

Town of Coronach - Council Meeting Minutes

Agenda for the regular meeting of the Council of the Town of Coronach held at 212 1st Street East, Coronach, Saskatchewan on February 9th, 2021 at 6:00 p.m.

Call to Order, R Mamer, Deputy Mayor and Acting Chair; Jim Achtymichuk, Sam Koszman, Nathan Guskjolen, Leanne Kuski, Administrator Catherine MacKay-Wilson.
Regrets: C Martin, S Adam

32.2021 **Agenda**

J Achtymichuk/L Kuski: That the Agenda be accepted as amended. Carried

33.2021 **Consent Agenda**

N Guskjolen/S Koszman: That the Consent agenda contents are approved as presented including: RCMP report January 2021; Coronach Tourism minutes November 2020; Town of Coronach's Coronach Library annual spending report; Rec Board Financials Year end 2020; Water Report January 2021; South Central Transportation Planning Committee Membership letter; L Smith's Y Samuelson Truck Incident report; Well 5 License application to Water Security Agency; Sarcan Furnace replacement cost as approved by C MacKay-Wilson and C Martin; Coronach Rec Bard 2020 Financials; Dr. Recruitment Minutes Jan 27th 2021; SSREP Meeting package January Minutes and Director Reports; List of Accounts payable total \$218,104.27 for batches 2021-00005 to 2021-00009; Minutes from the previous meeting to be approved: January 8th, 2021 & Special Meeting January 27th, 2021; January Foreman Report; January Administrators report to be marked confidential. Carried

Guest: Gordon Molnar, Pillar Systems Asset Management Presentation

34.2021 **Asset Management Policy and Strategy**

L Kuski/N Guskjolen: That the Asset Management Policy and Strategy is accepted as presented and adopted as the amended version of the Town's policy and strategy effective Feb 9th, 2021. Carried

35.2021 **Coronach Economic Development Officer Report**

S Koszman/J Achtymichuk: That the Coronach Economic Development Officer Report be approved as presented. Council will review the Tourism and Recreation Framework at March 9th, 2021 Council meeting. Carried

36.2021 **Monthly Financial Statement & Bank Rec. January 31st, 2021**

J Achtymichuk/N Guskjolen: That the Monthly Financial Statement, January 31st, 2021 with revenues \$21,015 & expenses \$180024 & January 2021 Bank Reconciliations are approved as presented. Carried

Old Business

37.2021 **Committee Appointments**

L Kuski/S Koszman: That Community Appointments for Councillor L Kuski will be Doctor Recruitment Committee, SCTPC Highways committees effective immediately. Letters of appointments will be sent from Town office February 12, 2021. Carried

38.2021 **Beautification Fund Coronach Mini-Mart Application**

S Koszman/J Achtymichuk: That the Mini-mart Application for funding under the Beautification Grant Fund is approved for \$1553.70. Carried

39.2021 **Homecoming 2021**

J Achtymichuk/L Kuski: That the Coronach Recreation Board be informed that the next Homecoming date that will be approved will be 2026 under Bylaw 4.2001 and that the Bylaw 10.2020 was approved January 12th, 2021 in a letter. Carried.

New Business

L Kuski recused herself from chambers at 8:06pm.
Council reviewed the Bylaw 1.2021 and determined the Flat rates for Heritage Square and Pretty Valley Lodge. L Kuski returned to chambers at 8:13pm.

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- 40.2021 **Bylaw 1.2021 Utility Management and Rates Bylaw**
J Achtymichuk/N Guskjolen: That Bylaw 1.2021 Utility Management and Rates Bylaw be read the first time. Carried.
- 41.2021 **Bylaw 1.2021 Utility Management and Rates Bylaw**
L Kuski/S Koszman: That Bylaw 1.2021 Utility Management and Rates Bylaw be read the second time. Carried
- 42.2021 **Bylaw 1.2021 Utility Management and Rates Bylaw**
N Guskjolen/S Koszman: That Bylaw 1.2021 Utility Management and Rates Bylaw be given a third reading of this Bylaw on March 9th, 2021. Carried
- 43.2021 **Pretty Valley Housing and Heritage Square Water Service**
J Achtymichuk/S Koszman: That the Town will work with Coronach Housing and Pretty Valley Lodge Committee for the installation of meters for Pretty Valley Lodge and Heritage square. Carried (L Kuski Abstained)
- 44.2021 **Coronach Tourism public member appointment**
N Guskjolen/S Koszman: That Destiny McPeek is appointed to the Coronach Tourism Committee. Carried
- 45.2021 **Coronach Council Email addresses**
J Achtymichuk/N Guskjolen: That the Council of the Town of Coronach will use new email addresses provided through the @townofcoronach.ca domain service to ensure security of confidential information. Carried
- 46.2021 **Coronach housing water prepayment approval**
J Achtymichuk/N Guskjolen: That the Coronach Housing prepayment discount 6% discount is \$687.53 and due date is extended to March 12th, 2021. Carried
- 47.2021 **Letter of support to May Warken and Coronach Housing**
N Guskjolen/J Achtymichuk: That the Town of Coronach provide a letter of support to May Warken and Coronach Housing for a gazebo for Heritage Square for grant applications
- 48.2021 **Bylaw 2.2021 Commercial Development Incentives Bylaw**
J Achtymichuk/N Guskjolen: That Bylaw 2.2021 Incentive Policy Commercial for New Development be read the first time. Carried
- 49.2021 **Bylaw 2.2021 Commercial Development Incentives Bylaw**
L Kuski/S Koszman: That the Bylaw 2.2021 Incentive Policy Commercial for New Development be read a second time. Carried
- 50.2021 **Bylaw 2.2021 Commercial Development Incentives Bylaw**
N Guskjolen/J Achtymichuk: That Bylaw 2.2021 Incentive Policy Commercial for New Development be read a third time at the regular meeting of Council on March 9th, 2021. Carried
- 51.2021 **Adjourn**
R Mamer: That the meeting is adjourned and the next regular meeting of council will be on March 9th, 2021, 6pm, at the Town Office. Carried.




