

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 1700**

**A bylaw to regulate the extension of and connections to the water distribution system of the municipality and to impose connection fees, user rates and rentals for use of said waterworks distribution system**

**WHEREAS** the City has constructed and is operating and maintaining a water distribution system on a self liquidating basis for the benefit of residents of the Municipality and to those residents of the adjacent unorganized territory within the area defined on the map which forms Schedule "A" of the bylaw pursuant to the powers contained in Part XIV Division (2) of the Municipal Act;

**AND WHEREAS** it is necessary from time to time to extend the said water distribution system to provide service to other residents of the Municipality and the defined outside area;

**AND WHEREAS** it is deemed just that the cost of making such extensions to the said water distribution system should not be permitted to place any undue burden upon the revenues of this system.

**AND WHEREAS** it is expedient to provide for the connection of water lines from houses and other buildings with the water distribution system of the City of Courtenay and the defined outside area and to regulate same;

**NOW THEREFORE** the Municipal Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

**1. DEFINITIONS**

In this bylaw unless the context otherwise requires:

**Applicant** means an owner or his agent making application for a water service connection and from whom the City may expect to receive revenue on a continuing basis for this service.

**Building Inspector** means the Building Services Manager of the City of Courtenay and his duly authorized representatives.

**Capable of Connection** means that the parcel of land abuts a street, lane, public right of way or easement upon or under which there is no water main having a minimum calculated static pressure of 25 psi.

**City** means the City of Courtenay.

**Collector** means the Collector of the City duly appointed by the Council pursuant to the provisions of the Municipal Act.

**Consumer** means any person to whom water is supplied by the City.

**Council** means the Municipal Council of the Corporation of the City of Courtenay.

**Curb Stop** means a shut off valve installed by the City on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

**Director** means the Director of Engineering and Public Works for the City and his duly authorized representatives.

**Distribution System** means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, municipal right of way or easement or municipal property.

**Due Date** means the last day on which the account may be paid without the penalty being applied.

**Dwelling Unit** means one or more rooms constituting a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

**Fees and Charges** means all fees or charges relating to the City water distribution system as outlined in the current City Fees and Charges Bylaw.

**Fire Chief** means the Municipal Fire Chief of the City and his duly authorized representatives.

**Fire Hydrant** means a device equipped with special threaded connections installed by the City within a highway, Municipal right of way, easement or on Municipal property connected to a water main to supply water for fire protection purposes.

**Main** means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water distribution system.

**Meter** means a device used to measure and indicate the volume of water passing through the device and shall include remote reading accessories.

**Metered Accounts** means those accounts billed quarterly and of which the water consumption is measured through a device commonly known as a water meter.

**Owner** shall have the meaning assigned to it by Section 1 of the Municipal Act being RS Chapter 290.

**Person** means and shall include not only a natural person but also a Corporation, firm or partnership.

**Service Connection** means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other material necessary to, and actually used to connect the water main to a curb stop.

**Water Service** means a pipe including all valves, connections, taps and meters connecting a curb stop to a house or building and includes the tail nut of the curb stop.

**Water System** means the entire water distribution system of the City of Courtenay.

## 2. USE OF WATER SYSTEM

### 2.1 Tampering with Water System

No person shall make any connection to the water system or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the water system without first obtaining written permission from the Director of Engineering and Public Works or for the use of a hydrant without first obtaining written permission from the Fire Chief. No person shall, without lawful excuse break, damage, destroy, uncover, deface, mar or tamper with any part of the water system.

**2.2 Liability**

It is a condition of the supply of water that:

- (a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the City shall not be liable for damage by reason of such failure.
- (b) The City shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the water system.
- (c) The City does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process.

**2.3 Termination of Water Supply**

The Director may order the termination of the water supply to any consumer on thirty (30) days written notice for:

- (a) violation of any of the provisions of this bylaw;
- (b) failure to maintain the water service pipe in good condition without any leaks;
- (c) the non-payment of rates or rent when due, or
- (d) refusing to provide for the proper installation of a water meter.

