

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Section</i>	Works and Operations	<i>Classification</i>	Policy
<i>Subject</i>	Water Meter Installations	<i>Pages</i>	2
<i>Authority</i>	Council	<i>Effective Date</i>	August 8, 2000
<i>Approved (date and resolution number)</i>	August 8, 2000 – Res. #23	<i>Index Number</i>	W/O-001

**ISSUE**

On occasion water meters have been installed in spaces that are inconvenient for service, repair and/or reading. The result means an increase in labour costs to the Town of Morden and an inconvenience to public works employees.

**OBJECTIVE**

To establish a policy for water meter installation that provides the necessary control for placement of water meters.

**POLICY**

Following are the policies for installation and servicing of water meters:

1. The Town of Morden will install/remove the water meter and prior to installation of a water meter must approve plumbing provisions.
2. Water meters will be installed in an open accessible area providing convenient access for servicing, repair and reading.
3. In the event a water meter is placed in a crawl space, provision shall be made so that a reading can be obtained without having to enter the crawl space.
4. In the event a water meter is placed in a confined area, placement shall be such that access to the water meter is readily available for reading, repair, etc.
5. The Town of Morden shall be notified immediately when a seal is broken, or a water meter is moved for any reason. If a seal is found to be broken there shall be a \$25.00 charge if notification was not made.
6. Repair costs as a result of damage due to frost or abuse will be the responsibility of the property owner.
7. Evidence of tampering will result in the property owner being charged the equivalent on an average quarterly water bill for the property.
8. The town of Morden shall not be responsible for damage incurred as a result of a water meter that was enclosed or built in a space where access for reading or repair was not approved.

## **APPEAL**

Relief from this policy may be appealed to the Council of the Town of Morden by written request or appearance before Council as a delegation. Council's final decision must be in the form of a resolution passed at a regular Council meeting.