

	Water Meter Policy
	Section:
	Policy # Pg. 1 of 4
Revision Date:	Issue Date: April 25, 2022
Approved by: Council	Review Date:

PURPOSE

The Purpose of this document is to outline Township of Wilmot Utilities requirements and responsibilities for properties requiring water meters, multi-metering and meter chambers.

SCOPE

Ontario Building Code article 7.6.1.3(5) states where a water supply is to be metered, the installation of the meter, including the piping that is part of the water meter installation and the valving arrangement for the meter installation, shall be in accordance with the water purveyor’s requirements.

This policy and procedures shall be applied to all properties in the Township of Wilmot where a water service (domestic and fire) is provided from the distribution system to the property where a water meter or meter chamber is to be installed.

DEFINITIONS

- **Ontario Building Code** – the regulation governing building construction in Ontario
 - **Water Supply** – source water provided by local Municipality
 - **Multi Metering (sub - metering)** – is water meters installed into individual units within a development.
 - **Water meter** – an instrument for recording the quantity of water passing through an outlet: a machine that measures how much water is used in a building
 - **ERT** – Encoder Receiving transmitter
 - **Meter chambers** – is an inspection chamber for water meter assemblies, the chamber can be installed anywhere where a water meter cannot be installed inside a building or where the place to affix the water service pipe is too far from the building.
 - **Secondary water meters means** – Privately owned water meter that measures other units in a building that is installed after the Municipal water meter.
 - **Water Purveyor** – The Supervisor of the Water Utility which has a Ministry of the Environment and Conservation and Parks license equal to or greater than the class of the municipal system and designated by the Municipal owner. Also referenced as the Overall Responsible Operator (ORO).
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STANDARDS AND PROCEDURES

Multi Metering

One (1) Township owned meter will be placed in each single family residential, multi-family residential, commercial, industrial and institutional Property, (one water service-one meter) unless approved by the Township with the following exceptions:

- Street facing dwellings, individually owned and containing a municipal address with a separate water service from the primary watermain and no interconnected plumbing. (ie. street fronting row housing); or
- Existing multi-metered properties.

All Water Meters including an Encoder Receiver Transmitter (ERT) must be installed prior to occupancy. The size, type and manufacturer of the Water Meter shall be approved by the Township's Utility Department, prior to installation.

All water used in the above-mentioned property will pass through such meter and the owner of the property shall be held liable for water charges.

Secondary meters may be purchased for the convenience of the owner, as in apartment houses or multiplexes, at the owner's request and expense. All secondary meters shall be installed in a manner so that all water supplied passes through the Township meter prior to passing through the secondary meter. Secondary meters shall not be read or billed separately or maintained by the Township. For properties that have cistern(s) an additional meter must be purchased and installed for calculation of sewage discharge.

A shut off valve shall be installed immediately adjacent to the point at which the water connection enters the Premises. This valve shall be located in a readily accessible area. The installation and maintenance will be at the expense of the Property Owner / Builder.

All connections supplying water from the Water Systems, for potable / fire use, shall be equipped with a Water Meter immediately adjacent to the shut off.

Both the Water Meter and the ERT shall be in locations which is always readily accessible to the Township for the purposes of obtaining a reading from said meter.

Water Meters shall be installed inside a heated building unless otherwise determined by the Township's Utility Department.

The Township shall maintain, repair or replace all Township owned Water Meters, as deemed necessary. No other person shall remove a Water Meter for any reason, except for the Township. If it is determined that a Water Meter fails as a result of tampering or negligence as determined by the Township, full cost recovery for such repair or replacement shall be that of the Property Owner.

Meter Chambers

If the Township receives an application/permit for a new water service and determines that the Water Meter cannot be located inside the building or structure in accordance with the Township's

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Standards, and / or Properties with multiple buildings the Township Public Works and Engineering Department may approve the installation of the Water Meter in a Water Meter chamber.

The Water Meter chamber shall be supplied and installed at the Owner's expense. The Water Meter chamber shall meet Township Standards. The Township will own the Water Meter, however the Owner shall retain ownership of the Water Meter chamber and any valves, including Backflow Valves if required.

For properties that have a water service of 30m or more from the watermain to the house a meter pit will be required to be installed at the property line or as per Township requirements.

Water meter chambers shall be located at or near the Property line of the property, unless the Director of Public Works and Engineering has given approval for an alternative location.

No Owner shall have access to a Water Meter chamber other than a person authorized by the Township.

Meter Set Drawings

Applicant is to provide meter set drawings through plan submission process showing but not limited to installation, material, and design requirements for the site. Typical standard meter set drawings attached.

ASSOCIATED DOCUMENTS

- Meter Chamber Drawing & Details – Std. Dwg. No. WIL-DET-41
- Remote Mounting Post Detail – Std. Dwg No. WIL-DET-22-42
- Ontario Building Code Act

RESPONSIBILITIES

Engineering

- Review, inspect and accept of servicing plans for site plans and subdivision development
- Issues Permits
- Follows Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS), OPSS MUNI, MOECP, Drinking water legislation

Utilities

- Review servicing site plans
- Follows Administration Policy
- Supplies meter, final inspection once installed

- Maintains and repairs infrastructure
- Follows DGSSMS, AWWA C651-14, MOECP, OPSS MUNI

Development Services

- Infil and site plan approval authority
 - Review / coordinates subdivision applications
 - Incorporates Administration Policy to all development permits
 - Reviews, accepts, issues permits, inspects under the OBC specifically part 7 on site servicing projects.
 - Collects meter fees
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COMMUNICATION

Engineering – Permit process

Development Services – Developer agreements, building permit processes.

Utility – meter supplier, site inspections, installation, maintenance and repair infrastructure.
