



# THE CORPORATION OF HALDIMAND COUNTY SPECIAL COUNCIL AGENDA

**Date:** December 8, 2022  
**Time:** 9:30 A.M.  
**Location:** Haldimand County Administration Building

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**Pages**

**A. CALL TO ORDER**

**B. LAND ACKNOWLEDGEMENT**

**C. ROLL CALL**

**D. DISCLOSURES OF PECUNIARY INTEREST**

**E. NEW BUSINESS**

1. Draft 2023 Rate Supported Budget

1. Opening Remarks

C. Manley, Chief Administrative Officer

2. Presentation - Overview of the Draft 2023 Rate Supported Budget

3. Project Briefs for Consideration

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- Highway #6 Water Transmission Main Twinning (Haldimand Road 55 to Parkview Road) – Wards 1 and 4
- Caledonia Water Storage Capacity Expansion – Ward 3

4. Resolution Approval

**F. BY-LAWS**

1. Being a by-law to establish water and wastewater charges and to repeal By-law 2328/22

9

**G. CONFIRMING BY-LAW**

22

A by-law to confirm the proceedings of Council of The Corporation of Haldimand County

**H. ADJOURNMENT**

## Project Brief - 2023 Rate Supported Capital Budget and Forecast

### **Project:**

Highway #6 Water Transmission Main Twinning (Haldimand Road 55 to Parkview Road) – Wards 1 and 4

### **Description:**

Installation of a 6,400 m second (twin) water transmission line to be constructed within the existing road allowance along Highway #6 between Haldimand Road 55 and Parkview Road (see Figure 1). Installation of a second 450 mm water transmission line has been identified as necessary since 2009 and will meet the water demand needs of proposed growth in the community of Hagersville and provide redundancy in the event of a transmission line break.

