

City of Yellowknife Water & Sewer Rate Structure Review

Interim Report



InterGroup

CONSULTANTS

June 2023

TABLE OF CONTENTS

Executive Summary	1
1.0 Introduction	6
2.0 Overview of The Yellowknife Water and Sewer System	9
3.0 Revenue Requirement And Revenue Forecast	11
3.1 Revenue Requirement	11
3.2 Revenue Forecast: Separating Water and Sewer Services	13
3.3 Water and Sewer Utility Revenue Requirement.....	15
4.0 Cost Of Service Study	20
4.1 Water Utility Cost of Service Study	20
4.2 Sewer Utility Cost of Service Study	21
4.3 Combined Utility Cost Recovery	23
5.0 Peer Municipality Comparison	25
5.1 Summary	26
6.0 Rate Structure Options	28
6.1 Option 1: Full Rate Structure Revision	29
6.2 Option 2: A Phased Approach to Rate Re-structuring.....	31
7.0 Other Recommendations: Utility Sustainability	36
7.1 Additional Sewage Disposal Charges	36
7.2 Non-Resident Bill Surcharge Proposal	37
7.3 Over Strength Matter Regulations	38
7.4 Utility Reserve Accounts	38
8.0 Summary of findings and Recommendations	41
9.0 Appendices	43

APPENDICES

- APPENDIX A – Project Terms of Reference
- APPENDIX B – Utility Revenue Requirement Development Approaches
- APPENDIX C – Utility Revenue Forecast
- APPENDIX D - Cost of Service Study and Results
- APPENDIX E – Peer Municipality Comparison
- APPENDIX F – Overstrength Matter Regulations

LIST OF TABLES

Table 3-1: 2026 Yellowknife Water and Sewer Revenue Requirement (\$000).....	12
Table 3-2: 2020 Revenue Forecast Comparison to Actual.....	14
Table 3-3: Water Utility Revenue Requirement for 2023-2026 (\$000).....	16
Table 3-4: Sewer Utility Revenue Requirement for 2023-2026 (\$000)	18
Table 4-1: Water Utility Revenue to Cost Ratio for 2026 at Existing Rates	21
Table 4-2: Sewer Utility Revenue to Cost Ratio for 2026 at Existing Rates	22
Table 4-3: Total Utility Revenue to Cost Ratio for 2026 at Existing Rates.....	23
Table 4-4: RCC Comparison by Revenue Component.....	24
Table 5-1: Peer Municipality Comparison Summary	25
Table 6-1: Water and Sewer Utility Revenue Requirement from Rates	30
Table 6-2: Utility Revenue to Cost Ratio for 2026 at Existing Rates with Infrastructure Levy	31
Table 6-3: Utility Revenue to Cost Ratio for 2026 With a Phased Approach to Rate Re-Structuring	32
Table 6-4: Bill Impacts for Full Rate Revisions Versus a Phased Approach (Options 1 and 2)	33
Table 6-5: Recommended Option Rate Structure	35

LIST OF FIGURES

Figure 3-1: Water Utility Revenue Requirement Trend by Component	17
Figure 3-2: Sewer Utility Revenue Requirement Trend by Component.....	19

EXECUTIVE SUMMARY

The current water and sewer rate structure for the City of Yellowknife has been in place since the 1990's. There are two key issues that need to be addressed in a comprehensive review:

1. There has been significant growth in trucked services and the current rate structure includes a degree of cross-subsidization, from piped services to trucked services – is this degree of cross-subsidization appropriate?
2. The current rate structure does not distinguish between water and sewer services. This is not reflective of industry best practices.

Other aspects of the current rate structure are dated in terms of industry best practices. For example, current rates include the use of 'Equivalent Residential Unit', which is based on floor space as opposed to actual water usage. Larger businesses that use very little water can see substantial charges. The industry trend is to base rates more on actual water usage, thereby sending the correct price signals to customers.

This Interim Report on the City of Yellowknife's Water and Sewer Rate Structure provides options for change to the rate structure and includes a recommended approach from InterGroup Consultants. InterGroup specializes in utility regulatory economics, including capital planning, sales forecasting, preparing regulatory submissions and rate policy development and has been involved in utility and rate structure reviews for over 45 years. This Interim Report is intended to support discussion with key stakeholders, Yellowknife City Council, and will be available on the City of Yellowknife's PlaceSpeak website for public comments and questions. A Final Report will be released later in the fall of 2023 once additional input is received.

To develop options for a revised rate structure, InterGroup developed a forecast for the **2024-2026 Revenue Requirement** and a detailed **Cost of Service Analysis (COSA)** model for separate water and sewer utilities. The degree to which various classes of customers are paying for water and sewer costs can be seen in the table below showing the combined water and sewer **Revenue to Cost Coverage (RCC)** ratio. The RCC is calculated by dividing revenues from a customer class by the costs to serve that customer class. A RCC ratio of over 100% indicates that revenues exceed costs and that customers in that class are paying rates higher than the costs to serve them. A RCC ratio of less than 100% indicates that revenues do not fully recover that costs to serve that class of customers.

Total Utility Revenue to Cost Ratio for 2026 at Existing Rates

Customer Type	2026 Forecast		
	Revenue Forecast at Existing Rates (\$000)	COS Results (\$000)	RCC Ratio
	A	B	C=A/B
Piped Service	8,850	8,191	108.0%
Residential	4,073	3,942	103.3%
Multi-residential	1,573	1,284	122.5%
Commercial	3,105	2,557	121.4%
Bulk (incl. Unmetered)	99	94	104.4%
Community gardens/services/surface lines	0	313	0.0%
Trucked	1,476	1,969	74.9%
Total	10,325	10,160	101.6%

As can be seen, while system revenue in total covers all the system costs (101.6 percent), trucked water and sewer customers are paying 75 percent of the costs incurred to serve them. Breaking out the sewer portion of the above table results in a RCC of 66 percent for trucked customers. Consistent with best practices, utilities aim for a **range of reasonableness with respect to the RCC of between 90 percent and 110 percent**. Therefore, commercial and multi-residential customers (123 percent), are paying more than their fair share of costs.

Other issues with the current rate structure include:

- There are multiple fixed fee components – the demand charge, the access fee, the infrastructure levy, and the insurance charge. No other municipality take this approach.
- The current rate structure utilizes the concept of *Equivalent Residential Unit (ERU)* that essentially utilizes floor space in determining charges for commercial customers. However, this concept does not capture or track the true cost of service. For example, a business with a substantial amount of floor space that has one bathroom and utilizes very little water or sewer services will receive very sizeable utility bills. No other municipalities reviewed take this approach.

This analysis was informed by a review of peer municipalities, the findings of which are presented in this report. The development of rate structure options was also informed by industry best practices, including the American Water Works Association Manual (AWWA). Key guiding principles include:

- **Recover Full Cost of Providing Service:** This ensures that the utility is sustainable in the long term and not underfunded or subsidized by other municipal revenues.
- **Rates Should Reflect the Costs to Serve Customers**

- **Rates and Fees Should be Easy to Understand:** This speaks to the use of a complicated ERU noted above.
- **Send a Price Signal to Consumers Regarding the Costs of Consumption:** Simply put, this principle is about using a combination of fixed and variable rates that results in charging higher users more than lower users.
- **Ensure Administrative Efficiency and Simplicity**
- **Implement Separate Rates and Fees for Water and Sewer Utilities**
- **Unexpected Changes to Customers Bills Should be Minimized**

The two options presented in this report include a full rate structure revision and a phased approach. Intergroup is proposing that the City proceed with a phased approach in order to minimize the impact of customer bills. These two options have been modelled and the table below provides a summary of potential utility bill impacts.

Bill Impacts for Full Rate Revisions Versus a Phased Approach (Options 1 and 2)

Customer Classes	Full Revision: Include Infrastructure Levy & Insurance Premium Revisions			Phased Approach: W&S Rate and Fee Changes Only		
	Annual %	Annual \$	3 Year \$ Impact	Annual %	Annual \$	3 Year \$ Impact
Residential Average Bill (12 M3)	0.0%	\$0	\$0	0.0%	\$0	\$0
Multi-Residential Average Bill (200 m3)	-2.6%	-\$462	-\$1,386	-1.7%	-\$310	-\$930
High Consumption (347 m3)	-22.4%	-\$12,936	-\$38,808	-5.6%	-\$3,869	-\$11,608
Commercial Average Bill (40 m3)	-5.1%	-\$184	-\$552	-2.8%	-\$104	-\$311
Low Consumption (3 M3)	-55.5%	-\$1,899	-\$5,697	-9.0%	-\$515	-\$1,546
High Consumption (1,348 m3)	0.4%	\$517	\$1,550	-1.4%	-\$1,580	-\$4,739
Trucked						

Average Bill (8 m3)	8.0%	\$162	\$486	5.0%	\$111	\$334
Low Consumption (5 m3)	6.7%	\$118	\$354	4.6%	\$80	\$241
High Consumption (130 m3)	10.7%	\$1,336	\$4,008	4.5%	\$528	\$1,583
Mid-Consumption (66 m3)	3.5%	\$238	\$714	3.6%	\$245	\$735

To keep bill impacts in the 5 percent range for trucked services customers, Intergroup is proposing a phased approach over at least the next five years, with a focus on rate simplification early on and moving towards full cost recovery over time:

- The first proposed step is to focus on rate rebalancing; implementation of separate water and sewer rates; adding rate premiums to trucked sewer service; and removing ERU from the Access Fee charge. This represents Option 2 and is reflected in the 'phased approach' in the table above. This would be implemented over three years.
- In year four, the City should look at further simplifying rate structure by rolling the Infrastructure Levy into the water and sewer rates.
- The final phase – year five or six - should limit the rate structure components to only demand and consumption charges for both water and sewer utilities.

It should be noted that for the trucked service, average and low consumption customers are mainly residential, and mid/high consumption customers are mainly commercial class.

It should also be noted that there is often no one 'right answer' with regard to whether a level of cross-subsidization should remain in place. As reflected in the review of other municipalities, Hay River and Iqaluit still cross-subsidize trucked services, although they recognize that it is not ideal. Typically, debates revolve around the following points:

- **No Real Difference in Service** – all residents require water and sewer services.
- **Not a Choice Individual Consumers Can Make** – trucked versus piped services are determined by geography.
- **Perception of Fairness** – full cost or service or some level of equitable access to similar services that have different cost structures?
- **Historical Considerations** – there may be relevant historical considerations that support one approach or the other.
- **Rates Can Impact Development Patterns** – for example, some businesses, particularly those with high water usage, may choose to locate in areas of the City with lower-cost piped services. This is a more efficient use of resources and may be a desirable outcome from the perspective of residents and businesses.

This report also addresses a number of other issues regarding the water and sewer system, including:

- Consideration of additional water and sewer charges for those customers accessing the trucked system from outside of municipal boundaries;
- The development of over strength matter regulations; and
- The establishment of utility reserve accounts.

As noted, these recommendations will be finalized after discussions with stakeholders and any written comments received from the public via the City's PlaceSpeak website. With the revenue requirement and cost of service models in place, the City is now well-positioned to model any range of utility rate options/scenarios. This will prove to be a valuable asset in future utility planning and development.

1.0 INTRODUCTION

The City of Yellowknife ("City") owns and operates water and sewer utility system serving approximately 6,000 residential, commercial/industrial and multi-residential accounts serving about 22,000 residents.

The City has a mix of piped (underground) water and sewer infrastructure, which serves the majority of the City, as well as trucked water delivery and sewage pump out services.

The City maintains a Water and Sewer Fund, which finances both capital and operating costs of supply and treatment of potable water, distribution of potable water, and collection, treatment and disposal of sanitary sewage. The Water and Sewer Fund is financed through user fees and external government contributions.

The current water and sewer rate structure has been in place since the 1990's. Industry practice is that water and sewer rate structures are reviewed every five years to confirm that revenue and cost allocation methodology is consistent with the intentions of the utility and that future costs and capital improvements are appropriately funded. It has been at least fifteen years since the water and sewer rate structure has been reviewed in detail. There are two key issues that need to be addressed in a comprehensive review:

1. There has been significant growth in trucked services and the current rate structure includes a degree of cross-subsidization, from piped services to trucked services – is this degree of cross-subsidization appropriate?
2. The current rate structure does not distinguish between water and sewer services. This is not reflective of industry best practices.

Other aspects of the current rate structure are dated in terms of industry best practices. For example, current rates include the use of 'Equivalent Residential Unit', which is based on floor space as opposed to actual water usage. Larger businesses that use very little water can see substantial charges. The industry trend is to base rates more on actual water usage, thereby sending the correct price signals to customers.

To address these issues, the City of Yellowknife has engaged InterGroup Consultants Ltd (InterGroup). InterGroup specializes in utility regulatory economics, including capital planning, sales forecasting, preparing regulatory submissions and rate policy development and has been involved in utility and rate structure reviews for over 40 years. InterGroup recently completed a rate review for the Town of Hay River, and in 2003, InterGroup provided a memorandum to the City that estimated that rates for trucked services were only covering 68 percent of trucked service costs.

Through this review, InterGroup has completed the following tasks:

- A detailed review of the current rate structure and the cost and revenue accounts.
- Development of a cost allocation methodology to establish separate cost of service models for water and sewer services.
- Development of water and sewer revenue requirements and load and revenue forecasts out to 2026.

- Differentiated between piped and trucked services and identified the level of cross-subsidization in place today.
- Developed options with respect to rate and fee structures to inform a discussion with key stakeholders and City Council on the 'rate balance' that needs to be achieved between trucked and piped water and sewer services.
- Undertook a jurisdictional scan of identified municipalities that have a hybrid trucked and piped system to further inform the rate balance discussion.
- Developed a recommended approach towards establishing a rational rate structure that reflects appropriate cost allocation, sends appropriate price signals based more on usage, and proposes rate changes over time to avoid unnecessary 'rate shock' for some customers.

This exercise has included the review of detailed cost and system data and has resulted in a comprehensive cost of service model that can be revised to reflect the input received from key stakeholder engagement as well as political direction. While InterGroup has provided a recommended approach, it is important to note that in utility rate setting, there is no one 'right answer'. The rate system needs to fairly reflect system costs but should also reflect the principles and objectives of City residents and elected officials.

This water and sewer services rate review will also address a number of other items:

- There are some users of the water and sewer system that are not being fully charged for all the costs incurred by the system. This would include, for example, some residents outside of the municipal boundaries. These amounts in total are not material in terms of system costs, but in principle, all users should have a utility account with the City.
- City contractors do not feel they are being adequately compensated for some service call-outs.
- The City does not currently have over-strength matter regulations. This is discussed further in Section 7.3.

The full terms of reference for InterGroup are reflected in Appendix A. It should be noted that modernizing the rate structure for a \$17 million water and sewer utility is a complex undertaking, incorporating substantial technical analysis based upon industry best practises. While an effort has been made to ensure this document is as publicly consumable as possible, there is no avoiding the use of utility and accounting terms, methodology and analysis. With this in mind, the following report is structured as follows:

- Sections 2, 3, 4 and 5 summarize the review of the revenue requirements, cost of service analysis and peer municipality comparisons for each utility.
- Section 6 provides rate structure options, including the phased implementation of a new rate structure during an implementation period from 2024 through 2026. The potential bill impacts from proposed rates are also detailed here.

- Section 7 provides recommendations to the City with respect to updating relevant By-laws arising from the Project findings and ensuring information consistency between related By-laws. This section also provides recommendations on other matters included in the study terms of reference.
- Section 8 provides a summary of findings and recommendations.

The process for completing this review is as follows:

- June 2023 – solicit written feedback from the public via the City’s PlaceSpeak platform on the Interim Report and hold discussions with key stakeholders
- July-September 2023 – based upon input received, develop a Final Report and present to City Council for final comments and direction.
- January 2024 – implement the new rate structure for water and sewer services.

2.0 OVERVIEW OF THE YELLOWKNIFE WATER AND SEWER SYSTEM

The City has a mix of piped (underground) water and sewer infrastructure, which serves the majority of the City, as well as trucked water delivery and sewage pump out services. The City's Public Works and Engineering Department is responsible for maintenance of the water and sewer system. This includes pumping and treatment, frost protection, water meters, maintenance of reservoirs, fixing water leaks, looking after water mains, maintenance of the sewer system, the storm sewer system, lift stations, and the sewage lagoon¹.

The City's piped water and sewage system includes 6 pumphouses, a Water Treatment Plant, and 14 lift stations. It also includes 62 km of buried water main and a slightly smaller quantity of sewer main, poly summer water line (above grade generally), approximately 11 km of forcemain, and a sewage lagoon system with control structures².

Truck water delivery and sewage pump out services are provided in Old Town, Latham Island, N'dilo, Kam Lake Industrial Park, Grace Lake, Con and Rycon Trailer Park, commercial buildings at the Airport and some commercial buildings along Old Airport Road. Trucked services capture approximately 680 residents or just under 4% of the City's population, but this does not include commercial/industrial demand (about 1,600 employees)³.

The City maintains a Water and Sewer Fund, which finances both capital and operating costs of supply and treatment of potable water, distribution of potable water, and collection, treatment and disposal of sewage. The costs of operating the Fund are recovered through charges to service users as well as external capital funding grants from other orders of government.

The City charges water and sewer rates as set out in By-law No. 4436 and as amended from time to time. The rates for 2023 are:

- Public Piped Service Users:
 - Access Fee of \$9.50 per Equivalent Residential Unit (ERU) per month.
 - Monthly demand charge in the range of \$12.00 to \$1,781.75 based on water meter sizes.
 - Consumption charge of \$4.50 per cubic metre of water consumption.
- Unmetered Users:
 - Single Family Residential Water Users: \$182.25 per month.
 - Water used for construction purposes: \$91.00 per month.

¹ The City of Yellowknife webpage: <https://www.yellowknife.ca/en/living-here/water-and-sewer.asp>

² IBID

³ IBID

- Trucked Water Delivery and Sewage Pump Out:
 - Residentially zoned areas
 - Access Fee of \$69.00 per month.
 - First 15,000 litres per month: \$19.75 per 4,550 litres.
 - Over 15,000 litres per month: \$112.50 per 4,550 litres.
 - Industrially and Commercially zoned areas:
 - Access Fee of \$197.50 per month.
 - First 15,000 litres per month: \$19.75 per 4,550 litres.
 - Over 15,000 litres per month: \$112.50 per 4,550 litres.
 - Bulk sales: \$25.50 per 4,550 litres or portion thereof.

The City's water and sewer system has annual operating and capital costs of about \$17 million. About \$9.9 million of these costs are collected through rate revenue and about \$7 million is offset by non-rate revenue that is made up of external capital funding (nearly \$7 million from other orders of government), some relatively minor grants, and about \$2 million collected from an infrastructure levy charged on Yellowknife utility bills.

As noted in the Introduction, it is necessary to review how these costs are collected through rates, ensure there is a clear understanding of the rationale behind water and sewer rates, and that this rationale is linked with the cost of service. Separating water and sewer costs and rates and making other changes to simplify a complex rate structure based on usage will aid in the future planning and management of the system.

As the following analysis will demonstrate, making these changes will result in water and sewer bill impacts for customers, most notably for those customers on trucked services where the current rates do not cover costs. The following two sections examine this issue in detail, beginning with an analysis of the **Revenue Requirement** that provides the basis for a detailed **Cost of Service Analysis**.

3.0 REVENUE REQUIREMENT AND REVENUE FORECAST

3.1 REVENUE REQUIREMENT

The American Water Works Association (AWWA) defines revenue requirements as “the summation of the operation, maintenance, and capital costs that a utility must recover during the time period for which the rates will be in place.” The revenue requirement must be sufficient to provide safe and reliable utility services.

It should be noted that there are two generally accepted approaches for revenue requirement determination: the cash-needs approach and the utility-basis approach. This review and the analysis detailed below has been completed based on a cash-needs approach. For more discussion on cash-needs versus utility-basis, please refer to **Appendix B**.

As noted earlier, a key challenge for the current system is that water and sewer services costs – and therefore rates – are combined. Therefore, to address this, the first step was developing separate revenue requirement estimates for the water and sewer utilities. This exercise included:

- Reviewing historical operating and capital expenses related water and sewer services and determining cost allocations between water and sewer services based on a line-by-line review of expenses (in coordination with the City staff).
- Preparing a 2024-2026 forecast for Operations and Maintenance Costs (O&M), administration, debt service costs and capital spending requirements based on historical costs as well as City budget information.

For reference in the discussion that follows, below is a summary of the combined water and sewer 2026 revenue requirement forecast. These costs needed to be split between water services and sewer services.

Table 3-1: 2026 Yellowknife Water and Sewer Revenue Requirement (\$'000)

Line No.		Water	Sewer	
1	Operation & Maintenance Expense	5,882	4,187	
2	Wages and Employee Costs	1,813	1,498	
3	Supplies and Services	<u>4,069</u>	<u>2,689</u>	
	3(i) Contracted and general services	1,188	1,455	
	3(ii) Total Materials & supplies	351	111	
	3(iii) Maintenance	132	51	
	3(iv) Utilities - electricity	1,250	373	
	3(v) Utilities - fuel	472	34	
	3(vi) Vehicle O&M	61	50	
	3(vii) Administration Fee to General Fund	616	616	
4	Debt Costs for Major Capital	125	-	
5	Capital Spending	2,350	4,000	
	5(i) Water & Sewer Infrastructure Replacement	1,000	1,000	
	5(ii) Other Major Capital	1,350	3,000	
6	Total Revenue Requirement	<u>8,357</u>	<u>8,187</u>	\$ 16,544
7	Less: Non Rate Revenues	2,473	3,911	
	7(i) External Capital Funding	1,177	2,615	
	7(ii) Non-Rate Revenue & Operating Grants	243	243	
	7(iii) Infrastructure Levy	1,053	1,053	
8	Net Revenue Required from Treated Water Rates	<u>5,884</u>	<u>4,276</u>	\$ 10,160

Note that while it is a \$17 million system, non-rate revenues, including external capital funding, results in a total of about \$10 million in costs that need to be recovered through rates.

3.1.1 O&M and Administrative Fees

The review of historical expenditures included consideration of notable trends and other budgetary information provided by City staff.

The allocation of costs between water and sewer services was based on an analysis of each line item. Many O&M items could be directly assigned to water or sewer services based on the expense description.

In particular, all expenses related to pumphouses, the water treatment plant, water line maintenance, water meter services, trucked water delivery and reservoirs were assigned to the water utility revenue requirement. All expenses related to lift stations, lagoons, sewer line maintenance, and sewage pump-out were assigned to the sewer utility revenue requirement.

Wages and Employee costs were split based on a review of positions and discussions with the City on the estimated time allocation of these positions between water and sewer

services. This resulted in a 55-45 percent split of Wages and Employee costs between water and sewer services. This ratio was also applied to other shared O&M expenses.

Administrative Fees were allocated equally (50-50) between water and sewer services.

3.1.2 Debt Service Cost

The allocation of Debt Service Costs was straightforward as all the existing debt instruments are related to the Water Treatment Plant, as follows:

- \$20 million debt authorized by By-law No. 4681 to finance the Water Treatment Plant, with monthly payments of \$139,060.93, including principal and interest at 3.098%.
- \$3 million debt authorized by By-law No. 4737 to finance the Water Treatment Plant, with monthly payments of \$21,754.22, including principal and interest at 3.708%.
- \$0.839 million debt authorized by By-law No. 4737 to finance the Water Treatment Plant, with monthly payments of \$6,198.00, including principal and interest at 3.981%.

3.1.3 Capital Spending Forecast

The Capital Spending forecast was developed based on a review of City's actual capital spending, approved budgets, and discussions with City staff with respect to planned capital projects, adjusted for including any external (government) funding for these capital projects.

Capital projects directly related to water services or sewer service were included in the respective utility revenue requirements. The projects related to common infrastructure replacement were allocated based on a 50-50 percent split.

3.1.4 Non-Rate Revenues

As noted above, non-rate revenues are included as offsets to the revenue requirement and comprise external capital funding; other revenue and operating grants; and the Infrastructure Levy collected from water and sewer service customers.

The forecast also included anticipated external funding related to water and sewer capital projects.

Other revenue and the Infrastructure Levy were allocated equally between water and sewer services.

