

Schedule "C" to Bylaw No. 14 of 2010
City of Prince Albert Sewer Surcharge Reduction Program

Comes into force and take effect on, from and after the final passing thereof and approval of the Minister pursuant to The Public Health Act.

C – 1 Application Form

City of Prince Albert Commercial and Industrial Water Consumers can apply for a reduction on the sewer surcharge. The reduction applies to the portion of water that is not discharged into the sanitary sewer system.

Application Procedure:

1. *Commercial and Industrial Water Consumers must send a letter to the City Manager, City of Prince Albert, stating that they wish to apply for a Sewer Surcharge Reduction. The letter must contain the Applicant's water account number and client number.*
2. *The City will send the Applicant a package that will:*
 - *Acknowledge receipt of application letter*
 - *Provide a copy of this Bylaw and Form*
3. *The Applicant then has nine months from receipt of original letter of application to submit the following to the City:*
 - *Submission of Verification Report*

Consumers shall be required, at their sole expense, to submit to the City a verification report issued by an independent licensed professional engineer or accountant no later than nine months from the date of the application, setting out the consumer's water consuming processes and verification regarding the portion of water that is not discharged into the sanitary sewer system.

Note: *The report may be prepared in any format, but must be sufficiently detailed to allow City staff to analyze discharge process.*
 - *A Sanitary Sewer Flow Differential Summary Form certified by a Professional Engineer or Accountant (attached Form to this Bylaw).*
4. *The City will notify the Applicant by mail if the application has been approved.*

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C – 2 *Reduction on portion of surcharge on water rates for sewage services*

The City shall, where a consumer has made a successful application under this Schedule, provide a reduction to the consumer in relation to the portion of the water that is not discharged by that consumer to the sanitary sewer system.

C – 3 *Inspection of Premises by City*

The City shall be entitled to conduct an inspection of the consumer's premises to verify any and all information in relation to the application submitted by the consumer.

C – 4 *Verification of water consumption and sewage discharge*

The City shall be entitled to request a verification of the water consumption and sewage discharge should the nature of a business change. Any failure to comply by the consumer with this requirement shall result in the revocation of any reduction granted to the consumer pursuant to this Schedule.

C – 5 *Notification of change in sewage discharge*

In the event of any change concerning sewage discharge in relation to the amount of water supplied, the consumer shall immediately notify the City Manager. Any failure to comply with this requirement shall entitle the City to revoke or suspend any reduction granted to the consumer and to require the consumer to pay the full surcharge from the time of the change.

C – 6 *Effective date of reduction*

*No consumer shall be entitled to a reduction until such reduction is authorized by the City Manager in accordance with this Schedule. However, once authorized, the consumer shall be entitled to a reduction in their sewer surcharge **effective the date the City Manager approves the application.***

C – 7 *No reduction for outstanding arrears*

Any consumer who is in arrears with regard to payments for water rates or sewer surcharges shall not be entitled to any reduction so long as such arrears remain outstanding.

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C – 8 Sewer Surcharge Reduction Program

Water Consumption (cubic feet) on Water Bill

Multiplied by: Percentage Sanitary Contribution of Purchased Water

(box 4 on Sanitary Sewer Flow Differential Summary Spreadsheet)

4. <u>Percentage Sanitary Contribution of Purchased Water</u>			
PER CENT	=	$\frac{\text{Sanitary Contribution (Box 3)}}{\text{Purchased Water (Box 1)}}$	X 100 =

Multiplied by: Sewer Consumption Rate as per Bylaw No. 14 of 2010

eg) *Water Consumption – 206,000 cubic feet*
Sewer Consumption Rate - \$0.0280 per cubic foot
Percentage Sanitary Contribution of Purchased Water – 37.15%

206,000 x 37.15% x \$.0280 = \$2,142.81 Sewer Consumption Charge
Consumer will pay

Water Consumption (Water Bill)	206,000	cubic feet
Sewer Consumption Charge	\$0.0280	per cubic foot
Sewer Cost	\$5,768.00	
Sewer Surcharge Reduction	\$3,625.19	62.85% distribution
Cost to Consumer after Reduction	\$2,142.81	