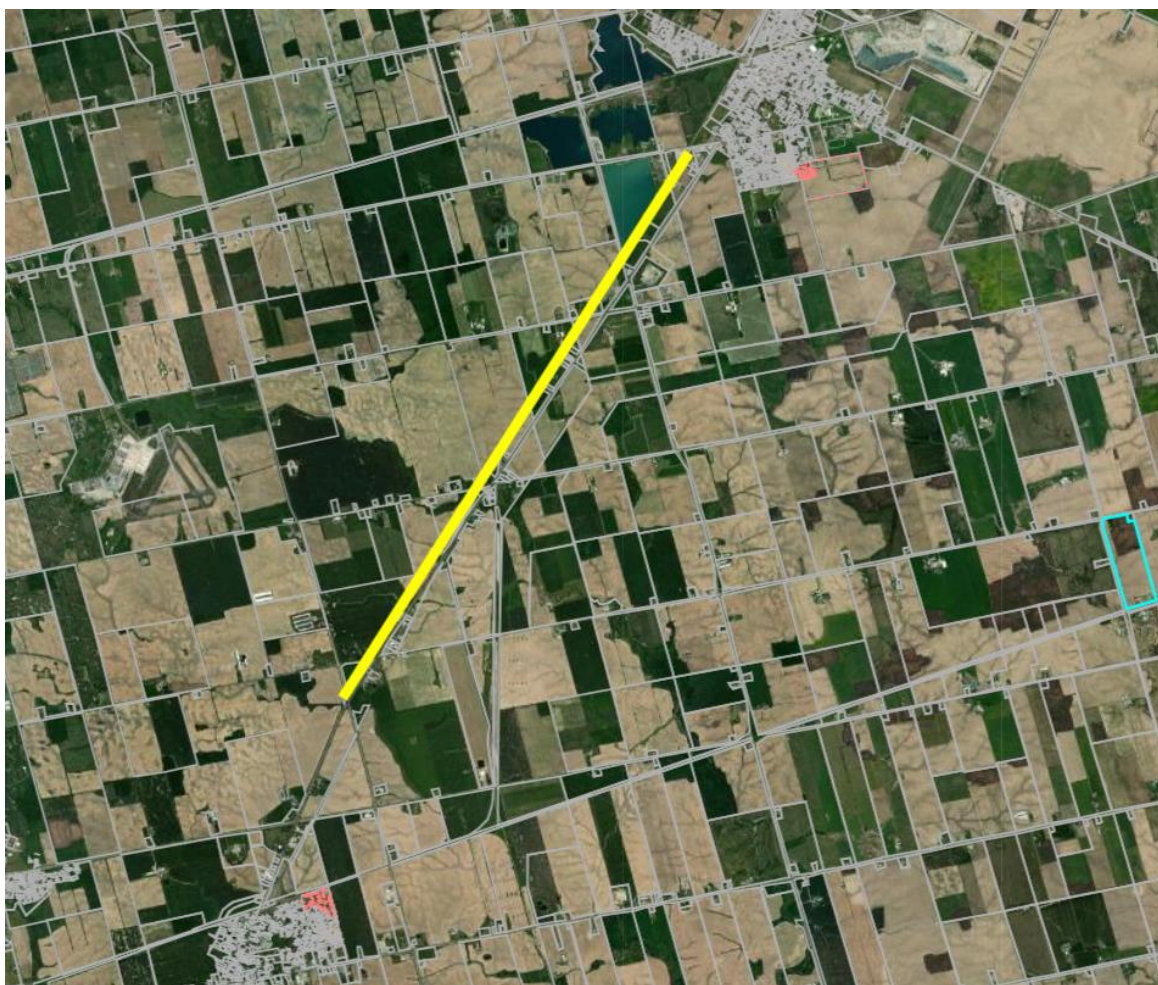


Figure 1 – Proposed Water Transmission Main Twinning

### **Background:**

There is currently a single 300 mm water transmission line that connects the Hagersville Booster Station (located at the northwest corner of Haldimand Road 55 and Highway 6) to the local distribution system in the community of Hagersville. The existing 300 mm water transmission line was constructed in 1981 and has a maximum design flow of 60 L/sec.

The 2009 Hagersville Master Servicing Plan (MSP) identified a future project to twin the existing 300 mm water line in order to meet a projected increase in water flow demands based on forecasted growth in the community. At the time of the Hagersville MSP, the max day flow demand was 48 L/sec. While there has been modest growth in Hagersville over the past thirteen years, the max day water demand has remained relatively unchanged, largely in part due to water loss mitigation efforts (leak detection) by the County.

To help illustrate existing conditions, Figure 2 shows daily flows for the most recent twelve months, plotted with the max day flow, the 95<sup>th</sup> percentile maximum day flow (meaning 95% of the time, flow is below this value) and the maximum flow capacity of the pipe. Currently, the 95<sup>th</sup> percentile flow value (used to eliminate outliers such as system flushing, standpipe filling and fire responses) represents approximately 60% of the pipe capacity, with the max day flow value indicating that 75% of the pipe capacity is in use. Typically, infrastructure upsizing/expansion is triggered when 80% of the design capacity is in use.

