

# THE CORPORATION OF HALDIMAND COUNTY

By-law Number 2126/20

## **Being a by-law to establish water and wastewater charges and to repeal By-law 2009/19**

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S.O. 2001 c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided, for costs payable for services or activities provided or done by or on behalf of the municipality and for use of its property including property under its control;

**WHEREAS** the Corporation of Haldimand County deems it necessary to impose water and wastewater fees and charges;

**WHEREAS** the Council of The Corporation of Haldimand County has, from time to time, established various fees and charges for water and wastewater supply, services, activities and use of County property;

**AND WHEREAS** the Council of The Corporation of Haldimand County deems it expedient to enact a by-law establishing and requiring the payment of water and wastewater fees for supply, services, activities and use of County property,

**NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:**

1. **THAT** the water and wastewater fees and charges as set out in Schedules "A" through "E" attached hereto and forming part of this by-law are hereby established and adopted.
2. **THAT** unless otherwise prescribed, no request by any person for any water and wastewater supply, service, activity or use of County property described in Schedules "A" through "E" will be processed or provided by any County Official, unless and until the person requesting the water and wastewater supply, service, activity or use of County property has paid the applicable water and wastewater fee or charge in the prescribed amount as set out in Schedules "A" through "E" to the County.
3. **THAT** in the event that any water and wastewater supply, service, activity or use of County property is requested by a person, and a fee or charge for such water and wastewater supply, service, activity or use of County property has not been specifically provided for in Schedules "A" and "D" hereto, a water and wastewater fee or charge shall be calculated by County staff utilizing the formula described in Schedule "E", attached hereto and forming part of this by-law, and such water and wastewater fee or charge shall be deemed to be a water and wastewater fee or charge otherwise established and adopted and shall be deemed to be included in Schedules "A" through "D".

4. **THAT** in the event that any information, service, activity or use of County property is obtained or incurred by a person, and a fee or charge for such information, service, activity or use of County property has not been specifically provided for in Schedules "A" through "D" hereto, a fee or charge shall be calculated by County staff utilizing the formula described in Schedule "E", attached hereto and forming part of this by-law, and such fee or charge shall be deemed to be a fee or charge otherwise established and adopted and shall be deemed to be included in Schedules "A" through "D".
5. **THAT** unless otherwise prescribed, the fees and charges established by this by-law shall be payable to The Corporation of Haldimand County by cash, money order, certified cheque, cheque, debit card, through a financial institution, or online via credit card when due.
6. **THAT** where any payment is received on account, the payment will first be applied against late payment charges owing according to the length of time the charges have been owing, with charges imposed earlier being discharged before charges imposed later. The payment will then be applied against the total amount owing according to the length of time they have been owing, with amounts imposed earlier being discharged before amounts imposed later.
7. **THAT** a percentage of one and one-quarter percent (1¼%) shall be imposed as a penalty for non-payment of fees and charges remaining unpaid on the first day following the last day for payment of such fees and charges and thereafter, an additional charge of one and one-quarter percent (1¼%) shall be imposed and shall be added to any remaining fees and charges remaining unpaid on the first day of such calendar month in which the default continues until a new by-law is established.
8. **THAT** the authority to adjust penalty/interest applied above be delegated to the Treasurer under the following conditions: (i) if the County has applied said penalty/interest in error, at the sole discretion of the County, 100% of the penalty/interest applied will be removed; or (ii) if the County, at its sole discretion, was negligent or contributed in part to the application of the penalty/interest in error, 50% of the penalty/interest will be removed. All further adjustments to penalty/interest require specific Council approval or an appeal to the applicable Provincial court.
9. **THAT** the authority be delegated to the Treasurer to write off small unpaid balances under \$10 as the Treasurer deems appropriate.
10. **THAT** the authority to execute this by-law be delegated to the Treasurer.
11. **THAT** in the event any part of this by-law, including any part of Schedules "A" through "D", is determined by a Court of competent jurisdiction to be invalid or of no force and effect, that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedules "A" through "D", as applicable, shall continue to operate and to be in force and effect.
12. **THAT** in the event another by-law of The Corporation of Haldimand County establishes a fee or charge for water and wastewater services that is not referenced by this by-law and that is not inconsistent with this by-law, the fee or charge established by that or

other by-law shall be deemed to be included in Schedules "A" through "D" attached hereto.

13. **THAT** the fees and charges set out in this by-law shall be effective for any bills issued on or after February 1, 2020 for services rendered on or after February 1, 2020.
14. **THAT** any provision of any by-law that is inconsistent with this by-law shall be hereby repealed.
15. **THAT** this by-law shall be known as the "Water and Wastewater Fees and Service Charges By-law".
16. **THAT** By-law No. 2009/19 and any amendments thereto are hereby repealed in their entirety.
17. **AND THAT** this by-law shall be effective February 1, 2020.

