



**City of West Kelowna**

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.1000 Fax (778) 797.1001

XXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXX  
WEST KELOWNA, BC XXXXXX

**SECOND NOTICE**

DATE

**RE: Water Meter at (insert address)**

Please be advised this is the **second notice** for access, to the above referenced property, to investigate and repair or replace the water meter.

The City of West Kelowna operates a Water Metering Program to measure consumption at service connections. This water consumption measurement is reflected on your quarterly utilities invoice. Our quarterly reading, conducted on (insert date), indicated that your water meter is either not transmitting or not advancing. In order to assure that your meter is functioning properly, the City needs to enter your home to investigate and may have to replace or repair your water meter. Please note that there is no cost to you, the owner or occupier, for this investigation and any possible water meter repair or replacement.

The health and safety of you and your family as well as that of our Water Meter Technician is our highest priority. Therefore, the City of West Kelowna would appreciate your cooperation to allow our Water Meter Technician to enter your home to conduct the required investigation and possible repair or replacement. Our team member will have appropriate PPE on hand for use as required to ensure both parties comfort level, and we trust and expect that you will help us maintain the required social/physical distancing requirements.

**As per City of West Kelowna Water Regulation Bylaw 274, section 7.10:**

*A parcel owner must, at all reasonable times, provide adequate, convenient, and unobstructed access to the City for installing, inspecting, repairing, maintaining, replacing and reading the Water Meter.*

**If a parcel owner fails to provide adequate, convenient, and unobstructed access to the City where the City has provided reasonable notice, the City may install a new water meter in a water meter pit at the parcel owner's expense.**

Estimated costs of this installation can range from \$4000 - \$6000 and will be added to your Utilities invoice. Any unpaid charges on your account at the end of the year will be transferred to the property taxes.

Please contact our office at: 778-797-2246 by (insert date) to arrange an appointment for our Water Meter Technician to inspect and/or replace your meter. Your cooperation is appreciated, and we look forward to hearing from you.

City of West Kelowna  
Public Works Department – Utilities Division  
778-797-2246