



The Corporation of the City of Courtenay

Bylaw No. 3167

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No. 3167, 2025 (water)”.

Amendment

2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - a) That Schedule of Fees and Charges, Section III, Appendix I, “Waterworks Distribution System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix I – Waterworks Distribution System

Read a first time this 5th day of February, 2025.

Read a second time this 5th day of February, 2025.

Read a third time this 5th day of February, 2025.

Adopted this 12th day of February, 2025.

Mayor Bob Wells

Corporate Officer, Kate O’Connell

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES
AMENDMENT BYLAW NO. 3167, 2025
SECTION III, APPENDIX I**

WATERWORKS DISTRIBUTION SYSTEM

1. CONNECTION FEES

- (a) Pursuant to Section 3.2 of Water Regulations and Rates Bylaw No. 1700, 1994, and amendments thereto, every applicant shall pay to the City before any work is done on the connection, a connection fee as follows:

Connection Size

Within the City

Connection from either side of road to property line

20 millimetres (3/4 inch) \$5,500.00

25 millimetres (1 inch) \$6,500.00

Outside the City

20 millimetres (3/4 inch) Actual City cost plus 25% with a
minimum charge of \$5,500.00

- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

(c) **Water Turn On and Turn Off**

If turn on or turn off is for a purpose other than maintenance or the commissioning of a new service the following fees will apply:

Inside the City \$70.00 for each water turn on or turn off

Outside the City \$100.00 for each water turn on or turn off

(d) **Abandonment Fee**

Fee for disconnecting an abandoned service connection at the water main Actual City cost plus 25%,
irrespective of the size of the connection with a minimum charge of
\$2,500.00

2. WATER UTILITY USER RATES

(a) Unmetered Water

The minimum user rate per year or portion thereof for unmetered accounts shall be as follows:

	Bylaw Rates (per annum) 2025	Bylaw Rates (per annum) 2026	Bylaw Rates (per annum) 2027	Bylaw Rates (per annum) 2028	Bylaw Rates (per annum) 2029
Single Residential Dwelling	\$ 624.00	\$ 682.00	\$ 746.00	\$ 797.00	\$ 851.00
Multiple Residential Dwelling-per unit	550.00	625.00	711.00	791.00	880.00
Commercial	575.00	606.00	638.00	655.00	673.00
Outside Commercial User	793.69	863.42	940.87	912.42	1,029.55
Outside Residential User	842.69	939.42	1,048.87	1,054.42	1,207.55

(b) Metered Water

All metered accounts for the quantity of water used each quarter shall be calculated at the following rates:

	Bylaw Rates (per annum) Effective Date January 1, 2025
Multi-Residential Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Commercial Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Regional Standpipe	\$ 2.52
Outside City - Multi-Residential Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Outside City - Commercial Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Regional District Bulk, Regional Playing fields	\$ 1.93
Sandwich - Summer Only	\$ 560.98

(c) Where a meter is found not to register, the charge shall be computed on the basis of the amount of water used during the time the meter was working, or from any other information or source which can be obtained, and such amount so composed shall be paid by the consumer.

(d) Where a commercial or industrial consumer has not been connected to a water meter through non-availability of the water meter or because of special exemption being granted by the City, water charges to the consumer will be computed on the basis of consumption recorded for other similar purposes in the City, or from any other information or source which can be obtained, and such amount so computed shall be paid by the consumer.

(e) Where it has been determined that a water leak has occurred during the last billing period on the buried portion of the service between the water meter and the point where the service pipe

enters the building, a maximum one-time rebate of 40% of the metered water utility fee to compensate for the water leak will be made at the discretion of the Finance Officer based on the following:

- i. The leak occurred on the buried water service;
- ii. That a leak of that nature would have caused the volume of excess water usage;
- iii. The leak did not occur as a result of negligence of the owner;
- iv. The owner has provided satisfactory evidence that the leak has been permanently repaired.

WATER METER RENTALS

- a) Water meter fee shall be as follows:

	Bylaw Rates 2025	Bylaw Rates 2026	Bylaw Rates 2027	Bylaw Rates 2028	Bylaw Rates 2029
	Monthly Rates	Monthly Rates	Monthly Rates	Monthly Rates	Monthly Rates
Up to 3/4"	\$ 1.83	\$ 1.87	\$ 1.91	\$ 1.95	\$ 1.99
1"	\$ 5.07	\$ 5.17	\$ 5.27	\$ 5.38	\$ 5.49
1 1/4" - 1 1/2"	\$ 10.13	\$ 10.33	\$ 10.54	\$ 10.75	\$ 10.97
2"	\$ 15.17	\$ 15.47	\$ 15.78	\$ 16.10	\$ 16.42
3"	\$ 25.26	\$ 25.77	\$ 26.29	\$ 26.82	\$ 27.36
4"	\$ 49.97	\$ 50.97	\$ 51.99	\$ 53.03	\$ 54.09
6"	\$ 75.58	\$ 77.09	\$ 78.63	\$ 80.20	\$ 81.80
8"	\$ 100.85	\$ 102.87	\$ 104.93	\$ 107.03	\$ 109.17
10"	\$ 126.08	\$ 128.60	\$ 131.17	\$ 133.79	\$ 136.47

The above meter fee shall be added to the monthly water rates and will apply both inside and outside the City.

METER READING CHARGE

Each call after the first one of each month if access has not been provided or if readings extra to the quarterly reading are requested

\$35.00 per call

3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE

- (a) Water may be supplied from a fire hydrant or other for the use of developers during the course of construction of multi-family, industrial, and commercial developments. The charge for such water usage shall be:

For buildings with a gross floor area up to and including 250 square meters	\$250.00
For buildings greater than a gross floor area of 250 square meters	Minimum charge of \$250.00, plus \$0.10 per square meter for floor area in excess of 250 square meters.

- (b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.
- (c) Charge to service fire hydrant after use:

\$95.00 and/or any service costs that may arise from servicing a hydrant in respect of its use.

4. UTILITY BILLING ADJUSTMENTS AND COLLECTION

- a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.
- b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for water supplied or ready to be supplied by the City and for the provision of the service and other water related services. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.