

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2026-39**

**“BEING A BY-LAW TO ENACT RULES AND REGULATIONS FOR THE SUPPLY
OF POTABLE WATER BY THE TOWNSHIP TO THE RESIDENTS OF CARDINAL”**

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 8(1), as amended, states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 8(2,) as amended, states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 9, as amended, gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 11(3), as amended, states that a lower- tier municipality may pass by-laws respecting public utilities; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to residents, industrial and commercial users, for fire protection, and to all other customers in the Township of Edwardsburgh Cardinal, and subject to Council approval, to customers outside the municipal boundaries; and

WHEREAS the municipality will collect water consumption information from all metered accounts for water billing purposes, through a mobile radio frequency reading system, as part of a Universal Water Metering Strategy; and

WHEREAS the Ontario Building Code, O. Reg. 350/06 Section 7.1.2.3, as amended, states that water distribution systems shall be connected to a public water main, drinking water system or a potable private water supply system; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 80(1), as amended, provides that a Township may, at reasonable times, enter on land to which it supplies a public utility, to inspect, install, repair, replace or alter a public utility meter; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 80(3), as amended provides that if an customer discontinues the use of a public utility on land or a Township lawfully decides to cease supplying the public utility to land, the Township may enter on the land to shut off the supply of the public utility, or to remove any property of the Township, or to determine whether the public utility has been or is being unlawfully used; and

WHEREAS the Municipal Act 2001, SO 2001, c. 25, Section 391(1) without limiting sections 9, 10 and 11, as amended, authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by the Township; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it necessary to confirm the mandatory use and installation of water meters in the Township that are connected to the municipal water service.

NOW THEREFORE the Council of the Township of Edwardsburgh Cardinal enacts as follows:

1.0 DEFINITIONS

The following definitions shall apply for the purposes of this by-law:

“Approved Contractor” means a contractor who has been authorized in writing by the Township to perform work on the municipal water system, including tapping watermains, installing service connections, or performing other work as required under this by-law.

“Backflow Prevention Device” means a device, assembly, or method that prevents backflow or back-siphonage into the municipal water system, installed in accordance with CSA Standard B64.10 and the Ontario Building Code.

“Building” means a structure supplied with potable water by the Township.

“Category B Rate” means the water rate applied to any premises where the Township has been denied access to install, inspect, repair, or read a water meter, or where a meter is not functioning due to owner action or inaction, as set out in Schedule A.

“Certified Operator” means a person who holds a valid operator’s certificate or water quality analyst certificate issued under Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) made under the Safe Drinking Water Act, 2002, and who is authorized to perform operational duties in a municipal drinking water system in accordance with that regulation.

“Council” shall mean the Council of the Corporation of the Township of Edwardsburgh Cardinal.

“Consumer” shall mean the owner or occupant of property, which is serviced by, connected to, and takes water from the Township's water works.

“Contractor” shall mean a person, partnership, or corporation who has been retained to undertake the execution of work commissioned by the Township to install and/or maintain water meters and other appurtenances.

“Cross-connection” means any actual or potential connection between a potable water system and any source of contamination or pollution that could allow backflow into the municipal water system.

“CSA B64.10” means the most current version of the Canadian Standards Association Standard B64.10, ‘Selection and Installation of Backflow Preventers’, which sets out the requirements for the selection, installation, maintenance, field testing, and approval of backflow prevention devices to protect potable water systems from contamination.

“Curb Stop” shall mean the on/off valve on the Township's water service pipe located on or about the boundary line between private property and the municipal road allowance.

“Enforcement Officer” means a municipal bylaw enforcement officer, authorized by the Council of the Township of Edwardsburgh Cardinal, any member of the Ontario Provincial Police, and any Provincial Offences Officer pursuant to the Provincial Offences Act.

“Equipment” means all equipment such as transmitter, AMR equipment, and any goods required for the Universal Metering Program.

“Duplex” shall mean a residential building containing two separate living units each served by an individual water service connection from the Township's water works.

“Inspector” means the Chief Building Official or Building Inspector of the Township and may also include the Director of Operations, Chief Water/Sewer Operator or designate.

“MECP Disinfection Procedure” means the most current version of the *Watermain Disinfection Procedure* published by the Ministry of the Environment, Conservation and Parks, which establishes the minimum requirements for disinfecting watermains, including procedures for pipe installation, hydrostatic testing, and microbial sampling to ensure water quality is maintained.

“Main shut-off valve” means the first isolation valve on the plumbing system just within the premises and shall be equivalent to the definition provided for a “Building Control and Shut-off Valve” as described in Section 7.6.1.3 of the 2006 Ontario Building Code and Guide for Plumbing Code.

“Meter” means the water meter, metering equipment, register and radio frequency transmitter unit installed and owned by the Township to measure the quantity of water used by an Owner.

“Multi-family residential” means a single building containing two or more single-family units, including apartment buildings, which is serviced by, connected to, and takes water from the Township's water works.

“Multi-Unit Non-Residential” means any, commercial, industrial, or institutional building containing two or more separate units, suites, tenancies, or occupancies, each intended for independent use or access, and which is supplied by a single water service connection from the Township's water works.

“Owner” shall include any consumer, occupant, person or any firm or municipal entity who is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian which is serviced by, connected to, and takes water from the Township's water works.

“Person” means any human being, individual, body corporate, association, firm, corporations, partnership, incorporated company, any other group or association of individuals carrying on business or operating under a name other than those of the individuals comprising such group or association, agent or trustee and any heirs, executors, successors, assignors or other legal representative of a person to whom a contract can apply according to law.

“Plumber” means a person who holds a valid Certificate of Qualification as a Plumber (306A) issued under the Ontario College of Trades and Apprenticeship Act, 2009, or any successor legislation, and who is authorized to install, alter, repair, or maintain plumbing systems in accordance with the Ontario Building Code and all applicable laws.”

