

BYLAW 2024-01

A BYLAW OF THE TOWN OF MILESTONE TO ESTABLISH RATES, FEES AND PAYMENT TERMS FOR THE CONNECTION, CONSUMPTION AND USE OF WATER AND SEWER SERVICES


Under the authority granted by clause 8(1)(i) of *The Municipalities Act*, SS 2005, c M-36.1, the Town of Milestone in the Province of Saskatchewan, by and with the advice and consent of the Town of Milestone Council, enacts as follows:

1. This bylaw shall be referred to as The Water and Sewer Service Rates Bylaw.
2. In this bylaw,
 - (1) **administrator** means the Administrator of the town appointed pursuant to section 110 of *The Municipalities Act*.
 - (2) **applicant** means an owner who has applied to the town for water and sewer service to their land;
 - (2) **occupant** has the meaning ascribed by *The Municipalities Act* means:
 - (a) a person residing on land or in a building;
 - (b) a person entitled to the possession of land or a building if there is no person residing on the land or in the building; or
 - (c) a leaseholder;
 - (3) **owner** means the assessed owner of land and/or improvements pursuant to section 207 of *The Municipalities Act*;
 - (4) **subscriber** means the owner of land connected to water and sewer service; and
 - (5) **town** means the Town of Milestone.
3. The charges to be paid by the occupant whose water service has been turned on shall be those set out in Schedule "A"(attached); provided, however, that the minimum shall be payable in every case whether or not any water is consumed.
4. Water Meters shall be read every three (3) months.
5. Persons who own or occupy premises drained or that are by bylaw required to be drained into the sewer shall pay for such services a rental rate or service charge in accordance with Schedule "B"(attached).
6. The charges set out in Schedule "C" (attached), shall be designated as capital infrastructure charges for financing the relocation and construction of a lagoon and Water Treatment Plant. These charges are applicable to all persons who own or occupy premises to which property is serviced with Town sewer utility services. The charges shall be applicable during temporary disconnection periods also.
7. Bulk water rates for water obtained at the Water Treatment plant located at 625 Railway Ave after setting up an account at the Town of Milestone office. Rates set out in Schedule "D" shall be invoiced on a monthly basis. The Town reserves the right to suspend accounts in excess of ninety (60) days and terminate accounts at the discretion of Town of Milestone administrative staff.
8. The charges to be paid by all rate payers (Residential and Commercial-where applicable) for Household waste disposal carts and recycling carts set out in Schedule "E"(attached), billing for which shall be invoiced quarterly and form part of the Utility billing.
9. Accounts for water service and/or sewer service shall cover a period of Three (3) months, and shall be rendered on or before the first day of the month next following such period.


- 10. Accounts shall be paid within a period of thirty days (30) from the date which such accounts are rendered. If an account is not paid within the period of thirty (30) days, the water service may be cut off. When the water service is cut off, it shall not be resumed until all arrears have been paid, together with a fee of \$50.00 to cover the expenses of turning off the water and turning it on again; provided that if it is required to turn on the water service outside the employees' regular working hours, the fee shall be \$150.00.
- 11. Overdue accounts and invoices shall bear interest at the rate of 1.5% monthly, calculated from the first day of the month after the account is overdue.
- 12. Pursuant to section 31 of *The Municipalities Act*, all amounts owing to the town for utility service and charges imposed pursuant to this bylaw are a lien and charge on the land and improvements to which such service is provided as well as a lien on the goods of the owner and the occupant. The town may add unpaid fees and charges imposed pursuant to this bylaw and as authorized by section 369 of *The Municipalities Act* to the tax roll for any real property owned by the applicant in the town and collect them in the same manner as municipal taxes.
- 13. If unpaid fees, rates or charges remain unpaid on December 31 of any year, the town may:
 - (a) add that amount, and any additional administration and registered mail costs to the property taxes on the land, or buildings with respect to which service was provided;
 - (b) lien that amount on the land and buildings, and on the goods and chattels of the occupier of the land and buildings to which the service was provided;
 - (c) collect those rates, fees, assessments, charges, and arrears in the same manner as taxes are recoverable.
- 14. The Town of Milestone may, by resolution, ration and/or limit the amount of water to any and/or all consumers should circumstances deem to warrant such action
- 15. That Bylaw No 2023-04 be hereby repealed.

The rates, charges, tolls or rents contained in this bylaw shall come into force and take effect on the day of approval being issued by the Saskatchewan Municipal Board - Local Government Committee.






