

SCHEDULE “C”

HALIFAX REGIONAL WATER COMMISSION

**RULES AND REGULATIONS FOR THE SUPPLY OF WATER
AND WATER SERVICES**

(Effective on and after May 1, 2006)

1. In these Rules and Regulations (“Regulations”), unless the context otherwise requires, the expressions:
 - (a) **“Commission”** means the Halifax Regional Water Commission, a body corporate;
 - (b) **“Municipality”** means the Halifax Regional Municipality;
 - (c) **“Customer”** means a person, firm, or corporation who or which arranges to be supplied with water at a specific location or locations;
 - (d) **“Board”** means the Nova Scotia Utility and Review Board.

2. Water Service - The Halifax Regional Water Commission is a fully metered water utility and with the exception of those special situations where a system is not metered or emergency or special situations, water service is measured to all customers by a water meter. The metering device is located normally in the basement of the premises near the incoming water service pipe. The reading is transferred by way of an electrical impulse, direct feed or by Radio Frequency (RF), to an outside reading device, access pad, or RF unit located on the outside of the building. The two units combined form the total metering system. The Commission uses the outside reading device as means of establishing the amount of water that has been used by the customer. In the event of a discrepancy between the outside reading device and that of the meter register, the inside meter register shall govern.

If the system is not metered, the quarterly rate as approved shall apply and there is no meter measurement

3. Liability for Payment of Water Bill -
 - A. An agreement is deemed to exist between a customer and the Commission for the supply of water service at such rates and in accordance with these Regulations by virtue of:
 - (i) the customer applying for and receiving approval for water service;

- (ii) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (i) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Commission is notified that the customer of record wishes to terminate the supply of water service.

At the discretion of the Commission, a property owner who rents or leases a property or self-contained unit to a tenant or lessee may be required to open an account for the provision of water at the property rented or leased.

- B. Any person, business or corporation that receives water service, or water that is unmetered, without the consent of the Commission, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Commission based upon its reasonable estimate of the amount of water utilized.
 - C. Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situate, shall be deemed to be the customer of record and shall be liable for payment of the water bill for the condominium unit.
4. Deposits - When required by the Commission, an applicant for water service shall deposit with the Commission a sum equal to the estimated charges for six months of water service. The deposit shall be held by the Commission as collateral security for the payment of the applicant's bills. When a customer ceases to use the water service, the deposit shall be returned to the customer with interest thereon at the current simple interest rate being paid by the bank.
5. Refusal of Water Service - Water service may be refused or suspended to customers who have failed to discharge all of their liabilities and obligations to the Commission, or who are in breach of these Regulations. For the purposes herein, liabilities and obligations shall include monies owed to the Commission by any Customer under a private contract for services entered into between the Commission and the Customer.
6. Payment of Bills - Bills for water service will be rendered as follows:
- (a) Bills are due on the billing date. Bills issued on a quarterly basis and which are not paid within thirty (30) days after the billing date shall be subject to an interest charge of 1.5% per month or part thereof, or a maximum of 19.56% per annum. The amount due within the thirty (30) day period and the effective date of the interest charge shall be clearly shown on the bill.
 - (b) Bills are due on the billing date. Bills issued on a monthly basis and which are not paid within twenty-five (25) days after the billing date shall be subject to an interest charge of 1.5% per month or part thereof, or a maximum of 19.56% per

annum. The amount due within the twenty-five (25) day period and the effective date of the interest charge shall be clearly shown on the bill.

7. Adjustment of Bills

- (a) If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available.
- (b) Customers Under-billed - Should it be necessary for the Commission to make a billing adjustment as a result of a customer being under-billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or wilful interference or damage of metering equipment, the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
- (c) Customer Over-billed - Shall it become necessary for the Commission to make a billing adjustment as a result of a customer being over-billed for any reason, such adjustment will be estimated by the Commission, and the Commission will be responsible for payment of the over-billed amount with interest calculated on the basis current simple interest paid by the bank.

8. Estimated Reading for Billing Customers - The Commission has the right to estimate the meter reading with the provision that under no circumstance will an estimated reading be used for more than three consecutive billing periods. If an estimated bill is rendered on three consecutive billing periods, the Commission shall make every effort to obtain a meter reading. If entry to the property is required, the Commission shall notify the customer by first class mail and arrangements must be made for the Commission to obtain a reading, and failing such arrangements, the Commission may suspend water service until the arrangements are made. When the meter reading has been obtained, the previous estimated bill or bills shall be adjusted accordingly.

9. Suspension of Water Service for Non-Payment of Bills - The Commission shall have the right to suspend water service to a customer whose bill remains unpaid for more than:

- (a) Forty days (40) in the case of customers who are billed on a quarterly basis (Meter sizes 15mm (e inch) to 50mm (2 inch)).
- (b) Thirty-five days (35) in the case of customers who are billed on a monthly basis (Meter sizes 80mm (3 inch) and larger).

10. Public Fire Service Charge - The Commission shall annually render to the Municipality, not later than the last day of August, an account for fire protection service. Such account

shall be calculated in the manner set out in the Schedule of Rates for Public Fire Protection Service in effect from time to time.

11. Water to be Supplied Only By Meter -

- (a) Except where a system is not metered or when water is used for special purposes from a hydrant under the supervision of the Commission, as provided for in the Schedule of Rates and Charges in effect from time to time, and except as otherwise provided in these Regulations, all water service other than that used exclusively for fire protection shall be metered. The Commission shall approve the size and type of meter to be installed in each case. All meters shall be the property of the Commission. Customers must supply compatible strainers with all turbine and compound meters.
- (b) Unmetered water resold to others without the express written consent of the Commission is prohibited. In the event that a customer is reselling unmetered water to others without prior approval by the Commission, the Commission may suspend service to the premises until such time as the activity ceases or approval to resell water is granted.

12. Installation and Removal of Meters - Meters and outside registers, or RF units, shall be installed and removed with the approval of and under the supervision of the Commission, and no other persons shall install, alter, change or remove a meter without the written permission of the Commission.

Each metered service shall have a curb stop located at the property line or outside the building foundation wall, as may be determined by the Commission, to permit control of the service. Every service line shall be metered individually. The connection for the meters shall be installed with a shut-off valve on both sides of the meter, inside the building, to the satisfaction of and without expense to the Commission, as prescribed by the Commission.

13. Location of Meters - The Commission shall have the right to refuse water service to, or suspend the water service of any customer who does not provide a place, which in the opinion of the Commission, is suitable for the meter, and the related outside reading device. The meter shall be in the building served at or near the point of entry of the service pipe, in a place where it can be easily read, and exchanged, and where it will not be exposed to freezing temperatures. The outside reading device shall be located on the outside of the building, in a place where it can be easily read and exchanged.

If any alteration is made to the building, the customer shall be responsible if deemed necessary by the Commission, to relocate the meter, and/or the outside reading device, at the customer's expense to a place suitable to the Commission.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost proof as to guarantee the safety of the meter, the Commission may order the customer to provide a suitable frost-proof box in which the meter can be installed. Water service to the premises may be refused or suspended until the frost-proof box approved by the Commission is installed. The Commission may require a by-pass around a meter 50mm (2 inch) or larger. If such bypass is required as determined by the Commission, the cost of the bypass shall be borne by the customer.

14. Master Meters - In the case of any existing customer or customers served by the Commission with multiple meters, the Commission may supply, at its own expense, a master meter (so called) and install the same in a suitable frost-proof box constructed by the customers to be served, to the satisfaction of the Commission where the service pipe for the customer(s) joins the Commission's main pipe. Each customer shall be liable to pay for the water which passes through the customer's own meter, but if the amount of the total consumption of the individual meters is less than the amount of the water which passes through the master meter, the difference in cost is to be divided equally among the group of customers; and upon failure of customers to pay their portion of this amount within forty (40) days after the bill is rendered, the Commission may suspend the water service without notice.

All customers receiving water service where there is a master meter as hereinbefore provided shall be jointly and severally liable for all the water passing through the meter and also for the minimum charges as herein set forth.

The customer, or group of customers, as the case may be, shall be responsible for the distribution of water from the Commission's master meter to the properties of a customer or customers, and the Commission shall be under no obligation to install, maintain or replace any pipes, appliances, fixtures, or other apparatus connected therewith.

15. Meter Readers - The Commission shall provide each meter reader with official identification which shall be presented upon request.
16. Access to Customer's Premises - Representatives of the Commission shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of suspension or disconnection of water service, inspecting any water pipes, fittings, appliances, or for the purpose of installing, removing, repairing, reading, testing or inspecting meters or outside reading devices. The Commission shall have the right to suspend water service to any customer who refuses such access or does not respond to requests by the Commission for such access.
17. Damage to Water Meters - The customer shall be responsible for the meter installed on the service pipe and shall protect such water meter. The customer shall be liable for any damage to the meter or outside reading device resulting from carelessness, hot water, steam, or the action of frost or any other cause not the fault of the Commission or its

employees. The cost to the Commission occasioned by the damage to the water meter or outside reading device shall be paid by the customer. If after the rendering of a bill by the Commission to the customer the bill is not paid within thirty (30) days from the date rendered, the supply of water to the premises may be suspended until all charges are paid.

18. Meter Testing - On the request of a customer to have their meter tested (meter sizes 15 mm (e inch) to 50 mm (2 inch)), the Commission may charge the sum of thirty dollars (\$30.00) to defray in part the cost of making the test. If the tests show that:

- (a) for positive displacement meters (disc type) the meter is over-registering by more than 1½%, or
- (b) for turbine or compound meters the meter is over-registering by more than 3%,

the sum so charged shall be refunded to the customer and the bill for service rendered to the customer shall be adjusted accordingly. No adjustment shall extend for a period beyond one year prior to the test and one refund shall be made only to the person who overpaid.

Meters 80 mm (3 inch) and larger require on-site testing. The Commission shall be entitled to a fee to cover the expenses involved in contracting a third party for testing. This amount shall be billed to the customer if the meter should be found to be registering satisfactorily.

19. Cross Connection Control & Backflow Prevention -

- (a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as “person” shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Commission, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.
- (b) Where, in the opinion of the Commission, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Commission may require the customer, at the customer’s sole cost and expense, to install at any point on the customer’s water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Commission.
- (c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Commission, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Commission. The customer shall submit a report in a form approved by the Commission on any or all tests

performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

- (d) The Commission shall maintain a program for the issuance, renewal and cancellation of Cross Connection Control Tester's Licenses. The Commission's program shall establish minimum standards, insurance requirements, fees and administrative procedures.
 - (e) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.
 - (f) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in sub-paragraphs (a), (b), (c), (d) or (e), the Commission may:
 - (i) suspend water service to such person, or
 - (ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Commission may immediately thereafter suspend water service to such person.
20. Alternate Water Supply Prohibited - Connection of any customer's installation served by the Commission to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Commission to suspend the service.
21. Plumbing to be Satisfactory - Within the boundaries of the Municipality, all plumbing, pipes and fittings, fixtures, and other devices of conveying, distributing, controlling, or utilizing water, which are used by a customer and are not the property of the Commission, shall be installed in the manner provided by the plumbing ordinance of the Municipality and be approved by the plumbing inspector of the Municipality. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Commission that the requirements have been met. The supply of water may be discontinued to a customer at any time, if in the opinion of the Commission or the Municipality, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of the customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Water service shall not be re-established until the condition is corrected to the satisfaction of the Commission.
22. Prohibited Appliances - Water service may be refused or suspended by the Commission to a customer who installs or uses any device or appurtenance, as for example, booster pumps, quick-opening or quick-closing valves, water operated pumps or siphons, stand

pipes, or large outlets for supplying ships, etc., which may occasion sudden large demands of short or long duration thereby requiring oversize meters and pipe lines, or affect the stability of regulation of water pressure in the Commission's system. Permission to install or use any such device or appurtenance must be obtained from the Commission, which permission shall specify the special arrangement, such as elevated storage tanks, surge tanks or equalizing tanks, etc., that must be provided by the customer.

23. Improper Use or Waste of Water - No customer shall permit the improper use or waste of water, nor sell or give water to any person, except upon such conditions and for such purposes as may be approved in writing by the Commission.

24. Service Pipes

(a) Upon receipt of an application for water service to any premises fronting on a public street and there exists in this section of the public street a Commission owned and active water main and the premises is not already provided with water service, the Commission shall install a service pipe which it considers to be of suitable size to provide the demand required. No water service smaller than 20 mm ($\frac{3}{4}$ inch) in diameter shall be installed. The necessary excavation for the laying of the service pipe, backfilling, and replacement of the street and sidewalk surfaces from the water main in the street to the premises, shall be the responsibility of the applicant for water service and all such work shall be performed without cost to the Commission.

The excavation may be the same excavation as is used for the sewer service pipe or if minimum horizontal and vertical separation between water and sewer pipes cannot be obtained, a separate excavation for the water service pipe shall be required. In either case, the excavation is to be provided by the applicant to the satisfaction of the Commission.

The cost of supplying and laying a 20 mm ($\frac{3}{4}$ inch) water pipe and fittings in the trench provided between the main pipe and the street line shall be paid by the Commission. From the street line to the premises, the cost shall be paid by the customer.

For water service pipes larger than 20 mm ($\frac{3}{4}$ inch), the whole cost shall be borne by the customer, less the cost of 20mm ($\frac{3}{4}$ inch) service pipe and fittings in the trench provided from the main to the street lines.

Should any person make application for more than one service pipe to a premises, the decision as to the necessity of the additional service pipe shall be made by the Commission. All service pipes shall be installed in accordance with the plumbing ordinance of the Municipality and to the satisfaction of the Commission.

When a service pipe has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the service pipe shall be made except at the expense of the customer requesting such removal or alteration.

- (b) Each service is to be metered individually.
- (c) In the event of a change of the use of premises, by way of rezoning, re-subdivision, condominium conversion or otherwise, where such use would result in an increased occupancy of the premises, the owner of such premises shall apply to the Commission for a determination as to whether the existing service pipe(s) is/are of a suitable size to provide the increased demand required. The applicant may be required to provide a hydraulic analysis of the proposed water use and existing system to determine the suitability of the service for the new use. In the event that the Commission, in its sole discretion, determines that the existing service pipe(s) is/are not suitable, the owner shall comply with the requirements of the Commission with respect to the appropriate type and size of water service pipes to be utilized. All such service pipes shall be installed at the owner's expense, from the main line to the premises, and all installation shall be in accordance with the plumbing ordinance of the Municipality and to the satisfaction of the Commission.
- (d) The Commission may require the owner of a property to cap off abandoned service laterals at the water main as prescribed by and without cost to the Commission.

25. Repairs to Service Pipes - If a leak or other trouble occurs in a service pipe, it shall be repaired as soon as possible. If the leak or trouble occurs between the main and the street line or the easement boundary, it shall be repaired by the Commission at its expense. If the leak or trouble occurs elsewhere on the service pipe, it shall be repaired by the customer at the customer's expense. The Commission may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Commission to do such work shall deposit with the Commission a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of the service pipe, and the customer after being notified of the same refuses or unduly delays to have repairs made, the Commission may discontinue the supply of water to the service pipe if in its opinion, the action is necessary in order to prevent wastage of water. The Commission shall notify the customer affected of its intention to discontinue the supply.

26. Fire Protection Service Pipes - On receipt of an application, the Commission will permit the applicant to install a fire protection service pipe from the street main to the applicant's premises. The applicant will be responsible for all excavation, backfill, labour, material and street and sidewalk restoration costs related to a fire protection service pipe installation. The applicant may have such fire protection service pipe

installed by a competent contractor; however, the Commission shall make the necessary connection to the street main at the applicant's cost. If requested by the applicant, a metered service pipe may be connected to the fire protection service pipe, but only if it is connected outside the building with an approved shutoff valve. Before any metered service pipe is connected to a fire protection service pipe, the applicant must obtain approval from the appropriate authority and provide the Commission with a certified copy of such approval.

The customer is responsible for the maintenance of the fire protection service pipe from the valve at the street main to the building. The Commission is responsible for maintenance of the valve at the street main.

27. Private Fire Protection - Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time, and no connection for any purposes other than fire protection shall be made thereto. Unless approved by the Commission in writing, no fire protection charge line shall be connected in any way to a metered service.

The owner is solely responsible for the maintenance; repair or replacement of any and all privately owned fire protection systems, including fire protection lines, valves, sprinklers, hydrants, and related appurtenances.

28. Season for Laying Pipes - The Commission shall not be required to lay pipe in any season of the year which in its opinion is not suitable. The Commission may not guarantee a free flow of water in service pipes exposed, extended or installed in severe winter conditions.
29. Pressure Reducing Valves - Where, in the opinion of the Commission, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shutoff valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Commission. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all times.
30. Unauthorized Extensions, Additions or Connections - No person shall, without the written consent of the Commission, make or cause to be made any connection to any pipe or main or any part of the water system, or in any way obtain or use water thereon in any manner other than as set out in these Regulations.
31. Liability for Supply and Pressure of Water Service - The Commission shall not be deemed to guarantee an uninterrupted supply of water at a sufficient or uniform pressure. The Commission shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of turning off the water for any cause.
32. Interference with Commission Property - No persons unless authorized by the Commission in writing, shall draw water from, open, close, cut, break, or in any way

injure or interfere with any fire hydrant, water main, service pipe, or any property of the Commission or obstruct the free access to any hydrant, valve, service box, meter or building etc., provided however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of the Department, from using any hydrant or other source of water supply of the Commission for such purpose.

33. Control Valves - The service box and/or valve housing the premises' control valve shall be exposed for access by the Commission personnel at all times. The Commission shall require all control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of the premises' water meter. Any adjustment to the service box or valve box shall be the responsibility of the customer. The Commission may provide the service to adjust the service box or valve box and invoice the customer for all expenses incurred from this activity at the premises.

The customer shall ensure the service box and/or valve box is exposed at all times. In the event that the service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction of any other occurrence that, in the opinion of the Commission, results in the requirement of the Commission to expose, adjust or repair the service box and/or valve box, it shall be at the customer's expense. The Commission may undertake such activities as it deems necessary to gain access to the premises' control valve (curb-stop) without expense to the Utility.

When such action is undertaken, reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape may, at the discretion of the Commission, be charged back to the customer if such activity is undertaken by the Commission.

34. Water Conservation Directives - The Commission may enact conservation of water directives to its customers, if in the opinion of the Commission, such directives will permit the Commission to provide a reliable, continuous water supply to all customers serviced by the Commission.

During such times as these directives may be enacted, customers who do not comply with the directives may have their water supply suspended until such time as the customer will agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first.

In the event that water is temporarily suspended for non-compliance of a water conservation directive, the cost of turning on the service will be billed to the customer.

35. Capital Cost Contribution: The Commission may establish a Capital Cost Contribution from developers and/or future users requiring extension or improvements of the water system. The total amount of the capital contribution shall ensure that the Commission is cost neutral to the design, construction, financing and applicable overhead as prescribed by the Commission. Cost factors shall include, but not be limited to the supply, storage, transmission, distribution, pressure control and fire protection requirements as required

by the Commission. The Commission will allocate the capital costs on the basis of the “Gates Formula” as set out in Appendix “A” to the Board Decision of June 19, 1998. The resulting calculation must be presented to the Board for final approval by Board Order. Any change in the method of calculation must be submitted to the Board for approval.

36. Suspending Service for Violation - Whenever in the opinion of the Commission, violation of any of these Rules and Regulations is existing or has occurred, the Commission may cause the water service to be suspended from the premises where the violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
37. Acceptance of Private Community Water Systems - The acceptance of private community water systems by the Commission are to be approved by the Board. The Commission shall follow the policy (see Attachment 1) to evaluate and recommend these systems for approval by the Board.

Attachment 1

**HALIFAX REGIONAL WATER COMMISSION
PROCEDURE FOR ACCEPTANCE OF
PRIVATE COMMUNITY WATER SYSTEMS**

INTENT:

This procedure sets out the requirements for the Halifax Regional Water Commission (HRWC) to make recommendation to the Board for approval to accept private community water systems into HRWC's plant. A private community water system is defined as an existing water supply and distribution system serving at least ten (10) individual dwellings.

INTRODUCTION:

HRWC's infrastructure generally conforms to water industry standards and the HRWC design and construction specifications. Further, Nova Scotia Environment and Labour (NSEL) has published its Surface Water Treatment Standard and Groundwater Treatment Standard which identify the acceptable level of treatment for surface and ground waters, respectively. HRWC systems either meet these standards or HRWC is in the process of achieving full compliance by the required April 1, 2008 deadline. For a private community water system to be accepted into HRWC's plant, HRWC requires that the private water system meets or can be upgraded to HRWC and Provincial standards.