**2.4 Sale of Water**

It shall be unlawful for any consumer to:

- (a) sell, dispose of or give away City water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account, and is conducting a business from the premises concerned in compliance with the bylaws of the City; or
- (b) permission in writing has been granted by the Director.

**2.5 Water Use Restrictions**

In the event of a deemed water supply shortage or notice by the Regional District, due to any reason whatsoever, the Director may issue a notice prohibiting, restricting or limiting the use of water by any or all of the consumers. Such notice shall be sufficiently given if delivered in writing, broadcast by the local radio or television station or advertised in a newspaper published or circulating within the City. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this bylaw.

**2.6 Water May Be Shut Off Without Notice**

The Director shall be entitled at anytime to discontinue, without notice the supply of water to any premises or to any part of the system when it is necessary or expedient to do in the interests of the City water system . The City or Director will where possible, give prior notice to the affected customers of intention to discontinue or interrupt the water supply to their premises.

**3. SERVICE CONNECTIONS**

**3.1 Illegal Connections**

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the water system any property or premises otherwise than in accordance with the provisions of this bylaw.

### **3.2 Connection Application**

Each application for a service connection shall be made to the City by the owner or his authorized agent in the form prescribed by Council. Such applicant shall, on making application, pay to the City the applicable connection fee prescribed in the City's Fees and Charges Bylaw. If the connection is practicable, the Director shall, within ninety (90) days weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Director of engineering and public works shall so notify the applicant within sixty (60) days and the City shall refund the charges or fees paid by the applicant.

### **3.3 Individual Connections**

Each property shall have its own service connection which shall be installed by the City. Each building shall have one only service connection except when a separate connection is required for fire protection purposes or when a building expansion, use or zoning change makes the addition of a further connection necessary. Where two or more buildings exist on one parcel of land and where such parcel of land can be subdivided, each building shall have a separate service connection.

### **3.4 Connection Location**

Where possible the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Director shall designate the location of each service connection to each parcel of land or premises.

### **3.5 Size of Service Connection**

The minimum inside diameter of a service connection shall be three quarter (3/4) inches. The size of the service connection for any premises shall be approved by the Director. If the requested service connection exceeds the then available capacity of the waterworks, the Director may limit the size of the connection.

### **3.6 Depth of Bury and Protection Against Settlement**

All service pipes on any premises shall be laid and maintained at a depth of not less than three feet, or such greater depth as may be required by the Director, below the surface of the ground. Where service pipes pass under or near other excavations, they must be properly protected against settlement. In all cases service pipes must be properly protected against frost. All service pipes upon a consumer's premises must be inspected and approved by the Director before said pipes are covered, and no water shall be supplied to any premises until such approval has been obtained.

### **3.7 Protection of Pipe**

No pipe shall be laid through, in or into any slough, drain, ash-pit, cesspool, manure heap or other place such that in the event of decay or injury to such pipe, the water might be fouled or escape without observation. Where the course of any pipe leads unavoidably through any such place as is mentioned in this section, the matter shall be brought to the attention of the Director who may grant permission for the pipe to be laid provided that the pipe be passed through an exterior case of wrought or cast iron pipe of sufficient length and strength to afford due protection to the service pipe and to render easy detection of any leakage or waste. The cost of such protection to the service pipe shall be borne by the applicant for water service concerned and paid for before the water shall be turned on.

**3.8 Maintenance of Service Connection**

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the City and the Director will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the City shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the City a sum of money equal to fifty (50%) of the cost of a new connection to cover the cost of excavation and back filling for inspection purposes. In the event the defect is found in the service connection, the City shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

**3.9 Cutoff or Stop Cock**

Every service pipe shall be provided with a curb stop of a pattern to be approved by the Director and which shall be placed at the property line of the premises whereon the water is supplied, or such other place as the Director may designate and shall be accessible for inspection at all times.