“Potable water” means water that is fit for human consumption.

“Premises” means the property being supplied or to be supplied with water.

“Pressure Surge” means a temporary increase in water pressure within the municipal water system or a private plumbing system that exceeds the normal operating pressure, often caused by rapid changes in flow velocity.

“Private water service” means the pipes and fixtures used for the purpose of supplying any building with water from the Township's water works that are located between the street line in front of or abutting the premises so supplied and the building on the abutting premises.

“Service pipe” means the pipe connecting a water main to a building or structure not owned by the Township.

“Single family residential” means any detached, semi-detached or row housing that is serviced by a single water service connection servicing each premise unit.

“Tamper” means to alter, adjust, interfere with, damage, bypass, obstruct, manipulate, or otherwise disturb any part of the municipal water system, including meters, transponders, remote readouts, curb stops, piping, valves, service connections, or appurtenances, in a manner that affects or could affect their proper operation, accuracy, security, or accessibility.

“Township” means The Corporation of the Township of Edwardsburgh Cardinal.

“Transponder” means the electronic device installed by the Township that transmits water consumption data from the meter to the Township's reading system.

“Unit” means a self-contained area within a building intended for separate occupancy, tenancy, or use.

"Water Hammer" means a pressure surge or wave caused when a fluid in motion is forced to stop or change direction suddenly, usually as a result of the quick closing of a valve or the sudden stopping of a pump.

“Water main” shall mean the pipe used to distribute water and owned by the Township, which is generally located on or about a road allowance or Township easement.

“Water service connection” means the pipes and fixtures used for the purpose of supplying any premises with water from the Township's water works that are located between the Township's water main in the street and the street property line abutting the premises so supplied.

“Water Works” means the municipal drinking water treatment, storage, transmission, and distribution system owned and operated by the Township.

2. GENERAL PROVISIONS

2.1 Single Meter Requirement:

Only one (1) meter shall be on a service pipe leading to any premise.

Multi-Unit Metering Rooms

For new construction multi-unit residential, commercial, or industrial properties, one (1) water service can be installed directly into a dedicated metering room where the service can be manifolded to accommodate the required number of water meters.

Design Approval and Permitting

Multi-Unit metering rooms design shall first be approved by the Township's Building Inspector through the permitting process and the Environmental Services Department.

Detailed mechanical drawings showing the manifold configuration, meter spacing, and room layout must be submitted as part of the Site Plan Control application or Building Permit application.

The metering room shall have a separate door or entryway for access and maintenance.

Installation Standards

Isolation valves shall be installed for water meter maintenance.

All meters within a manifold shall be horizontal and positioned between 600 mm and 1200 mm above the floor level to ensure safe access for Township personnel.

The metering room shall be equipped with a floor drain to manage water discharge during meter replacement or maintenance.

Multi-Unit metering rooms design shall first be approved by the Townships Building Inspector through the permitting process and the Environmental Services Department.

2.2 Access and Security

The metering room shall be secured by lock, lockbox or keypad. A key or code shall be provided to the Environmental Services Department for access.

The room must be located on the ground floor or first basement level, as close as possible to the point where the service pipe enters the building, to minimize unmetered piping.

No other utilities (such as electrical panels, gas regulators, or telecommunications gear) shall be located within the dedicated water meter space in a manner that obstructs access to the water meters.

2.3 All Water Must Pass Through Meter

All plumbing shall be arranged so that all water used on such premises shall pass through such meter, and the owner shall be held liable for water charges.

2.4 Exterior Transponder Requirement

Water meter transponders shall be installed on the exterior of the building.

2.5 Separate Services for Separate Premises

No two (2) separate premises shall be supplied from one (1) service. Each separate premise shall be supplied by its own service pipe except for a duplex, apartment or double house.

2.6 Mandatory Metering Prior to Occupancy

All Owners must be metered and meters installed prior to building occupancy.

2.7 Township-Approved Equipment

All meters and related appurtenances supplied shall conform to the specifications of the Township and shall be installed by the Township's authorized agent.

2.8 Meter Location Changes

Meter location, once installed by a Certified plumber, shall not be changed by any person except with the Township's consent.

2.9 Charges for All Metered Water

All water passing through a meter shall be charged to the owner, whether used or wasted.

2.10 Universal Metering Requirement

All existing and new residential, institutional, commercial and industrial water users connected to or wishing to connect to the Township waterworks system are required to install a meter for the measuring of the quantity of water used. The Township may refuse or discontinue supply other than by a metered service.

2.11 New Construction Meter Installation

All new dwellings and businesses shall be supplied with a meter, installed by a Certified plumber at the owner’s expense. The applicant shall ensure their new building/dwelling/property plumbing system is ready for meter installation by incorporating a “spool piece” in the absence of a meter. After the building passes inspection and prior to occupancy, the owner shall inform the Township in writing to replace the “spool piece” with a meter.

2.12 Meter Specifications

The Township shall determine and specify the type, size and arrangement of meters.

2.13 Unmetered Construction Water

Unmetered consumed water during the construction phase of a building shall be charged as per unmetered rates on Schedule A.

3. OWNERSHIP OF FACILITIES AND EQUIPMENT

3.1 Township Ownership of Meters

All meters shall be owned, supplied and maintained by the Township unless otherwise provided for in this by-law.

3.2 Programming Fee

Owners shall pay a one-time fee of \$100 to program the water meter.

3.3 Township Responsibility for Maintenance

Subsequent maintenance, repairs or replacement of water meters, transponders and appurtenances shall be paid by the Township, unless Section 5.1 of this by-law is not being met by the Owner, as determined by the Township.

3.4 Township Property

All meters and related appurtenances remain the property of the Township even following installation within a premise.

4. TOWNSHIP’S RESPONSIBILITY

4.1 No Guarantee of Continuous Supply

The Township does not guarantee the continuous uninterrupted supply of any utility and is not liable for the stoppage of, or any damage by water from any cause over which the Township has no control.