 Mayor



 Administrator

Certified a true copy of the original Bylaw passed by the resolution of the Council present at their regular meeting held on April 24, 2024.



 Stephen Schury, Administrator

**Town of Milestone
Water and Sewer Utility Rates Bylaw 2024-01**

**SCHEDULE "A"
Water Rates**

The following billing rates shall be charged and levied against all commercial and residential consumers within the Town of Milestone limits from the town's waterworks where a meter has been installed:

<u>Consumption</u>	<u>Charge</u>
0 to 3,000 Imp Gallons	\$ 52.67 Minimum / month
3,001 to 4,000 Imp Gallons	\$ 5.00 per 1,000 Imp Gallons (or portion thereof)
4,001 to 999,999 Imp Gallons	\$ 7.50 per 1,000 Imp Gallons (or portion thereof)

The following billing rates shall be charged and levied against all consumers outside the Town of Milestone limits from the town's waterworks where a meter has been installed:

<u>Consumption</u>	<u>Charge</u>
0 to 3,000 Imp Gallons	\$ 52.67 Minimum / month
3,001 to 4,000 Imp Gallons	\$ 5.00 per 1,000 Imp Gallons (or portion thereof)
4,001 to 999,999 Imp Gallons	\$ 7.50 per 1,000 Imp Gallons (or portion thereof)

**SCHEDULE "B"
Sewer Rates**

Consumers who own or occupy premises drained or required by bylaw to be drained into the Town's sewage system shall pay for such a Billing Rental or service charge based on water consumption in accordance with the following:

Flat rate per month per connection	\$20.34
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**SCHEDULE "C"
Capital Infrastructure Charge**

Consumers who own or occupy premises to which property is serviced with Town utility services shall pay the following

Flat rate per month per connection	\$27.84
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**SCHEDULE "D"
Bulk Water Rates**

Water sold from the Town's reservoir, as general water sales shall be at the following rate:

\$5.00 per 100 Imperial gallons

**SCHEDULE "E"
Household Garbage and Recycling Carts**

Consumers who own or occupy premises shall pay for such a Billing Rental or service charge based on the following:

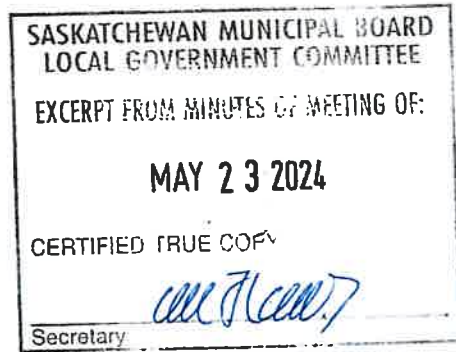
Waste per month per cart	\$11.00
Recycle per month per cart	\$11.17

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TOWN OF MILESTONE – WATER AND SEWER RATES

*That the Committee approve the water and sewer rates, excluding the management fees, as outlined in the **Town of Milestone's Bylaw No. 2024-01** in accordance with subsection 23(3) of *The Municipalities Act*.*

CARRIED



2024 Utility Review and Rate Increase

In the first quarter of 2024, a comprehensive utility review was conducted to ensure it was collecting enough revenue to cover utility operations, maintenance, and capital reinvestment costs or replacement projects. The review revealed that the current utility rates were not sufficiently covering all necessary operational costs. To ensure the Town’s utility services are adequately funded to meet the community's needs, the Town will raise utility rates effective July 1, 2024, and customers will see the increased rates on the third quarter utility notice at **the beginning of July**. The Town Council adopted the new rates as per Bylaw No. 2024-01.

What will the rate increase be used for?

The rate increase will cover regular operations, maintenance, capital replacement, and reinvestment costs.

Why is a rate increase needed now?

The Town of Milestone has not conducted a comprehensive utility review in years, even though the cost to provide services has continued to increase. If the rates do not increase, more severe or urgent increases may be needed in the future. To avoid an even larger funding gap and to fund future infrastructure needs, a rate increase, as seen in the utility review, is necessary now. The findings from the utility review can be found in appendix A.

Residential Customers Rate Information

Residential customers can expect to see the water rate increase from \$105.00 to \$158.00 per quarter. The base rate covers 0-9,000 gallons, which did not change. Rates for residential water usage exceeding 9,000 gallons a quarter did not change.

Residential customers can expect to see the flat quarterly rate for sewer decrease from \$90.00 to \$61.00 per quarter.