**3.10 Generate Stop Cock**

Unless otherwise provided, where more than one consumer is supplied through one service pipe between the main and the street line, the services must be so arranged that the supply of water to each consumer can be controlled by a separate stop cock placed within or near the street line or elsewhere under the control of the Director.

**3.11 Work to be Done by Municipal Employees**

All connections with the City's water mains or service pipes shall be made by employees of the City and if any person shall lay or cause to be laid any pipe to communicate with any main or service pipe of the City's waterworks system or in any way obtain or use any water supplied thereby without the permission of the Director, such person shall be guilty of an offence against this bylaw.

**3.12 Inspection**

Council by its agents, Director, workmen or employees shall be entitled at all reasonable times to enter upon any premises to which a water connection has been made to inspect the condition of all pipes, fixtures, instruments and apparatus used in connection with the supply of water.

**3.13 Service Connections Prior to Paving**

Where street surface improvements by way of paving are scheduled for installation by the City during a current budget year, the Director shall order a service connection to be installed to any property abutting such street and served by the waterworks regardless of whether or not any improvement is constructed on the property and a connection fee as provided in the City fees and charges bylaw shall be then levied against the property and shall be recovered as provided for in Part 6 of the bylaw.

**4.**

**WATER SERVICES**

**4.1 Plumbing Bylaw**

Water services on private property shall be installed in accordance with the City's Plumbing Bylaw and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The City shall install that portion of the water service between the curb stop and property line. Any fittings required to join the City's pipe to the applicants shall be the applicant's responsibility.

**4.2 Maintenance**

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the Consumer shall immediately notify the City and the Director will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the City will upon request and at its earliest convenience during normal working hours, open or close the curb stop at no cost to the property owners. If the property owner requires a curb stop to be operated during hours when the City's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve.

In the event the property owner refuses or neglects to carry out repairs within the specified time, the Director may, by his workmen or other, have the work done at the expense of the owner, and the City shall recover the cost thereof with interest at a similar rate as that charged for municipal taxes in arrears.

**4.3 Turn On and Turn Off**

When an owner wishes to turn on or turn off his water service at the curb stop, he shall advise the City and the Director will carry out the work at the City's convenience. If the turn on or turn off is for purposes other than maintenance or the commissioning of a new service, the fee for such turn on or turn off shall be as provided in the City's Fees and Charges Bylaw.

**4.4 Abandonment**

When any water service is abandoned, the owner or his agent shall notify the City and the Director shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in the City's Fees and Charges bylaw.

**4.5 Frozen Service**

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. The owner shall be fully responsible for any damage caused by this thawing method.

**4.6 Back Flow Prevention Devices**

In the event an owner has more than one City service connection from different distribution system pressure zones or other systems when the possibility of contamination of the water system by backflow exists, the owner shall install back flow prevention devices satisfactory to the Director on each service connection and shall maintain said devices.

**4.7 Fire Protection Connection**

Water connections required solely to supply a fire protection system shall be installed upon application at the rates set out in the City's Fees and Charges Bylaw.

A fire protection system shall consist of an automatic sprinkler system, firemain loop with hydrant or connected hose stand pipes located inside or outside of the building, fire protection monitors, or any other equipment used solely for emergency fire protection and suppression and approved by the Fire Chief.

Upon application, and provided that the fire protection connection is used solely for fire protection and suppression, the Director may permit the service to be unmetered.

**5. METERS**

**5.1 Installation of meters**

Unless determined otherwise by the Council all commercial, industrial, multiple family and institutional consumers shall install at the expense of the owner or agent a water meter complete with bypass and isolation valves in a location easily accessible to the Director for inspection and reading of the meter. Where the service is to a single building, the meter may be located in the building as close as possible to the entrance point of the water service into the building and before any take off points. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of any distribution point and as close as possible to the property line. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing and maintaining the meter vault in accordance with the standards issued by the Director.