4.2 Right to Shut Off Water

The Township reserves the right at any time without notice to shut off water supply whenever required for the maintenance or operation of the utility.

4.3 Right to Replace Meters

The Township reserves the right to remove the meters when necessary and replace them with another meter, if the Township determines it is necessary under the conditions of the service installation. Such change shall be made in accordance with current regulations.

4.4 No Responsibility for Private Meters

The Township shall not supply, install, inspect or read private meters, nor will it arrange billing for consumption on private meters.

4.5 No Liability for Private Plumbing or Fixtures

The Township shall not be responsible for any damage to private plumbing, fixtures, appliances, or appurtenances resulting from temporary loss of supply, normal fluctuations in water pressure, pressure surges, water hammer, or other hydraulic conditions inherent to the operation of the municipal water system.

4.6 Cost Recovery for Emergency Response

Where Township staff are required to attend a property to shut off water due to an Owner's failure to maintain plumbing, prevent flooding, or address hazardous conditions, the Township shall recover all associated labour, equipment, and contractor costs from the Owner. Such costs may be added to the tax roll.

5. OWNER'S RESPONSIBILITY

5.1 Protection of Meter

The Owner shall maintain the meter(s) in a dry and warm location including providing adequate heat in the premises to prevent frost or other damage to the meter supplied hereunder.

5.2 Access and Safety

The Owner shall ensure and provide convenient, safe, adequate, and accessible location for the meters and appurtenances, for inspection, repair and maintenance.

5.3 Space for Township Equipment

The Owner shall provide a convenient and safe space, free of charge or rent, for the Township's meter, pipes and other appurtenances on their premises, and further agrees that no one who is not an employee or agent of the Township or otherwise lawfully entitled to do so shall be permitted to remove, inspect or tamper with any of the Township's equipment.

5.4 Removal of Meters

The Owner shall not remove meters from service without three (3) working days' written notice to the Township except in case of emergency. In the case of emergency, the Owner shall be responsible to ensure that the meter does not get damaged.

5.5 Maintenance of Valves and Remote Read-Out

The Owner shall maintain the inlet valve and remote read-out of the meter including ensuring that all valves and their accessories are accessible for maintenance.

5.6 Repairs to Private Service Pipes

The Owner shall be responsible for the repairs necessary for the service pipes and/or valves of the meters which cannot be safely removed without fear of damage to the water service pipes and/or valves.

5.7 Damage to Township Equipment

Where a meter, transponder, remote readout, or any related appurtenance is damaged due to the action, negligence, or failure of the Owner to maintain adequate heat or protection, the Township shall repair or replace the equipment at the Owner’s expense. All such costs may be added to the tax roll and collected in the same manner as municipal taxes if not paid within 30 days of invoicing.

5.8 Heat Requirement

The Owner shall maintain adequate heat within the premises to prevent freezing of the meter, service pipes, or appurtenances. The Township shall not be responsible for frozen services on private property. Where thawing is required on the private side of the service, all associated costs shall be borne by the Owner.

5.9 Accessibility of Curb Stop

The Owner shall ensure that the curb stop remains accessible, visible, and unobstructed at all times. The Owner shall not bury, pave over, landscape over, or otherwise obstruct access to the curb stop. If the Township must expose or repair an obstructed curb stop, all associated costs shall be charged to the Owner.

5.10 Protection of Transponders

The Owner shall protect the exterior transponder and remote readout device from damage, obstruction, or interference. Any damage caused by the Owner, tenant, contractor, or agent shall be repaired or replaced at the Owner’s expense.

5.11 Duty to Report Leaks or Meter Issues

The Owner shall promptly report to the Township any leaks, damage, irregular meter readings, or suspected malfunction of the meter or transponder. Failure to report may result in the Owner being responsible for estimated consumption and repair costs.

6. APPLICATION FOR WATER SERVICE

6.1 Written Application Required

All applications for laying service pipes shall be made in writing to the Township.

6.2 Liability Until Notice of Discontinuance

Every person who discontinues the use of water supplied by the Township from a water main for any purpose shall continue to be liable for the rates and charges billed therefore until such time as notice in writing of such discontinuance to the Township and the service has been cut and capped from the water main.

6.3 Owner Responsible for Installation Costs

The owner is responsible for all costs associated with the installation of the water service from the water main to the dwelling. This includes repairs to asphalt, concrete, sidewalks, macadam, grass areas or any other appurtenances affected by the installation work.

6.4 Additional Charges

The owner shall be responsible and pay for repair of asphalt, concrete, macadam and grass areas, appurtenances affected by the installation work, rock or frost

excavation, temporary maintenance of repairs and installation below a depth of seven (7) feet where feasible.

6.5 Reconnection Application

Any new or subsequent water meter re-connection shall require the Owner to apply to the Township and pay an application fee. Set-up fees may apply.

6.6 Work Not Scheduled Until Payment

The installation of the water service will not be scheduled or commence until the application and payment have been made.

6.7 Mandatory Demolition Disconnection

Prior to the demolition of any building, the Owner shall ensure the water service is disconnected at the water main and capped by an approved contractor at the Owner's expense. No demolition can occur until the Environmental Services Department confirms the water service is properly abandoned and the meter has been recovered by the Township.

7. LIMITATIONS ON APPLICATION

7.1 Township Discretion

The Township has the absolute discretion to reject any application for water service which is contrary to this by-law or other applicable law.

7.2 Special Direction by Owner

Any special direction by an Owner as to the location of the service pipe may be followed if such direction does not interfere with the requirements of this by-law and is approved by the Township.

8. SERVICE CONDITIONS

8.1 Access Required Before Service

The Township shall not be obligated to provide utility services until access has been provided to the premises to enable the Township to install or obtain an initial meter reading for each utility service which is metered.

8.2 No Service Without Access

The Township shall not be obligated to provide utility services if access to install or obtain an initial meter reading has not been provided.

