

HAGENSBORG WATERWORKS DISTRICT
By-Law No. 219

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

The board of trustees of the Hagensborg Waterworks District ENACT AS FOLLOWS:

1. The following general service fees are hereby fixed and made payable to the district:
 - a. Any costs for reproduction, duplication or shipping will be at actual cost of the work.
 - b. A charge of \$10 for each request for information on change of ownership or mortgage registration.
 - c. A charge of \$20 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 or for any other reason.
 - d. For information requests, pursuant to the *Freedom of Information and Protection of Privacy Act*, a maximum fee may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually, as set out in the Regulation to that Act.
2. Where staff or equipment of the district are requested to render service, the party requesting such work, service or materials will pay the following charges:
 - a. For staff, the charge will be at the employee's wage rate for that time period plus 10%.
 - b. For equipment, the equivalent to rental rate from an outside agency.
 - c. For materials, at actual cost plus 10%.
3. For enquiries for information that is readily available on the Internet, either on the District's website, or the provincial governments website.
 - a. For staff, the charge will be at the employee's wage rate for that time period plus 10%
4. For all charges in excess of \$20.00, all firms and individuals will be invoiced at month end and terms of payment will be net 30 days. For charges, less than this the payment is to be at time of service.

This Bylaw repeals Bylaw 194

This Bylaw may be cited as the "Miscellaneous Service Charge Bylaw".

INTRODUCED and given first reading by the Trustees on the 18th day of January 2017
RECONSIDERED and finally passed by the Trustees on the 18th day of January 2017

I certify this to be a true copy of Bylaw
#219


Chairman of the Trustees


Secretary of the Trustees