

## POLICY STATEMENT AND REGULATIONS

### Number 400.12

### AMR WATER METER RELOCATION

#### POLICY OBJECTIVE:

To set out the Policy to be followed with respect to an AMR water meter relocation program for District water customers wishing to have the AMR water meter moved outside of their home.

#### DEFINITIONS:

For the purposes of this policy:

“AMR” means Automated Meter Reading, an water meter that uses a radio frequency to transmit water consumption data.

“District” means the District of Summerland.

“Pit Meter” means a water meter installed in an underground chamber at sufficient depth to protect the meter from frost.

#### POLICY

1. The AMR Water Meter Relocation Policy is applicable to all existing and proposed AMR water meter installations.
2. The AMR Water Meter Relocation Policy is available to all District water customers.
3. Those wanting to relocate their AMR water meter are required to contact the District to obtain a *Confirmation Letter*, which will need to be signed by the customer(s) prior to proceeding.
4. For individual water meter installations, the following applies:
  - a. Customers wishing to have the AMR meter relocated can request to have the meter moved to the edge of their property as a Pit Meter.
  - b. The customer requesting that the AMR meter be relocated must sign a *Confirmation Letter* and pay an application fee to offset the costs associated with completing an estimate for the costs of relocating the AMR meter.
  - c. The fee for the meter replacement will be determined on a case-by-case basis, due to site-specific considerations at each location. A written estimate will be provided to the customer for review; work will not proceed unless an agreement to pay all associated costs is confirmed in writing by the customer.

- d. As no manual read is required for a Pit Meter, the customers' water bill will not be revised to include any additional monthly charges as a result of relocating their AMR meter.

#### REFERENCE MATERIALS

Attachment 1: AMR Water Meter Relocation Confirmation Letter

ADOPTED: November 27, 2017



13211 Henry Ave, Box 159  
Summerland BC V0H 1Z0  
Tel: 250-494-6451 Fax: 250-494-1415  
www.summerland.ca

Date

Name

Address

Summerland, BC V0H XXX

Property:

Account Number: XXXXX SAVE AS PDF BEFORE SENDING SO CUSTOMERS CANNOT EDIT

Water Meter #: XXXXX

Service Address: XXXX

Dear XXXXXXXX,

### Re: AMR WATER METER RELOCATION – CONFIRMATION REQUIRED

You are receiving this letter in response to your interest in relocating your AMR water meter to the edge of your property as a Pit Meter. The Fees associated with relocating an AMR meter is determined on a case-by-case basis, due to site-specific considerations at each location.

A \$85.00 application fee is collected in order to offset the costs associated with completing the estimate for relocating your AMR meter. A written estimate will be provided to you for your consideration. If you agree to proceed with the relocation of your water meter, all costs associated with relocating the meter must be paid by you, the customer.

### Authorization to Proceed with Estimate

I, \_\_\_\_\_, authorize The District of Summerland to complete a written estimate to relocate the AMR water meter at my Property, and agree to pay a non-refundable application fee of \$85.00 for this estimate. I understand that the estimate will be provided to me in writing, at which time I will have the option to authorize the work to proceed or not by completing page 2 of this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Staff Use Only:

| Date Application Fee Received | Receipt # | Staff Signature |
|-------------------------------|-----------|-----------------|
|                               |           |                 |



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### **AMR Water Meter Relocation – Confirmation**

Within 90 days of receiving your quote, please confirm or decline your desire to proceed with the AMR water meter relocation by signing either Option 1 or Option 2 as applicable.

#### **Option 1**

I, \_\_\_\_\_, request that the District of Summerland proceed with relocating the AMR water meter at my Property to the edge of the property. I agree to pay all costs associated with this meter replacement as per the written estimate provided to me and any subsequent adjustments thereof that may arise, in accordance with Water Bylaw 2014-019. I understand these charges will be billed to me through my current Utility Account, and I also understand that these charges are subject to change as the work proceeds, that I will be informed of any changes to the original estimate as new information becomes available and that I will pay the final and full amount invoiced to me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Option 2**

I, \_\_\_\_\_, do not wish to proceed with having the District of Summerland relocate the AMR water meter at my Property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this signed document (and any applicable application fee) to the District of Summerland via:

- In person – 13211 Henry Avenue, Summerland, BC;
- Mail – Box 159, Summerland, BC V0H 1Z0;

Should you have any questions regarding this matter, please contact the Water Utility at 250-494-0431.

Yours truly,

Devon van der Meulen

Manager of Utilities  
District of Summerland