

Water Meter Inspection Policy 221, 2025

The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on **June 9, 2025**.

PURPOSE

The purpose of this policy is to establish a reasonable duty of care for District of Lake Country ("District") water meter inspections, repairs and maintenance considering budgetary limits and available personnel and equipment, balanced against the nature and quality of the risk involved.

This policy establishes the procedures for the inspection of water meters existing within the District as of May 31, 2025.

POLICY

1. SCOPE

- 1.1 This policy applies to water meter inspections, repairs, and maintenance conducted by a Utility Operator:
- (a) in response to a Service Call, or
 - (b) when attending a property for another District related matter and the water meter is readily accessible.

2. REPAIR AND MAINTENANCE

- 2.1 Where a Utility Operator attends a property as per Section 1.1 (a) or (b), they shall:
- (a) inspect all water meters that require service for wear, damage and proper sealing;
 - (b) immediately replace any faulty gaskets with a black neoprene gasket;
 - (c) immediately replace any orange gaskets with a black neoprene gasket regardless of their condition.

3. NEW SERVICE INSTALLATIONS

- 3.1 All new water meter installations shall be placed within a water meter pit within the District's right of way.
- 3.2 The homeowner or applicant is responsible for installing a new water meter and water meter pit resulting from construction or development.
- 3.3 Installation of water meters and water meter pits must comply with District regulations and standards.

4. SERVICE LEAKS

- 4.1 Where a Utility Operator attends a property as per Section 1.1 (a) or (b) and a water meter leak is identified and deemed to be located on District property, the District will be responsible for installing a water meter pit to house the water meter.

5. RESPONSIBILITIES

- 5.1 Utility Operators are responsible for conducting inspections and repairs as outlined in this policy.
- 5.2 Utility Supervisors are responsible for ensuring compliance with the policy and providing the necessary training to Utility Operators.
- 5.3 Utility Customers are responsible for promptly reporting any issues with water meters to facilitate timely repairs.

6. APPROVALS, AMENDMENTS AND ANNUAL REVIEWS

- 6.1 This policy will be reviewed annually to ensure it remains current and effective.

Date	Approver	Type

Original signed by Paul Gipps

Paul Gipps, Chief Administrative Officer

June 9, 2025

Date