Residents can expect to see the flat quarterly infrastructure rate increase from \$60.00 to \$83.50 per quarter.

The flat quarterly rate for recycling will increase from \$29.70 to \$33.50 per quarter.

The flat quarterly rate for waste will increase from \$27.78 to \$33.00 per quarter.

Utility	Current Utility Rate	3 yr Review Average	Difference	July 1, 2024 Increase
Water	\$105.00	\$157.98	-\$52.98	\$158.00
Sewer	\$90.00	\$61.27	\$28.73	\$61.00
Recycle	\$29.70	\$33.43	-\$3.73	\$33.50
Loraas	\$27.78	\$32.82	-\$5.04	\$33.00
Infrastructure	\$60.00	\$83.33	-\$23.33	\$83.50
Quarter	\$312.48	\$368.83	-\$56.35	\$369.00

Outstanding Accounts

Despite transferring amounts to the tax roll in December of each year, there remains a significant number of outstanding accounts at year-end, as shown in the table below.

AGED ANALYSIS (as of December 31)	2024**	2,023	2,022	2,021	2,020	2,019	2,018
0-30	-2,333	\$15,417.18	-\$ 1,744.61	-\$ 1,887.85	\$ 8,256.63	-\$ 850.22	-\$ 565.60
31-60	20,268	\$ -	\$ 243.00	\$ -	\$ -	\$ -	\$ -
61-90	-3,584	-\$ 549.41	\$10,803.62	-\$ 127.52	-\$ 186.51	-\$ 351.60	-\$ 155.07
Over 90	3,378	\$ 2,170.73	\$ 9,148.02	\$24,343.17	\$16,224.01	\$29,765.15	\$27,321.50
TOTAL OUTSTANDING*	\$17,728.20	\$17,038.50	\$18,450.03	\$22,327.80	\$24,294.13	\$28,563.33	\$26,600.83

**Outstanding amounts after transfers to tax roll*
***Includes outstanding accounts in 2024 as of March 31, 2024*
 - Doesn't include April billing

In order to address this, we have decided to implement an interest rate on these outstanding balances. **Effective July 1, 2024**, an interest rate of **1.5 percent** will be applied to all outstanding amounts aged over 30 days.