READ a first and second time this 28<sup>th</sup> day of January, 2020.

READ a third time and finally passed this 28<sup>th</sup> day of January, 2020.

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MAYOR

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DEPUTY CLERK



## WATER AND WASTEWATER FEES AND SERVICE CHARGES BY-LAW INDEX OF SCHEDULES

Schedule	Division
A	Water and Wastewater Metered Charges
B	Water and Wastewater Bulk Service Charges
C	Water and Wastewater General Fees
D	Water and Wastewater Access Refusal and Tampering Charges
E	Fees and Charges Cost Calculation Template

**Note:** Housekeeping changes, if any, will be highlighted on the related schedule.



## Schedule A - Metered Charges

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater Metered Charges		Description	2020 Charge
<b>Water</b>			
Consumption Charges		\$/m3	\$0.9740
Basic Charges:	\$/month based on domestic service size requirements		see below
	Service Size:		
	mm	inches	
R1/C1	16 & 19	5/8 & 3/4	\$20.24
R2/C2	25	1	\$20.24
R3/C3	37	1.5	\$114.38
R4/C4	50	2	\$248.60
C5	75	3	\$437.47
C6	100	4	\$870.09
C7	150	6	\$1,618.51
C8	200	8	\$2,764.52
Flat Rate	<i>Consumption charge: 20 m3/month</i>		\$19.48
	<i>R1/C1 Basic Charge</i>		\$20.24
	<b>Total Flat Rate</b>		<b>\$39.72</b>
Standby Charge	When a property temporarily discontinues the supply of water or when a property is being developed or re-developed, a standby charge is billed based on the basic rate for the applicable service size until connection is in place. The standby charge represents the Basic Water charge.		
<b>Wastewater</b>			
Consumption Charges		\$/m3	\$1.5104
Basic Charges:	\$/month based on domestic service size requirements		see below
	Service Size:		
	mm	inches	
R1/C1	16 & 19	5/8 & 3/4	\$24.86
R2/C2	25	1	\$24.86
R3/C3	37	1.5	\$140.47
R4/C4	50	2	\$305.31

Fees effective February 1st, 2020 unless otherwise stated.



## Schedule A - Metered Charges

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater Metered Charges		Description	2020 Charge
C5	75	3	\$537.28
C6	100	4	\$1,068.59
C7	150	6	\$1,987.75
C8	200	8	\$3,395.21
Flat Rate		<i>Consumption charge: 20 m3/month</i>	\$30.21
		<i>R1/C1 Basic Charge</i>	\$24.86
		<b>Total Flat Rate</b>	<b>\$55.07</b>
Standby Charge	When a property temporarily discontinues the use of the wastewater system or when a property is being developed or re-developed and discontinues the use of the wastewater system, a standby charge is billed based on the basic rate for the applicable service size until connection is in place. The standby charge represents the Basic Wastewater charge.		
<b>Water and Wastewater Arrears</b>			
Transfer to Taxes	Non-payment will result in the outstanding amounts due being transferred to the current property owners tax account within 60 days.		
Transfer to Taxes - Tenants	Non-payment by a tenant will result in the outstanding amount due being transferred to the property owner's tax account within 60 days.		



## Schedule B - Bulk Service Charges

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater Bulk Service Charges	Description	2020 Charge
<b>Water</b>		
Bulk Water Consumption Rate	\$/m <sup>3</sup>	\$3.08
Bulk Water Administration Fee	for months with billable consumption	\$17.62
Bulk Water	Account Activation Fee (note: accounts will be deactivated if there is no consumption in the prior twelve month calendar year)	\$28.90
Bulk Water	Re-Activation Fee	\$28.90
New Credit Wholesale Rate	\$/m <sup>3</sup> (12% reduction of metered water charge based on agreement)	\$0.86
<b>Wastewater</b>		
Bulk Wastewater Disposal	Leachate - Local Volumetric Charge (\$/m <sup>3</sup> )	\$21.41
Bulk Wastewater Disposal	Leachate - Base Charge	\$724,200
Bulk Wastewater Disposal	Leachate - Haldimand Leachate Capital Charge (annual)	\$27,137
Effluents exceeding the wastewater use by-law limits		cost recovery plus Admin Fee
Bulk Wastewater Disposal Consumption Rate	Blended Septic/Holding Toilet Waste (per m <sup>3</sup> )	\$14.71
Bulk Wastewater Disposal Administration Fee	Septic/Holding Tank/Portable Toilet Hauler Administration Fee (per month) for months with billable disposable volumes	\$17.62