Deputy Mayor Ron Mamer


Catherine MacKay-Wilson, CAO

Initials Mayor _____

Initials C.A.O. 

TOWN OF CORONACH – BYLAW 2.2021

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING COMMERCIAL DEVELOPMENT INCENTIVE PROGRAMS FOR THE TOWN OF CORONACH

The Council of the Town of Coronach, in the Province of Saskatchewan, enacts
as follows:

Short Titles:

1. This Bylaw may be cited as Commercial Development Incentives Bylaw.

General Regulations:

2. Minimum Qualifying criteria and property tax abatements are defined in policies attached hereto and outlined in Schedules "A" and "B";
3. Tax abatements to be applied per the provisions of Section 298 (2), (5) and (6) of the Municipalities Act of Saskatchewan;
4. The Bylaw and corresponding policies may be updated from time to time by resolution of Town Council;
5. Town Council reserves the right to accept, decline or adjust the level of incentives per the attached policies;
6. The Bylaw and corresponding policies will be reviewed at the beginning of each Council term; and
7. The Bylaw will come into full force and effect on the date of final passing thereof.

Read a third time and adopted on this 9th day of March, 2020



Mayor

Chief Administrative Officer

TOWN OF CORONACH – BYLAW 2.2021

Bylaw 2.2021 – Schedule A – Commercial New Development Policy

PURPOSE

The purpose of this policy is to encourage new business development and/or business expansion within the **Town of Coronach**.

1. DEFINITIONS:

- 1.1 Any construction of a **new** commercial building for the purposes of establishing a business;
- 1.2 Any **new** construction pertaining to the expansion of an existing business;
- 1.3 Any business that is subject to commercial taxation. Home based businesses and businesses subject to grants in lieu are excluded;
- 1.4 The Incentive is based on a **“Return on Investment”** which takes into consideration direct, indirect, and induced gains as a percentage of the Municipality’s abatement of taxes for the period of the Incentive.

2. GENERAL POLICY:

- 2.1 Property owners must submit a *“Commercial Development Incentive Application”* to the attention of the Chief Administrative Officer;
- 2.2 If the application for the Incentive is accepted, the property owner must enter into an *Incentive Agreement*;
- 2.3 The maximum amount of the Incentive will be based on the **“Return on Investment”** subject to the provisions of *Sections 298 (2), (5) and (6) of the Municipalities Act of Saskatchewan*;
- 2.4 Additions, expansions or renovations are only eligible if the assessed value of the **new** improvement is greater than or equal to \$50,000 dollars more than the previous improvement assessment, not including land assessment, and has a demonstrable **“Return on Investment”**;
- 2.5 The level of the Incentive will be based on the merits of the development and will include considerations such as the number of employees and their status (i.e. F/T – P/T positions), number of anticipated net new positions over the Incentive Period, cost of development, percentage of local content (construction labour, materials, supplies, etc.);
- 2.6 The Incentive shall be granted for the tax year immediately following completion of construction. Completion of construction shall be denoted by an **“Occupancy Permit”** issued by the Chief Administrative Officer. The Incentive shall be applied to the property tax account prior to tax notices being sent;
- 2.7 All eligible developments must be of a permanent nature;
- 2.8 The Incentive may be transferred in the event of a new owner up until the expiry date of the original agreement;