9. CONSTRUCTION OF SERVICES

9.1 Approved Contractor Requirement

Only an approved contractor shall do any work on the municipal water system.

9.2 Tapping the Water Main

Only the Township or an approved contractor shall tap the water main or supply and install the main stop and service piping from the water main to the street line or curb stop. Approved water tapping equipment includes specialized drilling machines, corporation stops, saddles, and cutters designed to create service connections on pressurized water mains (hot tapping) or empty lines. Top industry-approved brands

and machines for water service tapping include Mueller Co., Reed Manufacturing, Romac Industries (Transmate), and Footage Tools.

9.3 Compliance with Plumbing Code

No person shall connect a water service pipe to a water main unless such pipe is laid and equipped in accordance with the provisions of this by-law and the Plumbing Code.

9.4 Township Work on Private Property

No work shall be done by the Township upon any land or premises taking municipal water services except as necessary for placing, repairing, removing or protecting meters.

9.5 Township Inspection Rights

The Township may supervise or inspect any or all work to be done beyond the property line of the road allowance or municipal easement which relates to water service.

9.6 Owner Responsible for Distribution System

The expense of installing service pipes and fixtures for the distribution and use of water through lands and buildings shall be borne by the owners thereof.

9.7 Tapping Water Mains

A Certified operator shall be on site to observe all tapping of the water mains.

10. SIZE AND LOCATION OF SERVICES

10.1 Compliance with Plumbing Code

No person shall install a water service pipe to any building or land except in compliance with the Plumbing Code and this by-law, except with the prior written approval by the Township of a design by a Professional Engineer.

10.2 Type K Copper Requirement

Every person installing a water service pipe shall do the installation by way of type K soft copper pipe from the water main to the property line, in a trench excavated and backfilled by a contractor, Township or its authorized agent.

10.3 Service Pipe Diameter

The diameter of the service pipe to be used in all service connections, other than connections to single detached, semi-detached, or duplex homes, shall be determined by the Township, at the Township's discretion and in consultation with a licensed engineer representing the owner, when applicable.

10.4 Minimum Depth

Every person laying service pipes upon premises to which water service is supplied shall ensure that such pipes are laid at a depth of not less than six feet, six inches (6'6") below the level of the surrounding ground where feasible and shall be properly protected against settlement.

10.5 Requirements Inside the Building

Every person connecting water services into the building shall ensure that:

All water services are carried into the building by water pipes of the same size and weight as those laid by the contractor or Township;

Each building shall, and every separate unit may, have a separate service pipe with stop and drain placed immediately inside the building, well secured from frost; and

All water service connections inside any building are wiped, jointed and graded to a stop and drain so that water shall drain when the service is closed.

10.6 Disinfection Requirement

All water services equal or greater than 100 mm in diameter shall be disinfected according to the practices listed in the most current version of the MECP Disinfection Procedure.

All water services less than 100 mm in diameter shall be installed, handled, and connected using sanitary practices that prevent contamination of the municipal drinking water system. The Owner or Contractor shall ensure that all pipes, fittings, and appurtenances remain clean, capped, and protected from debris, soil, or standing water during installation. Upon completion of the installation, the service shall be thoroughly flushed prior to being placed into service.

10.7 Owner Responsible for Private Service Pipes

Every owner shall keep service pipes on their property in good repair and free from frost at their own risk and expense.

10.8 Owner Must Repair Leaks

Every owner shall promptly repair any leaks in service pipes on their property.

10.9 Township May Shut Off for Failure to Repair

The Township may shut off water service where an owner fails to promptly make necessary repairs on private property, after reasonable notice.

10.10 Water Hammer and Pressure Surges:

The Owner shall ensure that the private plumbing system is designed and maintained to prevent "water hammer" or pressure surges. The Township shall not be liable for any damage to private plumbing or fixtures resulting from pressure variations in the municipal system, and the Owner shall be liable for any damage to the Township's meter or mains caused by surges originating from the premises.

11. VARIATIONS

Variations at Applicant's Expense

Any variation from the requirements of this by-law approved by the Township relating to the installation and construction of a water service shall be done at the applicant's expense.

12. MATERIAL SPECIFICATIONS

Plumbing Work Subject to Inspection

Every plumber's work in any building supplied with water by the Township shall be subject to the approval of the Building Department of the Township.

13. CROSS CONNECTIONS

13.1 No Connection Between Private and Municipal Systems

Where a private water system is continued in service after the installation of municipal water service, no person shall construct, attach or otherwise connect a cross-connection between the private water system and the municipal service.

13.2 No Cross-Connection Without Consent

No person shall construct, attach or otherwise connect a cross-connection of any kind to the municipal service without the express written consent of the Township.

13.3 Notification Requirement

Every person who wishes to undertake work on a private water system which may in any way affect the Water Works Systems of the Township shall notify the Township in writing within 3 business days prior to undertaking such work.

13.4 Premise Isolation

Every Owner of a property categorized as a high or moderate hazard, as defined by the Canadian Standards Association (CSA) B64.10, shall install a backflow prevention device at the water service entrance to provide premise isolation.

13.5 Maintenance and Testing

All backflow prevention devices shall be inspected and tested by a Certified Backflow Device Tester at the time of installation, and annually thereafter, or more often if required by the Township.

13.6 Submission of Records:

The Owner shall submit a completed test report for each device to the Township within thirty (30) days of the test. Failure to provide a passing test report may result in the Township shutting off the water supply until such time as the report is received.

14. OPERATION OF SERVICES

14.1 Prohibited Actions Curb Stops

No person shall turn off or on any curb stop, or service pipe, make any connection with a water main, interfere with any meter or any service pipe leading to such meter whether inside or outside of the building, interfere with a water service in, on or under any street or alter any curb stop.