3.2 REVENUE FORECAST: SEPARATING WATER AND SEWER SERVICES

The City water and sewer utility has three main categories of monthly fees:

- **Access Fee:** charged to customers both on piped and trucked services. For the piped service, the fees are based on an Equivalent Residential Unit (ERU) which varies from residence to residence. For the trucked service, a different access fee is charged to residential and trucked commercial customers with no ERU component.

- **Demand Charge:** charged to customers on piped service. This fee is based on the size of the meter, representing a cost to have the infrastructure in place to meet the maximum amount of potential demand for a building⁴.
- **Consumption Fees:** based on actual consumption for all customers, where the charge is:
 - A single rate for piped metered customers
 - A separate rate for trucked customers by consumption block (same approach for residential and commercial customers)
 - A bulk sales rate in industrially and commercially zoned areas

The City also has some unmetered customer accounts which are charged a fixed monthly fee (not considered as material in the context of this analysis).

The sales forecast was prepared based on a detailed analysis of the billing data for the 2017-2020 period. This sales forecast, combined with the approved rates for each of the three monthly fees (access, demand and consumption⁵) by customer class resulted in a detailed revenue forecast. Additional information with respect to the methodology can be found in **Appendix C**.

As a cross-check of the methodology employed and the accuracy of the revenue forecast, a 2020 revenue estimate was prepared based on 2020 sales data and then compared to actual 2020 revenue. The difference between the forecast and actual revenue was about 1 percent, as shown in the table below.

Table 3-2: 2020 Revenue Forecast Comparison to Actual

	2020		
	Actual	2020 Estimate	Difference
W&S Piped Water Consumption	\$ 6,099,614	\$ 6,073,336	0%
W&S Trucked Water Consumption	\$ 437,564	\$ 436,935	0%
W&S Piped Water Fixed Charges	\$ 2,251,483	\$ 2,344,483	4%
W&S Trucked Water Fixed Charges	\$ 983,195	\$ 987,880	0%
	\$ 9,771,856	\$ 9,842,635	1%

With an appropriate allocation of system costs between water services and sewer services, and confidence in the methodology and forecast, following is an overview of the separate water and sewer revenue requirements.

⁴ For example, while a business may use relatively little water on a month-to-month basis, the business may need to access a substantial quantity of water to support a fire suppression system.

⁵ There is also a monthly insurance charge and a monthly infrastructure levy that are not tied to water consumption

3.3 WATER AND SEWER UTILITY REVENUE REQUIREMENT

Table 3-3 summarizes and Figure 3-1 illustrates the forecast water utility revenue requirements for 2023 to 2026.

Table 3-3: Water Utility Revenue Requirement for 2023-2026 (\$000)

Line No.	Forecast	Forecast			
	2022	2023	2024	2025	2026
1 Operation & Maintenance Expense	4,910	5,304	5,148	5,204	5,266
1(i) Wages and Employee Costs	1,607	1,695	1,743	1,778	1,813
1(ii) Supplies and Services	3,303	3,609	3,405	3,426	3,453
2 Administration Fee	573	573	587	602	616
3 Debt Costs for Major Capital	351	298	241	185	125
4 Capital Spending	3,879	1,400	10,115	23,180	2,350
4(i) Water Infrastructure Replacement	1,927	-	50	1,000	1,000
4(ii) Other Capital	1,952	1,400	10,065	22,180	1,350
5 Total Revenue Requirement	9,712	7,574	16,091	29,170	8,357
6 Less: Non Rate Revenues	4,390	2,290	10,292	20,422	2,473
6(i) External Capital Funding	3,113	1,000	9,000	19,128	1,177
6(ii) Non-Rate Revenue & Operating Grants	236	243	243	243	243
6(iii) Infrastructure Levy	1,042	1,047	1,049	1,051	1,053
7 Net Revenue Required from Treated Water Rates	5,322	5,284	5,798	8,748	5,884
8 Revenues at Existing Rates	6,195	6,195	6,195	6,195	6,195

Figure 3-1: Water Utility Revenue Requirement Trend by Component

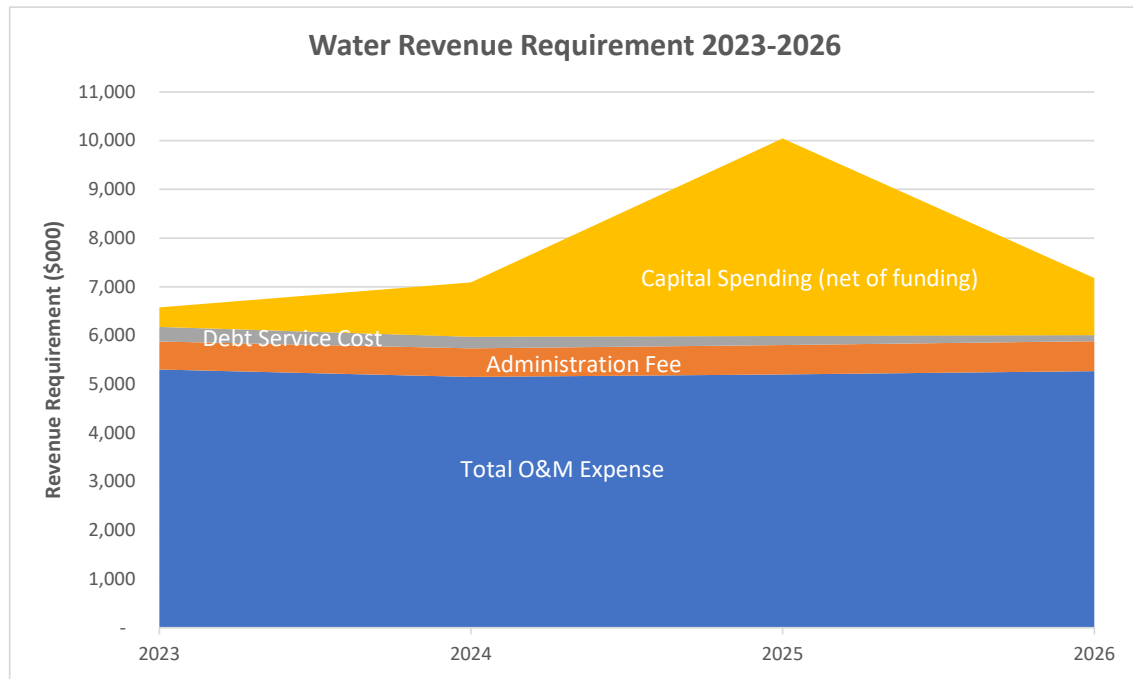


Table 3-2 and Figure 3-1 indicate the following:

- Water service operating costs (wages and supplies & services) are the largest revenue requirement component and are forecast to remain essentially flat for the 2023-2026 period.
- The 'Total Revenue Requirement' (line 5 in table 3-3) is significantly higher than the Net Revenue as it is driven by the capital spending forecast. However, this capital spending is offset by external capital funding. Over the 2022-2026 period, capital spending for the water system totals \$40.1 million and capital funding plus a share of the infrastructure levy for the water system totals \$38.7 million.
- There is some variance between Net Revenue required and Forecast Revenue on a year-to-year basis, but this variance equalizes over time. Rates should not be changed annually to reflect fluctuating costs such as capital improvements. By 2026 there will be a small surplus.

That the City is forecast to generate sufficient revenue to fund the operating and capital costs of the water utility is no surprise; systems were in place to ensure that future revenue was sufficient to cover planned system costs. However, this exercise is an important step in developing separate cost of service models for the water and sewer utilities.

A similar methodology was used to develop a forecast for the sewer utility, as follows.

Table 3-4: Sewer Utility Revenue Requirement for 2023-2026 (\$000)

Line No.	Forecast	Forecast			
	2022	2023	2024	2025	2026
1 Operation & Maintenance Expense	3,258	3,427	3,441	3,505	3,571
1(i) Wages and Employee Costs	1,327	1,400	1,439	1,468	1,498
1(ii) Supplies and Services	1,931	2,027	2,002	2,037	2,073
2 Administration Fee	573	573	587	602	616
3 Debt Costs for Major Capital	-	-	-	-	-
4 Capital Spending	3,695	6,060	8,350	4,000	4,000
4(i) Sewer Infrastructure Replacement	1,927	-	50	1,000	1,000
4(ii) Other Capital	1,768	6,060	8,300	3,000	3,000
5 Total Revenue Requirement	7,525	10,060	12,378	8,107	8,187
6 Less: Non Rate Revenues	4,102	7,350	7,559	4,294	3,911
6(i) External Capital Funding	2,825	6,060	6,267	3,000	2,615
6(ii) Non-Rate Revenue & Operating Grants	236	243	243	243	243
6(iii) Infrastructure Levy	1,042	1,047	1,049	1,051	1,053
7 Net Revenue Required from Treated Water Rates	3,423	2,710	4,820	3,813	4,276
8 Revenues at Existing Rates	4,130	4,130	4,130	4,130	4,130

Figure 3-2: Sewer Utility Revenue Requirement Trend by Component

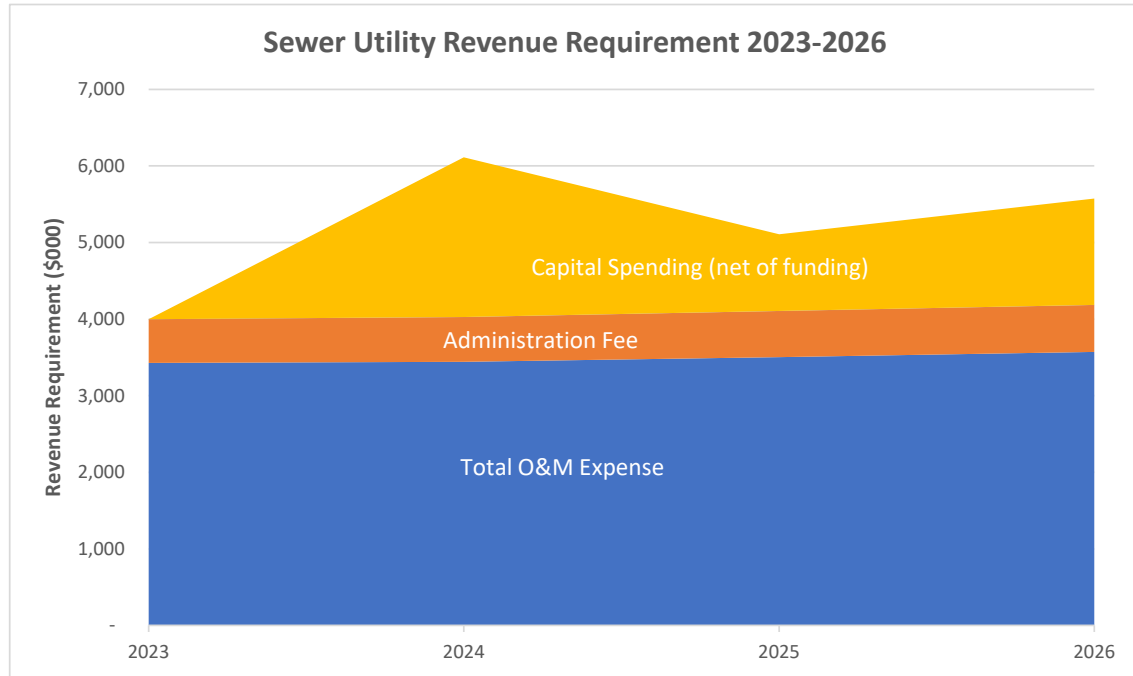


Table 3-4 and Figure 3-2 indicate the following:

- Sewer service operating costs (wages and supplies & services) are the largest revenue requirement component and forecast to remain essentially flat for the 2023-2026 period.
- There is no existing debt associated with sewer services capital, indicating that capital upgrades have been financed on a cash basis.
- The 'Total Revenue Requirement' (prior to non-rate revenue offsets) is significantly higher for the sewer service, driven by the capital spending forecast that is largely offset by external capital funding (similar to the water service). Over 2022-2026 capital spending is \$26.1 million and capital funding plus the 50 percent share of the infrastructure levy totals \$26.0 million.

As with the water services forecast, there is some fluctuation between the revenue requirement and forecast revenue, but this variance generally equalizes over time. There will be a relatively small shortfall by 2026.

With the revenue requirement and forecast determined for separate water and sewer services, a detailed cost of service model was then developed for both utilities.

4.0 COST OF SERVICE STUDY

4.1 WATER UTILITY COST OF SERVICE STUDY

The relative levels of rates charged to the various customer classes of a utility are ideally developed based on principles related to the **cost of service**, or the cost to provide the service to these customers. Key cost drivers for water utility costs include:

- 1) the water demand (at peak day and peak hour),
- 2) the water consumption, and
- 3) the number of customers served in each rate class.

A **Cost of Service Analysis (COSA)** starts with a utility's revenue requirement, consistent with Manual of American Water Works Association, M1 Principles of Water Rates, Fees and Charges ("AWWA Manual"). The COSA has three key steps:

- 1) **Functionalization** - the revenue requirement is separated according to function or role that the costs relate to, such as supply and treatment, pumping, transmission and distribution, administration, and general costs.
- 2) **Classification** - in this step the functionalized costs are classified into cost components according to the AWWA Manual approach (base costs, extra capacity, which includes maximum day and peak hour demands, and customer related costs.
- 3) **Allocation** - this step the involves allocation of the costs to each customer class based on customer class characteristics (residential, commercial, industrial, etc.).

Upon completion of this analysis, a determination can be made with respect to system costs and the different customer classes that are paying for these system costs. This is referred to as the **Revenue to Cost Coverage Ratio (RCC)**. The RCC is calculated by dividing revenues from a customer class by the costs to serve that customer class. A RCC ratio over 100% indicates that revenues exceed costs and that customers in that class are paying rates higher than the costs to serve them. A RCC ratio of less than 100% indicates that revenues do not fully recover that costs to serve that class of customers.

With respect to the RCC, and with utility costs and revenue recovery generally, there are diminishing returns from trying to allocate every single line-item cost to individual customer classes. As such, consistent with best practices, utilities aim for a **range of reasonableness with respect to the RCC of between 90 percent and 110 percent**.

A detailed COSA for the water utility was prepared for the City based on the revenue requirement forecast for 2026, discussed earlier.

Table 4-1 provides a summary of the water utility RCC ratio by customer class based on existing rates. Additional details of the water utility COSA can be found in **Appendix D**, Cost of Service Study Methods and Results.

Table 4-1: Water Utility Revenue to Cost Ratio for 2026 at Existing Rates

Customer Type	2026 Forecast		
	Revenue Forecast at 2023 Approved Rates (\$000)	COS Results (\$000)	RCC Ratio
Water Service	A	B	C=A/B
Piped Service	5,310	4,804	110.5%
Residential	2,444	2,264	107.9%
Multi-residential	944	771	122.4%
Commercial	1,863	1,531	121.7%
Bulk (incl. Unmetered)	59	56	106.0%
Community gardens/services/surface lines	0	182	0.0%
Trucked	885	1,080	82.0%
Total	6,195	5,884	105.3%

Table 4-1 reflects the following results from the COSA:

- Overall, there is about a 5 percent over-recovery of water service costs at currently approved rates.
- All customer classes except trucked services have a revenue recovery surplus, with RCC's ranging from about 106 percent for bulk customers to 122 percent for multi-residential customers.
- With an RCC of 82 percent, trucked service customers are under-paying their cost of service for trucked water. The allocated net cost (after non-rate revenue offsets) is \$1.080 million (mainly reflecting contracted water delivery), and the revenue from these customers is \$0.885 million.
- Community Gardens/Services do not generate any revenue but incur \$0.182 million in costs.

4.2 SEWER UTILITY COST OF SERVICE STUDY

The sewer utility COSA was developed in the same manner as the water service COSA, and consistent with the AWWA manual.

After the costs were functionalized, they were classified and subsequently allocated to the appropriate customer class.

In almost all jurisdictions the sewer flows are not metered (except in cases where the customers have effluent meters). Therefore, sewer flows are estimated based on water usage and return factors (not all water used is returned to the sewer system).

The return factor recognizes that a portion of customers' water consumption does not return to the sewer collection system.

In the absence of return factor information by customer type specific to the City of Yellowknife, InterGroup assumed an equal return factor for all customer types. Any potential differences in return factors for different customer classes is deemed to be not material. For modelling purposes a 90 percent return factor for all water consumption was assumed and charged towards sanitary sewer use.

Table 4-2 provides a summary of the RCC ratios by customer class based on existing rates. As with the water utility, additional detail on the sewer services COSA can be found in Appendix D.

Table 4-2: Sewer Utility Revenue to Cost Ratio for 2026 at Existing Rates

Customer Type	2026 Forecast		
	Revenue Forecast at 2023 Approved Rates (\$000)	COS Results (\$000)	RCC Ratio
Sewer Service	A	B	C=A/B
Piped Service	3,540	3,387	104.5%
Residential	1,629	1,678	97.1%
Multi-residential	629	514	122.5%
Commercial	1,242	1,026	121.1%
Bulk (incl. Unmetered)	39	39	102.1%
Community gardens/services/surface lines	0	131	0.0%
Trucked	590	889	66.4%
Total	4,130	4,276	96.6%

Table 4-2 reflects the following results from the sewer COSA:

- Overall, there is about 3% shortfall in recovering sewer services costs at currently approved rates.
- Residential piped customers (97 percent) and bulk users (102 percent) are paying rates that are very close to the actual cost of service.
- Multi-residential (122 percent) and commercial customers (121 percent) are paying more than their cost of service and are materially above the range of reasonableness.
- Trucked service customers have a RCC ratio of only 66 percent, significantly below the cost of service. The allocated cost of \$0.889 million (mainly reflecting contracted sewer pump out services) is about \$0.300 million more than the revenue of \$0.590 million.
- While community gardens do not cause any costs to the sewer system, due to the 90 percent return factor discussed above, the model reflects \$0.131 million in

sewer costs for community gardens. To eliminate this line item, the \$0.136 million could be spread across the customer base, which would make it immaterial.

To further inform the discussion on cost recovery, consider the COSA for the combined water and sewer services.

4.3 COMBINED UTILITY COST RECOVERY

Table 4-3 summarizes total cost recovery by customer class under the existing rates.

Table 4-3: Total Utility Revenue to Cost Ratio for 2026 at Existing Rates

Customer Type	2026 Forecast		
	Revenue Forecast at 2023 Approved Rates (\$000)	COS Results (\$000)	RCC Ratio
	A	B	C=A/B
Combined Water & Sewer Service			
Piped Service	8,850	8,191	108.0%
Residential	4,073	3,942	103.3%
Multi-residential	1,573	1,284	122.5%
Commercial	3,105	2,557	121.4%
Bulk (incl. Unmetered)	99	94	104.4%
Community gardens/services/surface lines	0	313	0.0%
Trucked	1,476	1,969	74.9%
Total	10,325	10,160	101.6%

With a RCC ratio of 101.6 percent, the City fully recovers the water and sewer forecast revenue requirement at currently approved rates. As noted above, there are customers that are over-paying – multi-residential and commercial customers - and trucked services customers that are underpaying. These customers clearly fall outside of the range of reasonableness of RCC ratios between 90 percent and 110 percent.

Over time, ideally, rate adjustments are made so that all customers pay rates that fall into the range of reasonableness for the services they are provided. However, as noted in the introduction, there is often no one right answer. Choosing the appropriate approach to rates needs to also be informed by residents, key stakeholders that are familiar with the intricacies of the system, and political leadership. This issue is further discussed later in this interim report.

In addition to examining customer costs and revenues, some analysis was undertaken on the various rate components of the existing rate structure. Table 4-4 shows revenue and cost coverage ratios by water and sewer fee component.

Table 4-4: RCC Comparison by Revenue Component

	Existing Rate	Revenue at Existing Rate (\$000)	Assigned Cost of Service (\$000)	Cost Recovery Ratio
Access Fee (Customer-related costs)	9.50 - 197.50	2,402	1,091	220%
Demand Charge	12.00 - 1781.75	1,042	1,570	66%
Consumption charge	4.50 / 4.34	6,882	7,500	92%
Total		10,325	10,160	102%

As reflected, the fees recover system costs, with a RCC of 102 percent. With respect to the fee components, the following should be noted:

- Access Fees:
 - Access fees typically reflect customer-related costs. In the COSA, customer-related costs were identified largely as the 15 percent in administration costs transferred from the City's general fund.
 - With a RCC of 220 percent, revenue collected via the access fee is very high. This is due in part to the use of the 'Equivalent Residential Unit' – based on floor space.
 - It is the commercial and multi-residential customers that are paying high access fees due to the ERU component. The average residential customer is not even covering the cost of service related to the access fee (the COSA for the access fee is \$12.67 and the access fee rate is \$9.50. For commercial customers, the access fee ranges up to \$197.50 due to ERU, much higher than the cost of service).
- Demand Charge:
 - The demand charge represents the cost to have the infrastructure in place to meet the maximum amount of potential demand for a building.
 - While it is typical that utilities design rates targeting less than full cost recovery from the demand component, the current RCC of 66% is very low.
- Consumption Charge:
 - The consumption charge RCC of 92 percent is close to full cost and can be fully resolved over time through a revised rate structure.

As noted earlier, ideally, there is only a fixed-cost component and a consumption cost component to the fee structure. In addition to the above charges, there is also the infrastructure levy and the insurance charge. While these are 'non-rate revenue', in the interests of simplifying the rate structure, consideration could be given to including these charges within either the fixed or consumption components of a simplified rate structure. To further consider this issue, following is a summary of the findings from a review of other jurisdictions.

5.0 PEER MUNICIPALITY COMPARISON

The Study scope of work requires that the rate recommendations draw upon industry standards such as Canadian Water and Wastewater Association and the American Water Works Association, industry best practices and examples from five other Canadian municipalities of comparable sizes and structure, which also provide piped and trucked service areas.

InterGroup researched Canadian municipalities and identified only three other comparable-sized municipalities that provide piped and trucked utility services – Dawson City, Yukon; the Town of Hay River, NT, and Iqaluit, Nunavut. With respect to other aspects of the rate review, InterGroup added Haines Junction, Yukon, and Whitehorse, Yukon to this list as comparators.

The review focused on understanding the rate structure of the municipalities (fixed vs variable charges; customer categories; utility rates approach) and the level of cross-subsidies that may exist (as currently exist between Yellowknife piped and trucked services). Where possible, InterGroup followed up with the municipal utilities directly to discuss their approach to water and sewer rates.

Table 5-1 summarizes the peer utility review findings with respect to key characteristics, with additional highlights detailed below.

Table 5-1: Peer Municipality Comparison Summary

	Yellowknife	Dawson	Hay River	Iqaluit	Haines Junction	Whitehorse
Fixed Charges	X	X	X		X	X
Variable Charges	X		X	X	X	X
Multiple Fixed Fees	X					
Different Consumption Rates by Class			X			
Separate Water and Sewer Rates		X	X			
Piped and Trucked Water Service	X	X	X	X		
Piped and Trucked Sewer Service	X			X		
Trucked Water Subsidized by Piped	X		X	X		

Overall, the following is noted with respect to the peer municipalities review:

- The City of Yellowknife is the only municipality that has multiple fixed fees per customer in its rate structure.
- Most of the peer utilities charge both fixed and variable fees for water and sewer services.
- Most municipalities do not have different consumption rates by customer class.
- Two utilities – Dawson and Hay River - set separate rates for water and sewer services.
- In Hay River and Iqaluit, trucked services are subsidized to a degree by piped services. In Dawson, Yukon, both piped and trucked services are subsidized by property taxes and government grants.

5.1 SUMMARY

The City of Yellowknife rate structure includes two fixed fees, the access fee and demand charge, as well as an infrastructure levy. None of the peer municipalities reviewed have multiple fixed fees in their rate structure. The City's rate structure also includes the previously referenced Equivalent Residential Unit component (based on floor space) applied to some fees, including the access fee. Again, none of the peer utilities reviewed include an ERU component in their water and sewer rate structure.

All of the municipalities, (other than Hay River), have the same consumption charges for metered residential and commercial customers.

