



Hamilton

SUBMETER INSTALLATION REQUEST FORM

Primary Water Meter Account Information

Property Owner Name: _____ Contact Name: _____

Billing Address: _____

City: _____ Province: _____ Postal Code: _____

Property Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Alectra Utilities Corporate Account Number: _____

Definitions

Rate Charge – Prescribed charges for various services related to the installation, maintenance and removal of submeters. Charges can be found in BY-LAW NO. 24-230 and may be updated from time-to-time.

Agreement:

General

In order to receive service, the submeter user will be required to pay all applicable rate charges, including but not limited to: water consumption charges and fixed wastewater and stormwater charges. Under this agreement, the primary meter and submeter are City-owned assets and as such are under the jurisdiction of the City to read, bill, regulate and maintain pursuant to City standards, policies, procedures, and by-laws. Only the City, or its designated contractor, are approved to install the City owned water meters; property owners cannot install these water meters. The City will not be responsible for any private service lines.

Only the Owner or their own designated agent may request to enter into a submetering arrangement with the City and submetered users. The Owner is responsible for obtaining the consent of all parties entering into the submetering agreement using the form in **Appendix A**. All units on a service must consent to the submeter agreement for service to qualify for submetering.

Term

This agreement will be in effect until terminated by the City or the Owner.

Termination

The Owner may elect to terminate this Agreement, in whole or in part, subject to giving at least thirty (30) days' prior written notice to the City.

The City may, for its convenience and at its sole option, terminate this Agreement by providing at least 120 days' prior written notice of such termination to the Owner (a "Termination Notice"). The Termination Notice shall specify the date for termination of this Agreement (the "Termination Date").

If the Owner elects to terminate their submeter services, the City will remove all City owned submeters from every unit. The Owner will not be able to maintain partial coverage with submeters. The Owner may elect to have submeters removed if they have become redundant, such as in the case of the closure of a dwelling unit. The Owner will be required to pay all applicable rate charges to terminate any services. Only the City will be permitted to remove a submeter.

The termination of this agreement will only cover the termination of submeter services. Upon termination, all consumption will be captured through the primary meter.



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Primary Meter Responsibilities

In the event that a submeter user vacates their unit, fixed charges will still apply. The primary meter user will be required to pay these charges.

The Owner understands that all units fed by the private service line will be supplied by a single City service line and any consumption downstream of the primary meter that is not captured by the submeters will be the responsibility of the primary meter account holder. The City is not responsible to reconcile or investigate the cause of any unaccounted for water as it relates to consumption on the primary meter versus the submeter meter(s).

Installation

The Owner will be responsible to arrange scheduling and entry into the individual units for the pre-installation inspection as well as the submeter water meter installation. Any appointment that is missed or has to be rescheduled due to being incomplete will result in a service charge as outlined in the current year's rate book. This charge will be applied to the Owner's primary water meter account. Installation scheduling will be based on the City's, or the designated Contractor's workload and delays in installation may occur. The Owner will not be entitled to any compensation if the City or the contractor miss scheduled appointments.

Each unit must have its own separate water service line with no joined or common service to other units. The Owner, at the Owner's expense, will perform any plumbing upgrades required prior to the submeter water meter installation. Each individual unit must have an operational control valve inside building and curb-stop shut-off valve; in addition, each submeter water meter must have an operational shut-off valve at both the upstream and downstream side of the submeter water meter.

The cost for the installation of each submeter water meter will be as based on the current year's rates as outlined in the rate book.

The Owner will be responsible to "operate" the valves within the boundaries of the complex; the City must operate all valves within the road allowance, as required. The costs associated with operating these valves will be at the Owner's expense.

The Owner is responsible for obtaining any or all necessary clearances and or approvals from any agencies as may be necessary with regards to the installation of submeter water meters as well as determining and addressing any impact on any fire suppression systems that are in place or may be affected.

Specifications

Each unit will require an open space or access opening where the water service enters the unit (to accommodate the installation of the submeter water meter). Finished walls will need to have a minimum opening of 300 mm high x 500 mm long at the point of entry of the water service. Any required modifications will be performed by the Owner at the Owner's expense.