TOWN OF CORONACH – BYLAW 2.2021

Bylaw 2.2021 – Schedule A – Commercial New Development Policy

- 2.9 The exemption of school taxes will be in accordance with *Sections 298 (2), (5) and (6) of the Municipalities Act of Saskatchewan*;
- 2.10 In the case of new construction for expansions; the property owner must not be in property tax arrears or owe the Town of Coronach any funds to qualify for the Incentive;
- 2.11 The Incentive does not apply to any existing assessment on any property;
- 2.12 Failure by the applicant to comply with any of the clauses herein or comply with the conditions of the *Incentive Agreement* may result in dissolution of the *Incentive Agreement* with the applicant;
- 2.13 Applicants must agree to provide the Town of Coronach with information on a yearly basis for those applicants receiving more than a one-year incentive. Information will include number of employees and local content levels to ensure compliance with the *Incentive Agreement*;
- 2.14 Developments must conform to all Municipal Bylaws and Policies, the Laws of the Province of Saskatchewan and Canada;
- 2.15 Policy is reviewed on an annual basis.

3. TIMING OF INCENTIVES:

- 3.1 The exemption will be applied as follows:
 - 3.1.1 100% exempt in year one (tax year following occupancy permit issuance)
 - 3.1.2 100% exempt in year two
 - 3.1.3 100% exempt in year three
 - 3.1.4 Full Taxation in year four

4. COUNCIL DETERMINATIONS

- 4.1 Council reserves the right to accept or refuse an *Incentive Application*;
- 4.2 Council reserves the right to provide full or partial tax abatement based on the **“Return on Investment”** over the Incentive Period;
- 4.3 Council reserves the right to cancel, limit, reduce any *Incentive Agreement* if the conditions of the *Incentive Agreement* are not met;
- 4.4 Council reserves the right to increase the level of the *Incentive Agreement* if the conditions of the *Incentive Agreement* change due to expansion on the same property.

TOWN OF CORONACH – BYLAW 2.2021

Bylaw 2.2021 – Schedule B – Application for Commercial Development Incentive

Percentage use of Local Contractors: _____

Percentage use of Local Suppliers: _____

(OFFICE USE ONLY) ROI Calculations

Combined Annual Income of Employees

Combined Local Content Spending 48%

Municipal Investment
(Cost of Tax Cancellation)

ROI: Dollar \$

Positive Position: Year(s)

Incentive Agreement Approved by Council: Yes/No

Incentive Start Date:

Incentive End Date:

Incentive Agreement Signed with Applicant: Yes/No

Example 1:

Combined Annual Income of Employees: \$60,000,000 (200 Employees) over 5 years

Local Content Spending: 48% -\$28,800,000

Municipal Investment: \$2,500,000 (5 Year Abatement)

Town Positive Position: 10 Years

ROI: \$11.52 spent in local economy for every \$1.00 of property tax abatement.

Example 2:

Combined Annual Income of Employees: \$105,00 (3 Employees) over 1 year

Local Content Spending: 48% - \$50,400

Municipal Investment: \$2,900 (1 Year Abatement)

Town Positive Position: 2 Years

ROI: \$5.75 spent in local economy for every \$1.00 of property tax abatement.

Bylaw No. 1.2021 - A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach

The Council of the Town of Coronach in the Province of Saskatchewan enacts as follows:

1. OVERVIEW

This Bylaw may be cited as The Utility Service Management Bylaw. A Bylaw for the Town of Coronach to fix, regulate, maintain and control the use and charges for the consumption of water; to fix, regulate, maintain and control the use and charges for the use of the sewer services, and to fix and regulate the garbage and recycling practices and costs for the use of these services.

2. PURPOSE

The Purpose of this Bylaw is to govern the regulation, maintenance and control of the use and consumption of water and sewer services within the Town of Coronach.

3. DEFINITIONS:

In this Bylaw,

- a. "Administrator" means the administrator of the Town appointed pursuant to Section 110 of The Municipalities Act.
- b. "Billing #1" means the period of January 1 to March 31.
- c. "Billing #2" means the period of April 1 to June 30.
- d. "Billing #3" means the period of July 1 to September 30.
- e. "Billing #4" means the period October 1 to December 31.
- f. "Consumer" means the person(s), organization(s), corporation(s), etc. responsible for payment of charges for utilities services, and includes the owner, tenant or occupant of any real Property connected with or supplied with water and/or sewer through a water connection to the Town of Coronach's water system and/or a sewer connection to the Town of Coronach's sewer system.
- g. "Council" means the elected body of the Town of Coronach.
- h. "Town" means within the corporate limits of the Town of Coronach.
- i. "Property" means land and/or improvement(s) associated with the land.
- j. "Property Owner" means the person(s), organization(s), corporation(s), etc. having legal Title to the subject Property, pursuant to Information Services Corporation.
- k. "Public Works Department" means the person or persons employed by the Town of Coronach with the responsibility for water and sewer operations, and shall also be deemed to include the person responsible for reading of water meters.
- l. "Sewer Job" means the act of performing a clean-out of a sewer service line that has become obstructed due to tree roots, or by other means of blockage, at the request of the Consumer, at a charge set by the commercial sewer and drain cleaning specialist the property owner hires.
- m. "Residential recycling" means the recycling program that has residential curbside pickup for houses and apartments by Loraas on a biweekly schedule at a cost as per Schedule C and D. Each property is allotted one bin per \$10.00 monthly charge, additional bins are available through the Town office.
- n. "Residential garbage" means the garbage program that has residential curbside pickup for houses and apartments by Loraas on a biweekly schedule subsidized by the Town of Coronach.
- o. "Commercial recycling" means the businesses that maintain a large commercial bin with a scheduled pick up with costs noted in Schedule C and D. Businesses are permitted to set up their own account with the Recycling provider and must notify the Town Administrator.

