

# Building Services and Water Services Notice

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## Changes to Water Metering Requirements for New Developments – effective July 1, 2018

**Attention:** Homebuilders, architects, engineers, industrial/commercial/institutional contractors

May 2, 2018

This notice provides supplementary information to the Building Services and Water Services notice released on February 12, 2018, advising of changes to water revenue meter placement and installation requirements and restrictions for residential developments (including rental apartment buildings and cluster townhouse sites) and industrial, commercial and institutional developments. Please be advised that these practices will come into effect for all building permits applied for after July 1, 2018:

### **1. The requirement for the installation of a single bulk City water revenue meter as part of all new construction of residential, industrial, commercial and institutional developments**

- The City will cease the practice of installing water revenue meters for separate, individual units within private developments.
- Planned servicing to such properties will be required to provide sufficient space for a single bulk water revenue meter, to measure all water fed to the entire private water system. This space may also be utilized for a premise isolation backflow preventer if one is required for the property.
- the City will seek to require the bulk water revenue meter to be located in the private building nearest to where the central water service enters the development, and to limit the use of meter pits/chambers (wherever possible) to reduce installation costs and eliminate health and safety concerns while conducting meter maintenance in the future. Control valves and Tee fittings will not be permitted to be installed in the water service between the location of the control valve located at the property line and the building control valve located immediately upstream of the bulk water meter.
- Home builders and contractors may request installation of a water revenue meter through a Bulk Meter Request Form to be posted on [guelph.ca/watermeter](http://guelph.ca/watermeter) effective June 1, 2018. Based on lead times in large diameter meter purchase and supply these requests are required a minimum of 6 weeks in advance of the desired time of installation.
- Drawings noting installation requirements for 1", 1.5", 2", 3" and larger diameter water revenue meters are provided as part of the appendix to this notice. Consistent with these drawings, the installation of meter bypass loops is

- discouraged as part of routine meter installation with all meter bypass loops to be approved at the sole discretion of Water Services.
- The City of Guelph Building Services Department will no longer collect a deposit for meter purchase/installation at the time of building permit application starting July 1, 2018. Effective on this date, Water Services will invoice home builders directly following meter installation for all costs in meter provision and installation consistent with rates approved by Council under the Water and Wastewater Fees and Charges By-law.
  - If property owners or condo boards have an interest in installing private-side water sub-metering past the single bulk water revenue meter, the City will provide support for such sub-meter installation through the Residential Sub-metering Program, with further information available on [guelph.ca/rebates](http://guelph.ca/rebates). Sub-meters installed privately will be for private use only and will not be read or billed by the City as individual water revenue meters.

**2. City provision of water revenue meter kits and the transition of water revenue meter installation responsibilities to contractors as part of new low-rise residential construction (single detached, semi-detached, on-street townhouses).**

- The City will provide water revenue meter kits (including the meter, tail fittings, a touchpad, a meter gasket, meter tag and a meter and wiring installation standards document) to homebuilders for direct installation as part of new low-rise residential construction.
- Home builders may request water revenue meter kits through a Meter Kit Request Form to be posted on [guelph.ca/watermeter](http://guelph.ca/watermeter) effective June 1, 2018. Based on lead times in meter kit supply these requests are required a minimum of 3 weeks in advance of the desired time of meter kit pick-up. Thereafter, requested water revenue meter kits will be available for pick-up by homebuilders at Water Services' FM Woods Operational Centre (29 Waterworks Pl, Guelph ON).
- The City of Guelph Building Services Department will no longer collect a deposit for meter purchase/installation at the time of building permit application starting July 1, 2018. Effective on this date, Water Services will invoice home builders directly following meter kit pick-up by authorized parties on behalf of the home builder at a cost of \$149 per meter kit. This rate per kit may be subject to future change as part of Council's annual review and approval of service fees under the Water and Wastewater Fees and Charges By-law.
- Should homebuilders have legacy water meter deposits from the time of building permit application and still have not had water meters installed as of July 1, 2018, Water Services will issue meter kits for units as required and provide a refund of any excess deposit held by the City following the time of meter kit pick-up if the homebuilder so chooses.
- A drawing noting installation requirements for ¾" residential water revenue meters is provided as part of the drawings in the appendix to this notice. Consistent with these drawings, the installation of meter bypass loops is discouraged as part of routine meter installation with all meter bypass loops to be approved at the sole discretion of Water Services.
- Confirmation of meter installation and information tracking will be recorded at the time of final plumbing inspection and will be required prior to permitting occupancy of the dwelling.

These changes are being introduced to address equity and fairness through water and wastewater billing and collections processes, to best delineate responsibility for public versus private infrastructure, and to respond to feedback received from the building community on potential enhancements to water revenue meter installation practices.

Should you have any questions in the interim regarding forthcoming changes to City water revenue metering practices please contact Water Services' Distribution Metering Technician, Mathew Newman, at [mathew.newman@guelph.ca](mailto:mathew.newman@guelph.ca) or by phone at (519)-822-1260 x2631.

For more information

**Building Services**

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**Water Services**

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