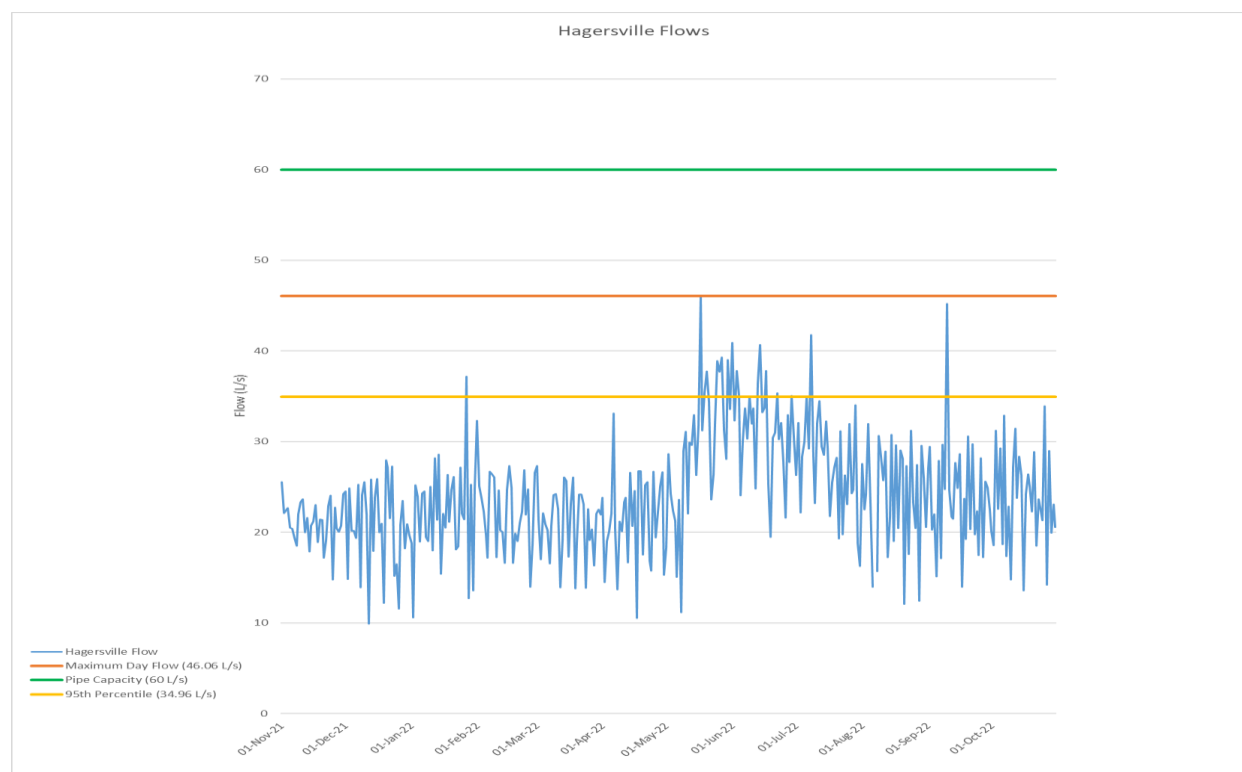


Figure 2 – Hagersville Daily Water Flows

Late in 2021, the water model for Hagersville was updated to reflect growth that has occurred since the 2009 Hagersville MSP. As part of the water modelling work and in preparation of the 2022 Hagersville MSP update study, planned growth for the community was also entered into the model. Modelling results of the water system with these updates indicated that there is a need to move forward in 2023 with the water transmission main twinning project.

The relative urgency to move forward with this project is largely attributable to the recent increase in development proposals received by the County and the rate at which growth is occurring in Hagersville.

In addition to addressing maximum day water demand strains on the system, a secondary transmission line will provide a level of operational redundancy should a transmission line break occur on either one of the lines. The twinning of the transmission line to Hagersville will also provision for the opportunity to extend water servicing to Caledonia and Cayuga in the future.

The transmission line twinning project will consist of three project stages. The first stage will comprise of planning and environmental approvals. Following the Municipal Class Environmental Assessment (MCEA) Schedules, this project is considered an A+ Class EA and will require notification to the public. The second stage will consist of design and construction approvals. In order to construct a new pipe within the Highway 6 road allowance, talks with the Ministry of Transportation will be required in order to obtain approvals. The third stage will be construction. The identified budgets and timing take into consideration the three project stages.

#### **Timeframe:**

Upon approval of the 2023 Rate Supported Budget, procurement of engineering services to support MCEA study and design work will be initiated. It is anticipated that all approvals and design work will be completed in 2023 and that the project will be ready to tender for construction in early 2024. Construction of the 6,400 m transmission line is expected to take approximately ten months. Based on these milestones, the transmission line twinning project is anticipated to be completed by the spring of 2025.

#### **Estimated Cost:**

The estimated project cost is \$5,400,000.

#### **Budget Impact:**

It is anticipated that this project would be fully funded from Development Charges

#### **Operating Cost Impacts:**

There may be a slight increase in operating costs over time that are associated with operating and maintaining a second transmission line and its associated valving and chambers.

**Impact on other Projects:**

None

**Impact on Staff Workload:**

The project support and management for this initiative has been identified and accommodated within the Water and Wastewater Engineering 2023 staffing work plan.

## **Project Brief - 2023 Rate Supported Capital Budget and Forecast**

### **Project:**

Caledonia Water Storage Capacity Expansion – Ward 3

### **Description:**

To meet future water storage needs for the community of Caledonia, two projects to add water storage capacity have been identified in the Rate Supported Capital Budget for a number of years. The two water storage projects are:

- New South Elevated Tank – Construction of a new 5,000 m<sup>3</sup> elevated tank to be built within the vicinity of the existing standpipe, on County owned property associated with the Haldimand County Caledonia Centre.
- North Reservoir Expansion – Construction of an additional 6,000 m<sup>3</sup> of in-ground reservoir capacity at the existing Caledonia reservoir and pumping station. Project includes the decommissioning and removal of the existing standpipe located on the same property.