14.2 Meter Tampering Prohibited

No person shall tamper with, bypass, obstruct, alter, damage, or interfere with any meter, transponder, remote readout, or associated equipment, including the installation of any bypass piping or device intended to prevent accurate measurement of water consumption.

14.3 Notice of Vacancy or Discontinuance

Every person who vacates any premises supplied with water from the municipal water system, or wishes to discontinue water services shall give 72 hours notice

thereof to the Township, and be responsible for water rates until the water service is cut and capped.

14.4 Water Not Turned on Until Arrears Paid

The Township shall not turn water on again until notified of the name of the person responsible for water rates and all rates or charges in arrears have been paid.

14.5 Township Responsibility for Frozen Services

If a water service becomes frozen, the Township will determine which section of the service is frozen and, where the water is frozen on the Township side of the curb stop at the property line, the Township will hire a contractor to thaw the service.

14.6 Renewal of Defective Services

Where an existing galvanized or lead pipe service requires renewal because of low volume or poor pressure caused by defective pipe, the Township or contractor on their behalf shall renew the service within the street allowance only after the owner has replaced the portion thereof on the owner's property.

14.7 Mandatory Lead Replacement

Where the Township replaces a municipal water service connection that is found to be constructed of lead, the Owner of the abutting premises shall be required to replace the private water service if it is also lead. The Township may refuse to reconnect a new municipal service to a private lead pipe to ensure the delivery of safe potable water.

14.8 Suspension of Water Use

The Township may suspend the use of water whenever public need may require.

14.9 Regulation of Water Use by Notice

The Township may regulate the use of water by way of public notice through Township social media channels.

14.10 Air Conditioning Equipment

No person shall install any air conditioning equipment which requires the use of water without first acquiring a plumbing permit pursuant to the Plumbing Code.

14.11 Municipal Fire Hydrants

Prohibited Use of Hydrants

No person shall open, close, tamper with, use or interfere with any hydrant, valve, chamber, service and service pipe or hydrant chamber owned by the Township.

15. ADMINISTRATION

15.1 Township Employees Exempt

This by-law shall not apply to authorized employees of the Township acting in the ordinary course of their employment.

15.2 Authorized Agents

Any person or company under contract with the Township for the purpose of the Universal Water Metering Strategy or ongoing maintenance shall be deemed an "authorized person". Such agents have the same rights of entry and inspection as Township employees, provided they present proper identification upon request.

15.3 Enforcement Through Water Shut-Off

In the event of violation of any of the provisions of this bylaw, the Township may shut off or restrict the supply of water to any lands or premises, and the supply of water shall not be turned on again or restored to normal until all rates and charges have been paid.

15.4 Entry for Meter Purposes

The Township and any person authorized by them may enter upon any premises in or upon which a meter has been installed for the purpose of reading, repairing or removing the meter between the hours of 8:00 a.m. to **4:00 p.m.** and with 48 hours' notice except on Saturday and Sunday.

15.5 Estimated Consumption

Where the Township is unable to obtain an actual meter reading due to lack of access, meter malfunction, or obstruction caused by the Owner, the Township may issue estimated bills based on prior consumption, comparable premises, or other reasonable methods. Estimated billing may continue until access is granted or the meter is repaired or replaced.

15.6 Forced Meter Reading or Repair

If the Township is unable to obtain a meter reading or perform required maintenance for a period exceeding ninety (90) days, the Township may issue written notice requiring the Owner to provide access within fourteen (14) days. Failure to comply may result in the application of the Category B Rate or water shutoff.

16. ACCESS TO OWNER'S PREMISES

16.1 Right of Entry for Compliance

Subject to compliance with Section 435 of the Municipal Act, 2001, any person authorized by the Township for the purpose of inquiring into compliance with the provisions of this by-law shall have reasonable access to the premises at all reasonable times. Upon reasonable notice given and request made to the owner of lands to which municipal water is supplied, no person occupying or in charge, or apparently in charge, of such buildings or premises shall refuse access to such authorized person.

16.2 Access for Meter Work

The Township reserves the right to access Owner premises during reasonable hours for the purpose of installation, inspection, repair, or maintenance of water meters.

16.3 Denial of Access — Water Shut-Off

If the owner denies access to the property to perform meter work, water supply may be shut off or the owner will be placed on the Category B rate until such time as access is granted.

16.4 Notice Prior to Shut-Off

Before restricting or shutting off water supply, the Township shall give due notice to Owners, informing them of the dates upon which the Township intends to restrict or shut off water supply if access to the premises is not obtained.

16.5 Shut-Off After 14 Days

If the Township is unable to obtain access within fourteen (14) calendar days after the notice is served, the Township reserves the right to restrict or shut off water supply.

16.6 Restoration of Water Supply

If the Township has restricted or shut off the water supply, the Township must restore the water supply as soon as possible after obtaining access to the property.

17. WATER METER INSTALLATION

General Requirements

17.1 All Water Must Pass Through a Meter

All water supplied by the Township through a water service connection shall pass through a meter supplied by the Township for use upon such premises. The water rate charged shall be that fixed from time to time by the Township and as shown in Schedule “A” of this by-law.

17.2 Authorized Installation Only

All meters and related appurtenances shall be supplied and installed by persons authorized by the Township for that purpose, including by an approved contractor.

17.3 Universal Metering Program

There is no direct charge for the meter or the meter installation to the owners that participated in the Universal Water Metering Program.

17.4 New Premises Not in Program

For new premises to be metered which were not part of the Universal Water Metering Program, the cost of the meters, meter installation and programming will be paid for by the Owner.

17.5 Defective Meters- Township Responsibility

If the meter is mechanically defective, the cost of repairs shall be paid by the Township.

17.6 Damage Caused by Owner

If the meter is damaged by the carelessness or neglect of any person other than an employee or agent of the Township, the owner shall pay the Township the cost of making the necessary repair to such meter.