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- p. "Commercial garbage" means the businesses that maintain a large commercial bin with a scheduled pick up at no cost to the business.
- q. "Garbage Rental Bin" refers to the rental of a 6 yard residential bin for garbage with pick-ups as per the commercial garbage schedule and costs as noted in Schedule D
- r. "Quarterly" refers to the 4 billing cycles of 3 months per cycle.

4. SERVICES:

- 4.1 Every single-family residential Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water connection and new sewer connection are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. Subsequent costs for replacement of pavement, curbing, sidewalk, and all other damages occurring as a result of the installation of water and sewer mains and lines will be the responsibility of the Property Owner. Along with connection a water meter must be installed in the dwelling if one doesn't exist, at the cost to the owner.
- 4.2 Every multi-family residential Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water connection per living unit and new sewer connection per living unit are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. Subsequent costs for replacement of pavement, curbing, sidewalk, and all other damages occurring as a result of the installation of water and sewer mains and lines will be the responsibility of the Property Owner. Along with connection a water meter must be installed in the dwelling if one doesn't exist, at the cost to the owner.
- 4.3 Every commercial Property Owner wanting to have his/her premises connected to the waterworks system shall apply to the Administrator for that service. The costs associated with the materials and installation of each new water connection and new sewer connection are the responsibility of the Property Owner, in addition to acquiring a plumber to connect to the Town's water main and sewer main, under the supervision of the Town Foreman. Subsequent costs for replacement of pavement, curbing, sidewalk, and all other damages occurring as a result of the installation of water and sewer mains and lines will be the responsibility of the Property Owner.
- 4.4 Person(s) taking over premises where water has been previously used by another applicant must make new application for such premises.
- 4.5 The Property Owner shall pay the sum of \$30.00 for a water connection fee. This payment must be received before any water is consumed.
- 4.6 The Renter, Tenant or Occupant of any real Property shall pay the sum of \$30.00 for a water connection fee. This payment must be received before any water is consumed. Any renter, Tenant or Occupant of any real Property shall pay a water/sewer deposit in the sum of \$35.00
- 4.7 Every Consumer shall provide, at his/her own expense, a place in his/her premises for the installation of the water meter. The meter location must be acceptable to the Public Works Department, and shall provide ready and easy means of access to the said meter for examination by the meter reader. Every Consumer shall at all times properly protect the service pipes and fixtures from frost or other injury so that the meter shall not in any way be damaged. Every

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Consumer shall be responsible to the Town for costs incurred by it arising out of any damage to such meters from frost or other injury. Water meters shall remain the property of the Town.

- 4.8 The Town shall be entitled to read the water meters regularly and/or estimate the water usage. Any Authorized Person is entitled to free access at all reasonable times to all parts of any Parcel of Land to which the water Public Utility is connected for the purpose of: reading a meter; or after making reasonable efforts to notify the Owner or Occupant, or in an emergency, for the purpose of directing and installing or sealing a meter or other related appliances, and removing, altering, or repairing such meter as circumstances require, conducting and sampling tests, inspecting any service connection, or maintenance and repair.
- 4.9 Every Consumer shall also provide, at his/her own expense, a place on the outside wall of his/her premises, where a remote read out unit may be installed. The location must be convenient for the meter reader and acceptable to the Public Works Department.
- 4.10 In addition to the requirements of the Saskatchewan Plumbing and Drainage Regulations, it shall be the responsibility of every applicant for a new sanitary sewer connection to install a backwater valve on the main building drain for a single-family dwelling, or on all lateral pipes connected to the main building drain for multiple dwellings.
- 4.11 Every Consumer who intends to vacate any premises supplied with water from the waterworks system or who intends to discontinue the use of such water shall give notice of same to the Town office.
- 4.12 The cost of the new installation of water and/or sewer lines from the Town of Coronach's water and/or sewer main to the premises, including sidewalk/curb replacement and pavement recapping shall be borne by the Property Owner.
- 4.13 The cost of subsequent repairs and/or replacement and maintenance of an existing water service line from the curb stop, up to and within the premises, shall be borne by the Property Owner.
- 4.14 The cost of replacement of an existing sewer service line from the Property line, up to and within the premises, shall be borne by the Property Owner.
- 4.15 The cost of replacement of an existing sewer service line from the Town of Coronach's sewer main line, up to the easement, as defined in The Municipality Act Section 25, shall be borne by the Town.
- 4.16 The cost of subsequent repairs and/or replacement and routine and preventative maintenance of an existing sewer service line from the Town of Coronach's sewer main line, up to and within the premises, shall be borne by the Property Owner.
- 4.17 Persons who own or occupy premises drained, or required by Bylaw to be drained into a the Town of Coronach's sewer system, shall pay for such services a quarterly service charge in accordance with the schedule as outlined in the Schedule B as appended to this bylaw.