### **Background:**

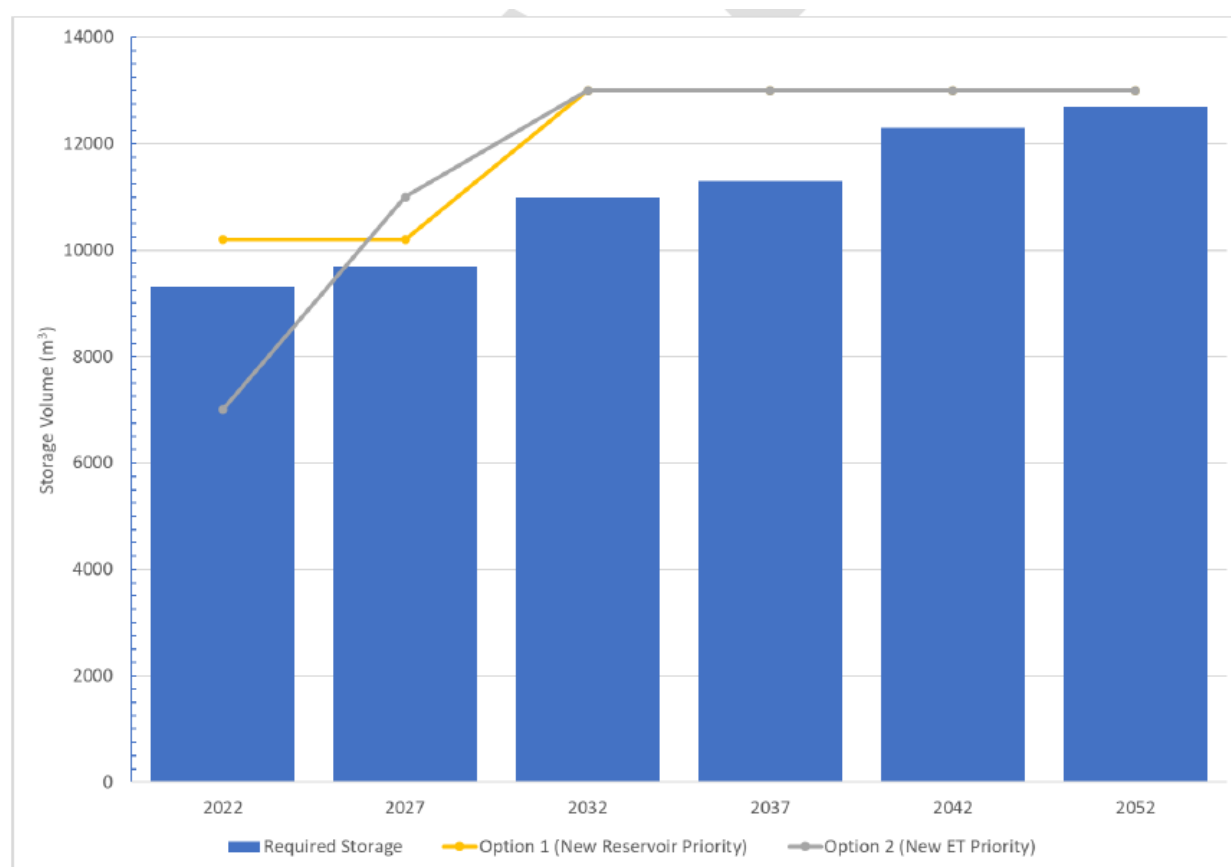
Existing water storage in Caledonia is provided from two facilities. The first facility is the Caledonia reservoir and pumping station, located halfway between Greens Road and Unity Road on Highway 6, that has 2,000 m<sup>3</sup> of storage. The second facility is the Caledonia standpipe, located at the HCCC property, that has 4,420 m<sup>3</sup> of storage, although only 2,200 m<sup>3</sup> of that volume is considered floating storage due to elevations in Caledonia. The remaining 2,200 m<sup>3</sup> of storage can only be accessed through pumping that would boost discharge pressure in the event of an emergency.

The 2019 Caledonia Master Servicing Plan (MSP) update study calculated water storage needs in accordance with the Ministry of the Environment (MOE) Design Guidelines for Drinking Water Systems and confirmed that additional water storage capacity was required. Recommended storage alternatives from the study included construction of a new 5,000 m<sup>3</sup> elevated tank and decommissioning of the existing standpipe, and construction of an additional 6,000 m<sup>3</sup> of in-ground reservoir storage at the existing Caledonia reservoir and pumping station.

Forecasted growth at the time of the 2019 MSP update study indicated sizeable development occurring within the southern limits of the Caledonia urban boundary. Based on this forecasted growth, the water modelling supported an approach that would see the construction of a new elevated tank on the south side of Caledonia as a priority, in order to enhance distribution flow to the southern end of the community while systematically increasing storage capacity.