The Council shall be entitled to, at any time, direct that the supply of water to any consumer or to the consumers in any part of the area supplied by the City's water system, shall be metered and thereupon the rates and charges for water supplied by meter shall apply and be payable as soon as the meter shall be installed.

Any consumer of water who so desires may by writing addressed to the City Administrator request the installation of a meter on the supply line to his premises and the City may install at the expense of the owner or agent, within a reasonable time if meters are available, a meter on the supply line of such applicant and thereupon the applicant shall pay, in lieu of the established flat rate, the graduated rate for meters according to the rates contained in the City's Fees and Charges Bylaw.

**5.2 Meter Size and Supply**

The Director shall determine the size of meter required and the City shall supply the meter to the owner or his agent for installation.

**5.3 Access to Meter**

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the City's normal working hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive. Failure to provide this access for meter reading shall result in an extra charge per call after the first call each quarter as specified in the City's Fees and Charges Bylaw.

**5.4 Operation of Bypass**

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Director.

**6. CHARGES FOR SERVICE**

**6.1 Connection and Abandonment Fees**

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the City the applicable fee prescribed in the City's Fees and Charges Bylaw.

**6.2 Fee Added to Taxes**

Connection, turn on, turn off or abandonment fees not paid on or before the thirty first day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said connection and such sum shall be recoverable under Sections 640 and 641, RS Chapter 290.

**6.3 Fee Waived**

Where service connection of a size acceptable to the Director for the proposed use were provided and prepaid to any parcel of land existing at the date of this bylaw, the connection payable by the owner or applicant of such parcel pursuant to this bylaw shall be waived. The provisions of this clause shall not apply to any parcel of land created by subdivision where such connection fee was not prepaid, nor to the additional cost payable by any owner applicant for additional service connections, nor for increasing the size of any service connection to conform to the Building Inspector's requirements.

**6.4 User Rate**

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the water works the amounts specified in the City's Fees and Charges bylaw, and the rates enumerated are hereby imposed and levied by the City, and all such rates shall be payable at the office of the City on or before the date specified and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty first day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date of occupancy and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

Bills for metered accounts shall be rendered quarterly by the City and bills for unmetered accounts shall be rendered annually.

Non receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.



**6.5 Water Meters**

Where a water meter is installed, the owner or occupier shall pay a quarterly water meter rental fee and a rate based on the metered volume of water as prescribed in the City's Fees and Charges bylaw.

**6.6 Late Payment Penalties**

The user rate for all metered consumer accounts shall be subject to a penalty of five percent (5%) if not paid on or before the due date as printed on the utility bill.

The user rate for all unmetered consumer accounts shall be subject to a penalty of five percent (5%) if not paid on or before the thirty-first day of July of the year of billing which is deemed to be the due date for unmetered accounts. If the account is paid by mail, postmarks will not be accepted as the date of payment.

**7.0 WATERWORKS EXTENSIONS**

**7.1 Extension Application**

All applications for distribution system extensions shall be made in writing to the Director by the owner or owners of the property to be served by such system extensions.

**7.2 Extension by Council Resolution**

The Council of the Corporation of the City of Courtenay may designate waterworks extensions for any budget planning unit covering one or more years and such designated extensions shall be included in a construction bylaw.

**7.3 Extension other than Council Resolution**

In the event an applicant within the City boundary wishes to proceed with a distribution system extension which has not been designated by Council, the Director may, proceed with the extension provided that the applicant shall pay to the City in advance the total cost of construction as estimated by the Director. The final cost to the applicant of the distribution system extension shall be the actual cost to the City of construction. The service connection costs for each parcel of land owned by the applicant or applicants to be served by such extension, shall be as set out in the City's Fees and Charges bylaw and shall be added to and paid with such construction costs.