## Schedule C - General Fees

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater General Fees	Description	2020 Change
<b>Connection Permits and Fees</b>		
Charges payable to the Corporation of Haldimand County for permits, inspections, material and labour. Charges vary depending on type and size of connection.		
Missed Appointment Fee		\$95.00
Water Connection	Main to Street Line: Includes Inspection and Main Tap (contractor to supply all materials)	\$364.00
Water Connection	Main to House: Includes Inspection and Main Tap (contractor to supply all materials - 3/4" to 2")	\$459.00
Water Meter	Water Meter for new construction	Meter Cost
	5/8" or 3/4" Meter	\$293
	1' Meter	\$345
	1.5" Meter	\$669
	2" Meter	\$868
Water Main Service Connection 100mm (4") Diameter and Larger	Inspection includes: operating valves to isolate main, installation inspection, pressure test verification, meter and backflow installation, hi range chlorine sampling, flushing (contractor to tap main and supply all materials)	\$95 per hour
Bacteriological Testing for New 100mm (4") Diameter & Larger	Water Mains or Services - includes sampling and transport to accredited laboratory per sampling site	\$197
Water Disconnection Inspection	Inspection Only (contractor to supply all materials)	\$95
Sanitary Sewer Service Connection 100mm (4") Diameter	Main to Street Line - Includes Inspection and Main Tap (contractor to supply all materials)	\$364
Other Sanitary Sewer Service Connection Diameters	Main to Street Line: 150mm (6") or Greater Diameter: Inspection Only	\$173
Sanitary Sewer Disconnection Inspection	Inspection Only (contractor to supply all materials)	\$95
Connection Fees	Existing house to connect to the water system - per Development Charges By-law for Singles and Semis	per Development Charges By-law
Connection Fees	Existing house to connect to the sewer system - per Development Charges By-law for Singles and Semis	per Development Charges By-law
Connection Fees	Monthly Fee for new construction prior to the meter installation. Based on Flat Rate of 20 m3 volume for Water and Wastewater. Monthly fee will be charged until a water meter is installed.	Flat Rate Water and Wastewater





## Schedule C - General Fees

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater General Fees	Description	2020 Change
<b>Testing of Water Meters</b>		
Testing Requests	<p>Customers may request that their water meter be tested. If the meter is found to be accurate, the customer must pay carrying charges and cost of testing, in addition to payment in full of the bill(s) in question. The following is an excerpt from Haldimand County's Water Use By-Law describing how the charge for testing of meters works.</p> <p>"No person shall test any meter except the Water Purveyor. The Water Purveyor shall remove and test any meter by an owner or agent of the owner. If the meter is found to be inaccurate, Haldimand shall adjust the water bill accordingly. A new or rebuilt displacement meter from 17mm (5/8) to 50mm (2") in size will be deemed to be inaccurate if it records outside of the accuracy limits of 98.5 to 101.5 percent on high and intermediate flows and 95.0 to 101.0 percent on low flows. New and rebuilt compound meters, turbine meters, multi-jet meters and propeller meters from 50mm (2") to 250mm (10") in size will be deemed to be inaccurate if they record 2 percent higher or lower than the manufacturers' recommended accuracy limits. Repaired meters of all sizes will be deemed to be inaccurate if they record outside of the accuracy limit of 90 percent minimum. A rebuilt meter is defined as one that has had the measuring element replaced with a factory-made new unit. A repaired meter is defined as one that has had the old measuring element cleaned and refurbished."</p>	
External Testing	Testing done at customer's request - includes meter removal, shipment and cost of test	100% cost recovery
<b>Water Turn On/Off</b>		
<p>A customer may request their water be turned on or off due to an internal plumbing problem or for seasonal protection of the plumbing. Haldimand County Finance may initiate a turn off due to non-payment of a bill. The following is an excerpt of Haldimand County's Water Use By-Law.</p>		
<p>"No person shall turn off or turn on a water service except the Water Purveyor. If the Water Purveyor is requested to turn off or turn on a water service, a service charge as detailed in Miscellaneous Charges is to be paid, it being understood that no water service will be turned off or turned on unless the consumer or another person authorized in writing to act on his behalf, is present on the premises."</p>		
During Normal Working Hours	Water Turn On	\$95
During Normal Working Hours	Water Turn Off	\$95
During Normal Working Hours	Water Turn On/Off Same Day for Fix and Repair	\$107
During Normal Working Hours	Water Turn On and Meter Reconnection	\$107
During Normal Working Hours	Water Turn Off and Meter Disconnection	\$107
During Normal Working Hours	Water Meter Removal or Install	\$20
Outside of Normal Working Hours	Water Turn On	\$209
Outside of Normal Working Hours	Water Turn Off	\$209

Fees effective February 1st, 2020 unless otherwise stated.



