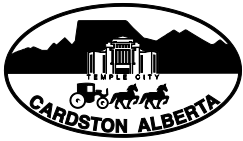
- If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection. All costs associated with relocating, the water meter, including Town costs shall be paid for by the owner.

## **9) Location and Installation of External Read-outs**

- Owner shall install the external readout wire from the water meter to an exterior location near the power meter.

## **10) Relocation of Water Meter Remote Read-outs**





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- If the Town is dissatisfied with the location of any remote readout due to alterations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

## **11) Notification of Malfunction**

- A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

## **12) Removed or Stolen Meter**

- If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

## **13) Water Utility Initial Turn On**

- Water control valve or curbstop to be activated only by employees or individuals authorized by the Town of Cardston.
- The owner or his authorized agent must make a written request for services at the Town office when they require the water to be turned on. Conditions herein must be complied with before the water service can be turned on.