**7.4 Extension Limits**

Where a water distribution system is extended by other than Council Resolution, the minimum inside diameter shall be six inches (6") and shall extend from the most convenient existing water main having sufficient surplus capacity to supply the additional water demand resulting from the said extension, to a point opposite the furthest boundary of the last parcel of land to be served by the extension.

**7.5 Costs Shareable for Oversize Extensions**

Where any water distribution system is extended other than by Council Resolution and where the City may desire to install a water main of greater capacity than is required to provide service to the lands for which application for an extension has been made, and if such excess capacity will be available to permit further extension beyond the boundaries of the land to be immediately served thereby, the City shall pay the difference in cost of installation between the actual cost of water main installation with the excess and the estimated cost of a ten inch (10") diameter main. This is provided however, that

estimated cost of a ten inch (10") diameter main. This is provided however, that the funds required therefore are available and have been allocated specifically for water distribution system construction in the current annual budget of the City.

**7.6 Extension of Main in Area Served Outside City Boundary**

In the area served by the City's water Distribution System lying outside the City boundary the owner of land under development or subdivision shall be required to pay the full cost of the installation of mains at the time application is made.

**8. INSPECTION**

**8.1 Right of Entry**

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the Director, Building Inspector, Meter Reader or Authorized Representative to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

**8.2 Inspection**

Water service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

**9. PENALTIES**

**9.1 Penalties**

Any person who violates any of the provisions of this Bylaw shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding the sum of five hundred dollars (\$500.00) together with costs for each offence and each day during which any violation, contravention or breach shall continue, shall be deemed as a separate offence.

**10.1** Those areas served by the City of Courtenay Water Distribution System are indicated on the plan marked Schedule "A", attached to and forming part of this bylaw.

This bylaw shall come into full force and effect upon its final passage and adoption.

Bylaw No. 1134 as amended by bylaws 1202, 1298, 1330, 1400, 1549, 1624 and 1677 is hereby repealed.

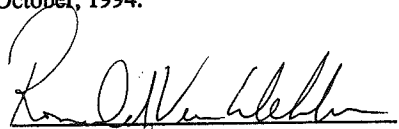
This bylaw may be cited for all purposes as "Water Regulations and Rates Bylaw No. 1700".

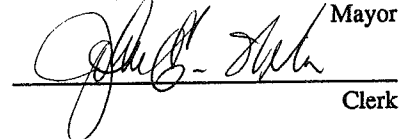
Read a first time this 7th day of September, 1994.

