

GLENMORE-ELLISON IMPROVEMENT DISTRICT

BYLAW #194

A BYLAW TO ESTABLISH MISCELLANEOUS SERVICE FEES AND CHARGES PAYABLE TO THE IMPROVEMENT DISTRICT AND THE TERMS OF PAYMENT THEREOF.

The Trustees of the Glenmore-Ellison Improvement District, in open meeting assembled, **ENACT AS FOLLOWS:**

APPLICATION:

1. In order to defray certain administrative or operational costs or expenses, the following service fees and other charges are hereby fixed and made payable to the District:

- (a) Fees or Charges for Administrative Services are set out in Schedule A, which forms an integral part of this bylaw.
- (b) Fees or Charges for Subdivision or Development Services are set out in Schedule B, which forms an integral part of this bylaw.
- (c) Fees for General Water Services and Permits are set out in Schedule C, which forms an integral part of this bylaw.
- (d) Fees and Charges for Service Connections are set out in Schedule D, which forms an integral part of this bylaw.
- (e) Fees and Charges for Metering Services are set out in Schedule E, which forms an integral part of this bylaw.

PAYMENT / NON-COMPLIANCE:

2. For all charges in excess of \$10.00, all firms and individuals will be invoiced and terms of payment will be net 30 days. Where possible, for charges less than this, payment is to be made at time of service.

3. The District may, by Trustee resolution, order the water shut off to any premises on which there are any charges owing under this Bylaw for 90 days or longer from the due date. The District shall serve written notice upon such person that if the overdue amount is not paid within ten (10) business days, the water will be shut off until the amount owing is paid in full.

4. In cases of accounts receivable remaining unpaid after the due date of the period for which they were levied, a 2% monthly penalty shall be added to any invoiced amounts that remain outstanding.

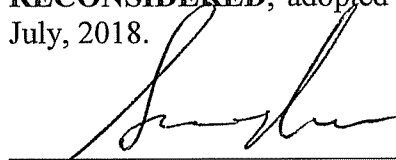
5. The District shall not pay interest on funds received as a deposit for pending services, that may be required under any District Bylaw.

6. This Bylaw repeals Miscellaneous Charge Bylaw #149.

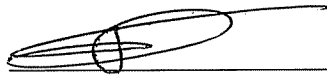
7. This Bylaw may be cited as the “**Miscellaneous Charge Bylaw #194**”.

INTRODUCED and given first reading by the Trustees on the 18th day of July, 2018.

RECONSIDERED, adopted and finally passed by the Trustees on the 18th day of July, 2018.



Steven Bonn, Chair of the Trustees



Dawn Williams, Administrator

I HEREBY CERTIFY under seal of the Glenmore-Ellison Improvement District that this is a true copy of **Bylaw No. 194** of Glenmore-Ellison Improvement District passed by the Trustees this 18th day of July, 2018.



Dawn Williams, Administrator

SCHEDULE A – FEES FOR ADMINISTRATIVE SERVICES:

The following fees and charges are due and payable to the District:	Fees:
1. New account set-up for each newly developed unit to be registered in the Land Titles Office. Payment will be due at time of issuance of the Water Availability Letter, or as requested by the District during the development process.	\$20.00
2. Tax and Toll Searches requested by legal firms	\$20.00
3. Processing of Land Title changes in the event of property sales and transfers	\$20.00
4. Water turn-on for startup of any new water service	\$50.00
5. Returned Cheques	\$30.00
6. Electronic Funds Transfer (EFT) Returns	\$20.00
7. Photocopies (per page)	\$0.25
8. Monthly rental of parking spaces, per stall, on District owned lands	\$60.00
9. An annual lease rate, equivalent to the applicable annual Agricultural Grade tax rate, shall be charged for any District owned lands that are leased by special agreement.	
10. For information requests pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> , 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.	

SCHEDULE B – FEES FOR SUBDIVISION OR DEVELOPMENT SERVICES:

The following fees and charges are due and payable to the District:	Fees:
1. Inspection of a water service connection, sized 50mm or less, to the District System. Payment for the connection inspection will be due at the time of issuance of the Water Availability Letter.	\$100.00
(a) Subsequent Water Service Connection Inspections <50mm:	\$50.00
2. Inspection of a water service connection, sized greater than 50 mm to the District System. Payment for the connection inspection will be due at the time of issuance of the Water Availability Letter.	\$500.00
(a) Subsequent Water Service Connection Inspections >50mm:	\$250.00
3. Inspection of a water meter installation, charged per meter for all industrial, commercial, institutional, multi-family and strata meters. Payment for inspection will be due at the time of issuance of the Water Availability Letter.	\$75.00
4. Document Administration Fee: Staff review for each application for Regrade or Water Servicing, Rights of Way, Easements, Road Exchanges or Road Closures.	\$150.00
5. Development Application Fee: Staff review per each Referral for Subdivision, Rezoning or Development Permit applications.	\$150.00
6. Hourly Charge for subsequent review per revised set of engineering Drawings or reports, further to the initial Document Administration Fee or the initial Development Application Fee.	\$50.00
7. Boundary Application Processing Fee: For Inclusion or Exclusion of a property within the District boundaries. A refund of \$250.00 will be issued if the boundary application is rejected, and no advertising component is required.	\$400.00
8. Latecomer Agreement Administration Fee: Staff preparation and review of a Latecomer Agreement.	\$500.00
9. Water Servicing Agreement Administration Fee: Staff preparation and review of a Water Servicing Agreement.	\$500.00

