

**NUMBER:** MS W - 003  
**SUBJECT:** WATER METER INSTALLATION POLICY  
**DEPARTMENT:** MUNICIPAL SERVICES – WATER  
**APPROVED:** Council Motion 332.15  
**EFFECTIVE:** October 14, 2015

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- 1) Payment for water meters is due at the time a development permit application is submitted.
- 2) A \$500 refundable deposit will also be required to be paid when the development permit application is submitted. This refundable deposit will be used to ensure that the water meters are installed at the correct time.
- 3) Curb stops can only be turned on for pressure testing and then turned back off until the Town has been contacted and a meter is installed.
- 4) The Town's utility department must be contacted to install the water meter once the following is completed:
  - (a) Project is at the stage of needing a water meter
  - (b) MXU wire installed by electrician
  - (c) Two isolation valves are installed for water meter
  - (d) Heating is installed and turned on when the temperatures are below the freezing mark
- 5) Water meters **MUST** be installed once structural construction is complete and **BEFORE** any landscaping is installed.
- 6) Occupancy shall not take place until a water meter is installed.
- 7) Failure to comply with the above conditions will result in the \$500 refundable deposit being forfeited.