In discussions with the peer municipalities, most recognized that their systems currently reflect various degrees of subsidization and cross-subsidization between services, and for some, between different customer classes. With reference to Table 3-1, the Yellowknife Revenue Requirement, with nearly \$5 million in external capital funding, the Yellowknife system is subsidized by up to 30 percent. This is not necessarily a problem as long as external funding is maintained. Establishing reserve funds (discussed later in this paper) is one way to help in planning future system costs and mitigate any potential risks associated with external capital funding.

The key area of focus in this review is that of cross-subsidization and the rationalization of rates that are ideally based on consumption.

The three municipalities (Dawson, Hay River and Iqaluit) provide both piped and trucked water and/or sewer service all recognize the issue of cross-subsidization:

- Dawson City provides piped water, trucked water and piped sanitary sewer. The 'block charges' in Dawson are not tied to costs and in correspondence, city officials note that the city is working towards a more sustainable approach to the system (with no metered rates, Dawson can be considered somewhat of an outlier).
- The Town of Hay River similarly provides piped water, trucked water and piped sanitary sewer. The Town does not provide trucked sanitary sewer services. It is up to the customer to seek out and pay their own service provider for trucked sanitary sewer service.

The water rates for truck water delivery are set at increasing block rates per gallon, which are significantly higher than the rates for piped water consumption. Additionally, the trucked water rates are even higher for commercial and government customers. The rates for residential truck water delivery ranges from \$43.05 to \$162.52 per gallon in 2021. The rates are set at \$160.86 per gallon for commercial customers and at \$182.80 per gallon for government customers. There is clearly a level of cross-subsidization.

- The City of Iqaluit provides both piped and trucked water delivery and sewer service. Both piped and trucked service customers pay the same rates for the water/sewer service.

A city report from 2015 states that the City analyzed all water/sewer accounts for inefficiencies, overspending and areas where cost savings could be realized. As per the analysis, the Water and Sewer Fund (which pays for both piped services and trucked services) was noted to be running an average deficit of about \$1M

per year for the past five years and the majority of this deficit was determined to be directly attributable to the cost of delivering trucked services.

The City notes that trucked services accounts for approximately 11% of the demand for water and sewer services, yet uses approximately 40% of the Water & Sewer Fund. The document states that considering that both residents served via truck and residents served via pipes pay the same rates, the effect is that piped service residents heavily subsidize those residents on trucked water.

It should be noted that there have been some unique challenges with the Iqaluit's water system, including a water crisis where the city was without clean tap water for two months in 2022. However, the City of Iqaluit's water and sewer services funding structure remain a valid comparator to the City of Yellowknife for analysis of their cross-subsidization of trucked services as the funding system is not impacted by the recent water crisis challenges in the City.

In conclusion, it is clear that none of the peer municipalities reviewed have relatively straightforward rate structures representing the true cost of service. However, all individuals contacted recognized that that is the ideal to work towards.

Detailed peer municipalities review, including reference documents and notes from direct contacts with the municipal utilities reviewed are provided in Appendix E.

6.0 RATE STRUCTURE OPTIONS

A number of observations and conclusions have been drawn from the preceding analysis:

- The water and sewer rate structure has evolved over a period of time to be very complicated, and it has been many years since a full review has been undertaken.
- There are multiple fixed fee components – the demand charge, the access fee, the infrastructure levy, and the insurance charge. No other municipality takes this approach.
- The current rate structure utilizes the concept of *Equivalent Residential Unit (ERU)* that essentially utilizes floor space in determining charges for commercial customers. However, this concept does not capture or track the true cost of service. For example, a business with a substantial amount of floor space that has one bathroom and utilizes very little water or sewer services will receive very sizeable utility bills. No other municipalities reviewed take this approach.
- While the current rate structure does take into account both trucked and piped services, it does not distinguish between water and sewer services, meaning there is no specific charge for sewer services. This is important in terms of sending the right price signals and in planning for future development and system requirements.
- Rates do not reflect the actual cost of service to various customers and there is a degree of cross-subsidization throughout the system, but most notably, between piped services and the more expensive trucked services.
- The revenue to cost coverage ratio for trucked sewer services is 66% while the cost coverage for combined trucked water and sewer services is 75%. The range of reasonableness is generally considered to be between 90 percent and 110 percent.
- While there is cross-subsidization, the full revenue requirement to cover system costs is being collected through water and sewer rates and non-rate revenues. In this context, all customers are being subsidized by other government funding of about \$3.8 million in the example of 2026 forecast. As well, there is about \$2 million per year in non-rate revenue from the *Infrastructure Levy* found on utility bills.

Consider these findings in the context of generally accepted utility rate principles and objectives, consistent with the AWAA manual and industry best practices, such as:

- **Recover Full Cost of Providing Service:** This ensures that the utility is sustainable in the long term and not underfunded or subsidized by other municipal revenues.
- **Rates Should Reflect the Costs to Serve Customers**
- **Rates and Fees Should be Easy to Understand:** This speaks to the use of a complicated ERU noted above.

- **Send a Price Signal to Consumers Regarding the Costs of Consumption:**
Simply put, this principle is about using a combination of fixed and variable rates that results in charging higher users more than lower users.
- **Ensure Administrative Efficiency and Simplicity**
- **Implement Separate Rates and Fees for Water and Sewer Utilities**
- **Unexpected Changes to Customers Bills Should be Minimized**

While these objectives (or principles) should guide the way forward, due to the complexity of the undertaking, as well as 'rate shock' for certain customers, it would be difficult to address all of these issues at once. Two options and the associated customer bill impacts are presented below.

6.1 OPTION 1: FULL RATE STRUCTURE REVISION

This option moves towards a full rate structure revision, including:

- Eliminate ERU (floor space component) from piped service Access Fee charges
 - Reduces commercial/ multi-residential revenue (due to ERU removal) but increases residential revenue (due to Access Fee increase). The access fee is increased to ensure it is covering all related costs identified in the cost of service study.
- Eliminate Infrastructure Levy from fixed fees based on ERU and increase volumetric rates to simplify the rate structure
 - Reduces commercial/multi-residential fixed revenue and links the levy revenue to consumption levels – again, higher volumetric rates.
- Change Insurance Premium (SCFA) from fixed fees based on ERU to volumetric rates
- Separate water and sewer rates

When Infrastructure Levy is included in the revenue requirement, the revenue required from rates in 2026 becomes \$12.267M (vs \$10.160M) as shown in Table 6-1.

The Insurance premium is a self-funded reserve account and as such not included in the revenue requirement (but would remain as a separate volumetric charge on utility bills).

Table 6-1: Water and Sewer Utility Revenue Requirement from Rates

Line No.		Forecast 2026	
		w/o Levy in RR \$000	with Levy in RR \$000
1	Operation & Maintenance Expense	8,837	8,837
1(i)	Wages and Employee Costs	3,311	3,311
1(ii)	Supplies and Services	5,526	5,526
2	Administration Fee	1,232	1,232
3	Debt Costs for Major Capital	125	125
4	Capital Spending	6,350	6,350
4(i)	Water Infrastructure Replacement	2,000	2,000
4(ii)	Other Capital	4,350	4,350
5	Total Revenue Requirement	16,544	16,544
6	Less: Non Rate Revenues	6,384	4,277
6(i)	External Capital Funding	3,791	3,791
6(ii)	Non-Rate Revenue & Operating Grants	486	486
6(iii)	Infrastructure Levy	2,107	-
7	Net Revenue Required from Treated Water Rates	10,160	12,267

Inclusion of Infrastructure Levy in in the net revenue requirement and COS study impacts the allocation of costs to customer classes and related RCC ratios as shown in Table 5-5.

Table 6-2: Utility Revenue to Cost Ratio for 2026 at Existing Rates with Infrastructure Levy

Customer Type	2026 Forecast		
	Revenue Forecast at 2023 Approved Rates (\$000)	COS Results (\$000)	RCC Ratio
Combined Water & Sewer Service	A	B	C=A/B
Piped Service	10,792	9,885	109.2%
Residential	4,781	4,761	100.4%
Multi-residential	1,940	1,549	125.3%
Commercial	3,972	3,084	128.8%
Bulk (incl. Unmetered)	99	114	86.5%
Community gardens/services/surface lines	0	378	0.0%
Trucked	1,600	2,382	67.2%
Total	12,392	12,267	101.0%

To bring the above ratios into line with the 'range of reasonableness', a number of adjustments need to be made. The following adjustments have been modeled with the caveat of minimizing bill impacts for the average residential customer.

- Increase bulk consumption rates to 100% cost coverage from the current 89% RCC.
- Increase trucked service RCC ratio of 90% in order to bring it within the zone of reasonableness of 90%-110% by 2026
- Use additional revenue from bulk and trucked service to reduce RCC ratios for commercial and multi-residential customer classes.

These changes result in significant customer bill impacts presented below in Table 6-4, as compared to the bill impacts from option 2.

6.2 OPTION 2: A PHASED APPROACH TO RATE RE-STRUCTURING

This option proposes the following adjustments to the rate structure:

1. Link Access Fee to the cost of service study results and remove ERU to simplify the rate structure. This reduces commercial and multi-residential revenue (due to ERU removal) but increases residential revenue (due to Access Fee increase).
2. Implement separate water and sewer rates.

3. Set separate residential and commercial/multi-residential consumption rates to minimize the bill impacts from removal of ERU in the Access Fee calculation. Over time, consumption rates should be consistent across customer classes.
4. Target 90% combined water/sewer utility RCC ratio for the trucked service.
5. Reduce multi-residential and commercial classes rates, which have very high RCC ratios, with incremental revenue from other rate adjustments.

Under this option, in the interim period the ERU component of the access fee will be phased out.

Note that ERU will continue to apply to Infrastructure Levy as per the current rate structure.

Table 6-3 summarizes total revenue and cost recovery by customer class under this option.

Table 6-3: Utility Revenue to Cost Ratio for 2026 With a Phased Approach to Rate Re-Structuring

Customer Type	2026 Forecast			COS Results (\$000)	RCC Ratio
	Water	Sewer	Total		
	A	B	C=A+B	D	E=C/D
Piped Service	5,354	3,199	8,553	8,191	104.4%
Residential	2,503	1,570	4,073	3,942	103.3%
Multi-residential	948	527	1,475	1,284	114.9%
Commercial	1,840	1,053	2,893	2,557	113.2%
Bulk (incl. Unmetered)	62	49	111	94	117.5%
Community gardens/services/surface lines	0	0	0	313	0.0%
Trucked	695	1,077	1,772	1,969	90.0%
Total	6,049	4,277	10,325	10,160	101.6%

The following is noted with respect to the RCC ratios by class by 2026:

- Trucked service RCC ratio is increased to 90%.
- No change in the residential class RCC ratio (103.3).
- Multi-residential and commercial class RCC ratios reduced to 114.9% and 113.2% (from current 122.5% and 121.4%)
- Piped service still subsidizes trucked service, however the piped service RCC ratio reduced from 108.0% to 104.4%

Estimated average annual bill impacts over a three-year implementation period for options 1 and 2 are presented in Table 6-4.

Table 6-4: Bill Impacts for Full Rate Revisions Versus a Phased Approach (Options 1 and 2)

Customer Classes	Full Revision: Include Infrastructure Levy & Insurance Premium Revisions			Phased Approach: W&S Rate and Fee Changes Only		
	Annual %	Annual \$	3 Year \$ Impact	Annual %	Annual \$	3 Year \$ Impact
Residential Average Bill (12 M3)	0.0%	\$0	\$0	0.0%	\$0	\$0
Multi-Residential						
Average Bill (200 m3)	-2.6%	-\$462	-\$1,386	-1.7%	-\$310	-\$930
High Consumption (347 m3)	-22.4%	-\$12,936	-\$38,808	-5.6%	-\$3,869	-\$11,608
Commercial						
Average Bill (40 m3)	-5.1%	-\$184	-\$552	-2.8%	-\$104	-\$311
Low Consumption (3 M3)	-55.5%	-\$1,899	-\$5,697	-9.0%	-\$515	-\$1,546
High Consumption (1,348 m3)	0.4%	\$517	\$1,550	-1.4%	-\$1,580	-\$4,739
Trucked						
Average Bill (8 m3)	8.0%	\$162	\$486	5.0%	\$111	\$334
Low Consumption (5 m3)	6.7%	\$118	\$354	4.6%	\$80	\$241
High Consumption (130 m3)	10.7%	\$1,336	\$4,008	4.5%	\$528	\$1,583
Mid-Consumption (66 m3)	3.5%	\$238	\$714	3.6%	\$245	\$735

For the 'full revision' option, average usage trucked customers would see their bills increase by nearly 25 percent over the next three years. High consumption customers would see bill increases of 32 percent. If this were a regulated utility, rate increases of this magnitude might be considered as 'rate shock'.

As the current situation evolved over a period of 20 years, Intergroup is recommending the phased approach over at least the next five years, with a focus on rate simplification early on and moving towards appropriate cost recovery over time:

- The first proposed step is to focus on rate rebalancing; implementation of separate water and sewer rates; adding rate premiums to trucked sewer service; and removing ERU from Access Fee charge. This represents Option 2 and is reflected in the 'phased approach' in the table above. This would be implemented over three years.
- In year four, the City should look at further simplifying rate structure by rolling Infrastructure Levy into the water and sewer rates.
- The final phase – year five or six - should limit the rate structure components to only demand and consumption charges for both water and sewer utilities.

As a final issue with respect to this analysis and the recommended option, further consider the issue of cross-subsidization. Should trucked services 'pay their own way', or should some level of cross-subsidization remain in place? This is not an easy item to debate and there is often no 'right answer'. As reflected in the review of other municipalities, Hay River and Iqaluit still cross-subsidize trucked services, although they recognize that it is not ideal. Typically, debates revolve around the following points:

- **No Real Difference in Service** – all residents require water and sewer services.
- **Not a Choice Individual Consumers Can Make** – trucked versus piped services are determined by geography.
- **Perception of Fairness** – full cost of service or some level of equal access to similar services that have different cost structures?
- **Historical Considerations** – there may be relevant historical considerations that support one approach or the other. Anecdotally, it appears that the GNWT did provide financial support specifically for trucked customers in the past, but these previously ear-marked funds have now been bundled into general City financing.
- **Rates Can Impact Development Patterns** – for example, some businesses, particularly those with high water usage, may choose to locate in areas of the City with lower-cost piped services.

Based upon the COSA, discussions with other municipalities, and discussions with City staff, InterGroup is recommending a phased approach, where the Infrastructure Levy and Insurance Premium are not rolled into rates at this time, therefore minimizing the impacts on customer bills. This approach still separates water and sewer charges, simplifies the approach to rates, and does move trucked services into the range of reasonableness, with a 90% RCC ratio.

Table 6-5: Recommended Option Rate Structure

	Existing Rates 2023	Recommended Option						Combined 2024
		Water			Sewer			
		2024	2025	2026	2024	2025	2026	
Access Fee - Piped Water	\$ 9.50	\$ 3.14	\$ 3.45	\$ 3.79	\$ 7.32	\$ 8.05	\$ 8.85	\$ 12.64
Access Fee - Trucked Residential	\$ 69.00	\$ 22.00	\$ 23.39	\$ 24.86	\$ 51.34	\$ 54.58	\$ 58.01	\$ 82.88
Access Fee - Trucked Commercial	\$ 197.50	\$ 62.98	\$ 66.95	\$ 71.17	\$ 146.96	\$ 156.21	\$ 166.05	\$ 237.22
Monthly Demand Charge								
5/8	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00				\$ 12.00
3/4	\$ 17.75	\$ 17.75	\$ 17.75	\$ 17.75				\$ 17.75
1	\$ 29.75	\$ 32.73	\$ 37.63	\$ 45.16				\$ 45.16
1.5	\$ 65.25	\$ 71.78	\$ 82.54	\$ 99.05				\$ 99.05
2	\$ 112.75	\$ 124.03	\$ 142.63	\$ 171.15				\$ 171.15
3	\$ 249.50	\$ 274.45	\$ 315.62	\$ 378.74				\$ 378.74
4	\$ 439.50	\$ 483.45	\$ 555.97	\$ 667.16				\$ 667.16
6	\$ 1,009.75	\$ 1,110.73	\$ 1,277.33	\$ 1,532.80				\$ 1,532.80
8	\$ 1,781.75	\$ 1,959.93	\$ 2,253.91	\$ 2,704.70				\$ 2,704.70
Consumption Charge per cubic meter								
Piped - Residential	\$ 4.50	\$ 2.82	\$ 2.94	\$ 2.55	\$ 1.88	\$ 1.96	\$ 1.70	\$ 4.24
Piped - Comm/MR	\$ 4.50	\$ 2.93	\$ 3.13	\$ 2.90	\$ 1.95	\$ 2.08	\$ 1.93	\$ 4.83
Trucked	\$ 4.34	\$ 2.77	\$ 2.94	\$ 3.13	\$ 1.85	\$ 1.96	\$ 2.09	\$ 5.21
Over 4.550 m ³ (Trucked only)	\$ 24.73	\$ 15.77	\$ 16.76	\$ 17.82	\$ 10.51	\$ 11.18	\$ 11.88	\$ 29.70
Bulk	\$ 5.60	\$ 3.50	\$ 3.64	\$ 3.78	\$ 2.33	\$ 2.42	\$ 2.52	\$ 6.30
Infrastructure Levy (\$/ERU)	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50				\$ 13.50
Insurance Premium (\$/ERU)	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00				\$ 10.00

7.0 OTHER RECOMMENDATIONS: UTILITY SUSTAINABILITY

While the focus of this review was on the rationalization of the water and sewer rate structure, there were other issues to be addressed, as identified in the study terms of reference:

- Some City contractors feel they are not being adequately compensated for some service call-outs with respect to trucked services.
- There are some users of the water and sewer system that are not being fully charged for all the costs incurred by the system. This would include, for example, some residents outside of the municipal boundaries. These amounts in total are not material in terms of system costs, but in principle, all users should have a utility account with the City.
- The City does not currently have over-strength matter regulations. This issue and a proposed way forward is discussed below.
- While not specifically in the study terms of reference, recommendations are also provided with respect to the establishment of reserve funds.

7.1 ADDITIONAL SEWAGE DISPOSAL CHARGES

There are a number of trucked services customers that require more than two deliveries/pick up per week. The City's current arrangement with the contractors is based on the following:

- The water contractor receives payment based on gallons of water delivered plus a fixed fee (\$50 - \$70) for each delivery above two per week.
- The sewage contractor is paid a fixed charge of about \$100 per month which covers two pick ups per week. Any additional stops are currently considered a private arrangement between the sewage contractor and the customer.

One issue with respect to the private arrangements between the sewage contractor and customer is that the sewage from the additional trip is still released into City facilities but there is no charge to the customer for this. The customer is only paying the transportation costs.

The review of the current arrangements, including discussions with the City's contractors, identified several potential concerns with the current structure:

- Sewage contractors have noted payment asymmetry between water and sewer trucked service. Water delivery contractor is compensated based on the volume delivered plus delivery charges for incremental trips over two per week, whereas sewage contractor does not get compensated on a per volume collected basis.
- There are also some customers who are on piped water and pumped sewage with large sewer tanks. This also requires more than two sewage pick ups not covered by the City contract, for which these customers pay directly to the sewage contractor.
- Extra delivery/pick up payments arranged directly between customers and the contractor and not through the City. With respect to the private arrangements between the sewage contractor and customer, the understanding is that the sewage from the additional trip is

still released into City facilities but there is no charge to the customer for this. The customer is only paying the transportation costs.

From the utility revenue requirement perspective the rates require to be designed to collect the costs included in the revenue requirement. So long as the City recovers the cost of trucked service (commodity and transportation) the payment mechanism issues will be outside of the rate design.

Two options have been identified to address this issue:

InterGroup developed a proposal that links delivery and volume components of the trucked water and sewer service. It is noted however that this proposal can only be implemented after corresponding revisions have been made to the current contract arrangements for trucked service.

- **Option 1:** Add a volumetric component (m3) to the City contract fee for sewage.
 - This is possible with the proposed separate rates for water and sewer service.
 - The sewer volumetric component can be linked to water delivery volumes based on some return factor parameter (i.e. ratio of water delivered to be returned via sewage. The earlier discussion regarding sewer rates was based upon a return factor of 90 percent). To implement this option, current cost information will be required from the City contractor.
 - Extra delivery charges (over two per week) remain arranged between customers and contractor. With volumetric rates developed, the City would be able to ensure that the full cost to the City of additional sewage pick ups is being appropriately charged.

It is noted however that this proposal can only be implemented after corresponding revisions have been made to the current contract arrangements for trucked service. The approach requires that associated costs are defined with the contractor, included in revenue requirement and reflected in rates. Note that this is a cost arrangement issue with the contractor and not a rate design issue per se.

- **Option 2:** Fixed fee for additional sewer pick up:
 - As per InterGroup's discussion with the contractor, they need 0.5 hours for an extra trip at \$150/hr, translating to a charge of \$75/trip. Considering the contractor can service multiple customers with one truck load, \$50/trip is recommended as the initial rate for additional sewage pick up.

These options will be further discussed with City contractors through the engagement process for this interim report. The final report will return with a clear recommendation.

7.2 NON-RESIDENT BILL SURCHARGE PROPOSAL

There is a small number of out-of-town (non-resident) customers who purchase water from the City's trucked service contractor and directly pay the City's contractor for sewage pick up (i.e. non-resident customers do not have accounts with the City).

As these non-resident customers are located outside of the City and do not have accounts with the City, they should pay for the commodity (i.e. water), but are not expected to pay towards the non-commodity costs of the utility (transmission, distribution, administration, sewer collection).

The COSA shows that the commodity cost is \$5.11/m³. The City charges the water contractor a bulk rate of \$5.60/m³, so the City is fully recovering the cost of commodity to supply to non-resident customers.

However, if the City intends to generate additional revenue from non-resident customers, a premium could be added to the bulk water and sewer rates charged to City contractors. For example, the City of Penticton has 10 percent premium added to out-of-town customer bills to ensure some level of contribution towards non-commodity costs. This was implemented by a council decision and not driven by a cost of service analysis.

The bulk water volume is approximately 1% of the total volume billed. Assuming bulk purchases are mainly done for resale to non-resident customers, the easiest option for the City would be to increase bulk water rates (e.g. by 10%).

Increasing bulk water rates will not require non-resident customer consumption information from the water contractor.

If non-resident customers are a smaller portion of the bulk purchase users, then a premium could be added to the volume purchased by the contractor for resale to non-resident customers. However this requires working with the contractor to obtain the volume delivered to these customers and ensure that the surcharge/premium is collected and transferred to the City (considering that non-resident customers do not have accounts with the City).

7.3 OVER STRENGTH MATTER REGULATIONS

Over strength matter refers to the concentration of dissolved and suspended matter in sewage, as indicated by biochemical oxygen demand or suspended solids. Simply put, over strength matter places additional demands on the sewer system and as such, regulations and appropriate rates should be in place to manage the discharge of over strength matter into the system.

The study Terms of Reference note that City of Yellowknife is lacking clear regulations pertaining to over strength matter discharges to sewage and storm water systems. As part of the study, the City requested development of these regulations and potential surcharges to permit the discharge of over strength matter in accordance with best environmental practices for lagoon and wetlands treatment systems.

This assignment was addressed by undertaking a review of the relevant documents and by having discussions with relevant staff from municipalities and regulators. Detailed analysis of the issue and InterGroup's recommendations with respect to the over strength matter regulations are provided in Appendix F.

7.4 UTILITY RESERVE ACCOUNTS

While not specifically included in the study terms of reference, InterGroup is proposing that the City consider establishing a number of reserve accounts within their accounting structure. Currently funding for the water and sanitary sewer utility comes from revenue generated from water and sewer billing, grants, the Water and Sewer Fund and the Capital Fund. It is noted that there is no separation of revenue and expenses for the Water and Sanitary Sewer Utility and the Capital Fund is not specific to the Water and Sanitary Sewer Utility but is used to fund other capital projects in the transportation and facilities areas.

With the separation of water and sewer rates, the City should move towards treating the water and sewer operations as separate utilities. The chart of accounts should be revised to create separate cost and revenue centers as well as specific account numbers for the water and sewer utilities so that expenses can be properly budgeted for and tracked. As well, establishing reserve funds specific to the water and sewer utilities is advised. Reserve funds allow for the management of anticipated future expenditures. It contains funding for capital improvements and provides a mechanism to smooth out costs over time.