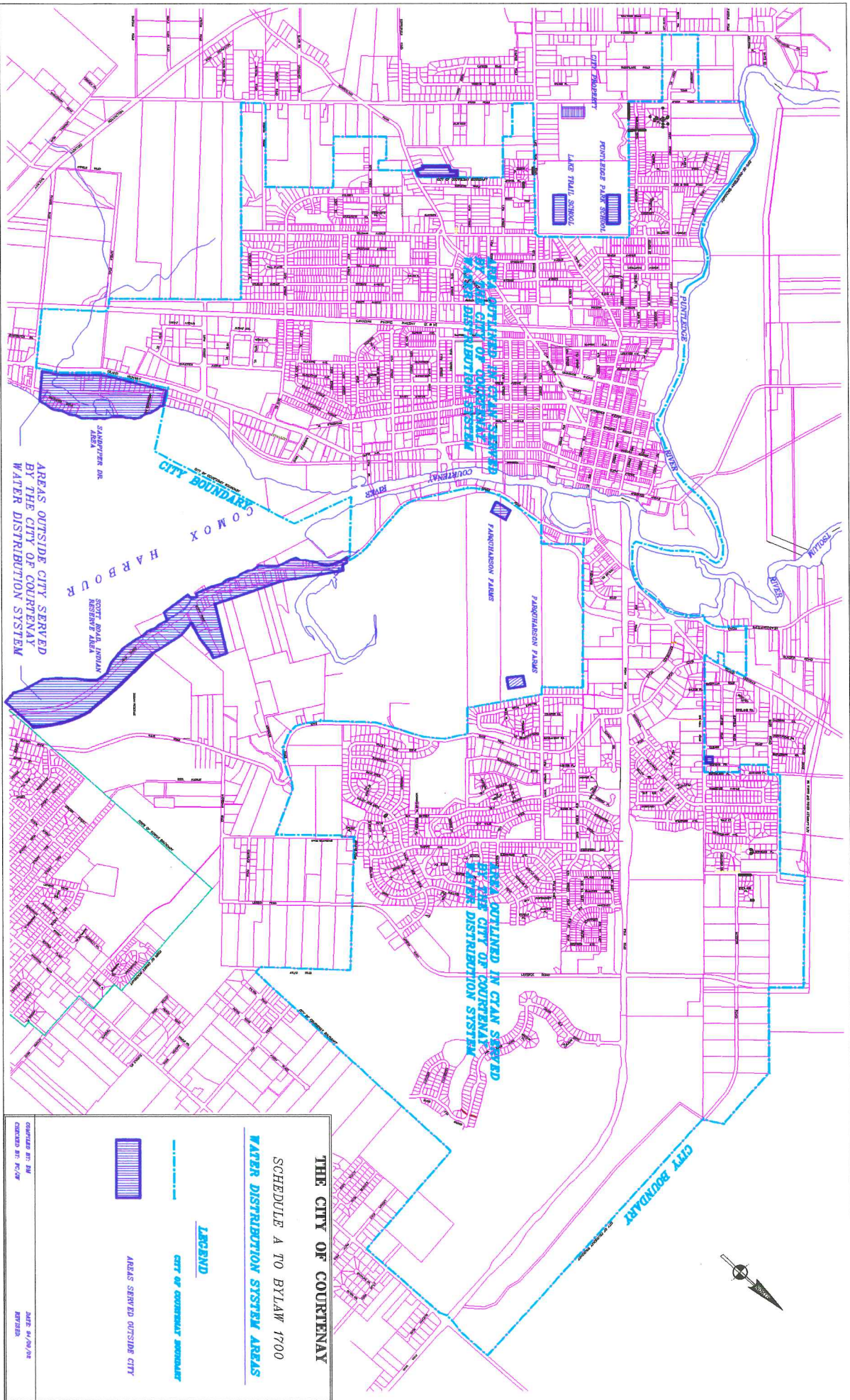
Read a second time this 7th day of September, 1994.

Read a third time this 7th day of September, 1994.

Reconsidered, finally passed and adopted this 3rd day of October, 1994.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



**CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2039**

**A bylaw to amend Water Regulations  
and Rates Bylaw No. 1700, 1994**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

That Water Regulations and Rates Bylaw No. 1700, 1994 is amended by the following:

1. **Part 4 “Water Services”, Section 4.3 - Turn On and Turn Off** is hereby deleted and substituted therefore by the following:

**4.3 Turn On and Turn Off**

When an owner wishes to turn on or turn off his water service at the curb stop, he shall advise the City and the Director will carry out the work at the City’s convenience. If the turn on or turn off is for purposes other than maintenance or the commissioning of a new service, the fee for such turn on or turn off shall be as provided in the City’s Fees and Charges Bylaw.

When an owner requests that his water service be turned off and the City turns the water off for a purpose other than maintenance or the commissioning of a new service; and if the service is to be turned off for a period greater than three months, the owner may be exempt from charges for the water service until the water is turned back on again.

- Part 6, “Charges for Service”, Section 6.4 - User Rate** is hereby deleted and is substituted therefore with the following:

- 6.4 The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the water works the amounts specified in the City’s Fees and Charges bylaw, and the rates enumerated are hereby imposed and levied by the City, and all such rates shall be payable at the office of the City on or before the date specified, and shall form a charge on the lands and improvements to or upon which the service connection is made, and if the rates imposed during any one calendar year remain unpaid after the thirty first day of December, they shall be entered upon the tax roll as taxes in arrears.

