

**Interlake Meter Policy**

December 21<sup>st</sup>, 2011

**Revised:** April 10<sup>th</sup>, 2012

**Revised:** January 12<sup>th</sup>, 2016



## INTERLAKE WATER UTILITY

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**Policy Title:** **Meter Policy**

**Date Approved:** December 21<sup>st</sup>, 2011

**Effective Date:** January 1<sup>st</sup>, 2012

**Revision Dates:** April 10<sup>th</sup>, 2012

**Purpose:**

The purpose of this policy is to establish rules for the installation and usage of water meters for the subscribers of the Interlake Water Utility.

**Policy:**

**1. Installation of Meters**

Every subscriber must have a meter supplied by the Utility. All meters shall be installed according to the guidelines set out in the by-laws of the water utility unless approval is given by the utility to do otherwise.

**1.1 General Guidelines**

- a. Each subscriber must make application to the water utility for service and secure a plumbing permit, before installing a water meter.
- b. Each connection shall have only one meter.
- c. All meters shall be owned by the utility.
- d. The size of meter will be determined by the utility.

*see bylaw  
 # 11/13.  
 Part VI #42  
 very confusing  
 meter bought by  
 consumer - but  
 utility owns ??*

- e. All meters will be supplied by the utility and installed by the utility or a qualified contractor approved of by the utility.
- f. Consumers will be responsible to provide access to their property to enable installation of the meter
- g. The cost of the meter is listed in the "Tariffs & Rates Policy" & is payable upon making application for water. The cost of installation of the meter and installation materials cost will be an additional cost to the subscriber and will be dependent upon the method of installation as in (e) above.
- h. Seasonal meter connections require special installation methods as directed by the utility.

### 1.2 Meter Changes – Changing from Seasonal to Year Round

Any subscriber who is changing his/her existing service from seasonal to year round will require their water meter be relocated. The utility or a qualified plumber approved of by the utility will remove the water meter from the summer meter box and install the meter in the new location to be identified by the Utility. The costs for abandoning the summer connection and the new installation of the meter will be paid by the subscriber.

## 2. Meter Reading and Payments

Meters will be read quarterly in January, April, July, and October. A consumption charge, based on usage, plus a fixed charge will be charged each quarter. These charges are set in the Interlake "Tariffs & Rates Policy."

## 3. Care of Meters

Consumers will provide adequate protection for the meter supplied by the utility, against freezing, heat, or any internal or external damage. Damage to a meter due to

the negligence of a consumer will result in the consumer being responsible for meter replacement costs based on the actual cost of labour, material and equipment.

- a. Consumers shall not obstruct or impede direct and convenient access to meter equipment for the purpose of inspection, removal, repair, replacement or reading.
- b. All problems with meters should be reported to the water utility office.

#### **4. Tampering with Meters**

- a. Consumers shall not break or tamper with any meter.
- b. If the utility must replace a meter due to tampering or abuse by the consumer, then the consumer will be responsible for meter replacements costs based on the actual cost of labour, material, equipment and a prorated water usage estimate calculated by the utility.

#### **Procedures:**

##### **1. New Connections**

- a. The subscriber will contact the Interlake Water Utility to make application for service by completing the Form 1 - Utility Service Application and Form 2- The Water Supply Agreement.
- b. The subscriber must also obtain a plumbing permit from the health region. The Prairie North Health Region inspector will inspect the plumbing and notify the Interlake water utility that the plumbing has passed inspection and the meter can be released
- c. The subscriber will pay all costs required for initial connection to the system.
- d. The subscriber will make arrangements for a Utility approved plumber or contractor to install the meter, or will make arrangements for installation by the utility.

- e. The subscriber will advise the utility office once the meter is installed.
- f. Seasonal residents must obtain approval and direction for how their meters will be installed.

**2. Connect / Disconnect / Termination of service**

- a. The subscriber must first complete Form 1 - Utility Service Application.
- b. The subscriber shall make payment in full to the utility for all charges.
- c. The subscriber will make arrangements for Interlake's access to the meter.