

# RESORT VILLAGE OF MANITOU BEACH

## Utility Bylaw

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### BYLAW 10-2021

#### 1. SHORT TITLE

This Bylaw may be cited as “The Utility Bylaw”.

#### 2. PURPOSE

The purpose of this Bylaw is as follows:

- To set water and septic rates
- To provide direction to administrative staff
- To set fees and charges associated with water and septic systems

#### 3. DEFINITIONS

- a) Administrator – the Administrator of the Resort Village of Manitou Beach, also referred to as the CAO-Chief Administrative Officer.
- b) Consumer- any person or persons who occupies a premises, not necessarily the property owner.
- c) Premise- a building or structure or any part thereof, which is connected to utility services, and which has a separate metered water supply.
- d) Property Owner/Owners- the assessed property owner, as contained in the records of the Resort Village.
- e) Reasonable Access- is defined as facilitating a safe, convenient route to a properly connected, working meter reader cap. Safe, convenient access to the water meter and meter reader cap to have a minimum of six (6) meter readings in a period of twelve (12) consecutive months recorded.
- f) Service Connection- the water and sewer pipes which connect the water and sewer mains to the inner surface of the wall of the building supplied with the water and sewer utility service.
- g) Utility Account- the record of water consumption, water and sewer billing maintained by the village administration staff; showing water and sewer utility service rates billed to the Property Owner and payments received on the account.
- h) Utility Service- the provision by the Resort Village of Manitou Beach of a public potable water supply to a premises and the provision of a public sewage collection and disposal system from a premises, which is occupied by a consumer.
- i) Year-Round User- premises that have the water and sewer infrastructure installed below the frost line and is protected from freezing.
- j) Seasonal User- premises that, because of the nature of the water and sewer infrastructure and the premises being such that, the water lines and water meter would be at risk of freezing during freezing weather.
- k) Water Service On- the curb stop is turned on and the water meter is installed.
- l) Water Service Off- the curb stop is turned off and the water meter may be removed for storage.
- m) Multi-Unit User- the curb stop cannot be physically turned off without affecting the other users on the property. Connect Fee and Disconnect Fee will be applied. Includes properties with physical traits that do not allow for curb stop shut off/water meter removal, Connect Fee and Disconnect Fee will be applied.
- n) Connect Fee- charged when the curb stop is turned to the ON position and/or a water meter is installed. Owner or owner approved person must be present at the residence at the time water meter is connected and curb stop turned on.
- o) Disconnect Fee- charged when the curb stop is turned to the OFF position and/or a water meter is removed.

#### 4. ADMINISTRATION OF UTILITY ACCOUNTS

- a) All accessible/occupied Residential and Commercial properties must be connected to water and sewer services.
- b) New services are required to pay a non-refundable water meter deposit of \$150.
- c) All municipal water and sewer services shall be billed to the Property Owner.
- d) All municipal utility billing that has been made available to a property will be billed out as outlined in Schedule "A", "Schedule "B", and "Schedule C".
- e) Water & sewer supply base is the base utility fee and shall be payable whether any water is consumed or not.
- f) Every property owner shall be responsible for the installation of a meter reader cap by village employee or contractor, in an easily accessible, visible location on the front of the building.
- g) Every property owner shall be responsible for ensuring safe, convenient, and reasonable access for village staff to all water meters and meter reader caps, installed on private property and the premises in which such meters are located. Reasonable access is a village employee being easily able to perform six (6) meter readings in a period of twelve (12) consecutive months.
- h) In situations where an actual reading of a meter is not obtainable, the village may estimate the consumption used based on historical consumption on the account or other information or source available and shall be considered fair and equitable. Estimates shall be the basis for billing the customer for the water used until such time that the cause of the inability to obtain actual reading, is remedied.
- i) The Resort Village may discontinue the supply of water to a property where:
  - i. A water meter installed on that property has been damaged, altered or disconnected.
  - ii. The property owner/consumer has refused or failed to provide and maintain safe and convenient access to village staff to any water meter and working meter reader installed on that property/premises within which such meters are located.
  - iii. The property owner has refused or failed to pay the cost of repairing, testing, or reinstalling a water meter which had been damaged, altered or disconnected while installed on that property.
- j) Accounts for water service and sewer service shall cover a period of two (2) successive months: January-February, March-April, May-June, July-August, September-October, November-December, and shall be invoiced within nine (9) days after the last day of the month ending such period.
- k) Accounts shall be paid within a period of thirty (30) days from the date on which accounts are invoiced.
- l) All water and sewer accounts which are outstanding thirty (30) days after the account is invoiced shall have a penalty of: 2% (percent) of the arrears per month added to the utility account.
- m) If any rates, charges or rent in arrears, including late payment charges remain unpaid on December 31, of the given year, that amount will be added to and thereby form part of the taxes to the property that service was provided.

