

### **Information required for water applications**

1. A written overview of the water system including water source, treatment, pumps, storage, distribution and meter facilities, buildings and land. All facilities descriptions should include design capacities. The application should also include a current map clearly identifying:
  - source of supply facilities
  - transmission mains
  - distribution mains
  - fire protection facilities
  - water processing facilities
  - sewage treatment facilities
2. Water licence numbers and copies and incorporation documents including:
  - Provincial water diversion licence
  - Alberta Environment water treatment facility approval
3. Details of shareholder, partner, or other owner contributions to the corporation investments.
4. Historical financial statements for the previous three years and application test period projections which detail:
  - Capital balances by asset type.
  - Operating and administrative expenses details.
  - Revenue for all sources detailed by type.
  - Income taxes.
  - All loans or other debt secured by the assets or unsecured.
  - Any depreciation or capital cost allowance that has reduced the original asset costs.
5. Provide details on any government grants that the utility may have obtained.
6. Supporting documentation for all tie in fees or other customer/developer contributions towards water infrastructure provided as part of their lot or home purchase or otherwise embedded in lot sales in each subdivision including:
  - Pro forma purchase and sale agreement given to land development lot purchasers.
  - All agreements between developers and the utility (or affiliates of the utility) whereby the utility agrees to provide infrastructure on behalf of the developer.
7. Supporting documentation (contracts/agreements) with the area developers and/or the municipality for the development of the water systems and service to customer base including the relationship between the developer of each subdivision and the water utility including:
  - Development bylaw of municipal authority.
  - Development agreement with municipal authority.
  - Documentation related to any condominium corporation involved in operation of shared development infrastructure.

8. Contracts/terms and conditions of service (modified pro-forma based if applicable) with customers for water service.
9. Number of customers and consumption for the previous three years as well as an estimate of the number of customers for the current/application year. This should also include total losses, meaning the difference between water being supplied to the treatment plant minus the total water used (metered) for all customers.
10. Details on fire protection services provided by the water utility, if applicable.
11. Details of all operating and management staff, or contractors, including compensation arrangements and brief job descriptions.
12. A written description of proposed expansion plans for the system for the next two years, detailing costs and impact on customers.
13. A written description of any proposed operating changes or enhancements to customer service and/or water quality that would impact costs.
14. Historical/current rates charged and the basis of the calculation of those charges.
15. A detailed description of any deferral accounts set up by the utility.