

Order No. 173/18

**CITY OF SELKIRK
SELKIRK WATER AND WASTEWATER UTILITY
WATER AND WASTEWATER RATES
EFFECTIVE JANUARY 1, 2019, 2020, AND 2021**

December 31, 2018

**BEFORE: Irene A. Hamilton, Panel Chair
Carol Hainsworth, C.B.A., Panel Member**

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1.0 Executive Summary

By this Order, the Public Utilities Board (Board) approves the water and wastewater rates and cost allocation methodology as applied for by the City of Selkirk (City), Selkirk Water and Wastewater Utility (Utility), but varies the effective dates to January 1, 2019, 2020, and 2021.

The approved rates are:

	Previous By-law 5252	2019 Year 2	2020 Year 3	2021 Year 4
Quarterly Service Charge	\$ 21.31	\$ 24.41	\$ 25.96	\$ 27.50
Water (per cubic meter)	\$ 1.80	\$ 2.12	\$ 2.28	\$ 2.44
Wastewater (per cubic meter)	\$ 1.66	\$ 2.36	\$ 2.71	\$ 3.07
5/8" Minimum Quarterly - Water & Wastewater*	\$ 69.75	\$ 87.13	\$ 95.82	\$ 104.64
5/8" Minimum Quarterly - Water Only*	\$ 46.51	\$ 54.09	\$ 57.88	\$ 61.66
5/8" Minimum Quarterly - Wastewater Only*	\$ 44.55	\$ 57.45	\$ 63.90	\$ 70.48
Bulk Water**	\$ 2.60	\$ 2.50	\$ 2.60	\$ 2.80
Reconnection Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Hydrant Rental (annual)	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00
Wastewater Receiving Rates				
Administration Fee (quarterly)	\$ 21.31	\$ 24.41	\$ 25.96	\$ 27.50
Volume Dumping (per cubic meter)	\$ 8.02	\$ 11.40	\$ 13.09	\$ 14.83
B.O.D. Surcharge (per kilogram)	\$ 0.51	\$ 0.51	\$ 0.51	\$ 0.51
S.S. Surcharge (per kilogram)	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25
Untested Dumping (per cubic meter)	\$ 13.84	\$ 19.68	\$ 22.59	\$ 25.60

*Based on 14m³

**Minimum charge for any quantity will be \$20.00

Details of other rates may be found in the attached Schedule A. Reasons for the Board's decisions may be found under Board Findings.

2.0 Background

The City of Selkirk (City) owns and operates the Selkirk Water and Wastewater Utility (Utility). All customers are metered and utility bills are sent out quarterly, separate from property tax bills. The City also has charges for new developments that utilizes a sliding scale based on new or infill lots, frontage, and type (residential or commercial/industrial). Charges vary from \$2,300 to \$10,000 per lot.

There are a number of additional utility customers in the Rural Municipality of St. Andrews (RM). The RM is invoiced annually for utility debenture charges that properties serviced by the City pay as if the properties were within City limits. The RM in turn invoices and collects directly from the affected customers.

The City attempted a water conservation program in January 2017 that did not see the uptake the City had expected. The City collaborated with Ecofit and offered citizens a payment program to replace older toilets with new, lower flow toilets. Uptake was approximately 15 participants and the program ended in March 2017.

The Utility's drinking water meets Canadian Drinking Water standards and the wastewater treatment system is in compliance with the City's environmental licence.

Water Supply/Distribution

The water system receives ground water from four wells. The raw water is treated by mixing chemicals into the water that bring particles in the water together (called coagulation/flocculation). In a process called sedimentation, these particles become heavy and settle out of the water. Synthetic polymers (coagulant aids) and lime, for softening, are also added. The addition of lime raises the water's PH and causes calcium and magnesium, which are hard water contributors, to precipitate out of the water.

After re-carbonation, the water flows through three rapid sand filters. This process polishes the water removing any particles that may have carried over from the clarifier.

After filtration, chlorine is added for disinfection purposes. A minimum chlorine level of 0.5 mg/l is maintained in the water leaving the water plant; this kills any harmful pathogenic organisms that may enter the system.