SCHEDULE C – FEES FOR GENERAL WATER SERVICES OR PERMITS:

- The following fees and charges are due and payable to the District: Fees:**
1. After Hours Call-Out: Fee per site visit for any District crew member **\$150.00**
responding to a call-out (i.e. requests for service requiring a response)
during an Evening, Weekend or Holiday closure, or outside of the GEID
crew operating hours of 7:00 am through 3:00 pm, Monday through Friday.
 2. Where staff or equipment of the District are required to render service, the party
requesting such work, service or materials shall pay the following charges:
 - a) For staff, the charge shall be at the employee's full wage rate and 30%
for benefits for that time period plus 10%.
 - b) For vehicles and equipment, the equivalent to rental rate from an
outside agency.
 - c) For materials, at actual cost plus 10%.
 3. For all Works or Services where the District must retain a contractor, consultant or
any professional service in order to accommodate a service request, all costs must
be borne by the owner or occupier of land requiring such services.
 4. Daily Hydrant Use Permit for Individuals or Contractors: Payment will **\$25.00**
be due prior to issuance of permit.
 5. Water turn-on or turn-off fee for any seasonal service: **\$50.00**
(Cost recovery allocation: \$15.00 Administration / \$35.00 Operations)
 6. Hydrant/Valve/Works Inspection Fee: Should any party be found to be **\$100.00**
accessing a hydrant, valve or other District works illegally, i.e. contrary
to District bylaws, an inspection fee will be charged to assess status or
damage of said works. Works requiring repair will be invoiced to said
party, in accordance with item 2(a)(b)(c) and item 3 of Schedule C.
 7. Daily Access Permit / Inspection Fee for Landowners of Lower Denali **\$100.00**
Drive: Landowners of Lower Denali Drive who require access through
gated District owned lands, namely Lateral One, to the Denali lands to
accommodate entry for landscaping and other works, will be charged a
daily access/inspection fee to ensure District Lands are returned to their
original condition after entry.

SCHEDULE D – SERVICE CONNECTION CHARGES

The following fees and charges are due and payable to the District:

1. Where the property owner is requesting to have a service connection installed as part of the District's servicing requirements, a deposit is payable by the owner in advance of any connection installation.

Final costs, less the deposit paid, will be invoiced to the owner, upon completion of the works. Final costs will include the District's expense for crew labour and benefits, materials used, equipment used, permits incurred and all payments made to sub-contractors that may be required to complete the installation, in accordance with Schedule C, items 2 (a)(b)(c) and 3 of this bylaw.

- a) The minimum deposit is to be paid at the time of application and will be determined by the Manager, based on the size and type of service connection. The minimum deposit required will be:
 - i. ¾" connection = **\$3,000.00**
 - ii. 1" connection = **\$3,250.00**
 - iii. 1 ½" connection = **\$3,500.00**
 - iv. 2" connection = **\$3,750.00**
 - v. Larger than 2" = **\$10,000.00**
 - b) Where a service connection involves a road crossing, an additional \$1,500.00 deposit is required.
 - c) Where a service connection involves sidewalk removal, an additional \$750.00 deposit is required.
 - d) The minimum deposit to be made at the time of application for a service connection abandonment or alteration, or appurtenance change, will be:
 - i. Service Abandonment = **\$1,000.00**
 - ii. Service Alteration = **\$1,000.00**
 - iii. Dole Valve Change/Upsize = **\$300.00**
2. After completion of the installation of the service connection, the actual cost of the installation shall be determined by the Manager and any variation of more than \$50.00 from the fee paid under section 1 (a) (b) or (c) above, shall be refunded by or be payable to the Improvement District, as applicable.
 3. As stated in Schedule B, item 1, an inspection fee is payable to inspect the service connection made from the owner's property to the District's service line.
 4. If the property owner withdraws his request for the service connection, the deposit paid will be refunded, less an administration fee of 5% of the deposit, to a maximum of \$250.00. Any works in progress or completed to date, or materials purchased, will be deducted from the initial deposit, prior to the refund being issued.

SCHEDULE E – METERING FEES AND CHARGES

The following fees and charges are due and payable to the District:

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| 1. | Water Meter Application Fee | \$25.00 |
| 2. | Meter Inspection Charge | \$75.00 |
| 3. | Temporary Activation Request | \$50.00 |
| 4. | Meter Reading Request outside of regular reading schedule | \$50.00 |
| 5. | Disconnection due to violation of District Bylaw | \$100.00 |
| 6. | Where the property owner is required to provide for the metering of a service as part of the servicing requirements of the District, the charge shall be: | |
| | i) Up to and including ¾" meter | \$ 450.00 |
| | ii) For a 1" meter | \$ 600.00 |
| | iii) For a 1 ½" meter | \$ 1000.00 |
| | iv) For a 2" meter | \$ 1250.00 |
| 7. | When an owner fails or refuses to install a meter in accordance with the District's Metering Bylaw, charges for the installation of Water Meter & Remote Meter in a Chamber at the parcel boundary will be determined as follows: | |
| | a) For staff, the charge shall be at the employee's full wage rate and 30% for benefits for that time period plus 10%. | |
| | b) For vehicles and equipment, the equivalent to rental rate from an outside agency. | |
| | c) For materials, at actual cost plus 10%. | |
| 8. | For all Metering Works or Services where the District must retain a contractor, consultant or any professional service in order to accommodate such request, all costs must be borne by the owner or occupier of land requiring such services. | |