Bills for metered accounts shall be rendered quarterly by the City and bills for unmetered accounts shall be rendered annually and will be subject to a penalty of 5%, and the penalty shall be charged to the current levy if the account is not paid on or before July 31st in the year of the billing.

Notwithstanding the above, the amounts specified in the City's Fees and Charges bylaw and the rates specified for water used may be collected annually by the Collector at the same time and in a like manner as property taxes, and shall be subject to the same penalties, if not paid by the due date for payment of property tax.

The user rates as specified shall be applied on the date of occupancy and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

Non receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

2. This bylaw shall come into effect on January 1, 1998.
3. This bylaw may be cited as "Water Regulations and Rates Amendment Bylaw No. 2039, 1998"

Read a first time this 6th day of April, 1998

Read a second time this 6th day of April, 1998

Read a third time this 6th day of April, 1998

Finally passed and adopted this 20th day of April, 1998

---

Mayor

Clerk

# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2222

### **A bylaw to amend the Water Regulations and Rates Bylaw No. 1700, 1994**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. **That “Water Regulations and Rates Bylaw No. 1700, 1994” Section 5.1 “Installation of Meters”** is hereby deleted and is replaced with the following:

#### **5.1 Installation of Meters**

Unless determined otherwise by the Council all commercial, industrial, multiple family and institutional consumers shall install at the expense of the owner or agent a water meter complete with bypass and isolation valves in a location easily accessible to the Director for inspection and reading of the meter. Where the service is to a single building, the meter may be located in the building as close as possible to the entrance point of the water service into the building and before any take off points. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of any distribution point and as close as possible to the property line. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing and maintaining the meter vault in accordance with the standards issued by the Director.

*On all new residential single family and duplex lots a water meter box is required to be installed by the owner or developer at the property line adjacent to the road or access, in accordance with the Standards issued by the Director.*

The Council shall be entitled to, at any time, direct that the supply of water to any consumer or to the consumers in any part of the area supplied by the City’s water system, shall be metered and thereupon the rates and charges for water supplied by meter shall apply and be payable as soon as the meter shall be installed.

Any consumer of water who so desires may by writing addressed to the City Administrator request the installation of a meter on the supply line to his premises and the City may install at the expense of the owner or agent, within a reasonable time if meters are available, a meter on the supply line of such applicant and thereupon the applicant shall pay in lieu of the established flat rate, the graduated rate for meters according to the rates contained in the City’s Fees and Charges Bylaw.

2. This bylaw shall come into effect upon final adoption.

3. This bylaw may be cited as “City of Courtenay Water Regulations and Rates Amendment Bylaw No. 2222, 2002”.

Read a first time this 4<sup>th</sup> day of February, 2002

Read a second time this 4<sup>th</sup> day of February, 2002

Read a third time this 4<sup>th</sup> day of February, 2002

Finally passed and adopted this 18<sup>th</sup> day of February, 2002

---

Mayor

Clerk



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2310

### A bylaw to amend the Water Regulations and Rates Bylaw No. 1700, 1994

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Water Regulations and Rates Amendment Bylaw No. 2310, 2003”**.
2. That **“Water Regulations and Rates Bylaw No. 1700, 1994”** be hereby amended as follows:
3. That **Section 1 “Definitions”** be hereby amended by adding the following definition:  
**“Engineering Design Standards and Specifications”** means the City of Courtenay Engineering Design Standards and Specifications.
4. That **Section 5.1 “Installation of Meters”** be hereby repealed and the following substituted:

#### **5.1 Installation of Meters**

Unless determined otherwise by the Council all commercial, industrial, multiple family and institutional consumers shall supply and install at the expense of the owner or agent, a water meter complete with bypass and isolation valves, meter setter, backflow prevention device and check valve(s) in a concrete chamber, at property line and easily accessible to the Director for inspection and reading of the meter. If the service connection provides water for fire hydrant(s) use the owner shall supply and install a fire flow meter and single check valve. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing and maintaining the meter vault in accordance with the standards issued by the Director. All materials used and the arrangement of the parts shall be in accordance with the Engineering Design Standards and Specifications.