## Schedule C - General Fees

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater General Fees	Description	2020 Change
Outside of Normal Working Hours	Water Turn On and Meter Reconnection	\$251
Outside of Normal Working Hours	Water Turn Off and Meter Disconnection	\$251
Outside of Normal Working Hours	Water Meter Removal or Install	\$42
<b>Winter Control Service Calls</b>		
Customers may call the County to perform certain services caused by cold weather conditions.		
Thawing Frozen Water Service Lines	During Normal Working Hours (per hour) (min. 1 hr)	\$142
Thawing Frozen Water Service Lines	Outside of Normal Working Hours (per hour) (min. 2 hrs)	\$250
Replacement of Water Meter due to Frost Plate damage	During Normal Working Hours	Meter Cost plus \$95
Replacement of Water Meter due to Frost Plate damage	Outside of Normal Working Hours	Meter Cost plus \$249
	5/8" or 3/4" Meter	\$293
	1' Meter	\$345
	1.5" Meter	\$669
	2" Meter	\$868
<b>Sanitary Sewer Rodding/Teley Video</b>		
If County staff determine that a sewer line blockage is the property owner's responsibility, the charges below will be billed. Services provided outside of normal working hours will be charged a minimum 2 hours.		
Sanitary Sewer Rodding	During Normal Working Hours - each full or additional hours (min. 1 hr)	\$278
Sanitary Sewer Rodding	Outside of Normal Working Hours - each full or additional hours (min. 2 hrs)	\$489
Sewer Video	Sewers will be videoed during normal working hours only. Rate is per hour with a minimum of a one (1) hour charge	\$236
Dye Testing	During normal working hours (min. 1 hr)	\$139
Dye Testing	Outside of normal working hours (min. 2 hrs)	\$245
Vactor Charge	During normal working hours (min. 1 hr)	\$290
Vactor Charge	Outside of normal working hours (min. 2 hrs)	\$531
<b>Wastewater Charges</b>		
Sewer Sludge Storage Costs	Sludge Storage - Townsend Lagoon per Cubic Meter (m3)	\$4.751
Sanitary Discharge Agreement	Over-strength discharge fee formula "R" value ("R" means the rate for sewage treatment in\$/m3 of sewage flow as set out from time to time by the County)	\$1.04

Fees effective February 1st, 2020 unless otherwise stated.



## Schedule C - General Fees

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater General Fees	Description	2020 Change
Sanitary Discharge Agreement	New discharger information report administrative fee	\$253
Sanitary Discharge Agreement	Existing discharger information report administration fee	\$253
Sanitary Discharge Agreement	Sanitary discharge agreement annual administration fee	\$1,517
Sanitary Discharge Agreement	Sanitary discharge agreement amendment request application processing fee	\$253
Sanitary Discharge Agreement	Application for a hauled sewage discharge permit processing fee	\$253
Sanitary Discharge Agreement	Annual hauled sewage discharge permit processing fee	\$253
Sanitary Discharge Agreement	Haldimand County assistance with all other additional requests	100% Cost Recovery
Wastewater Discharge Program	Application fee	\$253
Wastewater Discharge Program	Engineering Compliance Report	100% Cost Recovery
Wastewater Discharge Program	Meter Testing, Meter Calibration, Meter Installation, Other administrative costs	100% Cost Recovery
<b>Other Services</b>		
Inspection of external services		100% Cost Recovery
Installation of Communication Antennae System on County Facilities	Other Agencies or Departments of the County	No Charge
Installation of Communication Antennae System on County Facilities	Local Emergency Services, Provincial and Federal Agencies or Ministries per year, per mounting	\$2,766
Installation of Communication Antennae System on County Facilities	Private Enterprises	Per Contract
<b>Administration Fees and Late Payment Interest Charges</b>		
Note: the following charges may be administered by a 3rd party on behalf of the County		
Arrears Certificate		\$16.50
Non-sufficient Funds Charge (NSF)		\$35.50
Credit Reference/Credit Check		\$16.50
Account Setup Charge		\$33.00
Late Payment Interest Charges:		
	Per Month	1.25%
	Per Year	15.00%
Transfer to Property Tax Account for Collection	adding water and wastewater charges that remain unpaid after the due date, to the property tax owners account	\$33.00



## Schedule D - Refusal & Tampering

Schedules should be read in conjunction with the By-Law for all applicable terms and conditions.