The City of Yellowknife currently uses two reserve accounts to fund water and sanitary sewer requirements. The first is the Water and Sewer Fund. The second is the Capital Fund which funds not only water and sanitary sewer projects but also other projects such as transportation and facilities.

In the recent past the City of Penticton established a Reserve Policy that codified the purpose and amounts that should be maintained in reserves. The City of Yellowknife should consider the following and look at establishing its own Utility Reserve Policy for water and sewer.

- Two different reserve balances should be established:
 - A Minimal Reserve Balance to ensure that the reserve is not depleted to the degree that it is no longer able to serve its intended purpose; and
 - An Optimal Reserve Balance to meet the guiding principles of the reserve and to ensure that excess funds are not remaining idle that could be used for other corporate priorities.
- The guiding principals of the reserve should be to:
 - Ensure stable and predictable levies so that residents and businesses are not adversely affected by large rate increases;
 - Focus on long-term financial sustainability to ensure reserve levels are sufficient to achieve community goals.
 - Safeguard and maintain existing assets by replacing assets in accordance with their life cycles while managing the risk of asset failure.
 - Providing for operating emergencies resulting from climatic events, catastrophic events, law enforcement events, legal claims, insurance claims, environmental hazards and changes to legislation and regulation.
 - Finance new capital assets to match one time grant funds or to leverage external funding to quickly respond to opportunities.
- The City of Yellowknife should consider setting the following utility reserves:
 - Sanitary Sewer Capital Reserve – To fund sanitary sewer utility equipment and infrastructure. Minimum Reserve Balance 2% of the total cost of the sanitary sewer fund tangible capital assets. Optimum Reserve Balance 5% of the total cost of the sanitary sewer fund tangible capital assets.

- Sanitary Sewer Surplus – To provide working capital for sanitary sewer operating and capital funding. Minimum Reserve Balance 7.5% of net annual expenditures. Optimum Reserve Balance 15% of net annual expenditures.
- Water Capital Reserve – To fund water utility equipment and infrastructure. Minimum Reserve Balance 2% of the total cost of the water fund tangible capital assets. Optimum Reserve Balance 5% of the total cost of the water fund tangible capital assets.
- Water Surplus – To provide working capital for water operating and capital funding. Minimum Reserve Balance 7.5% of net annual expenditures. Optimum Reserve Balance 15% of net annual expenditures.

8.0 SUMMARY OF FINDINGS AND RECOMMENDATIONS

This water and sewer rate structure review has provided the City with a detailed analysis of the water and sewer revenue requirement and detailed cost of service models for separate water and sewer utilities. This work will provide the City with useful planning and analysis tools to help manage the system into the future.

This analysis articulated the level of cross-subsidy between piped services and trucked services as well as highlighted issues with respect to the use of floor space – the Equivalent Residential Unit – in establishing rates. The use of the ERU concept is dated in terms of industry best practices. Most jurisdictions base rates on the quantity of water used.

A review of peer municipalities provided a number of findings that pointed to the need for the City to simplify its current rate structure:

- None of the peer utilities reviewed include an ERU component in their water and sewer rate structure.
- None of the peer municipalities reviewed have multiple fixed fees in their rate structure.
- Most of the peer utilities charge both fixed and variable fees for water and sewer service.
- Most municipalities do not have different consumption rates by customer class.

While some of the utilities noted that there is a degree of cross-subsidization within their rate structure, they all acknowledged that this is not an ideal approach. At the very least, levels of cross-subsidy should be clearly reflected in the rate structure.

Based upon a detailed COSA, two options for change to the existing rate structure were presented; a full utility rate revision and a phased approach. InterGroup is recommending a phased approach as the resulting bill impacts are spread out over time:

- The first proposed step is to focus on rate rebalancing; implementation of separate water and sewer rates; adding rate premiums to trucked sewer service; and removing ERU from Access Fee charge. This 'phased approach' would be implemented over three years.
- In year four, the City should look at further simplifying rate structure by rolling the Infrastructure Levy into the water and sewer rates.
- The final phase – year five or six - should limit the rate structure components to only demand and consumption charges for both water and sewer utilities.

These two options will be further discussed with interested members of the public, key stakeholders including City contractors and some large customers, and City Council. With the development of detailed cost of service models, other options for rate rationalization and modernization can be explored.

Finally, this review provided a number of other recommendations:

- Develop additional sewage disposal charges for trucked customers requiring more than two trips per week, as covered by the existing City contract. Two options were presented;

a volumetric component or a fixed fee. This issue will be further discussed with City contractors. It is important that customers requiring extra services pay for all of the costs associated with these services, and not just the additional transportation charge from extra call-outs.

- Develop a non-resident bill surcharge to capture those customers utilizing City water and sewer services but only paying the cost of the commodity and making no contribution towards infrastructure costs. For simplicity, it is proposed that a 10 percent surcharge be added to non-resident rates.
- Implement recommendations with respect to Water and Sewer Services Bylaw 4663 and Fees and Charges Bylaw 4436 to address Over Strength matter regulations.
- Establish utility reserve accounts.

These findings and recommendations will be further refined based upon engagement with stakeholders and City Council and presented in a Final Report in the fall of 2023. Members of the public are encouraged to ask questions and provide input via the PlaceSpeak website.

9.0 APPENDICES

APPENDIX A: Project Terms of Reference



CITY OF YELLOWKNIFE

REQUEST FOR PROPOSALS

Competition #: 21-023 – Water & Sewer Rate Structure Review

Published Date: March 26, 2021

Procurement Representative: Clem Hand – Manager, Corporate Services & Risk Management
chand@yellowknife.ca

The City of Yellowknife is accepting **ELECTRONIC BID SUBMISSIONS ONLY**, which must be received prior to the submission deadline of 3:00:00 pm local time on April 12, 2021.

The City will not accept submissions via fax, email or hard copy.

Communication Note:

It is recommended that Bidders add noreply@bidsandtenders.ca and dailybids@bidsandtenders.ca to their “safe senders” list, and monitor their Spam/Junk filters to ensure that they do not miss automatically generated messages sent out by the Bidding System that relate to this bid opportunity.

Submissions must be received by the deadline outlined above, electronically, through the Bidding System. The closing time and date shall be determined by the Bidding System’s web clock. Late submissions are not permitted by the Bidding System.

Proponents are cautioned that the timing of the submission is based on when the proposal is **received** by the Bidding System, **not** when a proposal is submitted by a proponent. As the proposal transmission can be delayed due to file transfer size, transmission speed, etc., it is recommended that proponents allow sufficient time to upload their submission and attachment(s) (if applicable) and to resolve any issues that may arise.

This tender consists of the following sections:

- Part 1 – Instructions to Bidders
- Part 2 – Terms of Reference
- Part 3 – Service Contract Terms & Conditions

Instructions to Bidders

The City of Yellowknife has moved to a fully integrated online eProcurement Tool (bids&tenders™) which allows vendors to view, register and submit bids entirely online in one quick, easy and convenient location. Bid submissions will be received online only, through the bidding system.

There are no fees or charges for accessing or downloading City of Yellowknife opportunities on bids&tenders™

In order to bid on City of Yellowknife competitions, all bidders must provide a copy of a current and valid City of Yellowknife Business License. A copy of an application form does not satisfy this mandatory requirement.

Requirements:

1. All proponents shall have a bidding system vendor account and be registered as a plan taker for this bid opportunity. Registering as a plan taker will enable the proponent to download the bid document (without the watermark “Preview” on them), to receive Addenda/Addendum email notifications, to download Addenda and to submit their bid electronically through the Bidding System.
 - a. Proponents interested in this opportunity are invited to create a free bidding system vendor account at <https://yellowknife.bidsandtender.ca> and click on the “Create Account” button. To register as a plan taker, click on the “Register for this Bid” button.
 - b. The opportunity can, however, be previewed with a watermark on it (only PDF’s) without creating an account.
 - c. The link below provides a guide on how to create a vendor account:
<https://www.youtube.com/watch?v=l-yARhc47zA>
 - d. **Please note that any Bid(s) received from a proponent that is not registered as a plan taker for this competition will be disqualified.**
2. All Questions related to this bid are to be submitted to the City’s representative through the bidding system **only** by clicking on the “Submit a Question” button for this bid opportunity.
 - a. Questions regarding this opportunity must not be submitted to the City via any other method.
 - b. Answers to the questions received will be provided either directly to the proponent or via an addendum to all proponents, through the Bids & Tenders System. Information obtained from any source other than the City through the Bids & Tenders system is unofficial and must not be relied upon as part of this competition.
 - c. Questions received after the ‘Deadline for Questions’ will be addressed if time permits.

Instructions to Bidders

3. After a bid is submitted, the bidding system will send a confirmation email to the proponent advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids&tenders support at support@bidsandtenders.ca. Late bids will not be accepted.
4. After a bid is submitted, the bidding system will send a confirmation email to the proponent advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids&tenders support at support@bidsandtenders.ca. Late bids will not be accepted.
5. Proponents must complete the online forms and upload required documentation (if any), in PDF format. If a proponent needs to upload more than one (1) document per category, the documents should be combined into a single PDF file.
6. Addenda
 - a. Addendum/Addenda, if required, issued by the procurement representative shall form part of the bid document. Bidders shall acknowledge receipt of any addenda when submitting their bid through the bidding system. Bidders shall check a box for each addendum/addenda and any applicable attachments that have been issued before a bidder can complete their bid submission online.
 - b. All addenda will be issued through the bidding system. The City will attempt to issue any/all addenda a minimum of (7) days prior to the submission deadline.
 - c. In the event an addendum is issued within the seven (7) days prior to the closing time and date, it may include an extension of the closing time and date.
 - d. Bidders are encouraged to submit their bids during the final seven (7) days of the competition, as most/all addenda will have been issued prior to the final week. If a bidder submits their bid prior to this or at any time prior to the bid closing and an addendum/addenda is issued by the City, the bidding system shall **WITHDRAW** their bid submission and change their bid submission to an **INCOMPLETE STATUS (Not accepted by the City)** and the withdrawn bid can be viewed by the bidder in the **"MY BIDS"** section of the bidding system. The bidder is solely responsible to:
 - Make any required adjustments to their bid; and
 - Acknowledge the addendum/addenda; and
 - Ensure the re-submitted bid is **RECEIVED** by the bidding system no later than the bid submission dead line.
7. Documents shall be in PDF format only (also no zip files). In addition, do not upload video or audio files. You may state a web address link in your submission or upload a document stating the web link for the evaluation committee to view and/or listen to your video and/or audio information.
8. Documents shall not have a security password, as the City will not be able to access the file.
9. It is the intent of the City to evaluate all proposals and select a successful bidder within one

Instructions to Bidders

week of the submission deadline.

- a. All bidders will be contacted via e-mail regarding the decision of the evaluation committee.
10. Proponents are cautioned that the timing of their submission is based on when the bid is **received** by the system, **not** when a bid is submitted by the proponent. Bid transmission can be delayed in an ***“Internet Traffic Jam”*** due to file transfer size, transmission speed, etc.
11. The City recommends that proponents allow sufficient time to upload their submission and attachment(s) (if applicable) and to resolve any issues that may arise. The submission deadline shall be determined by the City’s bidding system web clock.
12. It is a condition of the bid documents received that each bid is irrevocable and continues open to acceptance for a period of up to 90 days after the closing date and time and may be accepted at any time within that period of time whether or not a bid has been previously accepted.
13. The proponent, by submitting a bid, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its bid for matters relating to the agreement or in respect of the competitive process, and the proponent, by submitting a bid, waives any claim for loss of profits if no agreement is made with the proponent.
14. The City will issue a contract to the successful proponent – the contract terms and conditions are attached.
15. The City has the right to cancel this competition at any time and to reissue it for any reason whatsoever without incurring any liability, and no proponent will have any claim against the City as a consequence.
16. The City will not accept any conditions or reservations, customary or otherwise, subject to which the proponent may purport to sell, or to deliver services other than those stated in this competition.
17. Submissions will be evaluated according to the City's purchasing practices and individual line prices will be treated in strict confidence.
18. The City reserves the right to reject bids on the basis of a proponent’s past performance, financial capabilities and completion or delivery schedule.

Instructions specific to ‘Requests for Proposals’

(The following instructions apply specifically to Request for Proposal competitions)

1. For Requests for Proposals, proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All debrief sessions will take place via telephone. All requests must be in writing to Clem Hand,

Instructions to Bidders

chand@yellowknife.ca and must be made within fourteen (14) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

2. For Requests for Proposals, each rating is confidential, pursuant to provisions found in the Access to Information Act, and only the total rating for each proposal and the contract value of the successful proposal shall be released. However, if there are significant differences, the City may discuss a proponent's ranking, referencing the average of the category in question.
3. The City reserves the right to short-list proponents. Proponents who are short-listed may be requested to make a formal presentation. Such presentations shall be made at the sole cost of the proponent.
4. For Requests for Proposals, the City is not bound to accept the proposal that provides for the lowest cost or price to the City, nor any proposal of those submitted.
5. If a contract is to be awarded as a result of this competition, it shall be made to a proponent that is responsive and responsible and whose bid will give the greatest value based on quality, service, and costs.
6. The City may accept any proposal or alternative proposal, in whole or in part, which is deemed to be most favorable in the interests of the City.
7. The City may, at its sole discretion, elect not to accept any proposal submitted and may proceed to acquire the requirements in such other manner as it so chooses.
8. The City may, but shall not be obligated to, waive any defect, irregularity, mistake, insufficiency or non-compliance in any proposal, if, in the opinion of the City acting reasonably, such defect, irregularity, mistake, insufficiency or non-compliance is minor or otherwise not material to the proposal.
9. The City reserves the right to negotiate with one or more proponents and ultimately enter into a contract upon the same or different terms and conditions as contemplated by the request for proposals.
10. Proposals submitted shall be final and may not be altered by subsequent offering, discussions or commitments without the consent of the City. Further descriptions, clarifications, filling in the gaps or expanding upon a proposal may be requested by the City.
11. The final section of this RFP document details the City's contract terms and conditions. The City of Yellowknife does not negotiate these terms and conditions, but will offer clarification when necessary. Submission of your bid confirms your acceptance of the

Instructions to Bidders

contract terms and conditions in the event that you are deemed to be the successful bidder.

- 12.** Bids which are qualified or based upon conditions placed by the Proponent may be eliminated from the competition as part of the Administrative Review process. The City may, in its absolute discretion, deem a conditional or qualified bid to be non-responsive and refuse to consider it.

TERMS OF REFERENCE

1. INTRODUCTION

The City of Yellowknife (the City) is seeking proposals from professional organizations with comprehensive experience in water and sewer rate structures and practices in a hybrid piped/trucked services environment, to complete a review of the City's current water rate structure and associated by-laws, recommend and develop a new rate structure, modernize by-laws, and assist the City with internal and external communications related to changes to the rate structure.

2. BACKGROUND

Yellowknife is the capital city of the Northwest Territories and is home to approximately half of the territorial population. The City has a mix of piped (underground) water and sewer infrastructure as well as trucked water delivery and sewage pump out services. See attached map for service areas.

The current rate structure has been in place since the 1990's and has not accounted for the significant growth of trucked water and sewer services, particularly businesses with large water demands on the trucked system. There is a perception amongst Yellowknife businesses that the current rate structure imposes large penalties on these businesses, which has been problematic for both the City of Yellowknife and ratepayers.

The current rate structure does take into account both trucked and piped services, but does not distinguish between water and sewer services, meaning there is no specific charge for sewer services. This lack of delineation between water and sewer charges has caused conflicts between the management of trucked services contracts and utility account billing. For example, some properties on trucked services have a small water tank but a very large sewage tank. However, the current rate structure does not take into account these differences, which in turn impacts how the trucked services contractors charge for the provision of these services.

There are areas both inside and outside the City's municipal boundary that receive water delivery and sewage disposal services but do not have registered utility accounts with the City of Yellowknife. They are billed directly by service contractors and these charges do not take into account the production costs of potable water or the operational costs of sewage effluent treatment.

Additionally, the City of Yellowknife is lacking clear regulations pertaining to over strength matter discharges to sewage and storm water systems. This project will include the development of these regulations and potential surcharges to permit the discharge of over strength matter. This will be in accordance with best environmental practices for lagoon and wetlands treatment systems.

3. SCOPE OF WORK

At a minimum, the successful proponent will:

- 3.1 Review existing rate structures, service contracts and billing information.
- 3.2 Identify gaps or complicating factors within the current systems, including but not limited to service users without registered utility accounts, application of 'equivalent residential unit' (ERU) across fixed fees, current service area extents, etc.
- 3.3 Compare historical revenues vs. expenditures from past budgets for operating the water and sewer systems.
- 3.4 Review relevant by-laws: (<https://www.yellowknife.ca/bylaws/Bylaw>)
 - Water and Sewer Service By-law No. 4663;

TERMS OF REFERENCE

- Zoning By-law No. 4404;
 - Community Plan By-law No. 5007;
 - Building By-law No. 4469; and
 - Fees and Charges By-law No. 4436;
- 3.5 Draw upon industry standards such as CWWA/AWWA, best practices and examples from five other Canadian municipalities of comparable size and structure, which also provide piped and trucked service areas.
- 3.6 Solicit feedback from stakeholders, including but not limited to:
- External Parties
 - Yellowknives Dene First Nation (YKDFN – Partner Community)
 - WB Water Services (Water Delivery Contractor);
 - Kavanaugh Brothers Ltd. (Sewage Pump Out Contractor);
 - Members of the Yellowknife Business Community;
 - Public at large via public engagement processes.
 - Internal (City Staff)
 - Conduct meetings with relevant City Departments to review current rate structures, billing processes, service contracts, and all other associated data.
 - City Manager
 - Corporate Services (Finance, Budget & Taxation, GIS)
 - Public Works & Engineering (Engineering, Operations)
 - Planning and Development (Planning & Lands, Building Services)
 - Economic Development and Strategy (Communications, Legal)

This should include staff involved in all aspects of the rate structure system, as well as Managers and Senior Management (Directors).
- 3.7 Develop new rate structures that address best sustainable practices and total cost of ownership, with components that include, but are not limited to:
- Potable water rates (piped and trucked);
 - Sewage disposal rates (piped and trucked);
 - Yellowknife Resident Rates (municipal tax payers) vs. Non-Yellowknife Resident Rates (non-municipal tax payers);
 - Piped vs. Trucked subsidization options;
 - Compare full cost recovery vs. multiple subsidization models.
 - Commercial vs. Residential subsidization options;
 - What percentage of revenue should be from commercial vs. residential sources?
 - Fixed fee rates vs. consumption rates;
 - What percentage of revenue should be fixed fee vs. consumption based?
 - Over strength matter regulations and surcharges in accordance with best environmental practices.
- 3.8 Assist City staff in preparing by-law language and draft amendment documents (memo and by-laws) for the purpose of updating all relevant by-laws and ensuring that there is only one source of information with no conflicting sources of information. An alternative can be a complete repeal and replacement of impacted by-laws.

TERMS OF REFERENCE

4. DELIVERABLES

The Consultant will be required to provide the following deliverables:

1. An interim report that includes, but is not limited to:
 - A summary of the current rate structure system. It should include the current revenue vs. expenditure assessment, current subsidization models and commentary of the overall effectiveness of the existing rate structure, and the identification of any gaps.
 - A Public engagement strategy.
 - Industry best practices for subsidization practices for water utility providers.
2. A presentation to Yellowknife City Council to deliver findings on the current rate structure and what was heard during public engagement, and to obtain direction for moving forward.
3. A final report that presents:
 - A summation of Council discussion and direction via motion.
 - Multiple rate structure scenarios for various subsidization methods as detailed in the scope of work, including overall impact assessment for rate payers (i.e. impact on monthly billing). The consultant will be responsible for determining the number of rate structure scenarios through an iterative process.
 - A recommended rate structure for Yellowknife taking into consideration all data available, combined with best industry practices for water utility providers.

5. SCHEDULE

The tentative schedule is as follows:

- | | |
|--------------------------------|-----------------------|
| 1. Project Initiation Meeting | April 22, 2021 |
| 2. Preliminary Findings Report | May 20, 2021 |
| 3. Public Engagement | May 31 – June 4, 2021 |
| 4. Final Report Submission | July 8, 2021 |
| 5. Presentation to Council | July 26, 2021 |

Notes:

- 1) These schedules are tentative and may be changed with approval from the City of Yellowknife.
- 2) If a proponent feels they require more (or less) time than indicated, please provide a recommended schedule.

6. BUDGET

The Consultant will be required to provide a detailed budget for the project based on the scope of work detailed in this RFP document. The City has up to \$75,000 available for this work.

7. PROPOSAL ELEMENTS

Companies are required to submit their proposals through the City of Yellowknife's online bidding system, with the following submittal elements:

TERMS OF REFERENCE

-
- 7.1 Full name, address, telephone number and contact e-mail of the submitting office of the Consultant and, where applicable, the name, address, telephone number and contact e-mail of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- 7.2 A statement of corporate experience, including affiliates or sub-consultant(s). Identify experience in the provision of similar services and include a list of current clients with contact information for a minimum of three clients.
- 7.3 List of the Project Team and the key professionals assigned to this project, including CVs of all team members. Identify their relevant experience, experience within the current organization, qualifications and respective duties in coordination with this project. Include any affiliates or sub-consultant(s) and a statement of their responsibilities, experience and expected involvement. Your proposal must contain the following endorsement:

Identified Key Project Team Members shall only be replaced with written approval of the City's Project Leader.
- 7.4 Work plan and schedule.
- 7.5 A detailed breakdown of project team hourly allocations and rates required to complete the project.
- 7.6 Any other information that may enhance your submission, especially which pertains to similar projects completed by the proponent.

8. EVALUATION CRITERIA

Project Team & Qualifications (30%): This section should include all members of the consulting team and should detail their qualifications and roles in this project. This section should detail all past relevant experience of specific team members and how that experience can be applied to this project.

Methodology (30%): The consultant should detail the proposed methodology to achieve the project objectives. The team should demonstrate understanding of the work involved by addressing: objectives, client input, meetings, schedules, budget, concerns, significant events or activities.

Fees (30%): The consultant shall submit a proposal based on a time fee basis which shall include estimates of proposed hours of work, rates, and expenses. Fee proposals within the allocated budget of \$75,000 will receive a minimum of 7 points out of 10.

Project Schedule (5%): It is anticipated that the work will be awarded to the successful proponent in April 2021 and that work will be completed by the end of July 2021.

Benefit to Local Economy (5%): The City always attempts to ensure the local economy benefits from our projects. Provide detail how your submission will benefit Yellowknife and local business.

Proposals will be evaluated and ranked according to the outline below. The evaluation will be based on a 0 to 10 scale. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score.

<i>Rating</i>	<i>Description</i>
---------------	--------------------

TERMS OF REFERENCE

9-10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
7-8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
5-6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
3-4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
1-2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

The City of Yellowknife reserves the right to choose the proposal that the City believes best meets its needs in the following areas:

- Demonstrates extensive proven recent experience.
- Has skilled personnel and resources available for the duration of the project.
- Understands the project requirements.
- Conforms with the Terms and intent of the Request for Proposals.
- Shows a willingness to respond to and resolve complaints.
- Demonstrates a willingness to act in the City's best interest for the duration of the project.
- Exhibits a good overall reputation.

These Standard Terms form part of a Contract between the Contractor and the City for the Service. This schedule is subject to any modifications or additions that are referred to in the Contract Terms sheet. All terms not defined herein shall have the meaning given to them in the Contract Terms sheet.

STANDARD CONTRACT TERMS

In consideration of covenants and agreements hereinafter reserved and contained, the parties agree as follows:

ARTICLE 1 - TECHNICAL

1.1 SCOPE OF SERVICE

Except as expressly stated herein, the Contractor shall perform the Service including the supply of labor and materials as necessary in accordance with specifications in the Contract Terms Sheet or set out in Appendices attached to and forming part of this Contract. Without limiting the generality of the foregoing, the Contractor shall, at its own risk and expense:

- (a) organize and perform the Service in accordance with this Contract, including the appendices attached hereto;
- (b) complete all reports required by the City;
- (c) obtain all licenses and permits required for the provision of the Service;
- (d) deliver the Service in accordance with this Contract, including the appendices attached hereto; and
- (e) convey to the City ownership to all materials, products, or other personal property produced for the City as part of the Service, free and clear of all liens and charges.

