

Municipal Corporation of the Township of Killaloe, Hagarty and Richards

By-Law # 24-2012

Being a by-law with respect to the adoption of a Water & Sewage Account Collection Policy.

WHEREAS the Municipality of the Township of Killaloe, Hagarty and Richards deems it desirous to enact a by-law with respect to timely collection of water and/or sewage accounts, and to set in place a proper procedure for the collection of past due accounts to benefit the Municipality and the users of the services;

NOW THEREFORE the Council for the Township of Killaloe, Hagarty and Richards adopts Water & Sewage Account Collection Policy attached hereto as Schedule "A":

Read a first and second time this 15th day of May, 2012.

Read a third time and finally passed this 15th day of May, 2012.

Janie Wisneski
Mayor

Anna Madder
CAO/Clerk-Treasurer

SCHEDULE "A"

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

WATER & SEWER ACCOUNT COLLECTION POLICY

1. PURPOSE

The purpose of this policy is to ensure the timely collection of water and/or sewage accounts and to set in place a proper procedure for the collection of past due accounts to benefit the Municipality and the users of the services. Council wishes to ensure prompt, effective and efficient delivery of water and sewage bills and collection of same as provided for by legislation.

This document is to provide guidance to staff and to provide a basis for decision-making relating to Water and Sewage Billing and Collection procedures for all users in the Township of Killaloe, Hagarty and Richards.

2. AUTHORITY

The Township derives its authority for the issuance and collection of water and/or sewage bills by by-law that establishes the time periods and frequencies which water and sewage rates are invoiced. A by-law is passed setting the rates and putting into place due dates and other ancillary charges.

3. BILLING PROCEDURE

- 1) Flat Rate Residential and Commercial**
Water and Sewage charges will be billed bi-monthly based on the rates established by by-law.

4. COLLECTION OF OUTSTANDING ACCOUNTS

- 4.1** A penalty of 1.25% per month is applied to Flat Rate billings on the first day of default.
- 4.2** This policy will set out several remedies available to the Township for the collection of outstanding accounts.

Under the Municipal Act 2001, R.S.O. Section 81(1) a Municipality may shut off the supply of a public utility by the municipality to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

Under the Municipal Act 2001, R.S.O. Section 81(2) In addition to the power under subsection (1), a municipality may shut off the supply of water to land if fees or charges payable by the owners or occupants of the land in respect of a sewage system are overdue and the fees or charges are based on the fees payable for the supply of water to the land.

Under the Municipal Act 2001, R.S.O. Section 81(3) Despite subsections (1) and (2), a municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.

- a)** A reminder notice will be prepared and sent in the month following the due date advising of the outstanding account.

b) When three sewage and/or water billings are left unpaid a Final Notice with all outstanding arrears up to the present will be sent. This notice advises that unless arrangements for payment are made within ten days the service will be disconnected and reconnection charges of \$50.00 will apply.

5. ADDITIONS TO COLLECTOR'S ROLL

Any property that has twelve (12) months worth of water and/or sewage arrears shall have that amount and any related penalty and interest charges added to the tax roll for collection.

Municipal Act 2001, R.S.O. 398 (2) the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, under this Part to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

- a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
- b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges. Municipal Act 2001 R.S.O. Section 398 (2).

As of the last business day in December of each year, all outstanding water and sewage arrears and any related penalty and interest charges will be added to the tax roll for collection.

Notification in writing by way of regular mail shall be given to the property owner that the municipality will be proceeding with this action on the last Business day in December.

6. RECONNECTION CHARGES

If the account is not satisfied under the procedure outlined above in Section 4 of this policy, the outstanding amounts shall be added to the owner's tax bill and he/she is notified of same by registered mail.

An additional charge of \$50.00 is due for reconnecting the service whether water was turned off for reason of non-payment of an account, or at the request of a customer.

7. WATER PURCHASE CHARGES

In addition, persons wishing to purchase water, for such things as filling swimming pools or flooding rinks etc. shall pay a fee according to the annual by-law plus a \$20.00 administration charge.

Janice Wisneski
Mayor

Arena Maden
CAO/Clerk-Treasurer