Following the elevated tank construction project, the remaining and future storage needs would be satisfied through the reservoir expansion project. This servicing strategy was reflected in the 2022 Rate Supported Budget.

Recently, growth projections for Caledonia have been revised and as a result of the urban boundary expansion now include an increase in units in the north and a projected delay in development timelines in the south. As a result, the water modelling now recommends an approach that would see storage added to the system at the existing reservoir and pumping station as a priority, followed by the addition of water storage capacity through a new elevated tank. Following this approach, the immediate and mid-term water storage needs would be met earlier and the future water storage needs would be satisfied as they are realized, currently forecasted to be over the next 10 to 15 years (see Figure 1).



**Figure 1 – Proposed Storage Phasing**

**Note:** For illustrative purposes, storage requirements are reflective of the planned growth for the subsequent years between bars and are shown in advance of the development occurring for conservative planning reasons. For example, the 2022 storage requirement is based on growth forecasted to occur up until 2027.



In order to accommodate the proposed change in servicing strategy, the timing of the two discussed projects have been revised in the 2023 Rate Supported Capital Budget with the underground reservoir project scheduled to be completed first followed by the standpipe replacement project.

### **Timeframe:**

Upon approval of the 2023 Rate Supported Budget, procurement of engineering services to support Municipal Class Environmental Assessment (MCEA) study and design work for the proposed north reservoir expansion will be initiated. Upon completion of the MCEA study and in parallel with the design work, staff will engage in the property acquisition process in order to acquire additional lands around the existing facility to facilitate the reservoir expansion.

It is anticipated that all land acquisition, approvals, and design work will be completed midway through 2024 and that the project will be ready to tender for construction later that year.

Construction of the 6,000 m<sup>3</sup> reservoir expansion is anticipated to take approximately 16 months. Based on these milestones, the Caledonia north reservoir expansion project is anticipated to be completed by the spring of 2026.

### **Estimated Cost:**

North Reservoir Expansion project: \$8,729,000

- Fully funded from Development Charges debt

New South Elevated Tank and Standpipe Decommissioning: \$8,025,500

- Funded from Development Charges debt, Canada Community-Building Fund (CCBF, formerly Federal Gas Tax ), and the Capital Replacement Reserve Fund (CRRF-Water)

### **Budget Impact:**

Staff have reviewed the budget impacts and have incorporated the funding requirements to the 2023 Rate Supported Capital Forecast.

- **Development Charges:** Adjusting the timing of these two projects impacts when the County will issue the related debt, and thus changing the time available to receive development charges required to pay off this debt.
- **Canada Community-Building Fund (CCBF):** The New South Elevated Tank and Standpipe Decommissioning includes a portion funded from CCBF which has funding agreement requirements that must be met in order to remain compliant.
- **Capital Replacement Reserve Fund (CRRF-Water):** Shifts in the use of CRRF-Water must be monitored and managed to ensure adequate funds are available to meet asset replacement needs.

**Operating Cost Impacts:**

There may be a slight increase in operating costs over time that are associated with operating and maintaining a larger reservoir.

**Impact on other Projects:**

These projects are closely related to the Caledonia Booster Station (reservoir pumping station) Upgrades project and the 450 mm Water Main Twinning on Highway #6 from the Caledonia Booster Station to Greens Road, that are both identified in the 10 year forecast of the 2023 Rate Supported Capital Budget and are planned to be initiated in 2026.

**Impact on Staff Workload:**

The project support and management for this initiative has been identified and accommodated within the Water and Wastewater Engineering 2023 staffing work plan.

## THE CORPORATION OF HALDIMAND COUNTY

By-law Number /22

### **Being a by-law to establish water and wastewater charges and to repeal By-law 2328/22**

**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 by the Council of the Corporation of Haldimand County.
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 by Council 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 by Council 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, or through a financial institution 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** authority is delegated to the Treasurer to adjust penalty/interest applied above 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** authority is delegated to the Treasurer to write off small unpaid balances under \$10 as the Treasurer deems appropriate.
10. **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, it is the stated intention of Council 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.
11. **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.
12. **THAT** the fees and charges set out in this by-law shall be effective for any bills issued on or after January 1, 2023 for services rendered on or after January 1, 2023.

HALDIMAND COUNTY

By-law Number /22

13. **THAT** any provision of any by-law that is inconsistent with this by-law shall be hereby repealed.
14. **THAT** this by-law shall be known as the “Water and Wastewater Fees and Service Charges By-law”.
15. **THAT** By-law No. 2328/22 and any amendments thereto are hereby repealed in their entirety.
16. **AND THAT** this by-law shall be effective January 1, 2023.