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C – 9 Criteria for approval of applications

Applications shall be granted only if the amount of reduction in sewage discharged in relation to water supplied is in conformance with the following:

- A. *For consumers with a total annual water consumption of up to and including 50,000 cubic feet, sewage flow must be more than 20% less than total annual water consumption; or*
- B. *For consumers with a total annual water consumption between 50,000 cubic feet and up to and including 500,000 cubic feet, sewage flow must be more than 15% less than total annual water consumption; or*
- C. *For consumers with a total annual water consumption between 500,000 cubic feet and up to and including 5,000,000 cubic feet, sewage flow must be more than 10% less than total annual water consumption; or*
- D. *For consumers with a total annual water consumption of over 5,000,000 cubic feet, sewage flow must be more than 5% less than total annual water consumption.*

Sanitary Sewer Flow Differential Summary Spreadsheet:

To Qualify for a reduction, applicants must meet the following criteria:

- for consumers with total annual water consumption (Box 1) \leq 50,000 cubic ft
 - Sanitary Contribution (Box 4) must be \leq 80%
- for consumers with total annual water consumption (Box 1) $>$ 50,000 cubic ft and \leq 500,000 cubic ft
 - Sanitary Contribution (Box 4) must be \leq 85%
- for consumers with total annual water consumption (Box 1) $>$ 500,000 cubic ft and \leq 5,000,000 cubic ft
 - Sanitary Contribution (Box 4) must be \leq 90%
- for consumers with total annual water consumption (Box 1) $>$ 5,000,000 cubic feet
 - Sanitary Contribution (Box 4) must be \leq 95%

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Sanitary Sewer Flow Differential Guidelines and Definitions
Guidelines and Definitions

LOCATION:	Buildings must be located within the City of Prince Albert.
SOURCE:	The source from which the water associated with a function/process must be obtained by the City of Prince Albert's distribution system.
FUNCTION/PROCESS:	An activity associated with the operation of your company which consumes water.
QUANTIFICATION:	Quantification of your water consuming functions/processes is the basis of your report. Describe the function/process which uses the water and define the distribution of the water at the end of the function/process, stating the method by which the distribution was determined.
VOLUME:	Your report must deal with ANNUAL CONSUMPTION. Consumption must be expressed in cubic feet.
PRODUCTS:	Net water added to final goods produced by your company.
PROCESS:	Water consumed during a manufacturing or production process.



Building Owner: _____

Building Address: _____

Mailing Address: _____

Contact Name & Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Annual Survey / Study Period: From: _____ To: _____

Water Account No.: _____

1. <u>Total Annual Water Sources</u>	<u>Annual Volume (Cubic Feet)</u>
Municipal System (Purchased Water)	
Other (Specify) _____	
** Total Annual Water Consumption (water purchased)	
Total Inflow =	_____

2. <u>Distribution (to Non-Sanitary System Components)</u>	<u>Annual Volume (Cubic Feet)</u>
Products	
Process	
Other (Specify) _____	
** ex) water distributed/sold	
Total Non-Sanitary Outflow =	_____

3. <u>Sanitary Contribution</u>	<u>Annual Volume (Cubic Feet)</u>
Contribution = Total Inflow (Box 1) - Total Non-Sanitary Outflow (Box 2) =	_____

4. <u>Percentage Sanitary Contribution of Purchased Water</u>	
$\text{PER CENT} = \frac{\text{Sanitary Contribution (Box 3)}}{\text{Purchased Water (Box 1)}} \times 100 =$	_____

5. <u>Percentage of Water that is Not Discharged to Sanitary Sewer System</u>	
$\text{PER CENT} = \frac{\text{Total Non-Sanitary Outflow (Box 2)}}{\text{Total Inflow (Box 1)}} \times 100 =$	_____

6. <u>Professional Certification</u>	
STUDY UNDERTAKEN BY (Print Name and Phone No.)	
Name of Company: _____	
Address: _____	
THE ABOVE IS CERTIFIED AS BEING TRUE ANALYSIS OF THE WATER BALANCE OF THE ABOVE COMPANY.	
_____ Signature	_____ Date
_____ Professional Engineer / Accountant	