Water and Wastewater Access Refusal and Tampering Charges	Description	2020 Charge
<b>Refusal of Entry for Inspection, Installation, Repair or Replacement of Meters/Equipment, Water Service Leaks</b>		
These fees outline the applicable charges to residents who refuse access required for maintenance, inspection, installation, repair or replacement of meters/equipment.		
Disconnect from the System	Applicable to non-paying derelict properties. Costs to be recovered by the owner. Disconnect at property line or main is at the discretion of the County. Charges unpaid will be added to tax account following proper process	100% Cost Recovery
Refuse Access	Shut off - this is only an option if owner is refusing access and not paying their bill	100% Cost Recovery + continuation of monthly basic charge fee
Refuse Access	Monthly meter read estimate	\$31.50
Refuse Access	Police attendance for enforcement	100% Cost Recovery
Refuse Access	Court costs to gain entry	100% Cost Recovery
Meter Pit Installation	Applicable cost for owners who refuse access to property	100% Cost Recovery
Tampering	Charge for tampering with Water Meter and/or Water Service. All costs of repairs to services and equipment will be recovered 100% in addition to the Tampering Charge and estimated consumption charges.	\$530.00
When it is determined that a meter fails to register accurately the quantity of water consumed, during the period of such failure the quantity shall be estimated by the County.		

**SCHEDULE E**

**FEES AND CHARGES COST CALCULATION TEMPLATE**

**Service/Activity to be calculated:**

Description of Service/Activity:

**Input required in yellow cells only.**

The only items requiring input on this tab are those highlighted in yellow. This sheet is a summary tab of all of the input completed on the subsequent tabs and is used to calculate the final costs for the fee to be charged. There are hyperlinks in the title of each section below which will bring you directly to the tab where the input is required.

Please insert the name of the user fee under **Service/Activity to be calculated** along with a description of the fee under **Description of Service/Activity**.

If the fee is to be offset by a revenue source (i.e. Subsidized by levy, grant funding, etc), enter the percentage or the dollar value of the reduction under **Ancillary Revenues** on this tab.

Once all information has been input, the total fee will be calculated in cell **G59**. If you plan on adjusting the fee (i.e. Rounding, or changing for any other purpose), please input the adjust amount, or duplicate the amount in cell G59 in cell **G60**. Ensure you document why the value is different in the Comment section.

Finally, please select from the drop down beside **Applicable Taxes**. If you are unsure what applies here, please contact your financial analyst for assistance.

<b>COSTS:</b>	<b>DESCRIPTION OF COSTS/SERVICES:</b>	<b>HOURS/UNITS:</b>	<b>ESTIMATED COSTS:</b>
<b>DIRECT COSTS:</b>			
<b>WAGES &amp; BENEFITS:</b>			
Staffing Costs:	Hours x Hourly Rate	0.00	\$0.00
Staffing Benefit Costs:	County Average Benefit Percentage	48%	\$0.00
Supervisor Costs:	Hours x Hourly Rate	0.00	\$0.00
Supervisor Benefit Costs:	County Average Benefit Percentage	48%	\$0.00
<b>VEHICLE COSTS:</b>			
	Vehicles Used:	# of Vehicles Used:	Operating Hours:
		0	
			\$0.00
			\$0.00
			\$0.00
<b>ADMINISTRATIVE COSTS:</b>			
Inspection Costs:	Number of Staff x Hours x Hourly Rate	0.00	\$0.00
Benefits:	County Average Benefit Percentage	48%	\$0.00
Photocopying	Cost of Photocopying & Paper		\$0.00
Mailing	Cost for Regular Mail		\$0.00
Filing	Copying & Filing Internal Copies		\$0.00
<b>OTHER COSTS:</b>			
	Description:	Cost Per Unit:	Units:
		\$0.00	0
		\$0.00	0
		\$0.00	0
<b>TOTAL DIRECT COSTS:</b>			\$0.00
<b>INDIRECT COSTS:</b>			
Department Overhead Allocation	Allocation to Department of Allocation (%)		\$0.00
County General Admin Overhead	Council, CAO, Finance, Clerk's & General Overhead (%)		\$0.00
<b>TOTAL INDIRECT COSTS:</b>			\$0.00
<b>TOTAL COSTS:</b>			\$0.00
<b>Less: Ancillary Revenues:</b>	Grants & Offsetting Revenues	Percentage:	
		\$ Amount:	\$0.00
<b>CALCULATED USER FEE</b>			\$0.00
<b>ADJUSTED USER FEE APPROVED BY COUNCIL</b>			

Applicable Taxes

1

Final User Fee Including

\$0.00

Comments: