

W. Williams

SCHEDULE "D"
PORT WILLIAMS WATER UTILITY
SCHEDULE OF RULES AND REGULATIONS

(Effective April 1, 2016)

- 1) In these Rules and Regulations, unless the context otherwise requires, the expression:
- a) **"Village"** means the Port Williams Village Service Commission.
 - b) **"Municipality"** means the Municipality of the County of Kings.
 - c) **"Utility"** means the Port Williams Water Utility.
 - d) **"Customer"** means a person, a property owner, firm or corporation who or which, contract to be supplied with water at a specific location or locations.
 - e) **"Metered Rate Service"** means the type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services.
- 2) Liability for Payment of Water Bill – An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these regulations by virtue of:
- a) The customer applying for and receiving approval for water service.
 - b) The customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (A) (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 of the Utility is notified that the customer of record wishes to terminate the supply of water service.
- At the discretion of the Utility, 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.
- c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.
 - d) Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.

- 3) Deposits – The Utility requires all prospective customers to complete an application form prior to rendering service. The application shall clearly specify the purpose for which the water is to be used and no water service shall be furnished until said application has been signed and submitted by the applicant. When required, an applicant for service shall deposit with the Utility a sum equal to the previous years' average bill for the meter size for such service for a period of three months, or lesser amount as the Utility may demand (a minimum of \$50.00). This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to them with interest based on the rate of interest obtained by the Village of Port Williams on its surplus cash balances on deposit with its banker as at March 31 of each fiscal year.
- 4) Refusal of Service – Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
- 5) Payment of Bills – Bills shall be rendered to each customer at intervals of approximately three months (quarterly) and shall be payable within thirty days after the date rendered. Bills are due on the billing date and bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.
- 6) Adjustments of Bills –
 - a) Where meters exist – 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. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - b) Customers Under Billed – Should it be necessary for the Utility 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 (where they exist), 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 illegal connection or interference to meter equipment took place.
 - c) Customer Over Billed – Should it become necessary for the Utility to make a billing adjustment as a result of a customer being overbilled for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for

payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank.

- 7) Meter Reading – In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and subject to Regulation 8, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed monthly, meters shall be read monthly.
- 8) Estimated Readings for Billing Purposes – Metered Customers – If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimate bill or bills shall be adjusted accordingly.
- 9) Suspension of Service for Non-payment of Bills – The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Charges for Re-establishing Water Service in the Schedule of Rates and Charges after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.
- 10) Water to be supplied by Meter – Except when water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
- 11) Installation and Removal of Meters – Meters shall be installed and removed only by employees or duly authorized representatives of the utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility.

The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.

- 12) Meter Readers – Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
- 13) Access to Customer's Premises – Representatives of the Utility shall have a right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the propose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
- 14) Location of Meters – The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of service, pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.
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 Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.
- 15) Damage to Water Meters – Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost of from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost, the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
- 16) Meter Testing – On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray in part the cost of making the test from meters up to 1½ inch in size. In the case of meters 1½ inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over-registering by more than one and one half percent (1½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited shall be refunded to the customer.
- 17) Plumbing to be Satisfactory – All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a

customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time, if in the opinion of the proper official of the Municipality and/or the operator of the Utility, 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 such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected of the satisfaction of the Utility.

- 18) Remote Registering Water Meters – When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
- 19) Cross Connections Control & Backflow Prevention –
- a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, caused to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, 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 Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be a quality and type approved by the Utility.
 - 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 Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility 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) 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.
 - e) In the event of a breach, contravention or non-compliance by a person of any of the provision and regulations in sub-paragraphs (a), (b), (c), or (d) the utility 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 Utility may immediately thereafter suspend water service to such person.
- 20) Alternate Water Supply Prohibited – Connection of any customer's water system, which is served by the Utility, to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.
- 21) Dangerous Connections – No connection shall be permitted to any installation, equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
- 22) Prohibited Devices – Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as for example, booster pumps, quick-opening or quick-closing valves, flushometers, water-operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversized meters and pipelines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
- 23) Improper Use or Waste of Water – No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and/or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility

- 24) New Service Pipes – Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the customer shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than $\frac{3}{4}$ (19mm) in diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe including the supplying and installation of the water pipe and all associated fittings including tapping the main, backfilling driveways and associated works from the water main in the street to the premise shall be the responsibility of the applicant for all water services and all such work shall be performed without cost to the Utility. The installation of the service pipe shall be inspected by the utility staff at such times as specified by the utility staff.

The excavation may be the same excavation as is used for the sewer service pipe or if minimum horizontal and vertical separation between the 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 Utility.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Village and to the satisfaction of the Utility.

When a service 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 pipe shall be made except at the expense of the customer requesting such removal or alteration.

- 25) Repairs to Service – If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the street line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the consumer at their expense. The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to discontinue such supply.

- 26) Customer Work Performed by the Utility – Whenever a customer requests the Utility to do work for which the customer is required to pay and the Utility agrees to do the work, the customer shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined, an adjustment in the payment shall be made. Installations shall be made in accordance with the Port Williams Water Utility specifications and be subject to inspection by the Utility's Engineer or Utility's Employees prior to water service being made available.
- 27) Unauthorized Extension, Additions or Connections – No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a \$200.00 service charge shall be paid by those who made the unauthorized connection.
- 28) Season for Laying Pipes – The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
- 29) Private Fire Protection – Fire protection lines within building shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.
- 30) Liability of Utility – The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and 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 the turning off or turning on of the water for any purpose.
- 31) Interference with Utility Property – No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in the paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department,

from using any hydrant or other source of water supply designated by the utility for fire protection purposes.

- 32) Suspending Service for Violation – Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
- 33) Resumption of Service – In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
- 34) Sprinkler Service Mains and Hydrant System – The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside of the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler served pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis, as approved by the Utility. Fire protection lines within building shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Port Williams Water Utility specifications.

- 35) Pressure Reducing Valves – Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all times.
- 36) Pressure Relief Valves – Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 35, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device

connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.

- 37) Extensions – Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either, give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

After approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at his expense, or the owner may have the water line extended by a private contractor approved by the utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership of the water line turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the Village Water Utility and all of these regulations affecting the operation of the Utility shall apply.