Once the drinking water has left the plant, it is stored in two reservoirs and a water tower with a total capacity of 10.6 million litres.

The City's water distribution system has 53.6 km of watermains and 396 gate valves isolate the watermains. The watermains deliver water to 2,935 curb stops and 3,150 water meters.

Fire protection is provided to the City using 443 hydrants.

Wastewater Collection/Treatment

A new wastewater treatment facility will be constructed over the next 1.5 years at an estimated cost of \$36.9 M with influent pumping, screening, grit removal, flow equalization and storage, bioreactor feed pumping, bioreactor, membranes UV disinfection (existing), outfall, raw wastewater and waste activated sludge pumping, and lagoon (existing).

The wastewater distribution system consists of 47.9 km of sanitary wastewater lines and 620 sanitary wastewater manholes. Branching from the sanitary wastewater lines are 2,935 sanitary wastewater services. The sanitary wastewater lines deliver wastewater effluent to six sanitary lift stations in the City. Treated wastewater is discharged into the Red River.

Unaccounted for Water

The acceptable percentage of unaccounted water is 10%. If the percentage is above this amount, the applicant is to explain why and provide a plan to remedy.

Since 2015, the City has unaccounted for water of 5.75%. The City attributes this to its infrastructure replacement program.

3.0 Application

In August 2017, the City applied for revised water and wastewater rates, to be effective July 1, 2018, January 1, 2019, 2020, and 2021 as set out in By-Law No. 5309. First reading of the By-Law was received on August 14, 2017. The application was supported by a rate study prepared by an independent consultant. The City states the revised water and wastewater rates are for construction of the new wastewater treatment plant (noted above) to address capacity issues and to comply with provincial nutrient removal regulations. Board Order No. 25/15 previously set rates in February 2015.

A Public Notice of Application was issued on November 30, 2017 affording customers the opportunity to comment to both the Board and the City with respect to the proposed rate increases. No stakeholder responses were received.

When reviewing an application, the Board has at its disposal two approaches, a paper review process or a public hearing. After the publication of the Notice of Application, the Board considers the application and responses if any, and determines which method of review is most appropriate. Whenever reasonable, the Board can review the application using a paper review process, which saves the cost of a public hearing. The Board has reviewed the application and has chosen a paper review process.

The rates were calculated based on the following revenue projections and an inflation rate of 2% in all calculations:

Schedule of Utility Rate Requirements – Selkirk Water and Wastewater Utility 2018 to 2021 Budget Forecasts (\$)				
	2018	2019	2020	2021
	Budget Forecast			
General Expenses				
Administration	335,259	341,964	348,803	355,779
Billing and Collection	49,392	50,380	51,388	52,416
Total General Expenses	384,651	392,344	400,191	408,195
Revenue				
Penalties	21,500	21,500	21,500	21,500
Other Income	20,000	20,000	20,000	20,000
Total General Revenues	41,500	41,500	41,500	41,500
Net Costs General	343,151	350,844	358,691	366,695
Water Expenses				
Purification and Treatment	633,350	646,017	658,937	672,116
Transmission and	429,355	437,942	446,701	455,635
Water Administration	247,799	252,755	257,810	262,966
Service of Supply	215,771	220,086	224,488	228,978
Amortization	526,615	537,915	556,839	618,175
Interest on Long-Term Debt	127,445	115,098	108,051	288,203
Total Water Expenses	2,180,335	2,209,813	2,252,826	2,526,073
Revenue				
Bulk Water Fees	4,000	4,000	4,000	4,000
Hydrant Rentals (443 @	48,730	48,730	48,730	48,730
Total Water Revenue	52,730	52,730	52,730	52,730

Net Costs – Water	2,127,605	2,157,083	2,200,096	2,473,343
Wastewater Expenses				
Treatment and Disposal	610,959	623,178	635,641	648,354
Lift Station Costs	99,758	101,753	103,788	278,185
Wastewater Administration	123,899	126,377	128,905	131,483
Amortization	408,841	420,374	485,283	1,271,264
Interest on Long-Term	7,863	249,462	709,234	876,610
Total Wastewater Expenses	1,251,320	1,521,144	2,062,851	3,205,896
Revenue				
Receiving Stn. – Tipping	28,000	28,000	28,000	28,000
Net Costs - Wastewater	1,223,320	1,493,144	2,034,851	3,177,896
Water and Wastewater Billing				
Water and Wastewater	4,019,609	4,818,857	5,351,689	5,894,454
Property Tax Transfers				
Water Debt Transfer	375,467	282,205	282,205	282,205
Wastewater Debt Transfer	35,133	35,133	35,133	15,845
Total Transfers From General	410,600	317,338	317,338	298,050
Net Revenue/(Expenses)	736,133	1,135,124	1,075,409	174,570
Capital Grants – PUB				
Amortization of Water	230,227	230,227	230,227	230,227
Amortization of Wastewater	75,058	75,058	78,006	546,724
	305,335	305,335	308,233	776,951
Net Operating Surplus/(Deficit)	1,041,468	1,440,459	1,383,642	951,521
Transfers				
From Government – Capital	6,392,688	10,680,117	6,215,634	
From Utility Reserve Fund	1,842,788	4,700,000	1,615,764	700,000
To Utility Reserve Fund	(1,100,000)	(950,000)	(950,000)	(950,000)
	7,135,476	14,431,117	6,881,398	(250,000)
Change in Utility Fund Balance	8,176,944	15,871,576	8,265,040	701,521
Reverse PUB Adjustments				
Deduct Amortization Water Grants	(230,227)	(230,227)	(230,227)	(230,227)
Deduct Amortization Wastewater	(75,058)	(75,058)	(78,006)	(546,724)
Fund Surplus – Beginning of	28,677,006	36,548,665	52,113,956	60,073,763
Fund Surplus – End of Year	36,548,665	52,113,956	60,073,763	59,998,333

Working Capital Surplus/Deficit

Board Order No. 93/09 established that utilities should maintain a minimum working capital surplus, in an amount equal to 20% of annual expenses. The working capital surplus is defined as the Utility fund balance, excluding any capital related items plus Utility reserves.

As per the 2016 audited financial statements, the most recent information available, the working capital surplus at December 31, 2017 was:

	2017	2016	2015
Fund Surplus	\$28,843,828	\$28,353,884	\$25,852,526
Deduct: Tangible Capital Assets	\$27,789,155	\$27,561,495	\$25,404,505
Add: Long-Term Debt	\$3,236,420	\$3,498,704	\$3,817,699
Add: Utility Reserves	\$4,996,210	\$3,673,872	\$3,495,465
Equals Working Capital Surplus	\$9,287,303	\$7,964,965	\$7,761,185
Expenses	\$3,459,292	\$3,449,101	\$3,457,208
20% of Expenses (Target)	\$691,858	\$689,820	\$691,442

Cost Allocation Methodology

The Board requires all municipalities to review the costs shared between the general operations of the municipality and the Utility, and to allocate appropriate and reasonable costs to the Utility, based on a policy known as a Cost Allocation Methodology. This policy must be submitted to the Board for approval and cannot be changed without receiving approval from the Board. The Board's requirements regarding cost allocation methodologies can be found in Board Order No. 93/09.

The Customer Service Charge for administration costs increases by \$1.55 per quarter in 2019, 2020, 2021, and by \$1.54 in 2022 due to inflation and minor changes to the cost allocation methodology. The Utility's Shared Cost Allocation plan for non-direct shared services is as follows:

Allocation Plan for Shared Costs				
Shared Overhead:				
Includes all direct and indirect costs related to the administration of the utility.				
Sub-Category	Business Activity	Activity/Expenses	% of Expenses allocated to Utility (Estimated)	Tracked Increments (Actual)
Direct Overhead Costs	Meter reading	- Meter Maintenance	20%	/hr
	Billing, Receipting and Collection	- Utility Clerk	100%	/hr
Indirect Overhead Costs	General Administrative Costs	- Chief Administrative Officer	10%	/hr
		- Director of Finance	15%	/hr
		- Manager of Finance	25%	/hr
		- Accounting Clerk	50%	/hr
		- Director of Operations	50%	/hr
		- Manager of Public Works	50%	/hr
		- Public Works Chargehand	50%	/hr
		- Surveyor/Draftsman	50%	/hr
		- GIS / Survey Technician	50%	/hr
		- Operations Clerk	50%	/hr
	- Casual Operations Clerical	50%	/hr	
	Shared Overhead Costs	- Audit	25%	/hr
		- Office Space	N/A	\$7,100 /year
- Information Technology		25%	/hr	
Shared Direct Operating Costs:				
Includes all costs directly attributable to the maintenance and repair of the utility. Public work employees repair and maintain both transportation and utility infrastructure. A portion of the cost for the public works department should be allocated to the utility.				
Sub-Category	Business Activity	Activity/Expenses	% of Expenses allocated to Utility (Estimated)	Tracked Increments (Actual)
Direct Equipment Costs	Machinery and Equipment costs directly attributable to the maintenance and repair of utility TCA	- Machinery & Equipment - Internal	N/A	Applicable Unit \$ Rate/hr
Direct Labour	Labour costs directly attributable to the maintenance and repair of utility TCA	- Meter Maintenance	80%	/hr
		- Heavy Equipment Operator 1 (3 positions)	8%	/hr
		- Heavy Equipment Operator 2 (2 positions)	12%	/hr
		- Light Equipment Operator (3 positions)	5%	/hr

Contingency Allowance and Utility Reserves

As per the Board's Water and Wastewater Rate Application Guidelines, a yearly allowance equal to 10% of the variable operating costs is recommended for contingency allowance.

The City has not included a contingency allowance in this request because part of the City's budget process includes adding \$100,000 to each of the water and wastewater cost centres for contingencies annually. The City states the budget already includes \$200,000 each year as contingency. Therefore, there is no need for any additional contingency. The City, however, is proposing an annual transfer of \$950,000 to the Utility Reserve to maintain the Utility's working capital surplus and fund various capital projects annually.

The net book value of the City's utility infrastructure is forecasted to be \$72,119,200 by 2021. As part of this, the City maintains some older utility infrastructure, including some combined storm/sanitary wastewater lines. The City plans to continue to be proactive to ensure infrastructure is replaced in a timely fashion and attributes its low percentage of unaccounted for water to the infrastructure replacement program that aims to replace aging infrastructure before it becomes a problem. The City's contingency/reserve plan attempts to ensure funding is available in the Utility Reserves to continue its current infrastructure replacement practise.

Manitoba Municipalities are required to have an Asset Management Plan. The City believes it more beneficial to have a Capital Asset Management Program developed internally by City staff. The City understands capital asset management must become a core function of the City. In 2017, the City developed a Capital Asset Management Strategy and passed a By-Law accordingly. With the aged City infrastructure and the underfunded nature of the City's financial reserves, the City anticipates an increased demand on the Utility to fund infrastructure to support its capital asset management strategy.

The RM's 5-Year Capital Plan is as follows:

Capital Project	2017	2018	2019	2020	2021
New Water Source Project Phase 2 (50% reserve, 50% MWSB grant)	\$ 50,000	-	-	-	-
Purchase/Lease CAMP Software Package	\$ 100,000	-	-	-	-
Construction of Land Drainage Sewer (LDS); McLean Ave-Eveline to Main St	\$ 170,000	-	-	-	-
Jemima St Wastewater Lining Between Manitoba and Queen	\$ 250,000	-	-	-	-
Design West End Reservoir and Pumping Station - Phase 1	-	-	-	\$ 200,000	-
Construction of West End Reservoir & Pumping Station - Phase 2	-	-	-	\$ 3,000,000	-
Construct West End Trunk Line & Wewage Lift Station - Phase 2	-	-	\$ 2,200,000	\$ -	-
Geothermal at WTP	-	\$ 265,000	\$ -	\$ -	\$ -
Back-up Generator and Electrical Upgrade at WTP	-	-	\$ 700,000	\$ -	\$ -
Water Tower Painting	-	-	\$ -	\$ 450,000	\$ -
Water Line Re-lining/Replacement	-	\$ 300,000	\$ 300,000	\$ 500,000	\$ 500,000
Water Line Extensions Main St. South	-	\$ -	\$ 300,000	\$ -	\$ -
New Wastewater Treatment Plant Construction	\$ 281,880	\$ 11,153,416	\$ 18,127,320	\$ 9,386,719	\$ -
Bio-Solids Pad Construction	-	\$ -	\$ 200,000	\$ -	\$ -
Wastewater Line Re-lining	-	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Manitoba Ave. Wastewater Re-lining	-	\$ 204,000	\$ -	\$ -	\$ -
Selkirk Park Lift Station	-	-	\$ 600,000	\$ -	\$ -
Total	\$ 851,880	\$ 12,122,416	\$ 22,627,320	\$ 13,736,719	\$ 700,000
Capital Funding Source					
Utility Debenture Debt	-	\$ 3,886,940	\$ 7,447,203	\$ 5,905,321	-
Grants	\$ 147,419	\$ 6,392,688	\$ 10,680,117	\$ 6,215,634	-
Utility Reserve	\$ 704,461	\$ 1,842,788	\$ 4,700,000	\$ 1,615,764	\$ 700,000
Total	\$ 851,880	\$ 12,122,416	\$ 22,827,320	\$ 13,736,719	\$ 700,000

4.0 Board Findings

The Board has reviewed the application and revenue projections presented by the City and finds them to be acceptable. The Board approves the water and wastewater rates, but varies the effective dates to January 1, 2019, 2020, and 2021.

The Board encourages the City to review Board Order No. 86/17 for future rate applications. The Order outlines the Simplified Rate Application Process for municipally owned public utilities. If, after its rate review, the City finds it meets the designated criteria for a simplified rate application, it should apply for rates using the Simplified Rate Application Process.

The Board approves the revised Cost Allocation Methodology and reminds the City that this methodology must be used consistently. Any changes to the new, revised cost allocation methodology require Board approval.

The Board requires the City to review its water and wastewater rates for adequacy and file a report with the Board, as well as an application for revised rates if required, on or before December 31, 2021.

5.0 IT IS HEREBY ORDERED THAT:

1. The water and wastewater rates for the City of Selkirk Water and Wastewater Utility, BE AND ARE HEREBY APPROVED in accordance with the attached Schedule “A” to this Order, effective January 1, 2019, 2020, and 2021.
2. The cost allocation methodology for shared services as submitted by the City of Selkirk BE AND IS HEREBY APPROVED.
3. The City of Selkirk is to provide notice of the decisions found in this Order to its customers as soon as possible, with a copy submitted to the Public Utilities Board.
4. The City of Selkirk amend its water and wastewater rate By-law to reflect the decisions in this Order, and submit a copy to the Board once it has received third and final reading.
5. The City of Selkirk review its water and wastewater rates for adequacy and file a report with the Public Utilities Board, as well as an application for revised rates (if applicable), on or before December 31, 2021.

Fees payable upon this Order - \$500.00

Board decisions may be appealed in accordance with the provisions of Section 58 of *The Public Utilities Board Act*, or reviewed in accordance with Section 36 of the Board's Rules of Practice and Procedure (Rules). The Board's Rules may be viewed on the Board's website at www.pubmanitoba.ca.

