

**MILL BAY WATERWORKS DISTRICT
Miscellaneous Service Charge Bylaw**

BYLAW NO. 278

A bylaw to repeal and replace Bylaw No. 189 Miscellaneous Service Charge Bylaw 2007 of the Mill Bay Waterworks District.

WHEREAS the Mill Bay Waterworks District has authority under the Local Government Act to establish miscellaneous service fees and other charges payable to the Mill Bay Waterworks District, and the terms of payment thereof.

The Board of Trustees of the Mill Bay Waterworks District enact as follows:

1. The following general service fees are hereby fixed and made payable to the district:
 - a) Photocopies will be charged at the rate of \$0.30 per page.
 - b) Any other costs for reproduction, duplication or shipping will be at actual cost of the work.
 - c) An administration charge of \$30.00 is levied for each property transfer. The fee to be billed to the purchaser on their water account.
 - d) A fee may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually, of \$30.00 per hour or portion thereof.
 - e) A charge of \$25.00 is levied for each time a payment is processed and applied to an account with MBWD which does not clear the payers account and is charged back to MBWD bank account.
 - f) For information requests pursuant to the *Freedom of Information and Protection of Privacy Act*, a fee may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually as set out in the Regulation to that Act.
 - g) A charge of \$15.00 is levied for each time a registered letter is required in the notification of shut-off for failure to pay water tolls.
 - h) A copy of Mill Bay Waterworks District Engineering Specifications & Standard Drawings document is available for a fee of \$35.00 for a hardcopy and \$25.00 for a digital copy.

2. Where staff or equipment of the district are required to render service, the party requiring such work, service or materials will pay the following charges:

- I. For the District Maintenance Operator, a fee of \$80.00 per hour, plus twenty percent (20%) administration fee.
- II. For equipment, at actual costs to the District, plus twenty percent (20%) administration fee.
- III. For materials, at actual costs to the District, plus twenty percent (20%) administration fee.

A. Leak Repairs & Valve Replacements

The District will turn on or shut off water service to a property, upon the owner's or his agent's request, to facilitate emergency leak repairs or property owner's shut off valve replacement.

- I. No fee is charged for turning on or shutting off water service when the work is performed between the hours of 8:00 a.m. and 4:30 p.m., Monday to Friday.
- II. No fee is charged for emergency shut off of water at any time.

B. Damaged Works of the District

- I. Damage to the District's works caused by a property owner or his agent or caused by failure of the property owner's fittings will be repaired by the District. The property owner will be billed by the District the direct cost of the repairs plus twenty percent (20%) administration fee.

C. Locating District Works

- I. Property owners will be charged cost plus twenty percent (20%) administration for locating and raising covered curb stop valves, meter setters, meter boxes, valve boxes, fire hydrants, air release boxes or other works of the District that were previously set to grade.
- II. A minimum \$80.00 charge shall apply to clear meter box areas or install meter box risers if the landowner does not comply with the requirement to keep the area accessible and visible. All water meter boxes must maintain clearance and accessibility of one (1) meter on all sides and one and a half (1.5) meters above. Water meter box lids should remain five (5) centimeters above property grade. In the event that extensive work is required to achieve these clearances, the cost including expenses for equipment will be charged to the landowner.

Additional charges outstanding thirty (30) days after the billing date shall have added thereto a percentage addition of ten (10%) percent of the amount unpaid.

3. This by-law may be cited as the "**MBWD Miscellaneous Service Charge Bylaw**".

INTRODUCED and given first reading by the Trustees on the 10th day of December 2019.

RECONSIDERED and finally passed by the Trustees on the 10th day of December 2019.




Paul Laraman (Chairman)



Kim Vanderkooy (Administrator)

I hereby certify under seal of the Mill Bay Waterworks District that this is a true copy of Bylaw No. 278 of the Mill Bay Waterworks District passed by the Trustees on the 10th day of December 2019.



Kim Vanderkooy (District Administrator)