5. PROHIBITIONS:

- 5.1 No person shall turn on water to any premises or open any valve on Town of Coronach property, except under the authority of the Town.
- 5.2 No person shall make any connection whatsoever with any of the public or private pipes or mains, except under the authority of the Town.

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- 5.3 No person, except the Public Works Department personnel or members of the Fire Department in the course of their duties, shall open, close, or interfere with any hydrant, gate or valve connection, nor in any way interfere with any meter, curb stop, pipe or other waterworks appliance.
- 5.4 No extension of water or sewer mains shall be constructed unless such construction is authorized by the Council of the Town of Coronach.
- 5.5 No person shall discharge into any drain, sewer or sewage system operated by the Town any harmful matter, substance or thing, whether liquid or solid, that would be injurious to health, life or Property, or that would injure, pollute, or damage any stream, watercourse, drain, sewer, sewage system or sewage treatment plant.
- 5.6 In the event of a natural disaster (i.e. significant rain storm or flood), no person shall discharge into any drain, sewer or sewage system operated by the Town any liquid from a sump-pump or eaves trough. As this causes the sewage lift station to operate at full capacity with the added pressure there is potential for failure and compromising the system to the point resulting in sewer backups affecting Consumers or worse case, a total shutdown of the facility.
- 5.7 For new construction or renovations requiring plumbing inspections, no person shall drain runoff water and/or ground water into the sanitary sewer system.
- 5.8 No person shall remove from Town limits the Residential Garbage or Residential recycling bin permanently. Any bin permanently removed from a property shall result in a fine of \$500.00.
- 5.9 No person shall deface or willfully damage Town property, including but not limited to hydrants, water services, water meters, sewer systems, garbage or recycling containers. Any damage will be reported to the RCMP as property damage and may be prosecuted to the full extent of the law.
6. MAINTENANCE:
- 6.1 The Town will provide a water meter where necessary for the repairing or replacing due to normal wear, at no charge to the Consumer. However, as the Public Works Department does not install water meters, a plumber would therefore be required. Costs associated with the Plumber are the responsibility of the Consumer.
- 6.2 Where a repair or replacement of a water meter is necessary due to physical damage to the meter caused by the Consumer's negligence, a new meter is required to be installed by a plumber or a Town Employee, the Consumer will be charged the cost of the new meter plus the costs associated with the plumber to do the work. The charge for the new water meter will be invoiced and collected as provided in this bylaw. Water meters are the property of the Town and Tampering with the water meter will result in a Fine of \$1000.00 and double the cost of the last billing period to the consumer. Charges may also be pressed.
- 6.3 For the purpose of making repairs to the mains or of connecting or repairing service pipes or constructing extensions or new work, or for any other work, the Town shall have the right to shut off the water from any customer without notice, and to keep it shut off as long as may be necessary to enable the work to be completed. Whenever feasible, the customer shall be notified in advance.
- 6.4 The Town shall replace, if non-functioning, a curb stop valve on an as needed basis. If the Town foreman acknowledges the non-functioning curb stop valve, a work order will be created and the severity and urgency of the replacement will be determined by the Town Foreman and Town Administrator. This will be paid for by the Town, and the area around the curb stop valve shall be

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remediated to topsoil and grass seed as a minimum standard. The Town is responsible for water service function up to and including the curb stop valve from the water main.

- 6.5 The Town shall have the right to limit the amount of water furnished to any customer, upon reasonable notice to the customer of such intended action.
- 6.6 The Town shall have the right by resolution of Council to regulate the use of water for fountains, jets, hoses, sprinklers, or to limit the hours for using same.
- 6.7 The cost of Sewer Job(s) from the Easement to the premises shall be borne by the Property Owner. Associated costs shall be set by a resolution of Council.