1.2 PERIOD OF CONTRACT

- (a) The term of this Contract shall begin on the Commencement Date identified in the Contract Terms Sheet and shall expire on the Termination Date identified in the Contract Terms Sheet.
- (b) If a Commencement Date is not specified in the Contract Terms Sheet, the term of the Contract shall begin immediately upon signing.

- (c) If a Termination Date is not specified in the Contract Terms Sheet, this contract will terminate upon completion of the Service or upon written notice by either party to the other.
- (d) If the Contractor determines they will not be able to complete the Service within the time schedule, they will promptly notify the City's Representative in writing.

1.3 THE CITY'S REPRESENTATIVE

The City's representative will be the person identified in the Contract Terms Sheet. If no person is identified, the City's Representative shall be the Senior Administrative Officer.

1.4 CONTRACTOR'S REPRESENTATIVE

The Contractor's Representative shall be the person identified in the Contract Terms Sheet. If no person is identified, the Contractor's Representative shall be the person who signed the Contract Terms Sheet on behalf of the Contractor.

ARTICLE 2 - TERMS OF PAYMENT

2.1 SPECIFIC PAYMENT TERMS

- (a) The City shall pay the Contractor for the Service according to the Payment Terms included in the Contract Terms Sheet.
- (b) If the Contract Terms Sheet does not include specific Payment Terms or if the Payment Terms do not address terms of payment for a particular cost, item, or service, the City shall pay the Contractor for such item, cost or service in accordance with the written proposal or quote of the Contractor accepted by the City.
- (c) If neither the Contract Terms Sheet nor the Contractor's proposal or quote deals with payment terms for any particular cost, item or service included in this agreement, the City shall pay fair market value for such cost, item or service.

2.2 GENERAL PAYMENT TERMS

- (a) Unless otherwise indicated in the Payment Terms on the Contract Term Sheet:
 - (i) Prices are in Canadian currency;

- (ii) Prices shall be inclusive of all applicable excise taxes and duties;
 - (iii) Prices shall be exclusive of Goods and Services Tax, which shall be shown on a separate line at the time of invoicing; and
 - (iv) Prices for goods supplied by the Contractor shall be F.O.B Yellowknife, freight prepaid.
- (b) The Contractor must indicate the applicable release number on their invoice, or payment of said invoice may be delayed or refused.
 - (c) If any portion of the fees payable to the Contractor are based on hours worked or other unit costs, the City shall have the right to request time sheets or such other records as may be necessary to confirm the number of hours worked, or other unit costs claimed by the Contractor.

2.3 WITHHOLDING PAYMENTS

- (a) The City may:
 - (i) withhold from any payment due hereunder the reasonable value of any claim against it which the Contractor has failed to settle pursuant to its indemnity contained herein; or
 - (ii) withhold from any payment due hereunder sufficient funds to discharge any delinquent accounts of the Contractor for which liens on the City's property have been, or can be, filed and the City may at any time pay therefrom, for the Contractor's account, such amounts as are due thereon, including any sums due under any Federal, Provincial or Territorial law. Such payment shall reduce the City's liability to the Contractor by the amount paid to the third party.

2.4 ADJUSTMENTS FOR DEFICIENCIES

If the City deems it is not cost-effective to correct any improper or incomplete Service, the City may deduct an equitable amount from the amount the Contractor invoiced the City for such incomplete or improper work.

2.5 PRICE INCREASES

- (a) The prices in this Contract are firm for the Contract Term and shall be subject to adjustment only for changes, as authorized in writing in advance by the City or as expressly provided in the Payment Terms of the Contract Term Sheet or in any schedule containing price escalation or adjustment clauses.

- (b) The City shall not entertain or accept escalations or means which would increase the Contract price.

ARTICLE 3 - GENERAL TERMS AND CONDITIONS

3.1 SITE INVESTIGATION

- (a) The Contractor has observed the operations of the City and is aware of the general conditions.
- (b) The Contractor shall not unnecessarily encumber or interfere with City operations in performing the Service.
- (c) If all or part of the Service is to be performed on City property, the Contractor shall at all times keep the service area free from accumulations of waste material or rubbish caused by Contractor's employees or Services.

3.2 INDEPENDENT CONTRACTOR

- (a) The Contractor is an independent contractor, and all persons employed by the Contractor in connection herewith shall be employees of the Contractor, and not employees of the City in any respect.
- (b) The Contractor is not and shall not hold itself or be held out to be an agent of the City.

3.3 CONTROL OF THE SERVICE

- (a) The Contractor is responsible for all service means, methods, techniques, sequences and procedures and for coordinating all parts of the Service.
- (b) The Contractor shall effectively direct and supervise the Service to ensure compliance with this Contract.
- (c) The Contractor warrants that all means, methods, techniques, sequences and procedures shall be the best available in the industry, and shall be subject to review by the City's representative.
- (d) The Contractor further agrees that all Services shall be performed by fully trained and qualified personnel.
- (e) Any person employed by the Contractor who is deemed by the City's Representative to be incompetent or unsuitable for any other reason,

acting reasonably, shall be removed from the job, at the request of the City.

3.4 INSPECTION

The City and/or its representatives shall at all times have access to the area at which the Contractor is performing its obligations under this Contract. Any inspections made by the City do not constitute a waiver of any obligation of the Contractor.

3.5 INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the City, its Council, officers, employees and agents, against and from any and all loss, claims, actions or suits, including costs and attorney's fees, for or on account of injury, bodily or otherwise, to or death of persons, damage to or destruction of property belonging to the City, or others, resulting from, arising out of, or in any way connected with the Contractor's operations hereunder, excepting only such injury or harm as may be caused solely by the fault of negligence of the City, its Council, officers, employees or agents.

3.6 CONTRACT PERFORMANCE

Payments to the Contractor shall not be a waiver of any breach of this Contract by the Contractor or relieve the Contractor from the performance of any obligations under this Contract.

3.7 CODES, STANDARDS, REGULATIONS AND LAWS

- (a) The Service shall comply with all applicable codes, standards and/or regulations of governing authorities. The Contractor shall acquire and keep in force all required permits and certificates of approvals.
- (b) The Contractor shall observe and comply with all applicable federal, territorial and municipal statutes and regulations.
- (c) The City will not be responsible for the Contractor's failure to comply with applicable codes, standards, regulations and/or laws in performing the Service.

3.8 CONFIDENTIALITY

- (a) The Contractor acknowledges that, in performing the Services, they may be exposed to certain confidential information. The Contractor agrees that, except as expressly permitted by the City, the Contractor will not at

any time during or after the term of this Contract make use of any Confidential Information or disclose any Confidential Information to any person, or permit any person to examine and/or make copies of any reports or any documents prepared by them or that come into their possession or under their control by reason of work performed under this Contract.

- (b) Upon termination of this Contract, the Contractor will turn over to the City all documents, papers and other matters in their possession or under their control that relate to such Confidential Information.

3.9 PATENTS, TRADEMARKS AND OTHER PROPRIETARY RIGHTS

The Contractor, in accepting this Contract, agrees to defend at its own expense but in consultation with the City, any suit or proceeding arising from claims for infringement of patent or other proprietary rights, in connection with the City's use of the whole or any part of the Service covered by this Contract. The Contractor also agrees to pay all damages or awards assessed through such actions and, in case the City is not permitted to continue use of such Services, to refund full purchase price to the City. The City may at its option and at its expense modify the Services to eliminate the cause for the infringement claim. The Contractor will disclose to the City and will transfer to the City all rights, processes, techniques, and trade secrets which have been developed by the Contractor and the City jointly, and which relate to confidential information disclosed by the City or discovered as a result of performance of this Contract.

3.10 INSPECTION OF SERVICE

- (a) The Service may be subject to inspection or review by the City's Representative or designate at any time.
- (b) The City's Representative may exercise such control of the Service as is required to confirm compliance with this Contract and to safeguard the interests of the City.
- (c) The City's Representative will have authority to reject unsatisfactory Service or materials.
- (d) Any inspections made by the City do not constitute a waiver of any obligation of the Contractor.

3.11 APPLICABLE LAW

This Contract shall be governed by the laws of the Northwest Territories.

3.12 INSURANCE

- (a) The Contractor will, during the period of this service, carry in an insurance company or companies licensed to do business in the Northwest Territories, appropriate liability and other insurance protection as is necessary for the Service involved and which is customary for the trade. Such insurance shall be maintained to underwrite and assume any liability arising from Section 3.05 Indemnification. The limits of liability for each requirement shall not be less than \$2,000,000.00 single limit.
- (b) The Contractor shall provide a Certificate of Insurance within 2 business days of any request by the City's Representative.

3.13 WORKERS' COMPENSATION

Before commencing Services, the Contractor shall comply with all applicable Workers' Compensation and Employers' Liability Acts in the Northwest Territories and, upon request, shall furnish proof thereof satisfactory to the City.

3.14 TIME AND DELAYS

- (a) The Completion Date shall be the date specified in the Contract Terms Sheet. If no Completion Date is specified in the Contract Terms Sheet, the Completion Date shall be the date specified in the quote or proposal submitted to the City by the Contractor for the provision of the Service. If there is no date specified in the Contract Terms Sheet or the Contractor's proposal or quote, the Completion Date shall be any deadline for completion of the Service in any request for quotes or Request for Proposals for the Service made by the City. Finally, if none of the foregoing applies, then the Completion Date shall be a date in which the Service could be completed by a reasonably skilled person working diligently.
- (b) The Service must be completed by the Completion Date. If the Contractor fails to complete the Service by the Completion Date or to perform with due diligence, the City may, at its option :
 - (i) issue a written demand requiring the Contractor to comply with the terms of this agreement; or
 - (ii) cancel this Contract without liability to the Contractor.

Exercise of either option shall be without prejudice to the City's rights to claim from the Contractor any loss or damage suffered.

- (c) The Contractor will be liable to the City for all costs and expenses incurred by the City, which are a direct result of any delay in completion of the Service, as well as for any losses resulting from the City's inability to utilize the Service for its intended purpose during the period of delay, and the City may deduct such costs from payment owing to the Contractor under the Contract.

3.15 FORCE MAJEURE

- (a) If the Contractor or the City is prevented from or delayed in its performance under this Contract as an unavoidable result of fire, delays in transportation, an act of God or of the Queen's Enemies, an order of a governmental official body, a labor dispute, or other cause beyond its reasonable control, the time for performance of that party shall be extended by the length of time it is so prevented or delayed.
- (b) If any event of *force majeure* involving the Contractor or its subcontractors disrupts, or threatens to disrupt, the City's operations, the City may serve written notice on the Contractor canceling this Contract without liability to the Contractor.
- (c) If a delay occurs in the completion of the Service and the delay is attributable to or within the control of the Contractor or was reasonably foreseeable by the Contractor at the time the Contract was entered into, the Completion Date shall not be adjusted.
- (d) Adverse weather shall not be considered to be a cause of delay beyond the Contractor's control or not reasonably foreseeable by the Contractor at the time the Contract was entered into.

3.16 NO ASSIGNMENT, DELEGATION OR SUB-CONTRACT

The Contractor shall not assign this Contract, nor delegate or sub-contract any of the Services to be performed by it hereunder without the express written consent of the City, and any such attempted assignment, delegation or sub-contract shall entitle the City to terminate. If assignment, delegation or sub-contract is done with such consent it shall not relieve the Contractor from its responsibility for the performance of any of its obligations hereunder. For greater certainty, nothing in this clause prohibits the Contractor from delegating the performance of any portion of the Service to the employees of the Contractor.

3.17 NON WAIVER

The City may at any time insist upon strict compliance with the terms and conditions of this Contract, notwithstanding any previous custom, practice or course of dealing to the contrary. Conversely, the failure of the City to insist upon or enforce strict compliance with any of the terms and conditions of this Contract or to exercise any rights herein shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

3.18 QUALITY

Any clause in this Contract prescribing the quality of the Service is to be a condition of this Contract so that a failure of quality shall entitle the City to reject the Service as delivered.

3.19 WARRANTY

The Contractor will warrant the Service for a period of one year from date of completion, and during this time will rectify any errors or omissions immediately upon receiving written notice from the City.

3.20 UNAUTHORIZED USE OF NAME

The Contractor shall not, without prior written approval of the City make any statement or publish or release to any other person any photograph, advertisement, testimonial, letter or commendation or approval, or any other document or written matter which might imply the City's approval of the products, actions, or performance of the Contractor.

3.21 SUSPENSION OF SERVICE

The City may, at any time, suspend any part of the Service, including all remaining Service, for any reason whatsoever by giving notice to the Contractor specifying the part of the Service to be suspended and the effective date of suspension. The Contractor shall continue to prosecute any unsuspended part of the Service. Suspension, as aforesaid, shall not limit or waive the Contractor's responsibility pursuant to Article 1. The City shall not be held liable for any damages or loss of anticipated profits on account of suspension of any part of the Services.

3.22 TERMINATION FOR CONVENIENCE

Either party may terminate this Contract at any time by giving 30 days notice to the other party. Such termination shall not affect the rights of the parties which have accrued prior to the date of termination and shall not relieve any party

from obligations arising during the term thereof. In the event of termination, the Contractor and the City shall each be released and discharged from any claims by one against the other in connection with the termination of this Contract or the services herein described. The City shall not be held liable for damages or loss of anticipated profits on account of such termination.

3.23 TERMINATION FOR CAUSE

If:

- (a) the Contractor fails to comply with any of the terms or conditions of this Contract;
- (b) a proceeding in bankruptcy, receivership or insolvency is instituted by or against the Contractor or the Contractor's property; or
- (c) the Contractor makes an assignment for the benefit of creditors;

the City may terminate the Contract without notice or penalty.

3.24 BINDING EFFECT

The Contract shall operate for the benefit of and be binding upon the respective executors, administrators, successors and assigns of the City and the Contractor.

3.25 INTERPRETATION

- (a) Headings, titles and marginal notes which appear in the Contract Documents are inserted for convenience only and shall not be used to explain or clarify the clauses or paragraphs below or opposite which they appear.
- (b) Any changes to these Terms and Conditions must be in writing and acknowledged by both parties.
- (c) The words "Contractor" and "he" or derivative thereof shall include the plural, feminine, or neuter where the context so requires.
- (d) The word "Service" or derivative thereof shall include the singular and plural, where the context so requires.

3.26 COMPLETE AGREEMENT

- (a) This Contract and its attachments constitute the complete Contract between the parties. Except as provided herein, it supersedes and shall

effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.

- (b) If this contract arises from a Request for Proposals or tender call, the provisions of the Request for Proposals or tender call and the Contractor's bid or proposal submission may be used to clarify, explain or supplement this contract, but shall not be used to contradict any express terms of this contract.
- (c) In the event of a conflict between this Contract and the Contractor's bid or proposal submission or the City's original tender bid instructions or Request for Proposals, this Contract shall apply.

3.27 NOTICES

- (a) Where notice is required or permitted to be served by one party on the other, the notice shall given in writing and may be delivered personally, delivered or sent by mail or facsimile transmission at the addresses specified on the Contract Term Sheet.
- (b) Either party may change its address for service by sending a written notice to the other party.
- (c) A party shall use the most expeditious method of giving the written notice or communication.

A written notice or communication sent by mail shall be deemed to have been received ten days from the date of posting. Whenever a notice or communication is sent by facsimile transmission or electronic mail, acknowledgment from the receiving party must be given to the other party that the notice or communication has in fact been received, for it to be effective. If no such acknowledgment is given, it shall be deemed to have been received ten days from the date of posting of the original document.

APPENDIX B: Utility Revenue Requirement Development Approaches

The American Water Works Association (AWWA) defines revenue **requirements as “the summation of the operation, maintenance, and capital costs that a utility must recover during the time period for which the rates will be in place.” The revenue requirement must be sufficient to provide safe and reliable utility services.**

There are two generally accepted and practiced approaches for revenue requirement determination: cash-needs approach and utility-basis approach.

The main difference between the two approaches is in how capital infrastructure is funded within the rates:

- The cash-needs approach includes actual or forecast debt service costs and a normalized annual allowance for capital expenditures.
- The utility-basis approach, in contrast, uses depreciation expense and a return on rate base to fund capital infrastructure. The return on rate base calculation includes an allowance for a return on equity.

Both cash-needs and utility-basis approaches would result in similar revenue requirements if based on the same set of input parameters and assumptions. The cash-needs revenue requirement approach is more typically used by municipal utilities. It is more straightforward to calculation and **is generally easier to reconcile to a municipality’s financial reporting.**

The two approaches for developing the revenue requirement for the water and sewer utility were discussed with the City in the Project initiation meeting and the cash-needs approach was recommended for this Project.

Generally, basic revenue requirement components of the cash-needs approach include:

- Operating and Maintenance (O&M) costs, including, salaries and wages not allocated to capital projects, supplies and services expenses;
- Corporate Administrative Fees for services provided by the City to the water and sewer utility such as revenue collection, information technology and financial reporting;
- Debt Service Costs, related to capital investments that are recovered over a longer term; and
- Capital Spending which is not debt financed or contributed;

Typically, cash-needs approach also includes contributions to specified reserve accounts, where any revenue deficit to cover expected/actual capital spending by year will be funded by the reserve account, and similarly, any surplus over the cash requirements will be transferred to this reserve account.

Depreciation expense is not included in the cash-needs revenue requirement.

APPENDIX C: Utility Revenue Forecast

The City water and sewer utility has three main categories of monthly fees:

- Access fee: charged to customers both on piped and trucked services. For the piped service, the fees are based on an Equivalent Residential Unit (ERU) which varies from residence to residence. For the trucked service, different access fee is charged to residential and trucked commercial customers with no ERU component.
- Demand charge: charged to customers on piped service. Fee is based on the size of the meter.
- Consumption fees: based on actual consumption for all customers, where the charge is:
 - Single rate for piped metered customers
 - Separate rate for trucked customers by consumption block (same for residential and commercial customers)
 - Bulk sales rate in industrially and commercially zoned areas

The City also has unmetered customer accounts which get charged a fixed monthly fee.

Accordingly, the sales (billing determinants) forecast for 2021-2024 were prepared for the following parameters:

- Customer counts by rate class (to apply ERUs for Access Fee and unmetered revenue forecast)
- Customer counts by meter size (for demand charges)
- Piped consumption volume for retail and bulk customer types
- Trucked consumption volume

The sales forecast was prepared based on a detailed analysis of the billing data for the 2017-2020 period

Revenue forecast was prepared separately for the following components:

- Access Fees: based on the approved rates for 2021 (per By-law #4436), customer forecast by customer class (residential, multi-residential and commercial), and ERUs for each customer class.
- Piped service: ERUs for multi-residential and commercial customers were estimated by dividing billed access fee by base access fee for each customer class. The calculated average ERU is 22.7 for multi-residential customer accounts and 5.5 for commercial accounts.
- Trucked service: Access fee was calculated separately for residential and commercial classes based on the approved rates for 2021.
- Demand Charges: based on the approved rates for 2021 (per By-law #4436) and forecast customer counts by meter size. Applicable to piped service only.

- Consumption Charges: based on the approved rates for 2021 (per By-law #4436) and forecast consumption by service type:
 - Metered retail (piped service) – single rate of \$4.50 per cubic meter for all consumption
 - Metered retail (trucked service) – based on the billing data review the first block is charged at retail rate of \$19.75/4,550 litres, and run-off block is charged at bulk rate of \$25.50/4,550 liter. Forecast rate assumes similar average rate based on a retail rate of \$19.75/4,550 litres for the first block and \$112.50/4,550 litres for the run-off block.
 - Bulk sales – single rate of \$25.50/4,550 litres.

As a cross-check of revenue forecast accuracy, the 2020 revenue estimate was prepared based on the 2020 billing determinants and 2020 approved rates. The 2020 revenue estimate difference from 2020 actual revenue was within 1% as shown in Table 2-1.

Table C-1: 2020 Revenue Forecast Comparison to Actual

	2020		
	Actual	2020 Estimate	Difference
W&S Piped Water Consumption	\$ 6,099,614	\$ 6,073,336	0%
W&S Trucked Water Consumption	\$ 437,564	\$ 436,935	0%
W&S Piped Water Fixed Charges	\$ 2,251,483	\$ 2,344,483	4%
W&S Trucked Water Fixed Charges	\$ 983,195	\$ 987,880	0%
	\$ 9,771,856	\$ 9,842,635	1%

APPENDIX D: Cost of Service Study and Results

1.0 INTRODUCTION

The primary purpose of Cost of Service Study (“COSS” or “COS study”) is to develop a method to fairly allocate the revenue requirement among the different customer classes served by the utility. While there are many potential allocation methods, the core objective is to allocate costs to the customer classes consistent with principles of cost causation based on customer characteristics such as energy consumption and peak demand.

There is no absolute right or wrong allocation method, as each utility’s operating circumstances and cost drivers are different. The objective for the utility is to select methods which best represent cost causation and the equitable sharing of costs among customers in a manner appropriate for the unique circumstances of the utility.

A COS study is commonly used as an analytical tool in the ratemaking process. A COS study can provide useful information such as unit costs to serve different customers (such as \$/cubic feet; \$/customer month) and revenue to cost coverage ratios. However, it must be recognized that any COS study involves estimation and a degree of professional judgement and therefore the results cannot be considered exact. Further, the appropriate allocation methods for a COS study **will change over time as the utility’s operating environment and cost drivers change.**

To provide services to its customers, the utility must receive sufficient revenues to recover its costs. Adequate cost recovery is a necessary condition for maintaining reliable service by the utility. For cost of service modelling purposes, forecast costs for 2024 have been used.

2.0 COST OF SERVICE STUDIES

2.1 WATER UTILITY

The cost of service study for Water Utility includes a three-step process:

1. Functionalization.
2. Classification to Cost Components.
3. Allocation of Costs to Rate Classes.

This is consistent with the Manual of American Water Works Association, M1 Principles of Water Rates, Fees and Charges, 6th Edition (“AWWA Manual”).

The following provides details of each step of COS for Water Utility:

1. Functionalization: In this step each revenue requirement item is separated according to function. In this step, the revenue requirement cost items are separated to the functions included in AWWA Manual based on discussions with City staff. The functions used in Water Utility COS are:
 - i. Supply & Treatment: This function includes operating and maintenance, as well as capital costs related to reservoirs and water treatment plant.