- n) A sudden rise in your metered water bill may be due to any combination of reasons including:
- Plumbing leaks in toilets and/or fixtures
  - Consecutive estimated readings followed by an actual reading. (If your actual consumption for previous billing periods was higher than what was estimated, there may be an increase in the current water bill which will reflect the unbilled consumption.)
  - An increase in the number of people living in the house, resulting in higher water usage.
  - A dry, hot summer, resulting in higher water consumption.
  - Leaks can cause extremely high bills. If you are aware of any type of water leak in your house, it should repair it immediately. Leaking toilets and other fixtures waste water and will increase the amount of the water billing. All water consumption, including water consumed by leaks, is the property owner's responsibility and is charged to your water account.
- o) Utility accounts in arrears over 90 days, shall be given a final notice. If arrears are not paid in full after 30 days from the date on the final notice, water service will be disconnected. When the water service is cut off, it shall not be turned on until all arrears have been paid, together with a fee of \$100.00 to cover the expenses of turning off the water and a further fee of \$100.00 for turning it on again.
- p) Utility accounts in arrears: with the acknowledgement of exceptional life circumstances, Council for the Resort Village Manitou Beach is willing to work with Ratepayers that have come into such circumstances. Ratepayers that have utility accounts in arrears can apply for an agreement with the Village to catch up with overdue utility accounts by applying for a monthly payment that is *at least* 10% of their total utility arrears *and* stay current with regular bi-monthly utility billing. Applications can be obtained through the village office. Water services will stay connected if the agreement is satisfied.
- q) In the event a water meter is damaged, whether that be frozen, or accidental, the property owner is responsible for the purchase fee of \$150.00 per meter or cost of repairs. If the meter is found to be faulty, the Village will replace the meter at no additional cost.
- r) Bylaw # 8/2019 is hereby repealed.

Given first reading October 25, 2021  
 Resolution 2021-431  
 Second Reading Resolution 2021-432  
 Given Third and Final Reading 2021-434

SEAL

\_\_\_\_\_  
 Mayor

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 Administrator

RESORT VILLAGE OF MANITOU BEACH

Schedule "A" to Bylaw 10-2021

**BI-MONTHLY WATER RATES: (every 2 months)**

Water Supply Base: \$ 40.00      Year 2020: 1 gallon and over \$ 0.011 per 1 gallon  
Year 2021: 1 gallon and over \$ 0.012 per 1 gallon  
Year 2022: 1 gallon and over \$ 0.013 per 1 gallon  
Year 2023: 1 gallon and over \$ 0.014 per 1 gallon

Connection Fee: \$75.00 When the curb stop is turned to the ON position AND/OR a water meter is installed.

Disconnection Fee: \$75.00 When the curb stop is turned to the OFF position AND/OR a water meter is removed

*\*\* See definitions for applicable circumstances\*\**

Water supply base fee will be charged every 2-month billing cycle.

**QUARTERLY WATER RATES: (every 3 months)**

Watrous South Rural Water Utility      Year 2020: \$12.30 per 1000 gallons (or part thereof)  
Year 2021: \$12.40 per 1000 gallons (or part thereof)  
Year 2022: \$12.50 per 1000 gallons (or part thereof)  
Year 2023: \$12.60 per 1000 gallons (or part thereof)  
Minimum charge for 275,000 imperial gallons does apply

Schedule "B" to Bylaw #8/2019

**BI-MONTHLY SEWER SERVICE CHARGES (every 2 months)**

Residential Fee: 80% of the water charge

Commercial Fee: 98% of the water charge

**Base Rates will be applied according to the following categories:**

Residential Sewer Supply Base: \$40.00  
Commercial Sewer Supply Base: \$40.00  
Year-round Commercial Salt Water Swim Pool: \$1900.00  
Commercial Campground: \$800

Sewer Supply base fee will be charged every 2-month billing cycle and will run concurrent with water service set up as set forth in Schedule "A" to Bylaw #8/2019.

**Schedule "C" to Bylaw 10-2021 (Formally introduced in 2019 in Bylaw 8-2019)**

INFRASTRUCTURE FEE:      Per billing      10% of total bill