

# KEMP LAKE WATERWORKS DISTRICT

## BYLAW NO. 150

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### **A bylaw to establish miscellaneous service fees and other charges payable to the District and the terms of payment thereof.**

The Trustees of Kemp Lake Waterworks District ENACTS AS FOLLOW:

1. The following general service fees are hereby fixed and made payable to the district:
  - (a) Photocopies shall be charged at the rate of \$0.25 per page.
  - (b) Any other costs for reproduction, duplication or shipping shall be at actual cost of the work.
  - (c) A charge of \$10 is levied for each time a cheque is processed in payment of an account with the improvement district which does not clear the payer's account due to insufficient funds.
  - (d) A maximum fee may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually, of \$7.50 per 1/4 hour or portion thereof.
  - (e) A charge of \$15 is levied for a Development Information Package that contains some or all of the following, but is not limited to:
    - i. an application form,
    - ii. copies of relevant bylaws,
    - iii. copy of District engineering standards,
    - iv. notes on the subdivision process and
    - v. a development procedure checklist
2. Where staff or equipment of the district are requested to render service, the party requesting such work, service or materials shall pay the following charges:
  - (a) For staff, the charge shall be at the employees wage rate for that time period plus 10% administration.
  - (b) For equipment, the equivalent to rental rate from an outside agency.
  - (c) For materials, at actual cost plus 10%.
3. For all charges under this bylaw that are in excess of \$25.00, all firms and individuals will be invoiced at month end and terms of payment will be net 30 days. Amounts over due after 30 days will be charged interest at a rate of 1% per month (12% annually). Where possible, for charges less than this, payment is to be at time of service.
4. This by-law may be cited as the "Miscellaneous Service Charge Bylaw 2004".

INTRODUCED and given a first reading by the Trustees on the 18th day of August, 2004.

RECONSIDERED and finally passed by the Trustees on the 18th day of August, 2004.