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**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
FEES AND CHARGES BYLAW**

BYLAW NO. 2025- 001

WHEREAS:

- A. The Commission has been established by Ministerial Order L:081/07;
- B. Pursuant to section 602.09(1)(e) of the Municipal Government Act, the Commission is authorized to establish fees, rates, and charges for the services it provides;

AND WHEREAS, the Commission deems it necessary and expedient to establish a bylaw to formalize these fees and charges in accordance with its operating and administrative functions;

NOW THEREFORE, the Board of the Capital Region Northeast Water Services Commission, in the Province of Alberta, duly assembled, enacts as follows:

1. CITATION

- (1) This Bylaw may be cited as the Capital Region Northeast Water Services Commission "**Fees and Charges Bylaw**".

2. DEFINITIONS

In this Bylaw:

- (1) "**Act**" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or replaced;
- (2) "**Board**" means the Board of Directors of the Commission;
- (3) "**CEO**" means the Chief Executive Officer of the Commission;
- (4) "**Commission**" means the Capital Region Northeast Water Services Commission;

3. ESTABLISHMENT OF FEES, RATES, AND CHARGES

- (a) The fees and charges table attached as Schedule "A" to this Bylaw, represents the fees, rates, and charges established by the Board of the Commission.
- (b) These fees, rates, and charges are applicable to all services provided by the Commission, including but not limited to water distribution, administration, and any other services as outlined herein.
- (c) The Commission shall ensure that the fees and charges table is updated periodically to reflect any amendments as determined by the Board, ensuring alignment with the Commission's operational requirements and compliance with provincial regulations.

4. OVERDUE ACCOUNTS AND PENALTIES

- (a) All accounts shall be due and payable within thirty (30) days from the date of the invoice.
- (b) Any amounts remaining unpaid after the due date shall be subject to a penalty of:
 - i) 1.5% per month (19.56% per annum), compounded monthly, unless otherwise specified by the Board, for all monthly outstanding balances on invoice amounts, excepting water invoices, and,
 - ii) 2.5% per month (34.49% per annum), compounded monthly, unless otherwise specified by the Board, for all monthly outstanding balances on water supply invoice amounts.
- (c) The penalty amount shall be calculated on the aggregated total unpaid balances, including any previously applied penalties and shall accrue on a monthly basis until all outstanding balances on invoice amounts are paid in full.
- (d) The Commission reserves the right to take legal action to recover unpaid amounts, including but not limited to service disconnection, referral to a collection agency, or legal proceedings.
- (e) In accordance with the Canada Interest Act (RSC 1985, c I-15), if no interest rate were specified, the legal maximum of 5% per annum would apply. This bylaw establishes a valid contractual rate, ensuring compliance with applicable legislation.
- (f) The Commission may, at its discretion, waive or adjust penalties under exceptional circumstances upon written request by the account holder and approval by the CEO.
- (g) If the due date for payment falls on a statutory holiday or weekend, payment will be accepted on the next business day without penalty.
- (h) Payments received will be applied first to outstanding interest, then to the principal amount owed.

5. CROSSING AGREEMENT FEES

- (a) The Board may establish a fee for crossing the Commission's right-of-way or pipeline.
- (b) The Crossing Agreement Fee shall be submitted to the Commission as a part of the Crossing Application and shall be paid in full prior to the crossing agreement being approved by the CEO.
- (c) The Crossing Agreement Fee is initially set at \$1,500.00 and may be subject to adjustment by the Board to recover actual costs, including but not limited to engineering reviews, administrative expenses, and legal fees.
- (d) The Commission shall ensure compliance with all applicable legislation and provincial regulations when determining and applying fees related to crossing agreements.
- (e) The legality and application of these fees shall be reviewed periodically to ensure alignment with statutory requirements.

6. REVIEW AND ENFORCEMENT

- (a) The Board shall review the interest rates and penalties under this Bylaw at least annually to ensure compliance with economic conditions and applicable legislation.
- (b) The CEO is authorized to initiate collection efforts, which may include issuing demand letters, engaging collection agencies, or pursuing legal remedies as required and as may be required to be approved by the Board.

7. PRECEDENCE OF FEES AND CHARGES

In the event of any inconsistency between the fees, rates, and charges imposed pursuant to this Bylaw and those imposed by any other bylaw, policy, or administrative document of the Commission, the provisions of this Bylaw shall prevail, unless otherwise explicitly stated in any applicable legislation or regulation.

8. DISPUTE RESOLUTION

Any disputes or grievances arising from the interpretation or application of this Bylaw shall be resolved in accordance with the dispute resolution procedures established by the Commission and in compliance with applicable provincial statutes.

9. SEVERABILITY

Should any provision of this Bylaw be declared invalid by a court of competent jurisdiction, the invalid provision shall be severed, and the remaining provisions shall continue in full force and effect.

10. AMENDMENTS

This Bylaw may be amended or replaced by a resolution passed by a majority of the Directors at a duly convened meeting.

11. EFFECTIVE DATE

Bylaw 2022-007 is repealed and replaced by this Bylaw. This Bylaw shall become effective on the day it receives approval of the Board.

ADOPTED BY THE CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION THIS

28 DAY OF February 2025.



Commission Chair



Chief Executive Officer

SCHEDULE "A"

**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
2025 FEES & CHARGES TABLE***

Fee Description	Fee/Penalty	GST Required
Crossing the right-of-way or pipeline without an approved crossing agreement	<i>Penalty charge of up to \$5,000.00 per offence, which will be at the discretion of the CEO, penalty amount dependent upon the seriousness of the offence.</i>	No
Processing Fee for Crossing Agreement Application(s)	\$1,500 per application	No
Line Location Survey	\$500.00	Yes
Operator Service Call (per hour (from callout, including travel time)	\$150.00/hr	Yes
FOIP Information Requests	<i>As Per FOIP Guidelines</i>	No
Administrative costs to supply FOIP Information	<i>As Per FOIP Guidelines</i>	Yes
Overdue Invoice Balances (Excepting Water Supply Invoices)	<i>Penalty of 1.5% compounded monthly on outstanding balances of invoices</i>	Yes
Overdue Invoice Balances on Water Supply Invoices	<i>Penalty of 2.5% compounded monthly on outstanding balances of invoices</i>	Yes
Return of Cheque Non-Sufficient Funds	\$50.00	No
Un-Metered Service	Fee/Penalty	GST Required
Disconnected meter, tampered meter or any other circumstance resulting unmetered water through a service	\$500 Penalty plus 2x (double) the current water rate, based on estimated water consumption	Yes
Service Connection Application	Fee	GST Required
Individual Residence	\$500.00	No
Subdivisions - up to and including ten (10) lots	\$1,000.00	No
Subdivision developments exceeding ten (10) lots	<i>\$1,500 plus actual costs incurred</i>	No
Commercial, Institutional Industrial, and Agriculture Developments	<i>\$3,000 plus actual costs incurred</i>	No
Service Connection Installation	Fee	GST Required
20 mm	\$1,900.00	Yes
25 mm	\$3,200.00	Yes
40 mm	\$6,300.00	Yes
50 mm	\$10,100.00	Yes
75 mm	\$20,200.00	Yes
100 mm	\$31,500.00	Yes
150 mm and larger	<i>Actual Total Cost of Installation</i>	Yes