7. RECONNECTIONS:

- 7.1 No disconnections will be done after 3:30 p.m. on Monday to Friday, or on weekends or holidays, except in the case of an emergency.
- 7.2 No reconnections will be done after 3:30 p.m. on Monday to Friday, or on weekends or holidays.
- 7.3 There shall be a \$200.00 charge, in addition to full payment of utilities accounts, for turning water on where the service had been terminated due to nonpayment of accounts.
- 7.4 Accounts shall be paid within a period of thirty (30) days from the billing date. Accounts showing arrears sixty (60), utility amounts owed by the owner of the property may be added to the tax roll after proceeding with water disconnection. At any time during the year, Council may, by resolution, in accordance with section 369 (1) (b) of the Municipalities Act direct that unpaid utility amounts be added to tax roll. Administration will ensure due process is followed with respect to adding arrears to taxes. And reconnection fee must be paid before service is reinstated.
- 7.5 If the water supply to a dwelling unit is disconnected for infringement of the provisions of the bylaw, the same shall not be reconnected until all penalties, fees, rates, charges and arrears have been paid or arrangements have been made for full repayment of same.
- 7.6 Seasonal Disconnections are a \$35.00 charge for the curbside disconnect and reconnection within a 6 month period.

8. BILLING PROCEDURE:

- 8.1 Utility billings will be processed four (4) times per year, in accordance with the schedules "A", "B", "C", "D" and "E" as outlined in the Bylaw
- 8.2 Deposit(s) must be collected and account set up complete before service is resumed at an existing address.
- 8.3 Water service application for new services must be submitted, signed, approved by council and completed prior to any services being rendered.
- 8.3 LANDLORDS and TENANTS: Whereas The Municipalities Act provides for the amount of a tenant's unpaid water and sewer account to be transferred to the property owner's tax account for the parcel of land which is/was occupied by the tenant; And whereas The Local Authority Freedom of Information and Protection of Privacy Act prevents the Town from releasing information relating to a resident's financial account with respect to the provision of routine services by a Town;
- 8.4 Property owners that are Landlords shall be added by default to accounts where property is leased or rented and receive copies of all bills and notices. Property

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owners are held responsible for all billings connected to their property and will be held responsible for the arrears in cases of non-payment by tenants. Property owners must hold their own account and account deposits on rented/leased properties in addition to any deposit paid by the tenant. By signing up for an account, Tenants authorize releasing account information to the Property Owner or authorized agent thereof. Failure to sign the authorization will result in inability to open a Tenant account and billings will remain in the Property Owner's name. A Property Owner's Deposit may not be refunded unless all related Tenant accounts have been paid in full. The Property Owner's Deposit will not be applied to a Tenant's final bill during the initial final billing process for a Tenant's account.

- 8.5 INTEREST: The bills clearly state a due date. Monthly interest is to be charged on overdue accounts not paid by the due date as per the Water & Sewer Rates Bylaw. Statements will be sent monthly to past due accounts where interest has been applied.
- 8.6 SOCIAL SERVICES: Ministry of Social Services accounts are to be contacted directly for overdue bills and are not subject to interest charges. Social services is to receive copies of past due notices, final bills, and shutoff notices for those accounts paid by the Ministry.
9. FINAL NOTICE PROCEDURE:
9. FINAL NOTICE: A final notice will be sent to overdue accounts that are 60 days or more past due. After 60 days, the final notice should detail that the water will be disconnected if the balance of the account is not paid within 10 days of the date of the letter. (See example to ensure proper time is allotted)
- 9.1 SHUTOFF DAYS NOTE: When scheduling the shutoff date, it is not to be scheduled on a Friday, on a stat holiday or day in lieu, or any day where the office is not open to accept payment on accounts.
- 9.2 NOVEMBER NOTICES: When preparing final notices in November, they need to be sent by registered mail with a forewarning that any unpaid amounts as of December 31st of that year may be transferred to the tax roll for the property. Final notices at other times of the year shall be sent by regular mail and are not required to contain the warning.
- 9.3 24 HOUR SHUTOFF NOTICE: Once the time period references in the final notices has expired, the public works employee is to leave a 24 hour disconnection notice on the door of the residential property stating that the service will be discontinued within 24 hours if payment is not made in full or acceptable arrangements for payment have not been made. Once posted, a notice is considered to have been delivered.
- 9.4 For commercial properties/businesses, the 24 hour notice is to be delivered during business hours to the owner or manager or other employee if the owner or manager is not present or unavailable at the time the notice is being delivered. If the business is closed on the day of posting, the notice will be posted at the main entrance to the business. A delivery receipt form will be required to be signed by the person accepting the notice with their printed name and signature. Once accepted or posted, a notice is considered to have been delivered.
- 9.5 SHUTOFF and FINAL BILLING: If payment (or suitable arrangements to pay) are not made after 24 hours of posting or delivering the notice, water service will be disconnected without further notice until bill is paid in full or suitable arrangements are made.

Bylaw No. 1.2021 - A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach

- 9.6 A final meter read, the disconnect fee will be applied to the account, and a final billing will be issued. The account deposit will be applied against the arrears in the Final Billing.
- 9.7 At a minimum, regardless of arrangements to pay the amount in arrears after disconnection, the disconnecting and reconnecting fees must be paid in full in order to resume service once service has been turned off.
- 9.8 Once a final billing has been completed, the account holder must open a new account including new completed and signed forms and a deposit if theirs was refunded during the final billing process.