APPENDIX A

2024 UTILITY REVIEW

Accounts/Description	2024 (Budget)	2023*	2022	2021	2020	2019	2018	AVERAGE**
INCOME								
Landfill/Waste Collection Fees								
420-850-110 F&C-Landfill Fees	4,500	4,735	3,495	0	0	0	0	2,743
420-850-120 F&C-Waste Collection Fees	35,374	45,676	45,011	44,363	28,913	26,304	26,892	45,017
420-850-121 F&C-Waste Collection Fees Sep. Cust.	18,000	0	0	0	0	0	0	0
420-850-130 F&C-Recycling Fees	36,782	29,528	26,750	26,622	25,872	26,335	13,460	27,634
TOTAL WASTE/RECYCLE	94,656	79,939	75,256	70,986	54,785	52,639	40,352	75,393
Water								
440-110-100 Water-Water Sales	153,066	128,926	104,093	100,948	93,520	93,005	87,802	111,322
440-130-100 Water-Pump House Sales	15,050	15,046	18,054	20,678	19,780	15,476	17,598	17,926
440-160-500 Water-Interest Charges	7,600	0	8	0	0	0	0	3
440-500-100 Infrastructure Levy	83,517	54,693	41,416	41,146	29,949	0	0	45,752
TOTAL WATER	259,233	198,665	163,571	162,772	143,249	108,481	105,400	175,003
Sewer								
440-220-100 Sewer-Charges	87,882	95,625	90,502	90,082	86,971	85,788	80,276	92,070
440-230-100 Sewer-Custom Work								0
TOTAL SEWER	87,882	95,625	90,502	90,082	86,971	85,788	80,276	92,070
TOTAL INCOME	441,771.36	374,228.84	329,329.07	323,840.11	285,004.81	246,908.41	226,028.83	311,862
EXPENSES								
Waste & Recycling Expenses								
Professional/Contractual Services								
540-200-110 EH-Cont.- Waste Collection/Disposal	85,200	99,871	94,061	86,538	0	0	0	93,490
540-200-111 EH-Cont.- Waste Collection Sep. Customers	18,000	0	0	0	0	0	0	0
540-240-110 EH-Cont. - (All contractual) Landfill Monitoring	11,960	11,830	8,580	18,785	99,641	63,952	73,919	13,065
TOTAL WASTE/RECYCLE	115,160	111,701	102,641	105,323	99,641	63,952	73,919	106,555
Water Expenses								
Wages								
580-110-110 UT-Water-Salaries	22,750	20,995	19,898	19,110	18,590	19,534	19,204	20,001
Professional/Contractual Services								
580-230-100 UT-Water-Travel, Meals & Subsistence	0	0	163	143	0	0	0	102
580-240-100 UT-Water-Insurance-General & Bond	3,800	3,578	3,374	3,215	2,738	2,526	1,434	3,389
580-250-100 UT-Water-Memberships/Subscriptions	0	0	58	58	0	0	0	38
580-260-100 UT-Water-Conference Fees	0	0	0	420	0	0	0	140
580-285-100 UT-Cont. Repairs - Building & Equip.	0	0	0	0	6,190	0	0	0
580-285-130 UT-Water-Cont. Repairs-Wells	0	10,547	0	0	0	0	0	3,516
580-285-140 UT-Water-Cont. Repairs- WTP	2,000	0	1,420	3,544	4,324	0	0	1,655
580-285-150 UT-Water-Cont. Repairs- Line Repair	0	0	0	352	0	1,713	0	117
580-290-100 UT-Water-Laboratory Testing	2,200	2,080	2,978	2,328	0	1,549	2,174	2,462
580-295-100 UT-Water-Other Cont. Services	30,000	45,657	57,157	22,261	39,722	62,961	41,406	41,691
580-290-110 UT-Water-Lab Testing-Postage	0	4,888	0	0	0	0	0	1,629
580-295-200 UT-Water-Sask Water Contract	0	0	0	0	2,108	12,066	0	0
Utilities								
580-300-110 UT-Water-Heat	6,330	6,325	5,929	5,154	5,055	4,378	4,848	5,803
580-300-120 UT-Water-Power	46,000	45,435	30,431	33,872	33,143	34,068	34,192	36,579
580-300-140 UT-Water-Telephone	1,850	1,850	1,591	1,685	991	889	854	1,709
580-300-150 UT-Water-Security System								
Office Supplies								
580-400-110 UT-Water-Stationary & Postage	0	0	0	1,719	0	0	0	573
580-410-100 UT-Water-Office Supplies	0	0	713	37	0	0	0	250
Maintenance								
580-430-100 UT-Water-Materials & Supplies	16,000	15,522	23,506	11,578	5,317	7,733	18,542	16,869
580-430-130 UT-Water-Materials & Supplies-WTP	0	0	0	12,292	17	0	0	4,097
580-450-100 UT-Water-Chemicals	38,000	36,349	57,005	34,194	31,979	51,699	29,951	42,516
580-500-110 UT-Water-Training & Certifications	0	0	0	2,250	0	0	0	750
580-600-140-UT-Water-Pur of Cap Assets Equip	0	0	0	0	0	0	0	0
TOTAL WATER	168,930	193,225	204,222	154,211	150,172	199,117	152,605	183,886
Sewer Expenses								
Professional/Contractual Services								
585-285-120 UT-Sewer-Cont. Repairs - Lift Station	0	0	0	173	0	0	0	58
585-285-120 UT-Sewer-Cont. Repairs - Line Repair	0	0	428	931	0	0	0	453
Utilities								
585-300-120 UT-Sewer-Power	1,300	1,281	5,192	4,981	0	0	0	3,818
Interest								
580-700-110	79,761	79,761	56,835	47,737	80,651	69,938	79,430	66,984
TOTAL SEWER	81,061	81,042	62,455	53,822	80,651	69,938	79,430	71,313
Infrastructure Expenses								
Capital Expenditures								
580-600-699 UT-Water-Amort-Infrastructure	0	0	0	0	0	0	0	0
585-600-699 UT-Sewer-Amort-Infrastructure	97,210	97,208	97,208	96,568	87,511	87,511	50,557	96,995
TOTAL SEWER	97,210	97,208	97,208	96,568	87,511	87,511	50,557	96,995
TOTAL EXPENSES	462,361	483,176	466,527	409,925	417,974	420,517	356,511	339,907
Difference (income - expenses)	-20,589	-108,947	-137,197	-86,085	-132,969	-173,609	-130,482	-28,045
Notes:								
*2023 Increased in July for last 2 quarters								
** Average is 3 years from 2021 - 2023								