PROCEDURES FOR ACCEPTANCE:

- A.**
1. To qualify for consideration of acceptance, it must be demonstrated by the applicant that the community water supply will meet, or can be upgraded to meet, the following basic design standards:
 - 1) A reliable source of supply from a quantity point of view.
 - 2) Compliance with the NSEL Groundwater Treatment Standard or Surface Water Treatment Standard, as applicable.
 - 3) Water meters for each individual customer, and individual service lines with shutoff valves.
 - 4) Adherence with HRWC design and construction specifications, where directly applicable.
 - 5) In addition to the appropriate Treatment Standard, adherence with the health and aesthetic parameters of the *Guidelines for Canadian Drinking Water Quality*.
 2. The applicant must also demonstrate that they are prepared to convey all utility plant, including land or easements where the plant is not located in a public right-of-way at no cost.

If the above requirements cannot be established, the water system cannot be accepted by HRWC, and the application will proceed no further.

- B.** If the requirements of 'A' have been met, the application for acceptance of the water supply will be made by the water supply's customers. The cost of the application will be borne by the applicants. The application will consist of:
- a) A petition signed by two-thirds of the persons identified by the water utility as its customers.
 - b) The engineering drawings, as available.
 - c) Estimate of costs to upgrade for acceptance, if available.
 - d) A System Assessment Report, conducted in accordance with NSEL's Terms of Reference for System Assessment Reports, and sealed by a professional engineer.

If the engineering drawings and costs to upgrade are not available, the applicant may request HRWC assistance in the preparation of the cost estimate. Depending on the number of applications received and the availability of resources, HRWC staff may provide some assistance and determination of the feasibility of the required upgrade and cost estimate.

1. The engineering drawings will consist of:
 - a) Design drawings for the water supply plant.
 - b) Layout of the community showing the location of distribution piping and services.
 - c) Survey plan identifying property parcels and easements necessary for conveyance of the water system to HRWC.
 2. The cost estimate of the proposed upgrading will include a breakdown of improvements necessary to meet the Provincial and HRWC standards. If the System Assessment Report identifies inadequate treatment, HRWC will work with the applicant and the engineer conducting the System Assessment Report. It will be necessary for the System Assessment Report to review applicable treatment options to meet compliance, and HRWC has the option of accepting or rejecting recommended treatment options based on reliability or operation and maintenance costs.
- C.** When the complete application is submitted, HRWC staff will review the application and determine if the facility can reasonably be brought up to the required standards.
- D.** Where the application has been determined to be acceptable, staff will prepare a report to the HRWC Board detailing the applicant's request for transfer, highlighting any identified requirements from the System Assessment Report, the plan for addressing them, and the estimated cost of the projects(s). Should the transfer be approved by the

Board, the HRWC will apply to the Nova Scotia Utility and Review Board (NSUARB) for approval to transfer the utility to HRWC.

Subsequent to the approval of the NSUARB, an agreement will be executed with the applicant finalizing the transfer. Any required costs to upgrade the system shall be paid by the applicant at the time of execution of the agreement.

As an alternative mechanism for the payment of the upgrade costs, the HRWC will send a report to HRM Council requesting the establishment of a betterment charge for the utility customers to collect the project costs.

- E.** Once the agreement with the applicant has been executed, betterment charge notices will be sent to all customers of the water utility. The amount of assessment will be based on equivalent units of a 5/8" water meter, with all utility customers being responsible for the total cost of the project.
- F.** The betterment charges shall be paid in accordance with the HRM Local Improvement By-law Policy and until payment is complete, shall constitute a lien against the property in respect to which the charges levied, as provided for in the Local Improvement By-law, subject to approval by HRM Council.
- G.** Upon completion of the project, staff will recommend to HRM Council that the betterment charges be levied.
- H.**
 - a) At this stage, all the assets of the water utility, including any land or easements shall be transferred to HRWC, with all land, legal, and other costs paid by the applicants.
 - b) Once all the assets have been transferred to HRWC, staff will prepare all necessary tender documents, call tenders, and award the tender for the upgrading work.
- I.** HRWC staff will supervise and inspect the construction to ensure that all work is completed, as per HRWC standards.