THE PUBLIC UTILITIES BOARD

"Irene A. Hamilton"
Panel Chair

"Frederick Mykytyshyn"
Assistant Associate Secretary

Certified a true copy of Order No. 173/18 issued
by The Public Utilities Board



Assistant Associate Secretary

SCHEDULE “A”

THE CITY OF SELKIRK BY-LAW NO. 5309

For the period January 1, 2019 to December 31, 2021

SCHEDULE OF QUARTERLY RATES

January 1, 2019

1. Rates per Cubic Meter

Cubic Meter per quarter

	Water	Wastewater	Total Water & Wastewater
	\$2.12	\$2.36	\$4.48
<u>Quarterly Service Charge</u>	\$24.41		

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges set out below, which includes the water allowance as listed.

a. Water & Wastewater Customers

Meter Size	Water Included Cubic Meter	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Water & Wastewater Total Quarterly Minimum	Water Only Quarterly Minimum	Wastewater Only Quarterly Minimum
5/8 inch	14	\$24.41	\$29.68	\$33.04	\$87.13	\$54.09	\$57.45
3/4 inch	28	\$24.41	\$59.36	\$66.08	\$149.85	\$83.77	\$90.49
1 inch	56	\$24.41	\$118.72	\$132.16	\$275.29	\$143.13	\$156.57
1 ½ inch	140	\$24.41	\$296.80	\$330.40	\$651.61	\$321.21	\$354.81
2 inch	350	\$24.41	\$742.00	\$826.00	\$1,592.41	\$766.41	\$850.41
3 inch	630	\$24.41	\$1,335.60	\$1,486.80	\$2,846.81	\$1,360.01	\$1,511.21
4 inch	1,260	\$24.41	\$2,671.20	\$2,973.60	\$5,669.21	\$2,695.61	\$2,998.01
6 inch	2,380	\$24.41	\$5,045.60	\$5,616.80	\$10,686.81	\$5,070.01	\$5,641.21

b. Metered Water Only Customers

Quarterly minimum charge will be the same for each meter size as shown in table above.

c. Wastewater Only Customers

The water from the customers private service shall be metered at the customer’s cost. The charge will be based upon consumption as shown above with the water charge excluded.

d. Bulk Water Sales

All water sold in bulk by the City of Selkirk will be charged at the rate of \$2.50 per cubic meter. For any quantity the minimum charge will be \$20.

3. Wastewater Receiving Rates

The City shall charge the following rates to the users for the sewage receiving station:

Administration fee:	\$24.41 per quarterly billing
Volume dumping:	\$11.40 per Cubic Meter
B.O.D. Surcharge:	\$0.51 per kilogram
S.S. Surcharge:	\$0.25 per kilogram
Untested Dumping:	\$19.68 per Cubic Meter

SCHEDULE OF QUARTERLY RATES

January 1, 2020

1. Rates per Cubic Meter

Cubic Meter per quarter

	Water	Wastewater	Total Water & Wastewater
	\$2.28	\$2.71	\$4.99
<u>Quarterly Service Charge</u>	\$25.96		

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges set out below, which includes the water allowance as listed.

a. Water & Wastewater Customers

Meter Size	Water Included Cubic Meters	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Water & Wastewater Total Quarterly Minimum	Water Only Quarterly Minimum	Wastewater Only Quarterly Minimum
5/8 inch	14	\$25.96	\$31.92	\$37.94	\$95.82	\$57.88	\$63.90
3/4 inch	28	\$25.96	\$63.84	\$75.88	\$165.68	\$89.80	\$101.84
1 inch	56	\$25.96	\$127.68	\$151.76	\$305.40	\$153.64	\$177.72
1 ½ inch	140	\$25.96	\$319.20	\$379.40	\$724.56	\$345.16	\$405.36
2 inch	350	\$25.96	\$798.00	\$948.50	\$1,772.46	\$823.96	\$974.46
3 inch	630	\$25.96	\$1,436.40	\$1,707.30	\$3,169.66	\$1,462.36	\$1,733.26
4 inch	1,260	\$25.96	\$2,872.80	\$3,414.60	\$6,313.36	\$2,898.76	\$3,440.56
6 inch	2,380	\$25.96	\$5,426.40	\$6,449.80	\$11,902.16	\$5,452.36	\$6,475.76

b. Metered Water Only Customers

Quarterly minimum charge will be the same for each meter size as shown in table above.

c. Wastewater Only Customers

The water from the customers private service shall be metered at the customer's cost. The charge will be based upon consumption as shown above with the water charge excluded.

d. Bulk Water Sales

All water sold in bulk by the City of Selkirk will be charged at the rate of \$2.60 per cubic meter. For any quantity the minimum charge will be \$20.