10. PAYMENT ARRANGEMENTS:

- 10.1 During the period between the due date and disconnection date, a payment plan may be established. The goal of the payment plan is to ensure the client will be current by the end of the next billing period at the latest. To determine the payment plan amount, take the arrears balance and add to it an estimate for the next bill. The Town will accept weekly, bi-weekly or lump sum payment plans that ensure that the customer is current by the next billing cycle's due date. If the agreed payment plan is not adhered to, water service will be immediately discontinued without further notice. It is recommended that payment arrangements are made such that adequate time is allowed for processing of online payments, etc.
- 10.2 If service has been disconnected before arrangements were made, the disconnecting and reconnecting fees must be paid in full in order to resume service regardless of any other arrangement to pay the arrears.
- 10.3 If payment plan is not adhered to, water service will be immediately disconnected without further notice. When shut off due to failure to adhere to a payment plan, the SHUTOFF DAYS NOTE under section 9.1 still applies.
- 10.4 Payments are registered to the account when the Town receives the payment in hand. Customers are to be advised to allow sufficient time for mailing as the Town does not process payments as of the date of posting, but rather the date received. Customers are also to be advised to allow sufficient time for online payment processing of at least 5-7 business days from the time payment is made through their banking institution, as the Town does not process payments as of the date made by the consumer, but the date the payment is received in our account.
- 10.5 At any time during the collection process the Town reserves the right to use the services of a collection agency or bailiff, pursuant to the powers outlined in The Distress Act.
- 10.6 After an account is 120 days past due and once all reasonable efforts to obtain payment have been made under this policy, and the account has been deemed uncollectable and/or it has been sent to a collection agency under section 14 above, it shall be written off as an uncollectable account.

11. WATER RESTRICTIONS:

- 11.1 This Bylaw restricts the use of water for outdoor watering to the time period of 6 am to 9am and 6 pm to 9pm.
- 11.2 Residents with address/house numbers ending in an even number will be permitted to water outdoor areas on calendar days that are even. Residents with address/house numbers ending in odd numbers will be permitted to water outdoor areas on calendar days that are odd.

Bylaw No. 1.2021 - A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach

11.3 Special permission can be requested from Town Council for new sod or seeded areas by writing to Town Council in advance of the next scheduled Town Council meeting on the second Tuesday of each month.

12. REPEAL OF BYLAWS:

12.1 This Bylaw hereby repeals Bylaw No. 10.2018

13. COMING INTO FORCE:

13.1 This Bylaw shall come into force and take effect on the date of July 1st, 2021.

READ A FIRST TIME this 9th day of February, 2021.

READ A SECOND TIME this 9th day of February, 2021.

READ A THIRD TIME and adopted this 9th day of March 2021.



Mayor

Administrator

Bylaw No. 1.2021 - A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach

Town of Coronach's Utility Billing System and meters measure in Cubic Meters
1 Cubic Meter = 219.969 Imperial gallons and is billed Quarterly as per Billing cycles of:

- "Billing #1" means the period of January 1 to March 31.
- "Billing #2" means the period of April 1 to June 30.
- "Billing #3" means the period of July 1 to September 30.
- "Billing #4" means the period October 1 to December 31.

Schedule "A" – Water Service Charges per Billing cycle:

Charges for Minimum: \$115.50/ month/ 40 Cubic meters
Overage charges: Over 40 cubic meters to be billed at \$2.20/ Cubic meter

Exceptions to Metered Billing:

1. Pretty Valley Lodge Flat Rate is set to \$100.00/ month
2. Heritage Square Flat Rate is set to \$300.00/ month

Bulk water for storage tanks
\$5.49/ cubic meter

Schedule "B" – Sewer Service Charges per billing Cycle:

Charges for Minimum: \$55.50/ month/ 40 Cubic meters
Overage Charges: Over 40 cubic meters per quarter to be billed at \$0.75/ Cubic meter
* All Overages for Sewer charges are based on Water Meter Readings.

Exceptions to Metered Billing:

1. Pretty Valley Lodge Flat Rate is set to \$136.40/ month
2. Heritage Square Flat Rate is set to \$136.40/ month

Schedule "C"- Flat Rate Commercial Recycling Service charges per Billing cycle:

Coronach Hotel	\$225.00
Coronach Rec Board	\$300.00
Debs Kitchen	\$270.00
Health Centre	\$540.00
Pharmacy	\$300.00
Post office	\$450.00
CR Plumbing	\$112.50
Rustic Tavern	\$112.50
Sarcan	\$540.00
School	\$540.00
Spring Flower Inn/ Country Boy Motel	\$270.00
Residential Roll out bin	\$30.00/bin

Schedule "D" – Garbage Bin Rental Charges

(For temporary use of garbage bin rentals or seasonal services)

- a) A \$50 to delivery charge
- b) Rental Rates will be \$10/ day, \$50/ week, or \$200/ month
- c) Dumping fees will be determined by the Loraas pick up weight cost as billed by Loraas and will include the fuel surcharge but not the GST or PST.
- d) We will require a \$100 deposit and that is applied to the final bill.
- e) We will require a signed acknowledgment of the prices and deposit and conditions of the rental.