On all new residential single family and duplex lots, a water meter box and setter is required to be installed by the owner or developer at the property line adjacent to the road or access, in accordance with the Standards issued by the Director.

The Council shall be entitled to, at any time, direct that the supply of water to any consumer or to the consumers in any part of the area supplied by the City’s water system, shall be metered and thereupon the rates and charges for water supplied by meter shall apply and be payable as soon as the meter shall be installed.



Any consumer of water who so desires may by writing addressed to the City Administrator request the installation of a meter on the supply line to his premises and the City may install at the expense of the owner or agent, within a reasonable time if meters are available, a meter on the supply line of such applicant and thereupon the applicant shall pay in lieu of the established flat rate, the graduated rate for meters according to the rates contained in the City's Fees and Charges Bylaw.

5. This bylaw shall come into effect upon final adoption.

Read a first time this 8<sup>th</sup> day of September, 2003

Read a second time this 8<sup>th</sup> day of September, 2003

Read a third time this 8<sup>th</sup> day of September, 2003

Finally passed and adopted this 15<sup>th</sup> day of September, 2003

---

Mayor

---

Clerk

# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2584

### A bylaw to amend the Water Regulations and Rates Bylaw No. 1700, 1994

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “**Water Regulations and Rates Amendment Bylaw No. 2584, 2009**”.
2. That “**Water Regulations and Rates Bylaw No. 1700, 1994**” be hereby amended as follows:

(a) That *Section 1 “Definitions”* be hereby amended by adding the following definition:

“**Commercial Unit**” means one or more habitable rooms occupied or intended to be occupied for commercial use, whether or not such unit is located within a commercial zone”.

(b) That *Section 6.5 “Water Meters”* be hereby repealed and the following substituted:

#### **6.5 Water Meter Rates and Charges**

**6.5.1** Where a water meter is installed, the owner or occupier shall pay a quarterly water meter rental fee and a rate based on the metered volume of water as prescribed in the City of Courtenay Fees and Charges Bylaw.

**6.5.2** Where water is supplied by the City through a meter to a commercial or industrial Customer, or a Customer in a single dwelling unit, the Customer shall pay to the City a charge comprised of the sum of:

(a) a base rate per billing period as set out in Section III of the most current City of Courtenay Fees and Charges Bylaw, and

(b) the value of water supplied, calculated at the consumption rate set out in Section III of the most current City of Courtenay Fees and Charges Bylaw multiplied by the volume of water supplied as shown on the meter or as estimated by the City, should a meter reading not be available.

**6.5.3** Where water is supplied by the City through a single meter to an apartment block, condominium, two family dwelling or dwelling house containing more than two self-contained units, a trailer court, a trailer park or mobile home park, the Owner or Owner’s Association, as the case may be, shall pay to the City a charge comprised of the sum of:

- (a) A charge consisting of the base rate per billing period as set out in Section III of the most current City of Courtenay Fees and Charges Bylaw, multiplied by the number of suites, apartment units, dwelling units or stalls, as the case may be; and
- (b) The value of water supplied during the billing period, calculated at the consumption rate set out in Section III of the most current City of Courtenay Fees and Charges Bylaw, multiplied by the volume of water supplied, as shown on the meter or as estimated by the City, should a meter reading not be available.

3. This bylaw shall come into effect upon final adoption.

Read a first time this 6<sup>th</sup> day of July, 2009

Read a second time this 6<sup>th</sup> day of July, 2009

Read a third time this 6<sup>th</sup> day of July, 2009

Finally passed and adopted this 20<sup>th</sup> day of July, 2009

---

Mayor

---

Manager of Corporate Administration