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|  | Department | Municipal Works | Division | Environmental Services |
| | Subject | Sewer Diversion Relief | Policy # | 312.13 |
| | Issue Date | August 2016 | Revision Date | |
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Purpose

To outline the policy and process for Industrial, Commercial and Institutional properties that apply for a reimbursement of the portion of their water bill related to sewer consumption.

Applicant Eligibility

- Facility shall have separate sanitary and storm sewer systems. Including weeping tile and roof leaders being disconnected from the sanitary sewer.
- Non separated systems will require an additional and separate letter, requesting waiver of the eligibility requirements. Approval is at the discretion of the Director and may require the submission of further information.
- Effluent quality shall be subject to the Niagara Region Sewer Use By-Law, and their attendant rules, limitations or fees.
- A minimum of 25% of the purchased potable water must be diverted away from the sanitary sewer in order to be eligible.
- Requests must be received no later than March 1st of the year following the requested year.
- Application must be submitted on City issued form with all supporting documentation
- Consumption used for recreation or irrigation purposes is not deemed eligible.
- Current water accounts must be in good standing


Fees and General Information

If approved, relief will be granted on the sewer diversion portion of water used for production and diverted from the sanitary sewer. No relief shall be granted on the fixed charges. The company will continue to pay the full sewer charges and submit a yearly water audit.

If a facility has a separate City owned/billed water meter that supplies product manufacturing **only and** no water is diverted to the sanitary sewer, then no sewer costs will be applied, neither the fixed or consumption rate.

An annual application fee of \$100.00 must be received at the time of application. The City shall have the right to inspect the facility prior to final approval. Applications may be suspended or denied based on findings of the inspection.

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| Submitted by | Director | | Date | |
| Recommended by | CAO | | Date | |
| <input type="checkbox"/> Approved by Council | Report# | Bylaw# | Date | |

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This policy only applies to Industrial, Commercial and Institutional sector as approved by the Director of Municipal Works or their agent.

Application Process

The rebate request form shall be received on or before March 1st, the following documents and information must accompany the City issued form.

Each application will be reviewed by the City, the City has the right to request 3rd party independent verification of the application. This cost shall borne by the applicant.

- Copies of the water bill from the previous year for each meter where water is being sent to process and away from the sanitary sewer. These figures should be reference data for the information provided on the form.
- A detailed engineering report identifying:
 - o Total amount of water purchased from the City for the rebate period
 - o Description of the process and/or products that are instrumental in water diversion from the sanitary sewer. Descriptions shall include professionally accepted equations and referenced in the report.

The report accompanying the City issued form may be prepared in any format; however it must provide sufficient detail to allow City staff to analyze each water source and effluent discharge process.

All calculations must clearly reference industry accepted equations and formulae. Also, equations must reference the water bills that have been submitted for the request period.

Equations shall reference production records for water that is captured or used by product. Weekly or monthly meter breakdown will be accepted based on volume of production.

The City will also accept readings from a calibrated sanitary sewer flow monitor owned by the company. Proof of calibration as per manufacturer specifications would be required with annual submission. This method shall be noted on the City issued form

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