17.7 Recovery of Costs

All sums charged for expenses incurred for the repair of meters, fixtures and all other appurtenances connected to the water service or for damage to same, as per Section 17. shall be charged to the owner. If these charges remain unpaid, they shall be collected in the same manner as municipal taxes.

Meter Location Requirements

17.8 Township Determines Location

Every meter shall be placed in such location as the persons authorized by the Township shall direct.

17.9 Preferred Location - Basement

If possible, the meter(s) shall be installed in the basement of residential buildings and shall be located immediately after the main shut-off valve on the owner's plumbing system, to ensure that all water supplied to the building passes through the meter.

17.10 No Basement - Alternate Location

If a building has no basement, the meter(s) shall be installed in another location in the building as authorized by the Township.

17.11 Township Right Not to Install a Meter

17.12 Township Discretion

The Township retains the right not to install a meter at a particular premises if it is in their best interest to do so.

17.13 Billing When Meter Not Installed

The owner of such a premises will not be penalized by the decision of the Township not to install a meter and will be billed on a flat rate charge.

Prohibition on Cross-Connections

17.14 No Connection Between Private and Municipal Water Lines

No person shall directly or indirectly connect between water lines which are part of a private water source (well or other) and water lines which are part of the Township's water system(s). Failure to comply with this requirement shall result in immediate disconnection of the water supply from the Township.

Condition of Private Water Service for Meter Installation

17.15 Unsafe or Deteriorated Private Service

If the condition of the private water service is such that the meter cannot be safely installed or replaced without fear of damaging the private service line (due to old, corroded and/or inadequate piping), then the owner shall be notified of the situation by the Township or their contractor.

17.16 Owner Given 30 Working Days

The Township will give the owner thirty (30) business days to complete modifications to the private water service to make the installation or replacement of a meter possible.

17.17 Township May Complete Work at Owner's Expense

If such work is not completed within the allotted timeframe, the Township may perform such repairs as necessary at the owner's expense.

17.18 Relocation of Meters

Only Township-Authorized Persons May Relocate

No person shall change the location of a meter, except persons authorized by the Township.

17.19 Agreements for Installation

Township May Enter Agreements

The Township may enter into agreements with others to provide for the installation of water services or meters in any manner satisfactory to the Township.

18. WATER RATES AND CHARGES

18.1 Metered Consumption

The water consumed by the Owner shall be charged according to the water registered in the meter.

18.2 Rates Established by Township

Water rates shall be according to the Township water rates and charges as shown in Schedule “A” in this by-law.

18.3 Billing and Meter Reading

Meters may be read and accounts rendered in accordance with the Township agreement with Rideau St. Lawrence Utilities (RSL). The bill shall be deemed served upon the Owner if it is delivered or sent by mail to the Owner.

18.4 Late Payment Charges

Unpaid overdue accounts shall have a late payment charge prescribed by RSL.

18.5 Work and Service Charges

All work and service charges mentioned in this by-law shall be determined by the Township and paid in full by the Owner.

18.6 Connection Fees

The Owner shall pay the connection fees according to the water rates and charges of the Township before the meter is supplied.

18.7 Non-Payment -Right to Disconnect

If the Owner refuses to pay any bill to which the Township is entitled, the Township may reserve the right to shut off, with reasonable notice, its water supply to the premises or add to the balance owing to the property tax roll of the property.

18.8 Reconnection Fee

A reconnection fee may apply as per established Township policy.

19. INSPECTION, MAINTENANCE AND REPAIRS

Inspection of Meters

19.1 Township Right to Inspect

The Township may inspect any meter installed on any premises at any reasonable time.

19.2 Owner to Provide Access

The Owner shall provide free and convenient access to the meter for the purpose of inspection, reading, maintenance, repair, or removal.

19.3 Obstruction Prohibited

No person shall obstruct or prevent the Township or its authorized agents from carrying out any inspection, maintenance, repair, replacement, or removal of a meter.

19.4 Township Responsibility for Normal Wear

The Township shall maintain and repair all meters and related appurtenances that fail due to normal wear and tear.

19.5 Repairs to Private Plumbing

Where repairs to private plumbing are required to allow the Township to install, maintain, repair, or replace a meter, the Owner shall be responsible for completing such repairs at their own expense.

19.6 Request for Meter Test

If an Owner believes a meter is registering incorrectly, the Owner may request that the Township test the meter.

19.7 Testing Fee

A fee for testing the meter may be charged to the Owner. If the meter is found to be registering incorrectly by more than the allowable tolerance, the meter will be replaced at the Townships expense.

19.8 Adjustment of Account

If a meter is found to be registering incorrectly, the Township shall adjust the Owner’s account based on the percentage of error found in the meter, the period of time the meter is estimated to have been registering incorrectly and any other relevant information available to the Township.

19.9 Replacement of Defective Meter

If a meter is found to be defective, the Township shall replace the meter at no cost to the Owner unless the defect was caused by the Owner’s negligence or misuse.

19.10 Access Required for Meter Work

If the Township is unable to access a meter for inspection, reading, maintenance, repair, or replacement, the Township may estimate consumption for billing purposes.

Continued Denial of Access

If access is denied for more than fourteen (14) calendar days after written notice is provided, the Township may restrict, shut off the water supply to the premises or place the owner on the Schedule “B” rate.

19.11 Restoration of Service

Water service shall be restored as soon as possible after access is granted and any applicable fees or charges have been paid.

20. TAMPERING AND INTERFERENCE PROHIBITED

20.1 Prohibited Actions

No person shall tamper with, obstruct, alter, damage, destroy, or otherwise interfere with any part of the Township’s water works system, including but not limited to meters, meter reading equipment, transponders, service pipes, curb stops, valves, hydrants or any other appurtenances forming part of the municipal water system.

20.2 Unauthorized Use of Water

No person shall take or use water from the municipal water system without the authorization of the Township. Unauthorized use includes opening a hydrant, connecting to a water service without approval, bypassing a meter and installing any device intended to alter or reduce meter registration.