READ a first and second time this 8<sup>th</sup> day of December, 2022.

READ a third time and finally passed this 8<sup>th</sup> day of December, 2022.

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MAYOR

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CLERK



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

Schedule	Division
<b>A</b>	Water and Wastewater Metered Charges
<b>B</b>	Water and Wastewater Bulk Service Charges
<b>C</b>	Water and Wastewater General Fees
<b>D</b>	Water and Wastewater Access Refusal and Tampering Charges
<b>E</b>	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		2022 Charge	2023 Charge	% Increase
Water						
Consumption Charges	\$/m3			\$1.0139	\$1.0936	7.85%
Basic Charges:	\$/month based on domestic service size			see below	see below	n/a
	Service Size:					
	mm	inches				
R1/C1	16 & 19	5/8 & 3/4		\$22.35	\$24.72	10.58%
R2/C2	25	1		\$22.35	\$24.72	10.58%
R3/C3	37	1.5		\$126.28	\$139.64	10.58%
R4/C4	50	2		\$274.46	\$303.51	10.58%
C5	75	3		\$482.99	\$534.11	10.58%
C6	100	4		\$960.62	\$1,062.29	10.58%
C7	150	6		\$1,786.91	\$1,976.03	10.58%
C8	200	8		\$3,052.17	\$3,375.19	10.58%
Flat Rate		Consumption charge: 15 m3/month (20 m3/month in 2020)		\$15.21	\$16.40	7.85%
		R1/C1 Basic Charge		\$22.35	\$24.72	10.58%
		Total Flat Rate		\$37.56	\$41.12	9.48%
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.					
Wastewater						
Consumption Charges		\$/m3		\$1.4803	\$1.3943	-5.81%
Basic Charges:	\$/month based on domestic service size			see below	see below	n/a
	Service Size:					
	mm	inches				
R1/C1	16 & 19	5/8 & 3/4		\$24.71	\$23.98	-2.93%
R2/C2	25	1		\$24.71	\$23.98	-2.93%
R3/C3	37	1.5		\$139.59	\$135.50	-2.93%
R4/C4	50	2		\$303.38	\$294.51	-2.93%
C5	75	3		\$533.89	\$518.27	-2.93%
C6	100	4		\$1,061.84	\$1,030.78	-2.93%
C7	150	6		\$1,975.20	\$1,917.42	-2.93%
C8	200	8		\$3,373.78	\$3,275.09	-2.93%
Flat Rate		Consumption charge: 15 m3/month (20 m3/month in 2020)		\$22.20	\$20.91	-5.81%
		R1/C1 Basic Charge		\$24.71	\$23.98	-2.93%
		Total Flat Rate		\$46.91	\$44.90	-4.29%



## 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	2022 Charge	2023 Charge	% Increase
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.				
Water and Wastewater Arrears					
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	2022 Charge	2023 Charge	% Increase
<b>Water</b>				
Bulk Water Consumption Rate	\$/m3	\$3.23	\$3.33	3.00%
Bulk Water Administration Fee	for months with billable consumption	\$18.51	\$19.07	3.00%
Bulk Water	Account Activation Fee (note: accounts will be deactivated if there is no consumption in the prior twelve month calendar year)	\$30.36	\$31.27	3.00%
Bulk Water	Re-Activation Fee	\$30.36	\$31.27	3.00%
New Credit Wholesale Rate	\$/m3 (12% reduction of metered water charge based on agreement)	\$0.89	\$0.96	7.85%
<b>Wastewater</b>				
Bulk Wastewater Disposal	Leachate - Local Volumetric Charge (\$/m3)	\$20.90	\$19.90	-4.80%
Bulk Wastewater Disposal	Leachate - Base Charge	\$724,200	\$724,200	0.00%
Bulk Wastewater Disposal	Leachate - Haldimand Leachate Capital Charge (annual)	\$27,137	\$27,137	0.00%
Effluents exceeding the wastewater use by-law limits		cost recovery plus Admin Fee	cost recovery plus Admin Fee	n/a
Bulk Wastewater Disposal Consumption Rate	Blended Septic/Holding Toilet Waste (per m3)	\$15.45	\$15.92	3.00%
Bulk Wastewater Disposal Administration Fee	Septic/Holding Tank/Portable Toilet Hauler Administration Fee (per month) for months with billable disposable volumes	\$18.51	\$19.06	3.00%