It must be understood by the individual tenants that the installation of a submeter water meter may cause a slight reduction in the water pressure to a unit (0.5 Psi. to 2.5 Psi.).

Remote reading devices shall be located in one location which is accessible at all times to the City's meter reading agent. The Owner is responsible for ensuring that all wiring requirements can be met including getting individual tenant approvals.



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Relocation

In addition to the requirements set out in the Conditions of Service, where the Owner has given written notice to the City that it requires the City to relocate the submeter to a new proposed location, the following shall apply:

- a. The City shall advise the Owner within thirty (30) days of the Owner's notice delivered pursuant to this section 13, of its approval or disapproval of the new proposed location, in its sole and absolute discretion.
- b. If a proposed new location is approved by the City, then the City shall remove the affected Submetering Equipment within a timeframe mutually agreed upon in writing by the parties.
- c. The relocation of the Submetering Equipment to the new proposed location shall be at the Owner's sole cost and expense.

Indemnity

The Owner agrees to indemnify, defend and hold harmless, the City, including its elected officials, officers, employees, agents, affiliates, and representatives (collectively referred to as the "Indemnified Party") from and against any and all claims, demands, assessments, interest, penalties, actions, suits, proceedings, liabilities, losses, damages, judgments, debts, costs and expenses (including without limitation attorneys' fees and related costs) (collectively, the "Claims") which arise directly or indirectly from or in connection with:

- i. any act or omission of the Owner, its employees or agents, or of an Occupant, in connection with the installation, operation, maintenance, or use of the Submetering Equipment or any other equipment provided by the City;
- ii. any damage whatsoever to the Owner's or an Occupier's property or assets, including the Building and any equipment therein, arising out of the installation, operation, maintenance, or use of the Submetering Equipment or any other equipment provided by the City; and
- iii. any Claims by third parties for any damages or actions arising out of the installation, operation, maintenance, or use of the Submeters or any other equipment provided by the City. The City and each of its Representatives shall not be liable in contract, tort (including negligence), or otherwise, for incidental, consequential, indirect, special, or punitive damages of any kind, or for the loss of revenue or profits, loss of business, loss of information or data, or other financial loss arising out of or in connection with the installation, use, inability to use, performance, failure or interruption of the Submeter Equipment or the City Work, even if the City has been advised of the possibility of such damages and regardless of whether such damages were foreseeable.

Notice of Collection of Personal Information Under the Municipal Freedom of Information and Protection of Privacy Act:

Personal information on this information form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and will be used by the City of Hamilton and its billing agent for the billing of your water and sewage usage and stormwater charges as outlined in the Waterworks By-law 23-235, and the City of Hamilton's Sanitary Surcharge and Wastewater Abatement By-law 03-272 as amended or substituted from time to time.



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SUBMETER INSTALLATION SIGNATURE FORM

Questions about this collection may be directed to the Supervisor, Dispatch & Operations Support, Customer Service & Community Outreach, Water and Wastewater Operations, Hamilton Water Division, City Of Hamilton, 330 Wentworth Street North, Hamilton, Ontario, L8L 5W2, 905-546-2489.

City of Hamilton

Signature: _____

Name: _____

Title: _____

Property Owner

Signature: _____

Name: _____

Title: _____



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SUBMETER INSTALLATION REQUEST FORM

Appendix B - Steps

1. The property owner submits the completed Submeter Meter Installation Request Form to Hamilton Water.
2. The City will contact the property owner to schedule a pre-installation inspection.
3. The City will complete a pre-installation inspection and issue an approval.
4. The City will contact the property owner to schedule the installation appointment. The City will provide a block of available dates and times that the corporation/agent can schedule with their clients.
5. The owner, at their expense, will preform any plumbing upgrades required prior to the submeter water meter installation.
6. The City will install the submeters during an agreed upon date.
7. All fees and charges, including the cost for the supply and installation of the submeter will be included on the submeter's first water bill.
8. Submetered user receives regular water bills for unit's water consumption.