20.3 Prohibition on Breaking Seals

No person shall break, remove, or tamper with any seal placed by the Township on a meter, valve, or other water works component unless authorized in writing by the Township.

20.4 Liability for Damage

Any person who damages any part of the Township's water works system, whether intentionally, negligently, or through improper use, shall be responsible for the full cost of repairs or replacement.

20.5 Recovery of Costs

All costs incurred by the Township for repairs, replacements, or restoration of damaged equipment shall be charged to the Owner. If unpaid, such charges may be added to the property tax roll and collected in the same manner as municipal taxes.

All water rates and charges shall be charged against the person who incurred the charges and may be a lien against the lands pursuant to the Public Utilities Act.

20.6 Violation of Provisions

In addition to other sanctions and remedies provided in this By-Law, the Township may turn off or restrict the supply of water to any owner where such owner has violated any of the provisions of this By-Law, and may refuse to restore normal service until the violation complained of has been terminated or remedied. The Township shall provide reasonable notice of the proposed shut-off to the owner of the premise by personal service or prepaid mail or by posting the notice at the premise in a conspicuous place. The Township will not be liable for any damage to property or injury to person by reason of shut-off of water supply.

20.7 Court of Competent Jurisdiction

Any court of competent jurisdiction may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

20.8 Notice of Violation

Any person violating any provisions of this Bylaw may be served by the Township with written notice stating the nature of the violation and requiring the satisfactory correction thereof within 48 hours, or such additional time as determined by the Township. Such person shall, within the time stated in such notice, permanently cease all violations.

20.9 Immediate Disconnection

Where tampering, interference, or unauthorized use is identified, the Township may immediately shut off or restrict the water supply to the premises without prior notice.

20.10 Restoration of Service

Water service shall not be restored until all tampering or interference has been corrected, all repair costs have been paid, all outstanding water charges have been paid and the Township is satisfied that the system is secure and compliant.

20.11 General Restrictions

20.11.1 No person shall:

- i. Willfully hinder or interrupt, or cause to be hindered or interrupted, the Township or any of its officers, contractors, agents, servants or workman, in the exercise of any of the power conferred by the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- ii. Being an owner, tenant, lessee, the agent of a lessee, or any person in possession of any house, building or other premises supplied with water from the water works, improperly waste water or, without the consent of the Township, lend, sell or dispose of water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than his own;
- iii. Willfully alter any meter placed upon any service pipe or connected therewith, within or outside any building or other place;
- iv. Lay or cause to be laid, any pipe or main to connect with any pipe or main of the Township's water works, or in any way obtain or use the water without the consent of the Township;
- v. Willfully discharge water so that water runs waste or useless out of the water system.

21. Enforcement, Offences and Penalties

21.1 Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P, 33, as amended.

21.2 A person who is convicted of an offence under this by-law is liable for each day or part of a day that the offence continues, where the minimum fine shall not exceed \$500.00 and a maximum fine of \$10,000.00 and the total of all daily fines for the offences is not limited to \$100,000.00 as provided for in Section 429(3) of the Municipal Act, SO 2001, c. 25, as amended.

21.3 Upon registering a conviction for a contravention of any provision of this by-law, the court in which the conviction has been entered, may in addition to any other remedy and to any penalty imposed by this by-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to Section 431 of the Municipal Act 2001, SO 2001, c.25, as amended.

21.4 Where a person fails or defaults to carry out any direction or action required by the Township as authorized by this by-law, upon reasonable and written notice, the Township may proceed to do such things or carry out such actions as directed at the expense of the person and such expense may be recovered by the Township in a like manner as taxes in accordance with the provisions of Section 326 of the Municipal Act, 2001, S.O. c. 25.

21.5 Every person who contravenes this by-law, including a notice to remedy issued under this by-law is guilty of an offence.

21.6 No person shall obstruct or hinder or attempt to obstruct or hinder an Enforcement Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this by-law.

21.7 An Enforcement Officer and/or Inspector who has reasonable grounds to believe that a person has contravened any provision of this by-law may issue a notice to remedy, notice of violation, an order to comply and every person shall comply with said notice or order.

22. VALIDITY AND SEVERABILITY

22.1 If any section, subsection, clause, paragraph or provision of this by-law or parts thereof are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Municipal Council to enact, such section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the bylaw as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent there from and enacted as such.

22.2 Whenever any reference is made under this by-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

22.3 Nothing in this policy takes precedence over any bylaws, resolutions, plans or agreements of the Township or other legislation.

23. GENERAL PROVISIONS

23.1 That the following Schedules attached hereto shall form and constitute part of this by-law:

- Schedule “A” – Rates & Charges
- Schedule “B” – Annual Revenues and Expenses

23.2 That in the event of a conflict between the provisions of this by-law and Schedule “A”, the provisions of Schedule “A” shall prevail with respect to rates, fees, and charges.

23.3 That By-law 2013-69 and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed in its entirety.

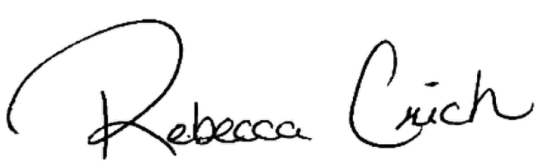
23.4 That this by-law shall come into force and take effect on the date of passing

Read a first and second time in open Council this 29 day of June, 2026.

Read a third and final time, passed, signed and sealed in open Council this 29 day of June, 2026.


