

COWICHAN BAY WATERWORKS DISTRICT

BYLAW NO. 283

A bylaw to establish miscellaneous service fees and other charges payable to the District and the terms of payment thereof.

The Trustees of Cowichan Bay Waterworks District ENACT AS FOLLOWS:

1. A charge of \$25.00 is levied for each time a cheque is processed in payment of an account with the District which does not clear the payers account due to insufficient funds.
2. A minimum \$30.00 removal charge shall apply to clear meter areas if a landowner does not comply with the requirements to keep the area accessible. In the event that extensive work is required, the cost of removal – including cost of equipment will be charged to the landowner and the labour rate will be \$30/per hr/person.
3. Where a complaint regarding the efficiency of a meter is registered within the District by a water user and the complaint proves to be unjustified, the Operator’s hourly fee will be charged as set out in item 12 (a).
4. An administration charge of \$25.00 is levied for each property transfer. The fee will be billed to the purchaser on their water account.
5. There will be no service charge when the connection fee has been paid by the owner of the property and they require the District to turn the water service on.
6. A maximum fee may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually, of \$7.50 per ¼ hour or portion thereof.
7. Photocopies will be charged at a rate of \$0.25 per page.
8. Any other costs for reproduction, duplication or shopping will be at actual cost of the work.
9. For information requests pursuant to the *Freedom of Information and Protection of Privacy Act*, a maximum 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.
10. A charge of \$10.00 is levied for each time a registered letter is required in the notification of shut-off for failure to pay water tolls.
11. A copy of the Cowichan Bay Waterworks District Standards and Specification document is available for a fee of \$25.00.
12. Where staff, contracted staff, or equipment of the District are required to render service, the party requiring such work, service or materials will pay the following charges:
 - (a) For the District Maintenance Operator, the charge will be at the current hourly rate for that time period plus 20%.
 - (b) For staff, the charge will be at the employees wage rate for that time period plus 20%.
 - (c) For equipment, at actual cost to the District, plus 20%.
 - (d) For materials, at actual costs to the District, plus 20%.

Miscellaneous Service Charge Bylaw No. 283 - 2015

13. Charges not added to an owner's account, in excess of \$10.00 will be invoiced at month end and terms of payment will be due upon receipt.
14. 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 actual cost of the repairs plus 20%.
15. Property owners will be charged cost plus 20% for locating and raising covered over curb stop risers, meter boxes, valve boxes, fire hydrants, air release boxes or other works of the District that were previously set to grade.
16. This Bylaw repeals No. 234.
17. This bylaw may be cited as the "Miscellaneous Service Charge Bylaw 283 – 2015".

INTRODUCED and given first reading by the Trustees on the 19th day of November, 2015.

RECONSIDERED and finally passed by the Trustees on the 19th day of November, 2015.

Chairman, Board of Trustees

District Administrator

I hereby certify under the SEAL OF THE DISTRICT that this is a true copy of Bylaw No. 283 - 2015 of the COWICHAN BAY WATERWORKS DISTRICT passed on the 19th day of November, 2015.

District Administrator