Schedule "E"- Infrastructure Fee

Infrastructure fee of \$20.00 on June 30th, 2022 and annually each year on June 30th on all active accounts, commercial and residential to be placed in reserve for Water and Sewer Infrastructure future projects.

Town of Coronach
Monthly Financial Statement - Condensed
For the Period Ending February 28, 2021


	<i>Current Month</i>	<i>Year to Date</i>	<i>Budget 2020</i>	<i>Var to Budget %</i>
Revenues				
Taxation	(55)	11,235		
Fees and Charges	5,073	8,563		
Utilities	454	(2,795)		
Grants in Lieu of Taxes & Surcharges	1,994	11,162		
Investment Income and Commissions	250	565		
Total Revenues:	7,716	28,730	0	0.0
Expenditures				
General Government Services	26,329	44,511		
Protective Services		804		
Transportation Services	12,949	30,646		
Environmental Health Services	14,053	14,469		
Planning and Development Services	79,348	156,806		
Recreation and Cultural Services	1,359	52,299		
Utilities	27,127	41,653		
Total Expenditures:	161,165	341,188	0	0.0
Change in Net Financial Assets	(153,449)	(312,458)	0	0.0
Total Change in Net Assets	(153,449)	(312,458)	0	0.0


Account Balances

	<i>Current</i>	<i>Year to Date</i>	<i>Balance</i>
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(258)	(1,245)	(27,824)
Municipal - Tax Receivable - Arrears	(1,607)	(11,651)	156,094
Total Municipal Taxes Receivable:	(1,865)	(12,896)	128,270
Cash - On Hand - Petty Cash			100
Cash - Credit Union	(140,489)	(233,104)	602,946
Tourism Consolidation 50%			18,909
Cash - High Int. Savings# 1 THRIVE		(350)	1,994
Cash - CIBC	1,673	5,510	12,638
Cash - Non-Redeemable Equity #1			530
Cash - Redeemable Equity #1			59
Redeemable Term Deposit			150,000
Cash - Savings2 Ec Dev Funds		1	6,294
Cash - HIS3 - Deep South EcDev Funds	51	108	667,402
Credential Security Investments			433,554

Certified correct and in accordance with the records Presented to council on

March 9 2021
(Date)


C MacKay-Wilson
Town Administrator, Town of Coronach


Calvin Martin
Mayor, Town of Coronach

*Note Provincial Funds Grant are no included in this report December 2020. Previous Monthly financial statements this year would include the \$666,666.00 Fund for Regional Economic Development.

Town of Coronach
Bank Reconciliation - Summary

Conexus Non-Redeemable Equity #1
For Ending Date 2021-01-31

110-110-150 - Cash - Non-Redeemable Equity

GL Balance to 2021-01-31 **529.64**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **529.64**

Bank Statement Balance: **529.64**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **529.64**

Notes



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**Town of Coronach
Bank Reconciliation - Summary**

Page 1

Redeemable Equity Account
For Ending Date 2021-01-31

110-110-160 - Cash - Redeemable Equity #1

GL Balance to 2021-01-31 **58.85**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **58.85**

Bank Statement Balance: **58.85**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **58.85**

Notes



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**Town of Coronach
Bank Reconciliation - Summary**

Page 1

Redeemnable Term Depositi
For Ending Date 2021-01-31

110-110-170 - Redeemable Term Deposit

GL Balance to 2021-01-31 **150,000.00**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **150,000.00**

Bank Statement Balance: **150,000.00**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **150,000.00**

Notes

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Town of Coronach
Bank Reconciliation - Summary

Page 1

Conexus HIS #2 Savings Acct
For Ending Date 2021-01-31

110-110-171 - Cash - Savings2 Ec Dev Funds

GL Balance to 2021-01-31 **6,293.69**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.27

Adjusted Book Balance **6,293.96**

Bank Statement Balance: **6,293.96**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00 **0.00**

Adjusted Bank Balance **6,293.96**

Notes

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Town of Coronach
Bank Reconciliation - Summary

Conexus HIS 3 - Deep South Provincial\$
For Ending Date 2021-01-31

110-110-180 - Cash - HIS3 - Deep South EcDev

GL Balance to 2021-01-31 **667,294.57**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 56.67

Adjusted Book Balance **667,351.24**

Bank Statement Balance: **667,351.24**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **667,351.24**

Notes

CWJ