Mayor Tory Deschamps (Jul 2, 2026 18:10:31 EDT)

Mayor


Rebecca Crich

Clerk

SCHEDULE “A”- WATER RATES AND CHARGES

By-law 2026- 39

A.1 General Water Rates

A.1.1 Fixed Service Charge

Part A: Fixed Service Charge by Meter Size per Period

		Annual Fixed Service Charge		Quarterly Fixed Service Charge		Monthly Fixed Service Charge	
Customer Type	Meter Size	Water	Wastewater	Water	Wastewater	Water	Wastewater
Residential	5/8" x 3/4"	\$334.28	\$380.53	\$83.58	\$95.13	\$27.86	\$31.72
Residential	3/4" x 3/4"	\$334.28	\$380.53	\$83.58	\$95.13	\$27.86	\$31.72
ICI	5/8" x 3/4"	\$334.28	\$380.53	\$83.58	\$95.13	\$27.86	\$31.72
ICI	3/4" x 3/4"	\$334.28	\$380.53	\$83.58	\$95.13	\$27.86	\$31.72
ICI	1"	\$925.08	\$1,052.60	\$231.27	\$263.15	\$77.09	\$87.72
ICI	2"	\$2,874.58	\$3,271.09	\$718.64	\$817.78	\$239.55	\$272.59

For multiple units (residential or mixed-use) in one building the fixed charges shall be the greater of :

- I) The residential base rate for the 1st unit + 75% of the residential base rate multiplied by the remaining number of units or**
- II) The base rate associated with the size of the meter as identified above.**

Part B: Single Block Consumption Rate by Metered Usage

Water (less than 20 m³ per month) = \$2.19 per m³ of metered usage per period.

Water (more than 20 m³ per month) = \$3.28 per m³ of metered usage per period.

Wastewater (less than 20 m³ per month) = \$2.29 per m³ of metered water usage per period.

Wastewater (more than 20 m³ per month) = \$3.43 per m³ of metered water usage per period.

Unmetered Customers:

Unmetered Residential Category A – Category A represents a residential property which cannot be metered due to unusual or difficult plumbing which prevents the installation of a water meter without excessive measures or cost.

Unmetered Residential Category A – Flat Rate Water = \$783.29 annually.

Unmetered Residential Category A – Flat Rate Wastewater = \$880.56 annually.

Unmetered Residential Category B – Category B represents a residential property which the owner/resident has refused to have a water meter installed. The flat rate for such residential customer is to be three (3) times the Category A flat rate until the residence is metered.

Unmetered Residential Category B – Flat Rate Water = \$2,462.16 annually.

Unmetered Residential Category B – Flat Rate Wastewater = \$2,767.39 annually.

Unmetered ICI – represents an industrial, commercial or institutional property which cannot be metered due to unusual or difficult plumbing which prevents the installation of a water meter without excessive measures or cost.

Unmetered ICI – Flat Rate Water = \$3,282.83 annually.

Unmetered ICI – Flat Rate Wastewater = \$3,689.76 annually.

Connection Fees

Connection fees and re-connection fees are as established from time to time by by-law of the Township.

Capital Levy:

Water = \$4.00 per month per unit

Wastewater = \$5.00 per month per unit

The Cardinal Water capital levy collected pursuant to this bylaw shall be transferred to the Cardinal Water Reserve for future capital infrastructure projects.

The Cardinal Wastewater capital levy collected pursuant to this bylaw shall be transferred to the Cardinal Wastewater Reserve for future capital infrastructure projects.

A.1.2 New Service Connection Fee

The Owner shall pay a connection fee of \$2500 prior to installation of a new water service.

Owners shall pay a one-time fee of \$100 to program the water meter.

Cost Recovery for emergency response: \$ 200

A.6.1 Council Authority

Council may amend this Schedule from time to time by resolution or by-law, and such amendments shall form part of this by-law.

SCHEDULE “B” – REVENUE AND EXPENSES
By-law 2026- 39

Budget Report

2025



	Wastewater	Water		
	2026	2026		
	Budget	Budget		
Environmental Services				
Cardinal Water/Wastewater				
User Fee Revenue	(598,884)	(525,984)		
Capital Levy	(52,263)	(44,208)		
Miscellaneous Revenue Cardinal	(5,000)	(5,000)		
Transfer From Reserve Fund	0	(19,000)		
Total Operating Revenue	(656,147)	(594,192)		
Wages	166,569	165,933		
Wages On Call	8,942	8,991		
Canada Pension	8,015	8,032		
Employer Health Tax	3,423	3,411		
Employment Insurance	2,893	2,909		
Workers Compensation	5,291	5,276		
Group Insurance	16,864	16,899		
Omers	17,083	16,972		
Allocated Labour		4,000		
Machine Rental Township		1,500		
Heat	26,000	12,000		
Hydro	75,000	25,000		
Chemicals and Supplies	19,000	29,000		
Stationery	500	350		
Materials	1,200	1,500		
Miscellaneous	1,200	1,500		
Telephone	7,000	5,000		
Equipment Repair	40,000	40,000		
Legal	1,500			

Budget Report

2025



	Wastewater	Water			
	2026	2026			
	Budget	Budget			
Contract Fee	58,000	60,000			
Professional Associations	500	1,700			
Professional Development	3,000	6,000			
Postage/Courier	200	200			
Insurance	31,886	30,014			
Lab Testing	25,000	23,000			
Vehicle Expense	500	5,500			
Property Tax	2,300	6,600			
Sludge Removal	16,500				
Maintenance Cardinal Water treat		45,000			
Cardinal WWTP Debenture Principal	35,340				
Cardinal WWTP Debenture Interest	42,441				
Allocated Labour Cardinal WW Coll	0				
Mach Rental Twp Cardinal WW Coll	0				
Maintenance Cardinal WW Coll	40,000				
Transfer to Reserve	0	48,905			
Total Operating Expenses	656,147	575,192			
Net Operating	0	(19,000)			
Capital					
Water Tower Communication Upgrades		19,000			
Net Capital		19,000			
Current Year Deficit (Surplus)	0	0			

2026 - Supply of Potable water bylaw.docx

Final Audit Report

2026-07-03

Created:	2026-06-30
By:	Rebecca Crich (rcrich@twpec.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQPiC4okAWr4yLC4kNnO8_QkzMrvsdK-j

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