- ii. Pumping: This function includes operating and maintenance, as well as capital costs related to pump stations.
 - iii. Transmission and Distribution: This function includes operating and maintenance, as well as capital costs related to water main maintenance, renewal, improvement/upgrade and replacement projects.
 - iv. Accounting and General Admin: This function includes operating and maintenance as well as capital costs related to perform general duties, including costs for master plans, tools, and other general operating and maintenance expenses that cannot be apportioned to the other functions. This function also includes Administration Fee to General Fund.
 - v. Direct Assigned Costs: These are costs directly related to either piped service or trucked service and are accordingly 100% assigned to either of these services.
2. Classification to Cost Components: The next step in the cost of service process is to allocate the functionalized costs into cost components according to the AWWA Manual approach (Base, Extra Capacity, which includes Maximum Day and Peak Hour demands, and customer related) and based on relevant water demand design criteria the AWWA manual. Consistent with the AWWA Manual, the costs related to Supply & Treatment function are fully allocated to Base cost component. The costs for Pumping are allocated between Base and Maximum Day, Transmission and Distribution costs to Base, Maximum Day and Peak Hour Demand, Accounting and General Admin function costs directly assigned to customer cost component. Table 1 provides allocation factors calculated based on the water demand design criteria for the City of Yellowknife using a Good Engineering Practice for Northern Water and Sewer Systems of the Government of Northwest Territories.¹

Table D-1: Allocation Factors between Base, Maximum Day and Peak Hour

	litre/ca/day	When Allocated to Base and MD	When Allocated to Base, MD and PH
Average Day Demand (ADD)	315	50.0%	33.3%
Maximum Day Demand (MDD)	630	50.0%	33.3%
Peak Hour Demand (PHD)	945		33.3%

¹ Department of Municipal and Community Affairs Government of the Northwest Territories; Good Engineering Practice for Northern Water and Sewer Systems page 11-1, <https://www.maca.gov.nt.ca/sites/maca/files/resources/goodengpractice.pdf>

This step involves the following categories:

- i. Base: Per AWWA Manual this cost component includes the costs associated with service customers under average load conditions without the elements of cost incurred to meet water use variations and resulting peak demands. Consistent with the WWA Manual, the Base cost component includes 100% of the costs related to Supply & Treatment function, 50% of the costs for Pumping and Water Treatment functions, and 33% of the costs for Transmission and Distribution.
 - ii. Maximum Day: Per the AWWA Manual this cost component includes the costs associated with meeting maximum day peak demand rate of use requirements in excess of average (base) use. Consistent with AWWA Manual, Maximum Day cost component includes 50% of the costs for Pumping and 33% of the costs for Transmission and Distribution.
 - iii. Peak Hour: Per AWWA Manual this cost component includes the costs associated with meeting maximum hourly peak demand rate of use requirements. Consistent with AWWA Manual, Peak Hour cost component includes 33% of the costs for Transmission and Distribution.
 - iv. Customer Related: Per the AWWA Manual this cost component includes the costs associated with serving customers regardless the use of water. Consistent with AWWA Manual, Customer Related cost component includes all costs for Accounting and General Admin function.
3. Allocation of Costs to Rate Classes: The final step of the cost of service process involves distributing the cost components to each customer class. Cost allocation factors are developed based on customer characteristics appropriate for each type of classified cost. In this step Base component costs are allocated to customer classes based on consumption level for each meter size, i.e. rate class, maximum day and peak hour demand costs based on share of peak and customer related costs based on number of customers adjusted to equivalent meter size ratio based on AWWA Manual.²

Water consumption is metered therefore Base allocation factors are available based on load forecast for each meter size. The information on number of customers is also available based on number of connection for each meter size. However, Maximum Day and Peak Hour peaks are not metered and therefore require use of estimated peak numbers available from the previous studies, other water utilities or the literature.

² AWWA Manual page 274 Table VI.2-5 - meter equivalent ratio based on standard maximum meter-flow capacity ratio.

Considering that no peaking information or previous studies are available for the City of Yellowknife, the peaking factors used for the COS were taken from the AWWA Manual.³ The calculation of Base, Maximum Day and Peak Hour allocations factors is provided in Exhibit 4 of the COS for Water Utility in Attachment A1.

The Water Utility Cost of Service Study is provided in Attachment D1.

2.2 SEWER UTILITY

Sewer Utility cost of service study also includes a three-step process:

1. Functionalization.
2. Classification to Cost Components.
3. Allocation of Costs to Rate Classes.

The following provides details of each step of COS for Sanitary Sewer Utility:

1. Functionalization: In this step the revenue requirement is separated to functions similar to the Water Utility based on discussions with the City staff.

The functions used in Sanitary Sewer Utility COS are:

- i. Pumping & Lifting: This function includes operating and maintenance, as well as capital costs related to pump and lift stations.
 - ii. Waste Treatment: This function includes operating and maintenance, as well as capital costs related to waste treatment plant.
 - iii. Transmission and Distribution: This function includes operating and maintenance, as well as capital costs related to sewer main maintenance, renewal, improvement/upgrade and replacement projects.
 - iv. Accounting and General Admin: This function includes operating and maintenance as well as capital costs related to perform general duties, including costs for master plans, tools, and other general operating and maintenance expenses that cannot be apportioned to the other functions. This function also includes Administration Fee to General Fund.
 - v. Direct Assigned Costs: These are costs directly related to either piped service or trucked service and are accordingly 100% assigned to either of these services.
2. Classification to Cost Components: The next step in the cost of service process is to allocate the functionalized costs into cost components. This step includes allocating

³ AWWA Manual page 77 Table III.2-1 – maximum-hour units peaking factors.

functionalized costs to the Base Charge component (volume based) and to Customer related cost component.

3. Allocation of Costs to Rate Classes: The final step of the cost of service process involves allocating the cost components to each customer class based on the volume and customer weighting ratios.

For modelling purposes it is estimated that that 90% of year round water consumption for all customers will be billed for sanitary sewer service.

The Sanitary Sewer Utility Cost of Service Study is provided in Attachment D2.

Attachment D1: Water Utility Cost of Service Study

COST OF SERVICE

**Exhibit 1 - Functionalization & Classification
of Revenue Requirements**

Expense Description	Total	Base	Extra Capacity		Customer Related	Direct Assigned	Direct Assigned
		Base	Maximum Day MD	Peak Hour PH	CUS	Piped Service	Trucked Service
Supplies & Treatment							
Operating Costs	\$1,342,347	\$1,342,347	\$0	\$0	\$0	\$0	\$0
Capital Cost	\$1,475,000	\$1,475,000	\$0	\$0	\$0	\$0	\$0
Subtotal	\$2,817,347	\$2,817,347	\$0	\$0	\$0	\$0	\$0
Transmission and Distribution							
Operating Costs	\$1,302,086	\$434,029	\$434,029	\$434,029	\$0		\$0
Capital Cost	\$1,000,000	\$333,333	\$333,333	\$333,333	\$0		\$0
Subtotal	\$2,302,086	\$767,362	\$767,362	\$767,362	\$0		\$0
Pumping							
Operating Costs	\$1,389,007	\$694,503	\$694,503	\$0	\$0		\$0
Capital Cost	\$0	\$0	\$0	\$0	\$0		\$0
Subtotal	\$1,389,007	\$694,503	\$694,503	\$0	\$0		\$0
Direct Assigned							
Operating Costs	\$1,217,603	\$0	\$0	\$0	\$0	\$46,005	\$1,171,598
Capital Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$1,217,603	\$0	\$0	\$0	\$0	\$46,005	\$1,171,598
Accounting and General Admin							
Administration Fee to General Fund	\$631,022	\$0	\$0	\$0	\$631,022	\$0	\$0
Capital Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$631,022	\$0	\$0	\$0	\$631,022	\$0	\$0
Total Revenue Requirement	\$8,357,065	\$4,279,212	\$1,461,865	\$767,362	\$631,022	\$46,005	\$1,171,598
Other Revenues	\$2,472,915	\$1,266,249	\$432,576	\$227,068	\$186,724	\$13,613	\$346,684
Total Net Revenue Requirement	\$5,884,150	\$3,012,963	\$1,029,289	\$540,294	\$444,298	\$32,392	\$824,914

City of Yellowknife: Water Services
COST OF SERVICE
Exhibit 2 - Functionalization & Classification
of Revenue Requirements

2026

Expense Description	<u>Basis of Classification</u>						
	Base	MD	PH	CUS	Piped Service	Trucked Service	
Supplies & Treatment							
Operating Costs	1.000	0.000	0.000	0.000		0.000	100% Base based on AWWA
Capital Cost	1.000	0.000	0.000	0.000		0.000	
Subtotal	1.000	0.000	0.000	0.000		0.000	
Transmission and Distribution							
Operating Costs	0.333	0.333	0.333	0.000		0.000	
Capital Cost	0.333	0.333	0.333	0.000		0.000	Based on Water Demand Criteria [AWWA approach]
Subtotal	0.333	0.333	0.333	0.000		0.000	
Pumping							
Operating Costs	0.500	0.500	0.000	0.000		0.000	
Capital Cost	0.500	0.500	0.000	0.000		0.000	Based on Water Demand Criteria [AWWA approach]
Subtotal	0.500	0.500	0.000	0.000		0.000	
Direct Assigned							
Operating Costs	0.000	0.000	0.000	0.000		1.000	Direct Assigned
Capital Cost	0.000	0.000	0.000	0.000	1.000		Direct Assigned
Subtotal	0.000	0.000	0.000	0.000		0.962	
Accounting and General Admin							
Administration Fee to General Fund	0.000	0.000	0.000	1.000	0.000	0.000	Assumed 100% Customer Related as it is for
Capital Cost	0.000	0.000	0.000	1.000	0.000	0.000	Accounting Support
Subtotal	0.000	0.000	0.000	1.000	0.000	0.000	
Total Revenue Requirement	0.512	0.175	0.092	0.076	0.006	0.140	
Other Revenues	0.512	0.175	0.092	0.076	0.006	0.140	Follows total revenue requirement
Total Revenue Requirement	0.361	0.123	0.065	0.053	0.004	0.099	

**City of Yellowknife: Water Services
COST OF SERVICE**

2026

Exhibit 3 - Analysis of Load Data

	Consumption Forecast, m3	Alloc. Factor %	# of Customer	Customer Weighting Ratio	Customer Alloc. Factor % of total	2024 Rate Revenues	% of Total	
Residential	651,529	41.3%	4,370	1.0	4,391	70%	2,444,093	39.45%
Multi-residential	267,140	16.9%	100	2.6	258	2%	943,525	15.23%
Commercial	490,822	31.1%	978	1.3	1,280	16%	1,863,073	30.07%
Bulk (incl. Unmetered)	17,716	1.1%	51	1.0	51	1%	59,182	0.96%
Trucked	78,634	5.0%	775	1.0	775	12%	885,386	14.29%
Community gardens/services/surface lines	72,473	4.6%	1	1.0	1	0%	0	0.00%
Total	1,578,313	100%	6,275		6,757	100%	\$6,195,260	100%

251.524

Design Criteria

litre/ca/day llocated to Base ated to Base, MD and PH

Average Day Demand (ADD)	315	50.0%	33.3%
Maximum Day Demand (MDD)	630	50.0%	33.3%
Peak Hour Demand (PHD)	945		33.3%

City of Yellowknife: Water Services
COST OF SERVICE
Exhibit 4 - Demand Allocation Factor

2026

	Base Units		Maximum Day Units				Peak Hour Units			
	Consumption Forecast, m ³	Share	Peaking Factor %	Total Capacity, m ³	Extra Capacity, m ³	Share	Peaking Factor %	Total Capacity, m ³	Extra Capacity, m ³	Share
Residential	651,529	41.3%	161%	1,046,395	394,866	40.2%	400%	2,606,116	1,559,721	52.2%
Multi-residential	267,140	16.9%	144%	385,237	118,097	12.0%	400%	1,068,560	683,323	22.9%
Commercial	490,822	31.1%	174%	852,947	362,125	36.9%	325%	1,595,171	742,224	24.9%
Bulk (incl. Unmetered)	17,716	1.1%	197%	34,879	17,164	1.7%	197%	34,879	0	0.0%
Trucked	78,634	5.0%	161%	126,290	47,657	4.9%	161%	126,290	0	0.0%
Community gardens/services/s	72,473	4.6%	158%	114,285	41,811	4.3%	158%	114,285	0	0.0%
Total	1,578,313	100.0%		2,560,034	981,721	100.0%		5,545,301	2,985,268	100.0%

City of Yellowknife: Water Services
COST OF SERVICE
Exhibit 5 - Allocation of Net
Revenue Requirements

2026

	Total Plant	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surfaces	Basis of Allocation
Extra Capacity								
Maximum Day	\$1,029,289	\$413,999	\$123,820	\$379,672	\$17,995	\$49,966	\$43,837	MD
Peak Hour	\$540,294	\$282,289	\$123,672	\$134,333	\$0	\$0	\$0	PH
Total Extra Capacity	\$1,569,583	\$696,288	\$247,492	\$514,005	\$17,995	\$49,966	\$43,837	
Base	\$3,012,963	\$1,243,753	\$509,964	\$936,968	\$33,819	\$150,110	\$138,349	Base
Customer Related	\$444,298	\$309,416	\$7,080	\$69,247	\$3,611	\$54,873	\$71	CUS
Direct Assigned	\$857,306	\$14,787	\$6,063	\$11,140	\$402	\$824,914		Direct
Total Net Revenue Requirement	<u>\$5,884,150</u>	<u>\$2,264,244</u>	<u>\$770,600</u>	<u>\$1,531,359</u>	<u>\$55,827</u>	<u>\$1,079,863</u>	<u>\$182,258</u>	

Exhibit 6 - Summary of Allocation

	Total	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surfaces
2024 Rate Revenues	\$6,195,260	\$2,444,093	\$943,525	\$1,863,073	\$59,182	\$885,386	\$0
Allocated Rev. Req.	\$5,884,150	\$2,264,244	\$770,600	\$1,531,359	\$55,827	\$1,079,863	\$182,258
Balance	\$311,110	\$179,849	\$172,926	\$331,714	\$3,355	(\$194,477)	(\$182,258)
RCC ratio	105.3%	107.9%	122.4%	121.7%	106.0%	82.0%	0.0%

City of Yellowknife: Water Services
COST OF SERVICE
Exhibit 7 - Average Unit Costs

2026

	Total	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surface
Base Monthly Charge - \$/Cust/Month		\$5.90	\$5.90	\$5.90	\$5.90	\$5.90	\$5.90
Consumption Charge - \$/ cubic meter		1.93	1.93	1.93	1.93	12.40	1.91
Demand Monthly Charge - \$/Cust/Month		\$13.28	\$206.24	\$43.80	\$29.40	\$5.37	\$3,653.11
Billing Data:							
Annual Consumption (cubic meter)		651,529	267,140	490,822	17,716	78,634	72,473
Number of Customers		4,370	100	978	51	775	1
Revenue Check:							
Base and Demand Monthly Charge	\$2,013,881	\$1,005,703	\$254,573	\$583,252	\$21,606	\$104,839	\$43,908
Variable Consumption	\$3,870,269	\$1,258,541	\$516,027	\$948,107	\$34,221	\$975,024	\$138,349
Total	\$5,884,150	\$2,264,244	\$770,600	\$1,531,359	\$55,827	\$1,079,863	\$182,258

Attachment D2: Sewer Utility Cost of Service Study

COST OF SERVICE

**Exhibit 1 - Functionalization & Classification
of Revenue Requirements**

Expense Description	Total	Volume	Customer Related	Direct Assigned	
		Volume	CUS	DA - Piped	DA - Tracked
Pumping/ Lifting					
Operating Costs	\$592,238	\$592,238	\$0	\$0	\$0
Capital Cost	\$200,000	\$200,000	\$0	\$0	\$0
Subtotal	\$792,238	\$792,238	\$0	\$0	\$0
Waste Treatment					
Operating Costs	\$455,224	\$455,224	\$0	\$0	\$0
Capital Cost	\$2,800,000	\$2,800,000	\$0	\$0	\$0
Subtotal	\$3,255,224	\$3,255,224	\$0	\$0	\$0
Transmission and Collection					
Operating Costs	\$1,145,216	\$0	\$1,145,216	\$0	\$0
Capital Cost	\$1,000,000	\$1,000,000	\$0	\$0	\$0
Subtotal	\$2,145,216	\$1,000,000	\$1,145,216	\$0	\$0
Direct Assigned					
DA - Piped	\$196,357	\$0	\$0	\$196,357	\$0
DA - Trucked	\$1,181,817	\$0	\$0	\$0	\$1,181,817
Subtotal	\$1,378,174	\$0	\$0	\$196,357	\$1,181,817
Accounting and General Admin					
Administration Fee to General Fund	\$616,434	\$410,974	\$93,246	\$15,988	\$96,226
Capital Cost	\$0	\$0	\$0	\$0	\$0
Subtotal	\$616,434	\$410,974	\$93,246	\$15,988	\$96,226
Total Revenue Requirement	\$8,187,286	\$5,458,436	\$1,238,462	\$212,345	\$1,278,043
Other Revenues	\$3,911,006	\$2,607,455	\$591,604	\$101,436	\$610,512
Total Net Revenue Requirement	\$4,276,280	\$2,850,982	\$646,858	\$110,909	\$667,531

COST OF SERVICE

**Exhibit 2 - Functionalization & Classification
of Revenue Requirements**

Expense Description	<i>Basis of Classification</i>				
	Volume	CUS	DA - Piped	DA - Tracked	
<i>Pumping/ Lifting</i>					
Operating Costs	1.000	0.000	0.000	0.000	Operating expenses are tied to volume of flows
Capital Cost	1.000	0.000	0.000	0.000	Capital investments are tied to volume of flows
Subtotal	1.000	0.000	0.000	0.000	
<i>Waste Treatment</i>					
Operating Costs	1.000	0.000	0.000	0.000	Operating expenses are tied to volume of flows
Capital Cost	1.000	0.000	0.000	0.000	Capital investments are tied to volume of flows
Subtotal	1.000	0.000	0.000	0.000	
<i>Transmission and Collection</i>					
Operating Costs	0.000	1.000	0.000	0.000	Operating costs mostly relate to serve customers
Capital Cost	1.000	0.000	0.000	0.000	Capital investments are tied to volume of flows
Subtotal	0.466	0.534	0.000	0.000	
<i>Direct Assigned</i>					
DA - Piped	0.000	0.000	1.000	0.000	Direct Assigned
DA - Trucked	0.000	0.000	0.000	1.000	Direct Assigned
Subtotal	0.000	0.000	0.142	0.858	
<i>Accounting and General Admin</i>					
Administration Fee to General Fund	0.667	0.151	0.026	0.156	Based on total Revenue Requirement excluding Admin
Capital Cost	0.667	0.151	0.026	0.156	General
Subtotal	0.667	0.151	0.026	0.156	
Total Revenue Requirement	0.667	0.151	0.026	0.156	
Other Revenues	0.667	0.151	0.026	0.156	Follows total revenue requirement
Total Revenue Requirement	0.667	0.151	0.026	0.156	

City of Yellowknife: Sewer Service
COST OF SERVICE
Exhibit 3 - Analysis of Load Data

2026

	Annual Consumption, m3	# of Customer	Customer Weighting Ratio	Customer Alloc. Factor % of total	2024 Rate Revenues	% of Total	
Residential	651,529	4,370	1	4,391	70%	1,629,395	39.45%
Multi-residential	267,140	100	3	258	2%	629,017	15.23%
Commercial	490,822	978	1	1,280	16%	1,242,049	30.07%
Bulk (incl. Unmetered)	17,716	51	1	51	1%	39,455	0.96%
Trucked	78,634	775	1	775	12%	590,258	14.29%
Community gardens/services/surface lines	72,473	1	1	1	0%	0	0.00%
Total	1,578,313	6,275		6,757	100%	\$4,130,173	100%

City of Yellowknife: Sewer Service
COST OF SERVICE
Exhibit 4 - Demand Allocation Factor

2026

2024 Base Units					
	Annual Consumption, m ³	Return Factor	Adjusted Consumption, m ³	Share Base	Share - Direct Assigned Piped
Residential	651,529	90.0%	586,376	41.3%	45.7%
Multi-residential	267,140	90.0%	240,426	16.9%	18.7%
Commercial	490,822	90.0%	441,740	31.1%	34.4%
Bulk (incl. Unmetered)	17,716	90.0%	15,944	1.1%	1.2%
Trucked	78,634	90.0%	70,770	5.0%	
Community gardens/services/s	72,473	90.0%	65,226	4.6%	
Total	1,578,313		1,420,482	100.0%	100.0%

City of Yellowknife: Sewer Service
COST OF SERVICE
Exhibit 5 - Allocation of Net
Revenue Requirements

2026

	Total Plant	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surface	Basis of Allocation
Base	\$2,850,982	\$1,176,887	\$482,548	\$886,595	\$32,000	\$142,040	\$130,912	Volume
Customer Related	\$646,858	\$450,481	\$10,308	\$100,817	\$5,257	\$79,891	\$103	CUS
Direct Assigned - Piped	\$110,909	\$50,631	\$20,760	\$38,142	\$1,377	\$0	\$0	DA - Piped
Direct Assigned - Trucked	\$667,531	\$0	\$0	\$0	\$0	\$667,531	\$0	DA - Tracked
Total Net Revenue Requirement	<u>\$4,276,280</u>	<u>\$1,677,999</u>	<u>\$513,616</u>	<u>\$1,025,554</u>	<u>\$38,634</u>	<u>\$889,462</u>	<u>\$131,015</u>	

Exhibit 6 - Summary of Allocation

	Total	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surface
2024 Rate Revenues	\$4,130,173	\$1,629,395	\$629,017	\$1,242,049	\$39,455	\$590,258	\$0
Allocated Rev. Req.	\$4,276,280	\$1,677,999	\$513,616	\$1,025,554	\$38,634	\$889,462	\$131,015
Balance	(\$146,107)	(\$48,604)	\$115,401	\$216,495	\$820	(\$299,204)	(\$131,015)
RCC ratio	96.6%	97.1%	122.5%	121.1%	102.1%	66.4%	0.0%

City of Yellowknife: Sewer Service
COST OF SERVICE
Exhibit 7 - Average Unit Costs

City of Yellowknife: Sewer Service

	Total	Residential	Multi-residential	Commercial	Bulk (incl. Unmetered)	Trucked	Community gardens/services/surface
Base Monthly Charge - \$/Cust/Month		\$8.59	\$8.59	\$8.59	\$8.59	\$8.59	\$8.59
Consumption Charge - \$/ cubic meter		1.88	1.88	1.88	1.88	10.30	1.81
Demand Monthly Charge - \$/Cust/Month							
Billing Data:							
Annual Consumption (cubic meter)		651,529	267,140	490,822	17,716	78,634	72,473
Number of Customers		4,370	100	978	51	775	1
Revenue Check:							
Base and Demand Monthly Charge	\$646,858	\$450,481	\$10,308	\$100,817	\$5,257	\$79,891	\$103
Variable Consumption	\$3,629,422	\$1,227,518	\$503,307	\$924,737	\$33,377	\$809,571	\$130,912
Total	\$4,276,280	\$1,677,999	\$513,616	\$1,025,554			\$131,015

APPENDIX E: Peer Municipality Comparison

The Study scope of work requires that the rate recommendations draw upon industry standards such as CWWA/AWWA, best practices and examples from five other Canadian municipalities of comparable sizes and structure, which also provide piped and trucked service areas.

InterGroup researched Canadian municipalities and identified only two other municipalities which also provide piped and trucked utility service – Dawson City, Yukon; and the Town of Hay River, Northwest Territories.

Other municipalities reviewed do not provide trucked water or sanitary sewer service.

InterGroup researched Canadian municipalities and selected five municipalities for comparison which have similar service environment and structure to the City. However, there are not many municipalities of comparable size, which operate in a similar service environment to the City and InterGroup identified only three other municipalities which also provide piped and trucked utility service.

The municipalities reviewed include:

- The Town of Hay River, Northwest Territories;
- Dawson City, Yukon;
- The City of Iqaluit; Nunavut
- Haines Junction, Yukon;
- The City of Whitehorse, Yukon;

The review focused on understanding the rate structure of the municipalities (fixed vs variable charges; customer categories; utility rates separation) and the level of subsidies between piped and trucked service. Where possible, InterGroup followed up with the municipal utilities directly to obtain information relevant for the recommendations to the City.

Table E-1 summarizes the peer utility review findings with respect to the key characteristics, which are then discussed in detail in the remainder of this section.

Table E-1: Peer Municipality Comparison Summary

	Yellowknife	Dawson	Hay River	Iqaluit	Haines Junction	Whitehorse
Fixed Charges	X	X	X		X	X
Variable Charges	X		X	X	X	X
Multiple Fixed Fees	X					
Different Consumption Rates by Class			X			
Separate Water and Sewer Rates		X	X			
Piped and Trucked Water Service	X	X	X	X		
Piped and Trucked Sewer Service	X			X		
Trucked Water Subsidized by Piped	X		X	X		

Overall, the following is noted with respect to the peer municipalities review:

- The City of Yellowknife is the only municipality which has multiple fixed fees per customer in its rate structure.
- Most of the peer utilities charge both fixed and variable fees for water and sewer service
- Most municipalities do not have consumption rates differentiation by customer class.

- Two utilities set separate charge for water and sewer service.
- In the municipalities with both piped and trucked service, trucked service is subsidized by piped service customers, except in only one municipality, where both services are subsidized by property taxes and government grants (City of Dawson).
- The level of trucked service subsidy is significant in all municipalities with such service (35% and higher).

Reference documents and notes from direct contacts with the municipal utilities reviewed are provided in Attachment E-1 through E-6.