## 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	2022 Charge	2023 Charge	% Increase
<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		\$100	\$103	3.00%
Water Connection	Main to Street Line: Includes Inspection and Main Tap (contractor to supply all materials)	\$382	\$393	2.88%
Water Meter	Water Meter for new construction	Meter Cost	Meter Cost	n/a
	5/8" or 3/4" Meter	\$308	\$317	2.92%
	1" Meter	\$363	\$374	3.03%
	1.5" Meter	\$702	\$723	2.99%
	2" Meter	\$912	\$939	2.96%
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)	\$99 per hour	\$102 per hour	3.03%
Bacteriological Testing for New 100mm (4") Diameter & Larger	Water Mains or Services - includes sampling and transport to accredited laboratory per sampling site	\$207	\$213	2.90%
Water Disconnection Inspection	Inspection Only (contractor to supply all materials)	\$100	\$103	3.00%
Sanitary Sewer Service Connection 100mm (4") Diameter	Main to Street Line - Includes Inspection and Main Tap (contractor to supply all materials)	\$382	\$393	2.88%
Other Sanitary Sewer Service Connection Diameters	Main to Street Line: 150mm (6") or Greater Diameter: Inspection Only	\$181	\$186	2.76%
Sanitary Sewer Disconnection Inspection	Inspection Only (contractor to supply all materials)	\$100	\$103	3.00%
Connection Fees	Existing house to connect to the water system - per Development Charges By-law for Singles and Semis	per Development Charges By-law	per Development Charges By-law	n/a
Connection Fees	Existing house to connect to the sewer system - per Development Charges By-law for Singles and Semis	per Development Charges By-law	per Development Charges By-law	n/a
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	Flat Rate Water and Wastewater	n/a



## 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	2022 Charge	2023 Charge	% Increase
<b>Testing of Water Meters</b>				
Testing Requests	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>"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	100% cost recovery	n/a
<b>Water Turn On/Off</b>				
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>"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	\$100	\$103	3.00%
During Normal Working Hours	Water Turn Off	\$100	\$103	3.00%
During Normal Working Hours	Water Turn On/Off Same Day for Fix and Repair	\$112	\$115	2.68%
During Normal Working Hours	Water Turn On and Meter Reconnection	\$112	\$115	2.68%
During Normal Working Hours	Water Turn Off and Meter Disconnection	\$112	\$115	2.68%
During Normal Working Hours	Water Meter Removal or Install	\$21	\$22	4.76%
Outside of Normal Working Hours	Water Turn On	\$219	\$226	3.20%
Outside of Normal Working Hours	Water Turn Off	\$219	\$226	3.20%
Outside of Normal Working Hours	Water Turn On and Meter Reconnection	\$264	\$272	3.03%



## 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	2022 Charge	2023 Charge	% Increase
Outside of Normal Working Hours	Water Turn Off and Meter Disconnection	\$264	\$272	3.03%
Outside of Normal Working Hours	Water Meter Removal or Install	\$44	\$45	2.27%
<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)	\$149	\$153	2.68%
Thawing Frozen Water Service Lines	Outside of Normal Working Hours (per hour) (min. 2 hrs)	\$263	\$271	3.04%
Replacement of Water Meter due to Frost Plate damage	During Normal Working Hours	Meter Cost plus \$99	Meter Cost plus \$102	3.03%
Replacement of Water Meter due to Frost Plate damage	Outside of Normal Working Hours	Meter Cost plus \$259	Meter Cost plus \$267	3.09%
	5/8" or 3/4" Meter	\$308	\$317	2.92%
	1" Meter	\$363	\$374	3.03%
	1.5" Meter	\$702	\$723	2.99%
	2" Meter	\$912	\$939	2.96%
<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)	\$293	\$302	3.07%
Sanitary Sewer Rodding	Outside of Normal Working Hours - each full or additional hours (min. 2 hrs)	\$514	\$529	2.92%
Sewer Video	Sewers will be videoed during normal working hours only. Rate is per hour with a minimum of a one (1) hour charge	\$248	\$255	2.82%
Dye Testing	During normal working hours (min. 1 hr)	\$146	\$150	2.74%
Dye Testing	Outside of normal working hours (min. 2 hrs)	\$258	\$266	3.10%
Vactor Charge	During normal working hours (min. 1 hr)	\$305	\$314	2.95%
Vactor Charge	Outside of normal working hours (min. 2 hrs)	\$558	\$575	3.05%
<b>Wastewater Charges</b>				
Sewer Sludge Storage Costs	Sludge Storage - Townsend Lagoon per Cubic Meter (m3)	\$4.992	\$5.141	3.00%
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)	\$1.10	\$1.13	3.00%
Sanitary Discharge Agreement	New discharger information report administrative fee	\$266	\$274	3.01%
Sanitary Discharge Agreement	Existing discharger information report administration fee	\$266	\$274	3.01%
Sanitary Discharge Agreement	Sanitary discharge agreement annual administration fee	\$1,593	\$1,641	3.01%
Sanitary Discharge Agreement	Sanitary discharge agreement amendment request application processing fee	\$266	\$274	3.01%



