

Water and Wastewater Utility Charges	Policy	EHS2
	Effective Date	April 2002
	Revision Date	January 2019
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What is the policy?

This policy states that a fee for water and wastewater services be charged to recipients to offset the costs of operating and maintaining water and wastewater treatment facilities and distribution lines. The council assumes direct responsibility to operate and maintain water supply systems and wastewater treatment systems, where applicable.

There should not be a charge for water that residents obtain for their personal supply from a standpipe. Where water is picked up at the standpipe for delivery and sale elsewhere, council should charge to cover O&M costs related to the water supply system. Where a local entrepreneur provides a water delivery service there would be no charge to the deliverer, for water. All recipients of water, where they are connected to line distribution, or where water is delivered to their homes, place of business or otherwise, are to be assessed a charge.

Homes, businesses, etc. connected to a wastewater system and/or a water system, will pay a utility fee at a rate determined by the council, in consultation with the department. This includes all government agencies, commercial and school users.

Council establishes fees and all revenue from these utility fees should first be applied to operating and maintaining the service. When a community generates revenue in excess of operating and maintenance costs, the council may, at its discretion, use them for other local services.

It is the homeowner's responsibility to provide necessary water storage receptacles.

Community responsibilities

- The council must ensure the appropriate environmental regulations are followed.
- The council must ensure an application to hook-up form is completed by individuals or agencies wishing to be connected to water and wastewater lines along with an agreement for wastewater and water services. These forms can be obtained from the regional office.
- The council must establish by bylaw an appropriate utility service fee and collection system for water line distribution and/or delivery as well as wastewater lines and/or pumpouts to ensure all eligible revenue accrues to the community.
- The council must be prepared to enforce payment (ex: stop deliveries or cut off the water). Private homes should be charged a flat rate.

- If equipment acquisition (ex: truck or tractor with appropriate tank and pumping equipment) is required, the council must provide a plan including:
 - the proposed fee structure
 - exemptions from charges
 - a budget of likely operating costs versus delivery revenues
- The plan should also include the requirements for the service and services should be appropriate to the layout of the community (ex: scattered community layout).

Department responsibilities

- The department reviews requests for equipment acquisition.
- The department assists with determining appropriate costs of utility service fees.