

CITY OF WELLAND

POLICY

Policy Title: Water Meter Installation/Removal	
Date of Approval: February 7, 1995	Policy Number: SER-018-0003
Lead Role: City Engineer	Support Role: Manager, Public Works
Cross Reference:	Next Review Date:
Council File Number: 93-112	Revision Date:

Policy Statement:

The following steps should be followed when a meter is required for a newly built structure:

- 1) At the home a building permit is issued, the applicable fee for the water meter & installation will be collected by Development Services.
- 2) A list of all rough in plumbing inspections regarding new development is forwarded to the Meter Installer for installation purposes on a weekly basis by Development Services.
- 3) Installation of all new water meters and appurtenances must be completed prior to final inspection/occupancy.
- 4) Meter installer will forward all meter installation sheets to the service centre's Finance Division to update customer records.
- 5) At this point, a new water account will be opened for the customer and billings will follow on the next regular billing cycle.

The following steps should be taken when reinstalling or removing existing meters:

1. When the customer requests the reinstallation or the removal of a water meter, the Meter Repair Man will make the necessary arrangements to ensure the above request is completed.
2. The Meter Repair Man will provide the applicable record of completion to the Service Centre and the Finance Division to update Customer Records.
3. The Service Centre forwards a request to the Finance Division to invoice the customer for meter reinstallation/removal. Invoicing will be based on actual costs including materials.