3. Wastewater Receiving Rates

The City shall charge the following rates to the users for the sewage receiving station:

Administration fee:	\$25.96 per quarterly billing
Volume dumping:	\$13.09 per Cubic Meter
B.O.D. Surcharge:	\$0.51 per kilogram
S.S. Surcharge:	\$0.25 per kilogram
Untested Dumping:	\$22.59 per Cubic Meter

SCHEDULE OF QUARTERLY RATES

January 1, 2021

1. Rates per Cubic Meter

Cubic Meter per quarter

Water	Wastewater	Total Water & Wastewater
\$2.44	\$3.07	\$5.51
<u>Quarterly Service Charge</u>		\$27.50

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges set out below, which includes the water allowance as listed.

a. Water & Wastewater Customers

Meter Size	Water Included Cubic Meters	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Water & Wastewater Total Quarterly Minimum	Water Only Quarterly Minimum	Wastewater Only Quarterly Minimum
5/8 inch	14	\$27.50	\$34.16	\$42.98	\$104.64	\$61.66	\$70.48
3/4 inch	28	\$27.50	\$68.32	\$85.96	\$181.78	\$95.82	\$113.46
1 inch	56	\$27.50	\$136.64	\$171.92	\$336.06	\$164.14	\$199.42
1 ½ inch	140	\$27.50	\$341.60	\$429.80	\$798.90	\$369.10	\$457.30
2 inch	350	\$27.50	\$854.00	\$1,074.50	\$1,956.00	\$881.50	\$1,102.00
3 inch	630	\$27.50	\$1,537.20	\$1,934.10	\$3,498.80	\$1,564.70	\$1,961.60
4 inch	1,260	\$27.50	\$3,074.40	\$3,868.20	\$6,970.10	\$3,101.90	\$3,895.70
6 inch	2,380	\$27.50	\$5,807.20	\$7,306.60	\$13,141.30	\$5,834.70	\$7,334.10

b. Metered Water Only Customers

Quarterly minimum charge will be the same for each meter size as shown in table above.

c. Wastewater Only Customers

The water from the customers private service shall be metered at the customer's cost. The charge will be based upon consumption as shown above with the water charge excluded.

d. Bulk Water Sales

All water sold in bulk by the City of Selkirk will be charged at the rate of \$2.80 per cubic meter. For any quantity the minimum charge will be \$20.

3. Wastewater Receiving Rates

The City shall charge the following rates to the users for the sewage receiving station:

Administration fee:	\$27.50 per quarterly billing
Volume dumping:	\$14.83 per Cubic Meter
B.O.D. Surcharge:	\$0.51 per kilogram
S.S. Surcharge:	\$0.25 per kilogram
Untested Dumping:	\$25.60 per Cubic Meter

The Following Clauses are Effective January 1, 2019

4. Meter Security Deposit

All utility customers shall pay a deposit in the amount equal to their quarterly minimum charge, based on their meter size, upon setup of their utility account. All deposits will be recorded and held, without interest, until the utility account is closed. This deposit will be refunded, less any outstanding charges for water and sewer services, when the utility account is closed.

5. Billings and Penalties

Accounts shall be billed quarterly based on water used. A late payment penalty charge of 1 ¼% monthly shall be charged on the dollar amount owing after the billing due date. The due date will be up to thirty (30) days after the mailing of the bills.

6. Outstanding Bills

Pursuant to Section 252(2) of the Municipal Act, the amount of all outstanding charges for water and sewer services, including fines and penalties, are a lien and charge upon the land serviced, and shall be collected in the same manner in which ordinary taxes upon the land are collectible, and with like remedies. Where charges and penalties pursuant to this by-law are not paid within sixty (60) days from the date when they were incurred, the Director of Finance may add said charges and penalties to the taxes on the property and collect them in the same manner as other taxes.