1.1 RATE STRUCTURE SUMMARY

The City of Yellowknife rate structure includes two fixed fees (Access Fee and Demand Charge). None of the peer municipalities reviewed have multiple fixed fees in their rate structure. The **City's rate structure** also includes ERU component applied to some other fees (including Access Fee). Again, none of the peer utilities reviewed include ERU component in their water and sewer rate structure.

All municipalities, other than the Town of Hay River, have the same consumption charges for metered residential and commercial customers, which is also the case for the City of Yellowknife:

- In the City of Whitehorse, metered customers pay the same minimum charge (\$85.85 based on 38.64 cubic meters) and the same rate for each additional 1 cubic meter water consumption (\$2.27 in 2021).
- Haines Junction rate structure charges a consumption rate of \$0.002 per litre (in 2021) for metered customers. The municipality also charge higher bulk consumption rates to commercial customers as compared to residential customers (\$0.0018 per litre vs \$0.0014 per litre in 2021).
- The Town of Hay River have somewhat higher consumption charge for commercial customers (\$23.15 per imperial gallon in 2021) as compared to residential customers (\$22.69 per imperial gallon). Consumption charge for government customers is set even higher at \$27.56 per imperial gallon.
- The consumption rate in the City of Iqaluit is \$0.02 per litre for all customers.
- The City of Dawson do not have metered consumption rates.

Base fixed fees in the peer municipalities differ by either the customer type or a dwelling size, except for Iqaluit which does not indicate monthly charges in its rate structure.

- In the City of Whitehorse, monthly fixed charges for customers with both water and sewer connection differ by each additional suite (the charge increases up to 4 additional suites) and range from \$85.85 to \$343.34. However there is a single monthly fixed charge for customer with sewer only connection (\$17.86).
- The Town of Hay River separately identifies monthly access fee for residential and commercial/government customers, however the access fee is currently the same for all customers (\$10/month).

- In Haines Junction, fixed charges are set at an annual rate and differ by customer type (\$653.50 for residential and \$726.00 for commercial)
- The City of Dawson have detailed customer categorization with applicable annual flat rates (private residential; commercial residential; hotel; cooking facility; washroom; campground etc). The rates range from \$86.28 to \$1,141.88 per year.

Two municipalities separate the charges for sewer service:

- The City of Dawson have detailed customer categorization – consistent with the water service categorization – with applicable annual flat rates (private residential; commercial residential; hotel; cooking facility; washroom; campground etc). The rates range from \$48.94 to \$870.54 per year.
- The Town of Hay River rate structure specifies that users of the piped water only service will be charged 65% of the charge for piped water/sewer.

1.2 PIPED AND TRUCKED SERVICE CROSS-SUBSIDIZATION

Three municipalities provide both piped and trucked water and/or sewer service:

- The City of Dawson provides piped water, trucked water and piped sanitary sewer. As per **InterGroup's** correspondence with the City of Dawson officials, the water delivery system for either service is not fully cost recovered.

The City of Dawson is working to bring subsidization to a more equitable level for both the piped water and trucked water systems. The City currently has approximately a 20% subsidy for piped water customers and a 35% subsidy for trucked water customers. The City has recognized the unsustainability of these subsidy percentages and is working to reduce them. The source of the subsidy is a combination of property tax revenue and municipal grants received from the Yukon Government.

- The Town of Hay River similarly provides piped water, trucked water and piped sanitary sewer. The Town does not provide trucked sanitary sewer services. It is up to the customer to seek out and pay their own service provider for trucked sanitary sewer service. The water rates for truck water delivery are set at increasing block rates per gallon, which are significantly higher than the rates for piped water consumption. Additionally, the trucked water rates are even higher for commercial and government customers. The rates for residential truck water delivery ranges from \$43.05 to \$162.52 per gallon in 2021. The rates are set at \$160.86 per gallon for commercial customers and at \$182.80 per gallon for government customers.

However, even at these rates the Town notes that there is significant cross-subsidization to trucked water service from two sources – piped service customers; and the MACA Annual Water and Sanitary Sewer Grant.

The Town also notes that the properties on trucked water service pay less taxes than properties on piped water service. Accordingly, trucked water service properties benefit twice – once from subsidized water rates and once from lower taxes.

- The City of Iqaluit provides both piped and trucked water delivery and sewer service. Both piped and trucked service customers pay the same rates for the water/sewer service.

- **The City's public document from 2015 (see Appendix B) states that the City** analyzed all water/sewer accounts for inefficiencies, overspending and areas where cost savings could be realized. As per the analysis, the Water & Sewer Fund (which pays for both piped services and trucked services) was noted to be running an average deficit of about \$1M per year for the past five years and the majority of this deficit was determined to be directly attributable to the cost of delivering trucked services.

The City notes that trucked services accounts for approximately 11% of the demand for water and sewer services, yet uses approximately 40% of the Water & Sewer Fund. The document states that considering that both residents served via truck and residents served via pipes pay the same rates, the effect is that piped service residents heavily subsidize those residents on trucked water.

Attachment E1: Notes from Direct Contacts with Municipalities

Haines Junction:

(867) 634-7100

Public Works Manager – Collin Kallio pwmanager@hainesjunction.ca

Treasurer – Donna Istchenko finance@hainesjunction.ca

NOTE: 2012 07 12 Email received from Donna Istchenko.

- Haines Junction has Piped Water.
- Haines Junction has Piped Sanitary Sewer.
- Haines Junction has a bulk water fill station.
- Haines Junction has a sanitary sewer dump station at their lagoon.
- Haines Junction does not provide Trucked Water Service. It is up to the customer to make their own arrangements and pay for trucked water.
- Haines Junction does not provide Trucked Sanitary Sewer Service. It is up to the customer to make their own arrangements and pay for trucked sanitary sewer.
- There is no subsidization occurring between piped water customers and the bulk water fill.
- There is no subsidization occurring between piped sanitary sewer customers and the sanitary sewer dump station.

Dawson City:

867-993-7400

Chief Financial Officer, Kim McMynn 867-993-7400 Ext. 415 cfo@cityofdawson.ca

Superintendent of Public Works, Jonathan Howe 867-993-7400 Ext: 301 pwmanager@cityofdawson.ca

NOTE: 2021 07 09 Email received from Kim McMynn

- Dawson has Piped and Trucked Water.
- Dawson has Piped Sanitary Sewer only.
- Dawson Piped water customers are not subsidizing the water delivery customers. The water delivery system for either service is not fully cost recovered. Dawson is working to bring subsidization to a more equitable level for both the Piped Water and Trucked Water systems. Dawson currently has approximately a 20% subsidy for Piped Water customers and a 35% subsidy for Trucked Water customers. Dawson has recognized the unsustainability of these subsidy percentages and are working to reduce them. The source of the subsidy is a combination of property tax revenue and the Municipal Grant (CMG) received from the Yukon Government.

Hay River:

867-874-6522

Mike Auge Director of Public Works & Planning 867-874-6736 Ext. 217

Sam Mugford Director of Finance & Administration 867-874-6522 Ext. 246

Erin Martel financeclerk@hayriver.com

- **NOTE:** 2021 07 09 spoke with Sam Mugford. Sam indicated that Hay River has municipally provided Piped Water, Trucked Water and Piped Sanitary Sewer. Hay River does not provide Trucked Sanitary Sewer Services. It is up to the customer to seek out and pay their own service provider for Trucked Sanitary Sewer service.

- Sam indicated that:
 - The Fee for Residential piped water is \$22/ 1000 gallons.
 - The fee for Residential trucked water is \$40 / 1000 gallons
 - The cost for Residential piped water is between \$125 and \$200 / 1000 gallons.
- There is a huge subsidization going on to trucked water customers. The Subsidy comes from two places:
 - Piped customers.
 - The MACA Annual Water and Sanitary Sewer Grant.
- Sam also pointed out another inequity. Properties on Trucked Water pay less taxes than properties on piped water. Trucked water properties benefit twice once from subsidized water rates and once from lower taxes.

Iqaluit:

(867) 979 – 5600

Shane Turner – Superintendent of Water and Sewer s.turner@iqaluit.ca (867) 979-5636

Peter Van Strien - Finance Officer, Utilities p.vanstrien@iqaluit.ca (867) 979-5665

NOTE: 2021 07 09 Email sent to Peter Van Strien. No response received.

Attachment E2:
City of Hay River - Bylaw 1786K Utility
2021

BY-LAW NO. 1786K/UTIL

THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER


A BY-LAW OF THE TOWN OF HAY RIVER in the Northwest Territories to amend By-law No. 1786/UTIL/01, being a by-law to provide for the establishment, operation, maintenance, and alteration of a water supply and sewage system and for the levying and collecting of water and sewage service charges;

PURSUANT TO the *Cities, Towns and Villages Act, S.N.W.T. 2003*, Chapter C-22, Section 58 and 59.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF HAY RIVER, in regular sessions duly assembled, enacts as follows:


1. That Schedule "A" of By-law No. 1786J/UTIL/15 "Tariffs" is hereby repealed in its entirety and replaced by 1786K/UTIL.

READ A FIRST TIME this 12 day of April, 2021.



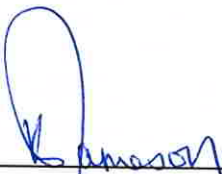
Mayor

READ A SECOND TIME this 26 day of April, 2021.



Mayor

READ A THIRD AND FINAL TIME this 11 day of May, 2021.



Mayor

BY-LAW NO. 1786K/UTIL

THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

CERTIFIED that this bylaw has been made in accordance with the requirements of the Cities, Towns and Villages Act, S.N.W.T., 2003, c.22, and the bylaws of the Municipal Corporation of the Town of Hay River, this 11 day of May, 2021.



Senior Administrative Officer

Schedule "A"
Tariffs

Section A: Public Piped Service (included in minimum monthly charge)

All users of the Public Piped Service system shall be charged for both access and consumption.

1)

Service	Fee				
	Effective April 1, 2021	Effective January 1, 2022	Effective January 1, 2023	Effective January 1, 2024	Effective January 1, 2025
Piped Water Access Fee - Residential	10	10	10	10	10
Piped Water Access Fee - Commercial, Industrial, Government	10	10	10	10	10

2)

Size of water Meter			Minimum monthly billing (including access fee)			
Imperial (inches)	Metric (mm)	Monthly Minimum (Imp. Gallons)	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
5/8	16	2000	55.38	57.20	59.08	61.05
3/4	19	2000	55.38	57.20	59.08	61.05
1	25	3000	78.07	80.79	83.62	86.57
1 1/2	38	5000	123.45	127.99	132.71	137.62
2	50	7000	168.83	175.18	181.79	188.66
3	75	11000	259.59	269.57	279.96	290.75
4	100	15000	350.35	363.96	378.12	392.85
6	150	15000	350.35	363.96	378.12	392.85
8	200	20000	463.80	481.95	500.83	520.46
Consumption charge over Minimum billing per 1000 Imperial Gallons			22.69	23.60	24.54	25.52

Commercial, Industrial

Size of water Meter			Minimum monthly billing (including access fee)			
Imperial (inches)	Metric (mm)	Monthly Minimum (Imp. Gallons)	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
5/8	16	2000	56.30	58.15	60.08	62.08
3/4	19	2000	56.30	58.15	60.08	62.08
1	25	3000	79.45	82.23	85.12	88.12
1 1/2	38	5000	125.75	130.38	135.20	140.20
2	50	7000	172.05	178.53	185.27	192.28
3	75	11000	264.65	274.84	285.43	296.45
4	100	15000	357.25	371.14	385.59	400.61
6	150	15000	357.25	371.14	385.59	400.61
8	200	20000	473.00	491.52	510.78	530.81
Consumption charge over Minimum billing per 1000 Imperial Gallons			23.15	24.08	25.04	26.04

Government

Size of water Meter			Minimum monthly billing (including access fee)			
Imperial (inches)	Metric (mm)	Monthly Minimum (Imp. Gallons)	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
5/8	16	2000	65.12	67.32	69.62	72.00
3/4	19	2000	65.12	67.32	69.62	72.00
1	25	3000	92.68	95.99	99.43	103.00
1 1/2	38	5000	147.80	153.31	159.04	165.01
2	50	7000	202.92	210.64	218.66	227.01
3	75	11000	313.16	325.29	337.90	351.01
4	100	15000	423.40	439.94	457.13	475.02
6	150	15000	423.40	439.94	457.13	475.02
8	200	20000	561.20	583.25	606.18	630.03
Consumption charge over Minimum billing per 1000 Imperial Gallons			27.56	28.66	29.81	31.00
Consumption charge for users outside of the municipal boundary of the Town of Hay River per 1000 Imperial Gallons			53.58	55.73	57.96	60.27

3)

4)

For users of the piped water only service within the municipal boundary of the Town of Hay River, the charge for water only shall be 65% of the charge for piped water/sewer.

SECTION B - UNMETERED USERS

1)

The following monthly rate shall be assessed and charges based thereon shall be made respecting all single family residential water users serviced from and connected to the Town's Public Piped Service and not otherwise provided for in this By-Law:

Service	Fee				
Unmetered Users/Flat Rate (not otherwise addressed in this Part [as per section B1])	Gallons	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
Single Family Residential Water Users - A minimum charge based on an average consumption of 5,000 gallons (22,750 litres) shall be used.	5000	138.45	143.00	147.70	152.63

2)

Any other water users connected to the Town's public piped service and are not metered shall be charged an amount which will be determined by the Senior Administrative Officer based on an estimated load, line size and estimated consumption.

SECTION C - TRUCK WATER DELIVERY

Service	Fee				
	Effective April 1, 2021	Effective January 1, 2022	Effective January 1, 2023	Effective January 1, 2024	Effective January 1, 2025
Trucked Water Access Fee-Vale Island and West Channel	10	10	10	10	10
Trucked Water Access Fee- Mile Five	10	10	10	10	10
Trucked Water Access Fee- Rural Reserve (Corridor)	10	10	10	10	10
Trucked Water Access Fee- TRC	10	10	10	10	10
Trucked Water Access Fee- Industrial, Commercial, Government	10	10	10	10	10

Water Delivery	Rate Per 1,000 Gallons				
Users in Residentially zoned areas with municipality: West Channel and Vale Island zone, Mile Five zone	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Monthly consumption for: first 4,500 Gallon	43.05	44.77	46.56	48.42	50.36
Monthly consumption for: 4,501 Gallon -7,000 Gallon	77.44	80.54	83.76	87.11	90.59
Monthly consumption of: Over 7000 Gallons	162.52	169.02	175.78	182.81	190.12

Water Delivery	Rate Per 1,000 Gallons				
Users in Residentially zoned areas with municipality: Rural Reserve (Corridor) Zone	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Monthly consumption for: first 4,500 Gallon	43.05	44.77	46.56	48.42	50.36
Monthly consumption for: 4,501 Gallon -7,000 Gallon	77.44	80.54	83.76	87.11	90.59
Monthly consumption of: Over 7000 Gallons	162.52	169.02	175.78	182.81	190.12

SECTION C - TRUCK WATER DELIVERY

Water Delivery Commercial, Industrial	Rate Per 1,000 Gallons				
	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Monthly consumption for: first 4,500 Gallon	160.86	167.29	173.98	180.94	188.18
Monthly consumption for: 4,501 Gallon -7,000 Gallon	160.86	167.29	173.98	180.94	188.18
Monthly consumption for: Over 7000 Gallons	160.86	167.29	173.98	180.94	188.18

Trucked Water Delivery Government	Rate Per 1,000 Gallons				
	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Monthly consumption for: first 4,500 Gallon	182.8	190.11	197.71	205.62	213.84
Monthly consumption for: 4,501 Gallon -7,000 Gallon	182.8	190.11	197.71	205.62	213.84
Monthly consumption for: Over 7000 Gallons	182.8	190.11	197.71	205.62	213.84

Trucked Water Delivery Caretaker Unit Rate*	Rate Per 1,000 Gallons				
	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Monthly consumption for: first 2000 Gallon	86.1	89.54	93.12	96.84	100.72
Monthly consumption for: over 2,001 Gallon	160.86	167.29	173.98	180.94	188.18

*To qualify for the caretaker unit rate, trucked water customers on Commercially or Industrially zoned properties with a caretaker dwelling may apply (second account). The dwelling's water supply tank must be separate from the Commercial or Industrial water supply tank in accordance with Town of Hay River Servicing Standards.

	Effective as of April 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024	Effective as of January 1, 2025
Consumption charge for users outside of the municipal boundary of the Town of Hay River per 1000 Imperial Gallons	53.58	55.73	57.96	60.27	62.69

SECTION D - FLAT RATE
BILLING

Where the Senior Administrative Officer is unable to obtain access for the purpose of meter reading, the consumption shall be based on:

- a) the average actual readings from the previous six (6) months, or
- b) in the event of inadequate readings, the consumption shall be calculated on the average gallonage. If no basis for averaging exists, the consumption shall be calculated on a gallonage of Five Thousand (5,000) gallons or 22,750 litres.

SECTION E - HIGH VOLUME COMMERCIAL CONSUMPTION (TRUCK-SERVICE)

A high volume commercial consumption rate is available to commercial customers on the truck service by special arrangement with the Trucked Water Contractor and the Town.

To qualify for this rate, customer's must meet all of the following criteria:

-Accept full truck-loads of water

-Receive water in a container large enough to accommodate the entire load of water in one delivery

-Receive a minimum of 50,000 Gallons of water per month. Consumption criteria will be reviewed based on a six month average to ensure minimum monthly levels are maintained.

The rate charged will be Fifteen dollars and Ninety-Two cents (\$15.92) per One Thousand (1,000) gallons delivered, plus the cost of delivery charged to the Town by the Trucked Water contractor.

Partial truckloads will be charged at the regular rate as set out in Section "C".

SECTION F - Fees and Services

Service	Fee Effective April 1, 2021
Water Meter Fee - Residential	\$250
Water Meter Fee - Commercial	100% Cost recovery basis
Utility Connection or Disconnection fee	\$40
Disconnection resulting from non-payment	\$100
Paper invoice enviro fee	\$2.50/month

SECTION G - VOLUNTARY
FINES

Water wastage, Section 401	\$250.00
Contamination, Section 402	\$250.00
Discharge of harmful matter, Section 403	\$125.00
Failure to abide by order, Section 506	\$250.00
Breaking a shut off seal, Section 512	\$625.00
Non-conforming service pipe, Section 513	\$125.00
Failure to test a cross connection control device, Section 514	\$312.50
Failure to install a cross connection control device, Section 514	\$625.00
Installing a bleeder without authority, Section 515	\$625.00
Failure to register a bleeder, Section 515	\$625.00
Failure to remove a bleeder, Section 515	\$625.00
Improper use of water, Section 516	\$250.00
Failure to provide access to water fill or sewage pump out points, Section 607	\$312.50
Failure to install a meter, Section 704	\$312.50
Broken meter seal, Section 711	\$625.00
Failure to provide access after two unsuccessful attempts, Section 715	\$125.00

Attachment E3:
City of Dawson Fees and
Charges 2021

All rates are subject to GST when applicable

		2021	
Administration	Fee Description	Fee	Unit
	Certified Bylaw	\$25.00	per bylaw
	NSF Cheque Service Charge	\$40.00	each
	Stop Payment Fee	\$35.00	each
	Processing Fee (tax Liens, land registrations)	\$50.00	each
	Tax Certificate	\$50.00	per property
	Administration of Non-Municipal program	5.00%	value of program
Animal Control	Fee Description	Fee	Unit
	License Fee, Annual - Dangerous animal	\$250.00	per year
	License Fee, Annual - Unspayed/Un-neutered Dog	\$75.00	per year
	License Fee, Lifetime - Spayed or Neutered Dog	\$40.00	per dog
	Feed and Care While Impounded	\$25.00	per dog, per day
	Impound - First Occurrence	\$25.00	per dog
	Impound - Second Occurrence	\$75.00	per dog
	Impound - Third Occurrence	\$125.00	per dog
	Impound - Fourth Occurrence	\$300.00	per dog
	Impound - Fifth and Subsequent Occurrences	\$500.00	per dog
	Replacement Tag	\$15.00	per unit
	Special Needs Dog	No Fee	
Business Licensing	Fee Description	Fee	Unit
	Local - Initial Business License Fee	\$125.00	per year
	Local - Additional Business License for same location	\$60.00	per year
	Regional - Business License Fee	\$210.00	per year
	Non-Local - Business License Fee	\$600.00	per year

		2021	
Cable System	Fee Description	Fee	Unit
	Analog Service - Residential Regular Rate	\$47.25	per month
	Analog Service - Residential Senior Rate	\$43.58	per month
	Analog Service - Single Unit Commercial Rate	\$47.39	per month
	Analog Service - Multi Unit Commercial / Institution:		
	Base Rate, plus	\$150.00	per month, plus room/site rate
	Room/Site Rate from May 1st to September 30th Inclusive	\$18.00	per room per month
	Room/Site Rate from October 1st to April 30th Inclusive	\$6.00	per room per month
	Digital Service - Residential Regular Rate	\$74.03	per month
	Digital Service - Residential Senior Rate	\$66.68	per month
	Digital Service - Programming Fee for Additional Digital Receiver	\$5.40	per month
	Digital Additional Programming:		
	Digital Specialty Packages #1 Educational, #2 Business & Info, #3 Variety & Special Int, #4 Lifestyle, #5 Primetime, #7 Family & Kids	\$5.40	per package per month
	Digital Specialty Package #8 - Premium Movies	\$20.50	per package per month
	Digital Specialty Package - Entertainment HD	\$8.50	per package per month
	Digital Sports HD	\$5.00	per package per month
	Digital Sportnet World HD	\$20.00	per package per month
	Digital Network News HD	\$6.00	per package per month
	Digital Hollywood Suites HD	\$8.00	per package per month
	Commercial Sportsnet (distribution in Lounges/Bars/Restaurants)	\$50.00	Seating capacity 51-100, per month
	Commercial Sportsnet (distribution in Lounges/Bars/Restaurants)	\$62.50	Seating capacity 101-150, per month
	High Definition Additional Programming:		
	Connection for new service:		
	Administration/Connection Fee (Connection already exists)	\$55.00	per connection
	Connection prior to the 15th of the month	1 month Levy	
	Connection after 15th of the month	50% of Monthly Levy	
	Service Charge - New Installation	Cost+15%	per installation
	Service Charge - Late Penalty & Disconnection	10% of outstanding balance	per month
	Service Charge - Re-connection for Arrears	\$90.00 plus one month service	per re-connection
	Service Charge - Transfer (Name change only, same location)	\$25.00	per transfer
	Fibre Optic Rental	\$315.00	per month per 1 pair of fibre
	Additional Fibre Optic Rental	\$55.00	per month Per each additional pair of fibre

		2021	
Camping Bylaw	Fee Description	Fee	Unit
	Fee to remove a tent	\$75.00	per tent
	Storage fee for tent	\$10.00	per tent per day
Cemetery	Fee Description	Fee	Unit
	Disinterment or Reinterment of any Cadaver	actual costs	each
	Interment of a Cadaver - Normal Business Hours	\$625.00	each
	Interment of a Cadaver - Outside Normal Business Hours	actual costs	each
	Interment of Ashes - Normal Business Hours	\$425.00	each
	Interment of Ashes - Outside Normal Business Hours	\$210 plus actual costs	each
	Plot and Perpetual Care - Ashes	\$300.00	each
	Plot and Perpetual Care - Cadaver	\$575.00	each
Development & Planning	Fee Description	Fee	Unit
	Advertising - Required Advertising associated with any application	\$80	signage replacement fee
	Appeal to Council	\$105.00	per application
	Application to Consolidate	\$105.00	per application
	Cash in Lieu of on-site parking	\$3,100.00	per space
	Development Permit Application - Change of Use	\$210.00	per application
	Development Permit Application - Commercial, Institutional, Industrial, Multi-Residential, New Builds		
	Base Rate, plus	\$260.00	per application, plus square foot rate
	Square Foot Rate	\$0.25	per square foot of development
	Development Permit Application - Demolition	\$210.00	per application
	Demolition: Redevelopment Security Deposit	\$1.00	per square foot of lot
	Development Permit Application - Major Alteration (additions and changes to main building)	\$105.00	per application
	Development Permit Application - Minor Alteration (decks and non-dwelling accessory structures)	\$25.00	per application
	Development Permit Application - Residential New Build (Single-Detached/Secondary Suite)	\$155.00	per dwelling unit
	Development Permit Application - Signage	\$25.00	per application
	Extension of Approval	\$105.00	per application
	OCP Amendment application	\$1,030.00	per application
	Permanent Road Closure Application	\$210.00	per application
	Planning - Designated Municipal Historic Site	\$0.00	per application
	Subdivision Application Fee	\$105.00	per lot created- Min. \$250-Max. \$1000
	Temporary Development Permit - Less than 7 days	\$25.00	per application
	Temporary Development Permit - More than 7 days	\$105.00	per application
	Variance Application	\$105.00	per application
	Zoning Amendment Application Fee	\$410.00	per application

