PROCEDURE

WATER METER READING



Guide to Submitting Your Water Meter Reading to the Town of Temiscaming

September 2026

1. What are the readings used for?

The Town collects water meter readings to better understand water consumption within the community. This data helps provide a more accurate picture of water use, identify unusual consumption and better plan the management of the municipal water system. This initiative is part of Québec's Drinking Water Conservation Strategy.

At this stage, the readings are being collected for data and statistical purposes. There is currently no billing associated with this data collection.

2. How does it work?

1. Initial reading

A Public Works employee will visit your property to take the initial water meter reading. The employee will also verify the meter number and basic information about the installation. You do not need to submit anything for this initial reading.

2. Future readings

After the initial reading, you will be responsible for submitting your water meter reading to the Town. The Town will let you know when your reading must be submitted.

3. Form

The submission form will be available on the Town's website under the **"Water Meters"** section. Paper copies will also be available at Town Hall.

4. Photos

A photo is not required when submitting a regular reading. If a reading appears unusual or needs to be verified, the Town may ask you to provide a photo of the meter or may conduct an on-site inspection.

3. How to read your water meter

1. Locate the meter

The water meter is normally installed near the shut-off valve on the water line supplying the building.

2. Find the meter number

The meter number generally consists of eight (8) digits. Depending on the model, it may be located:

• on a label with a barcode;

• on the cover;

• on the metal base of the meter.

Here are some examples







3. Take the reading

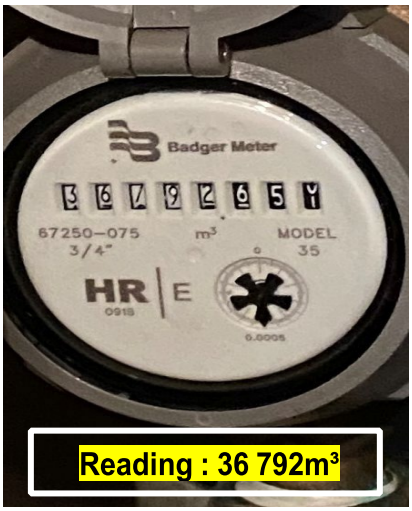
Clean the meter display if necessary so the numbers are easy to read. Record only the numbers that appear **BEFORE** the decimal point. The decimal may be represented by a dot or a triangle.

Water meters normally measure consumption in cubic metres (m^3). If your meter displays consumption in gallons, please indicate this on the form.

Here are some examples:







4. Before submitting your reading

- Make sure the meter number is correct.
- Double-check the numbers in your reading.
- If the reading seems unusual, check it again before submitting the form.
- If the meter is inaccessible, damaged or difficult to read, contact the Town immediately.

5. Need help?

If you have difficulty locating or reading your water meter, or if you have questions about submitting your information, contact the Town of Temiscaming.

Phone number : 819 627-3273, ext. 104

Email : ville.temiscaming@temiscaming.net

Form : Town website www.temiscaming.net → '' Water Meters'' section