## 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	2022 Charge	2023 Charge	% Increase
Sanitary Discharge Agreement	Application for a hauled sewage discharge permit processing fee	\$266	\$274	3.01%
Sanitary Discharge Agreement	Annual hauled sewage discharge permit processing fee	\$266	\$274	3.01%
Sanitary Discharge Agreement	Haldimand County assistance with all other additional requests	100% Cost Recovery	100% Cost Recovery	n/a
Wastewater Discharge Program	Application fee	\$266	\$274	3.01%
Wastewater Discharge Program	Engineering Compliance Report	100% Cost Recovery	100% Cost Recovery	n/a
Wastewater Discharge Program	Meter Testing, Meter Calibration, Meter Installation, Other administrative costs	100% Cost Recovery	100% Cost Recovery	n/a
<b>Other Services</b>				
Inspection of external services		100% Cost Recovery	100% Cost Recovery	n/a
Installation of Communication Antennae System on County Facilities	Other Agencies or Departments of the County	No Charge	No Charge	n/a
Installation of Communication Antennae System on County Facilities	Local Emergency Services, Provincial and Federal Agencies or Ministries per year, per mounting	\$2,906	\$2,993	2.99%
Installation of Communication Antennae System on County Facilities	Private Enterprises	Per Contract	Per Contract	n/a
<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		\$17.50	\$18.00	2.86%
Non-sufficient Funds Charge (NSF)		\$38.00	\$39.00	2.63%
Credit Reference/Credit Check		\$17.50	\$18.00	2.86%
Account Setup Charge		\$35.00	\$36.00	2.86%
<b>Late Payment Interest Charges:</b>				
	Per Month	1.25%	1.25%	n/a
	Per Year	15.00%	15.00%	n/a
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	\$35.00	\$36.00	2.86%



## 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	2022 Charge	2023 Charge	% Increase
<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	100% Cost Recovery	n/a
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	100% Cost Recovery + continuation of monthly basic charge fee	n/a
Refuse Access	Monthly meter read estimate	\$64.00	\$66.00	3.13%
Refuse Access	Police attendance for enforcement	100% Cost Recovery	100% Cost Recovery	n/a
Refuse Access	Court costs to gain entry	100% Cost Recovery	100% Cost Recovery	n/a
Meter Pit Installation	Applicable cost for owners who refuse access to property	100% Cost Recovery	100% Cost Recovery	n/a
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.	\$557.00	\$574.00	2.96%
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.

COSTS:	DESCRIPTION OF COSTS/SERVICES:	HOURS/UNITS:	ESTIMATED COSTS:
<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
			\$0.00
<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
Less: Ancillary Revenues:	Grants & Offsetting Revenues	Percentage:	\$0.00
		\$ 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:**

## THE CORPORATION OF HALDIMAND COUNTY

By-law Number /22

### Being a by-law to confirm the proceedings of Council of The Corporation of Haldimand County

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25, Section 5, provides that the powers of a municipal corporation shall be exercised by its Council;

**AND WHEREAS** Sections 10(1) and 10(2) of the *Municipal Act*, stipulate that a single-tier municipality may enact by-laws to provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

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

1. **THAT** each motion, resolution and other action of the Council of The Corporation of Haldimand County passed and taken by Council at its Special Council meeting held on the 8<sup>th</sup> day of December, 2022 be and are hereby approved, adopted, ratified and confirmed.
2. **AND THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Council in the above-mentioned, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. **AND THAT** the Mayor and the proper staff of The Corporation of Haldimand County are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary on behalf of The Corporation of Haldimand County and to affix the corporate seal thereto.

READ a first and second time this 8<sup>th</sup> day of December, 2022.

READ a third time and finally passed this 8<sup>th</sup> day of December, 2022.

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MAYOR

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CLERK