7. New Connections

The City of Selkirk shall charge the amount of twenty-five (\$25) dollars to connect a new service.

8. Disconnections

The Public Utilities Board has approved the Conditions Precedent to be followed by the City with respect to the disconnection of service for non-payment including such matters as notice and the right to appeal such action to the Public Utilities Board. A copy of the Conditions Precedent are available for inspection at the City office.

9. Reconnection

Any service disconnected due to non-payment of account shall not be reconnected until all arrears, penalties and a reconnection fee of \$25.00 have been paid.

10. Meter Testing

Any customer wishing to have a meter tested for accuracy will pay in advance a fee of \$50, plus any applicable meter testing costs. In the event the meter tests prove that the meter is recording water flows more than 3% in excess of actual flows, the meter testing fee and associated costs will be refunded to the customer and the customer's account will be reviewed and adjusted accordingly.

11. Meter Tampering

Where there is evidence of meter tampering a minimum charge of \$500 will be applied to the customer's account in addition to an amount calculated to adjust for the tampering based on historical usage.

12. Hydrant Rentals

The City will pay to the Utility an annual rental of \$110.00 for each hydrant connected to the system which includes the cost of water.

13. Water Allowance due to Line Freezing

That in any case where at the request of the Director of Operations or his delegate, a customer allows water to run continuously for any period of time to prevent the water lines in the water system from freezing, the charge to that customer for the current quarter shall be the average of the billings for the last three previous quarters to the same customer, or the same premises if the occupant has changed.

14. Service to Customers outside City of Selkirk. limits

The City of Selkirk may sign agreements with customers for the provision of water and sewer services to properties located outside the legal boundaries of the City. Such agreements shall provide for payment of the appropriate rates set out in the schedule, as well as a surcharge, set by resolution of Council which shall be equivalent to the frontage levy, general taxes and special taxes for utility purposes in effect at the time,

or may be in effect from time to time, and which would be levied on the property concerned if it were within these boundaries. In addition, all costs of connection to the Utility's mains and installing and maintaining service connections will be paid by the customer.

15. Shared Services between Municipalities

The City of Selkirk may sign agreements with municipalities for provision of sewer and water services to other municipalities. Such agreements shall provide for payment of the appropriate rates set out in the schedule as well as a surcharge set by resolution of Council which shall be equivalent to the frontage levy, general taxes, and special taxes for utility purposes in effect at the time or may be in effect from time to time and which would be levied on the property concerned if it were within these boundaries. In addition, all project costs of a municipality connecting to the City of Selkirk's Water Utility or Sewer Utility shall be paid by that municipality. These costs shall include, but not be limited to, the cost of connection to the City of Selkirk's plants, utility mains, as well as installing and maintaining service connections.

16. Sewage Surcharges

- (a) There may be levied annually, in addition to rates set forth above, a special surcharge on sewage having a Biochemical Oxygen Demand in excess of 300 parts per million, to be set by resolution of Council.
- (b) A special surcharge for substances requiring special treatment shall be charged based on the actual costs of treatment required for the particular sewage or industrial wastes.

17. Cross Connections

No customer or person shall connect, cause to be connected or allow to remain connected any piping, fixture, fitting, container or appliance in a manner which under any circumstances may allow water, wastewater or any harmful liquid or substance to enter the City's water system.

If a condition is found to exist which, in the opinion of the City, is contrary to the aforesaid, the City may either:

- Shut off the service or services; or
- Give notice to the customer to correct the fault at his or her own expense within a specified time period. If the customer fails to comply with such notice the City shall proceed in accordance with clause 6 of this by-law.

18. Authorization for Officer to Enter Upon Premises

The Public Works Manager, or other employee authorized by the City in the absence of the Public Works Manager, shall be authorized to enter upon any premise for the purpose of:

- affixing to any pipe, wire or apparatus connected with any such utility, a meter or any other measuring or testing device; or
- taking readings from, repairing, inspecting or removing any meter or apparatus belonging to the City.