		2021	
Fire Protection	Fee Description	Fee	Unit
	Inspection Service: Third Party Requests for Business Premises	\$75.00	per hour
	Inspection Service: File Search	\$75.00	per hour
	Inspection Service: Request for on-site inspection	\$75.00	per hour
	Inspection Service: Non-routine inspection	\$75.00	per hour
	Burning Permit Application	\$0.00	per application
	False Alarm Responses:		
	1-2 responses per calendar year	No Fee	
	3-5 responses per calendar year	\$250.00	per response
	greater than five responses per calendar year	\$500.00	per response
	Emergency Response	\$0.00	
	Base Rate, plus	\$500.00	per hour, per unit plus disposable materials
	Disposable materials	Costs + 21.5% Markup	
	Confined Space Rescue Stand-by	\$500.00	per request
	Confined Space Rescue Response	\$500 + actual costs	per response
Public Works	Fee Description	Fee	Unit
	Equipment Rental including operator:		
	Backhoe	\$150.00	per hour (one hour min.)
	Dump Truck	\$150.00	per hour (one hour min.)
	Labour:		
	Service Call / double time	\$150.00	per employee per hour (min 4 hrs)
	Service Call / time and half	\$120.00	per employee per hour (min 4 hrs)
	Service Call / normal business hours	\$80.00	per employee per hour (min 1 hr)
	Other:		
	External contractor and material mark-up	21.5%	
	Municipal Dock Rental	\$105.00	per foot per season

All rates are subject to GST when applicable

		2021	
Recreation and Parks	Fee Description	Fee	Unit
	Art & Margaret Fry Recreation Centre		
	Arena Ice Rental - Adult	\$120.00	hour
	Arena Ice Rental - Youth	\$60.00	hour
	Arena Ice Rental - Tournament*	\$1,500.00	per tournament
	Arena Ice Rental - Tournament additional hours*	\$50.00	hour
	Change fee	\$100.00	
	Locker Rental Fee	\$50.00	per season
	Arena Dry Floor	\$550.00	per day or part thereof
	Arena Dry Floor - Non-profit	\$400.00	per day or part thereof
	Arena Kitchen	\$175.00	per day or part thereof
	Arena Kitchen - Non-profit	\$110.00	per day or part thereof
	Arena Concession Area	\$45.00	per day or part thereof
	Arena - Child Day Pass (3-12 years)	\$4.00	day
	Arena - Child 10 Punch Pass (3-12 years)	\$32.00	10 times
	Arena - Child Season Pass (3-12 years)	\$140.00	season
	Arena - Youth/Senior Day Pass (13-18 years; 60+)	\$5.00	day
	Arena - Youth/Senior 10 Punch Pass (13-18 years; 60+)	\$40.00	10 times
	Arena - Youth/Senior Season Pass (13-18 years; 60+)	\$180.00	season
	Arena - Adult Day Pass (19-59 years)	\$6.00	day
	Arena - Adult 10 Punch Pass (19-59 years)	\$48.00	10 times
	Arena - Adult Season Pass (19-59 years)	\$210.00	season
	Arena - Family Day Pass (related & living in one household)	\$13.00	day
	Arena - Family 10 Punch Pass (related & living in one household)	\$108.00	10 times
	Arena - Family Season Pass (related & living in one household)	\$470.00	season

All rates are subject to GST when applicable

		2021	
Recreation and Parks	Fee Description	Fee	Unit
	Parks & Greenspace		
	Minto or Crocus - Ball Diamond	\$120.00	per day or part thereof
	Minto or Crocus - Ball Diamond*	\$850.00	season
	Crocus - Day Camp	\$1,200.00	season
	Crocus - Concession	\$110.00	per day or part thereof
	Minto - Concession	\$150.00	per day or part thereof
	Minto - Kitchen or Concession	\$75.00	per day or part thereof
	Minto - Program Room - program	\$15.00	hour
	Minto - Program Room - private event	\$40.00	first hour
	Minto - Program Room - private event	\$15.00	each additional hour
	Parks or Greenspace*	\$52.00	per day or part thereof
	Gazebo*	\$52.00	per day or part thereof
	Picnic Shelter*	\$52.00	per day or part thereof
	Community Garden Plot	\$30.00	season
	Dawson City Swimming Pool		
	Swimming Pool Rental* - under 25 swimmers	\$120.00	hour
	Swimming Pool Rental* - additional fee for 25+ swimmers	\$32.00	hour
	Swimming Pool - Child Day Pass (3-12 years)	\$4.00	day
	Swimming Pool - Child 10 Punch Pass (3-12 years)	\$32.00	10 times
	Swimming Pool - Child Season Pass (3-12 years)	\$140.00	season
	Swimming Pool - Youth/Senior Day Pass (13-18 years; 60+)	\$5.00	day
	Swimming Pool - Youth/Senior 10 Punch Pass (13-18 years; 60+)	\$40.00	10 times
	Swimming Pool - Youth/Senior Season Pass (13-18 years; 60+)	\$180.00	season
	Swimming Pool - Adult Day Pass (19-59 years)	\$6.00	day
	Swimming Pool - Adult 10 Punch Pass (19-59 years)	\$48.00	10 times
	Swimming Pool - Adult Season Pass (19-59 years)	\$210.00	season
	Swimming Pool - Family Day Pass (related & living in one household)	\$13.00	day
	Swimming Pool - Family 10 Punch Pass (related & living in one household)	\$108.00	10 times
	Swimming Pool - Family Season Pass (related & living in one household)	\$470.00	season

		2021	
Recreation and Parks	Fee Description	Fee	Unit
	Equipment Rental		
	Cross Country Ski Package*	\$10.00	per day or part thereof
	Cross Country Ski Package*	\$20.00	3 days
	Cross Country Ski Package*	\$40.00	7 days
	Cross Country Skis, boots or poles	\$5.00	per day or part thereof
	Snowshoes*	\$10.00	per day or part thereof
	Snowshoes*	\$15.00	3 days
	Coffee Urns	\$10.50	per day or part thereof
	Picnic Table	\$12.00	per day or part thereof
	Fitness Centre		
	Fitness Centre*	\$7.00	day
	Fitness Centre*, **	\$35.00	month
	Fitness Centre*, **	\$88.00	3 months
	Fitness Centre*, **	\$165.00	6 months
	Fitness Centre*, **	\$319.00	year
	Deposits		
	Damage Deposit - Facility	\$350.00	fully refundable if conditions met
	Damage Deposit - Parks or Greenspace	\$100.00	fully refundable if conditions met
	Damage Deposit - Equipment	\$20.00	fully refundable if conditions met
	Deposit - Key	\$40.00	fully refundable if conditions met
	Program Cancellation	\$10.00	
	* indicates a 10% discount for youth, seniors or registered non-profit		
	** indicates a 10% discount for residents within the municipal boundary		
Single Use Plastics	Fee Description		
	Providing a checkout bag, plastic straw or utensils <u>or</u> providing a bag that is not paper or reusable <u>or</u> discouraging the use of a customers own reusable bag or straw or utensil		
	First Offence	\$75.00	per occurrence
	Second Offence	\$150.00	per occurrence

All rates are subject to GST when applicable

		2021	
Traffic Control	Fee Description	Fee	Unit
	Erection of Barriers for Public Utility	\$350.00	occasion
	Road Closure - Daily Fee	\$50.00	For each day over three days
	Temporary Road Closure Application Fee	\$75.00	occasion
Vehicle for Hire	Fee Description		
	Vehicle for Hire License or Renewal	\$100.00	per application
	Vehicle for Hire Operator's permit	\$30.00	per application
Waste Management	Fee Description	Fee	Unit
	Waste Management Fee - Commerical Space	\$300.00	year
	Waste Management Fee - Institutional Residential	\$300.00	year
	Waste Management Fee - Non-vacant Institutional Space	\$300.00	year
	Waste Management Fee - Residential Unit (including B&B)	\$195.00	year
	Waste Management Fee - Mobile Refreshment Stands	\$20.80	week or portion thereof
	Waste Management Fee - Mobile Refreshment Stands	\$50.70	month
	Waste Management Fee - Mobile Refreshment Stands	\$152.10	season
	Waste Management Fee - Vacant Institutional Commercial Lot	\$150.00	year
	Waste Management Fee - Vacant Institutional Residential Lot	\$150.00	year
	Waste Management Fee - Vacant Non-Institutional Commercial Lot	\$120.00	year
	Waste Management Fee - Vacant Non-Institutional Residential Lot	\$120.00	year
Water Delivery Service	Fee Description	Fee	Unit
	One delivery every two weeks	\$1,166.88	per year
	One delivery every two weeks	\$97.24	monthly installment payment
	One delivery per week	\$2,333.76	per year
	One delivery per week	\$194.48	monthly installment payment

		2021	
Water Services	Fee Description	Fee	Unit
	Private owned/occupied Residential/ Trondek Hwechin residential	\$635.59	per year - paid quarterly
	Privately owned/rental Residential - Seignor Discounted	\$370.03	per year
	Privately owned/rental Residential	\$635.59	per year - paid quarterly
	Commercial Residential	\$974.40	per year
	Hotel, motel, Inn, Hostel, Boarding Houses, Bed and Breakfast	\$103.66	per rentable room per year
	Non-Residential Cooking Facility - Commercial/Institutional Kitchens	\$512.58	per kitchen per year
	Non-Residential Cooking Facility - Community Halls	\$309.58	per kitchen per year
	Non-Residential Cooking Facility - Staff Kitchens	\$157.33	per kitchen per year
	Non-Residential Washroom - Restaurant, Lounge, Bar, Tavern, Casino		
	First (2) Units (Refer to Table "A" for unit calculation)	\$426.30	per unit per year
	Additional per unit rate for over (2) units (Refer to Table "A" for unit calculation)	\$137.03	per unit per year
	Non-Residential Washroom - Institutional	\$1,141.88	per washroom per year
	Non-Residential Washroom - Commercial and all other Non-Residential	\$182.70	per toilet / urinal per year
	Non-Residential Laundry Washing Machine - Institutional Washing Machine	\$1,141.88	per machine per year
	Non-Residential Laundry Washing Machine - Hotel/Motel Washing Machine	\$938.88	per machine per year
	Non-Residential Laundry Washing Machine - Hotel/Motel Guest Washing Machine	\$466.90	per machine per year
	Non-Residential Laundry Washing Machine - other Non-Residential Washing Machine	\$466.90	per machine per year
	Janitor Room - equiped with water outlet - Institutional	\$1,141.88	per janitorial room per year
	Janitor Room - equiped with water outlet - Commercial and all other Non-Residential	\$182.70	per janitorial room per year
	R.V. Park/Campground	\$86.28	per serviced space per year
	School	\$1,020.20	per classroom per year
	Car Wash	\$938.88	per year
	Sewage Disposal Facility	\$340.03	per year
	Public Shower & Staff Shower	\$294.35	per shower per year
	Stand Alone Sink	\$157.33	per sink per year
	Water-Cooled Air Condition, refrigeration or freezer unit and ice machines	\$106.58	per horsepower, per year
	Bulk water pick up at pumphouse	\$3.05	per cubic metre
	Disconnection or reconnection of private water service	1 hr labour + 1 hrs equip. rental including operator + materials OR actual costs, whichever is greater	

		2021	
Sewer Services	Fee Description	Fee	Unit
	Private owned/occupied Residential /Trondek Hwechin residential	\$481.82	per year - paid quarterly
	Private owned/occupied Residential - Seignor Discounted	\$280.51	
	Privately owned/rental Residential /Trondek Hwechin residential	\$481.82	per year - paid quarterly
	Commercial Residential	\$741.76	per year
	Hotel, motel, Inn, Hostel, Boarding Houses, Bed and Breakfast	\$77.52	per rentable room per year
	Non-Residential Cooking Facility - Commercial/Institutional Kitchens	\$391.49	per kitchen per year
	Non-Residential Cooking Facility - Community Halls	\$236.95	per kitchen per year
	Non-Residential Cooking Facility - Staff Kitchens	\$118.48	per kitchen per year
	Non-Residential Washroom - Restaurant, Lounge, Bar, Tavern, Casino		
	First (2) Units (Refer to Table "A" for unit calculation)	\$324.52	per unit per year
	Additional per unit rate for over (2) units (Refer to Table "A" for unit calculation)	\$103.02	per unit per year
	Non-Residential Washroom - Institutional	\$870.54	per washroom per year
	Non-Residential Washroom - Commercial and all other Non-Residential	\$139.08	per toilet / urinal per year
	Non-Residential Laundry Washing Machine - Institutional Washing Machine	\$870.54	per machine per year
	Non-Residential Laundry Washing Machine - Hotel/Motel Washing Machine	\$716.01	per machine per year
	Non-Residential Laundry Washing Machine - Hotel/Motel Guest Washing Machine	\$355.43	per machine per year
	Non-Residential Laundry Washing Machine - other Non-Residential Washing Machine	\$355.43	per machine per year
	Janitor Room - equiped with water outlet - Institutional	\$870.54	per janitorial room per year
	Janitor Room - equiped with water outlet - Commercial and all other Non-Residential	\$139.08	per janitorial room per year
	R.V. Park/Campground	\$48.94	per serviced space per year
	School	\$775.24	per classroom per year
	Car Wash	\$716.01	per year
	Sewage Disposal Facility	\$257.56	per year
	Public Shower & Staff Shower	\$226.65	per shower per year
	Stand Alone Sink	\$118.48	per sink per year
	Disconnection or reconnection of private sewer service	2 hrs labour+2 hrs equip. rental including operator +material costs OR actual costs, whichever is greater	

		2021	
Water Delivery - Senior Discount	Seniors Water Delivery Discount:	Fee	
	One delivery every two weeks, if eligibility requirements met per water delivery bylaw	\$700.13	per year
	One delivery every two weeks, if eligibility requirements met per water delivery bylaw	\$58.34	per monthly installment
	One delivery per week, if eligibility requirements met per water delivery bylaw	\$1,400.26	per year
	One delivery per week, if eligibility requirements met per water delivery bylaw	\$116.69	per monthly installment
W&S - Load Capacity	Load Capacity Charge-single family residential	Fee	
	Single family residential	\$1,550.00	per unit (includes 2 bathrooms)
	Single family residential	\$415.00	per additional bathroom
	Multi-family or commercial property	\$415.00	per water outlet
TABLE A:			
151 - 200 = 8 units			
201 - 250 = 10 units			
251 - 300 = 12 units			
301 - 350 = 14 units			
351 - max = 16 units			
Plus 2 units for each additional 50 seating capacity			

Attachment E4:
Village of Haines Junction
- Bylaw No. 351-20

Village of Haines Junction

Bylaw No. 351 - 20

A Bylaw that amends the Consolidated Municipal Fees Bylaw No. 343-19 by Replacing Schedule Seven (7) Water and Sewer Fees.

1. **Whereas** Section 248 of the Yukon Municipal Act provides that a Council, may, by bylaw and to the extent of its jurisdiction, impose a municipal service charge.

2. **Now Therefore**, the Council of the Municipality of the Village of Haines Junction in Open Meeting Assembled, hereby Enacts as Follows:

3. Short Title

3.1. This bylaw may be cited as **Bylaw No. 351 – 20 Consolidated Fees Bylaw Amendment No. One (1) Water and Sewer Fee Schedule Seven (7)**

4. Water and Sewer Rates Appendix “A”

4.1. The Water and Sewer Rates for the period 2020 – 2022, and until this Bylaw is repealed, shall be those listed in Schedule Seven (7) Water & Sewer Fees shown in this Bylaw as Appendix “A”.

5. Effective Date

5.1. This Bylaw will be effective upon adoption.

6. Bylaw Repeal

6.1. The following Bylaws and portions of Bylaws are repealed:

6.1.1. Bylaw No. 268 – 10 Water and Sewer Rates Amendment Bylaw #3;

6.1.2. Bylaw No. 327 – 18 Water and Sewer Rates Amendment Bylaw #4; and,

6.1.3. Bylaw No. 343 – 19 Consolidated Municipal Fees Bylaw Schedule Seven (7).

7. Readings


7.1. Read a First time this 10th day of June, 2020.

7.2. Read a Second time this 10th day of June, 2020.

7.3. Read a Third time and adopted this 24th day of June, 2020.



Thomas Eckervogt, Mayor



Dan Rodin, C.A.O.

Appendix "A"

Schedule Seven (7) Water & Sewer Fees

<u>Base Rates for Sewer and Water Municipal Connection</u>	Annual Flat Rates		
	2020	2021	2022
Residential Dwelling Unit	594.00	653.50	718.75
Commerical	660.00	726.00	798.50
Licensed Premises / Restaurant	660.00	726.00	798.50
Institutional Public	1,452.00	1,597.25	1,757.00
Institutional Non-public	660.00	726.00	798.50
School per Student	21.00	23.00	25.25

<u>Surcharges (In addition to Base Rates)</u>	Annual Flat Rate		
	2020	2021	2022
Each Hotel or Motel Room	147.00	161.75	178.00
Laundromat per Washing Machine	147.00	161.75	178.00
Recreation Vehicle Stalls per Stall	117.00	128.75	141.75
Recreational Vehicle Sanitary Station not attached to R.V. Site	300.00	330.00	363.00

<u>Metered Consumption</u>	Per Litre		
	2020	2021	2022
Residential & Commerical	0.00186	0.00200	0.00214

<u>Bulk Consumption Rates</u>	Per Litre		
	2020	2021	2022
Each Residence or Dwelling Unit Within Municipal Boundary	0.00130	0.00140	0.00150
Each Residence or Dwelling Unit Outside Municipal Boundary	0.00160	0.00180	0.00200
Commerical Rate	0.00160	0.00180	0.00200
Each Residence or Dwelling Unit Within Municipal Boundary Minimum Three (3) Month Charge	28.00	31.00	34.00
Each Residence of Dwelling Unit Outside Municipal Boundary Minimum Three (3) Month Charge	35.00	39.00	43.00
Commerical Minimum Three (3) Month Charge	50.00	55.00	60.50
Each Residence or Dwelling Unit Within Municipal Boundary Maximum Three (3) Month Charge	104.00	114.00	126.00

<u>Miscellaneous Fees</u>	Flat Rates		
	2020	2021	2022
Lagoon or Septage Use per Load Dwelling Unit	30.00	33.00	36.25
Lagoon or Septage Use per Load (Commerical)	35.00	38.50	42.25
Lagoon or Septage - Private User	50.00	55.00	60.50
Service Disconnection Fee	50.00	55.00	60.50
Service Re-connection Fee	50.00	55.00	60.50
Village Services	Village Cost plus ten (10%) administrative fee		

Attachment E5:
City of Whitehorse Fee and Charges Manual
Bylaw 2014-36

Fees & Charges Manual

Bylaw 2014-36 - Appendix "A"

Consolidated to Bylaw 2022-19

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land & Building Services	Building File Information			each	\$ 75.00	1-Jan-22	\$ 78.75
Land & Building Services	Building Permit	Base Rate of \$150.00 plus .71% of construction value		minimum	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Building Permit	Designated municipal historic resource		each	\$ -	27-Jan-03	no gst
Land & Building Services	Building/Plumbing Permit Refund	Written request from applicant within 6 months of original date of issue; and no permit related work on site has begun + deduction of \$75. or 20% of fee whichever is more		fee	\$ 75.00	1-May-12	no gst
Land & Building Services	Building Placement (excluding modular homes)	.71% of construction value on new site (including any renovation) or minimum \$150.00		minimum	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Mobile Home Placement	.71% of construction value on new site (including any renovation) or minimum \$150.00		minimum	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Construction-No Permit	Construction (including excavation) commenced without prior authorization: Double (2x) the normal fee		each	varies	14-Mar-05	no gst
Land & Building Services	Demolition Permit	Fee (\$150) plus deposit of \$5.00 per sq. meter of Building area – Minimum Deposit \$200		each	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Special Inspection	Special Inspection not under a permit		each	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Heating Appliance Permit	Wood stoves and appliances not installed under general building permit		each	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Mechanical Permit	price		minimum	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Plumbing Permit	Minimum \$150.00 plus \$7.50 per fixture		minimum	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Temporary Building	Fee plus \$500.00 deposit		each	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Controlled Substance Properties	Service Fees as defined in the <i>Controlled Substance Properties</i> Bylaw		all costs	Cost +	24-Sep-07	no gst
Land & Building Services	Controlled Substance Properties	Inspection Fee		each	\$ 500.00	24-Sep-07	no gst
Land & Building Services	Controlled Substance Properties	Special safety inspection as defined in the <i>Controlled Substance Properties</i> Bylaw		each	\$ 500.00	24-Sep-07	no gst
Land & Building Services	Controlled Substance Properties	Subsequent inspection re failure to undertake actions ordered		each	\$ 1,000.00	24-Sep-07	no gst
Land & Building Services	Address Changes	Changing a municipal address	No relocation	each	\$ 200.00	22-Jun-98	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Unserviced Country Residential secondary Suite	per dwelling	\$ 1,040.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Urban serviced lot	per dwelling	\$ 3,641.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Country residential serviced lot	per dwelling	\$ 3,641.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Duplex residential non serviced lot	per dwelling	\$ 1,769.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, duplex	Duplex housing	per 2 dwellings	\$ 5,826.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Townhouse	per dwelling	\$ 2,913.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Apartment	per dwelling	\$ 2,185.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Multiple detached dwellings	per dwelling	\$ 2,913.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Suite Development Incentive	per dwelling	\$ -	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Neighbourhood Density Development Incentive, To a maximum of \$50,000 in regular DCCs	per dwelling	\$ -	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	RCM2 Development Incentive	per dwelling	\$ -	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Rental and Supportive Housing Development Incentive	per dwelling	\$ -	24-Feb-20	no gst
Land & Building Services	Development Agreement	Approved Development Incentive	Rental and Supportive Housing Development Incentive	each	\$ 200.00	24-Feb-20	no gst
Land & Building Services	Development Permit	Conditional Use - \$500 plus applicable Permitted Use fee.		each +	\$ 500.00	1-Jan-15	no gst
Land & Building Services	Development Permit	Designated municipal historic resource		each	\$ -	27-Jan-03	no gst
Land & Building Services	Development Permit	Change of Use	Change of Use with new zoning requirements: All zones	each	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Change of Use	Change of Use without new zoning requirements: All zones	each	\$ 95.00	1-Jan-22	no gst
Land & Building Services	Development Permit	New Development	New Use: Single detached & duplex housing; triplex & townhouse housing where each unit is on a separate fee-simple lot, living suite or garden suite	each unit	\$ 175.00	1-Jan-22	no gst
Land & Building Services	Development Permit	New Development	New Use and/or new Gross Floor Area (GFA): All other uses: \$400.00 + \$1.10/m2 GFA; Minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more)	each +	\$ 400.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Secondary Use of a Residence	Home-based Business, Bed and Breakfast Lodging, Family Day Home	each	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Placement of Sign	Per Sign	each	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Annual permit	each	\$ 300.00	1-May-16	no gst
Land & Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit	each	\$ 1,500.00	1-May-16	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Demolition Structure (<75 m2)	each	\$ 95.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Commercial	each	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Residential	each	\$ 250.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Community Event	each	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Commercial Event/Development	each	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Temporary Use Permit<7 days	each	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Mobile food Vendor on public site	Annual permit	each	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Mobile food Vendor on public site	Monthly for electricity	monthly	\$ 50.00	1-Apr-21	no gst
Land & Building Services	Development Permit Refund	Development Permit Refund	Denied or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of \$55.00 or 50% of fee. The conditional use application fee is not refundable.	each	Varies	1-Apr-21	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land & Building Services	Land Management	Development agreement		each	\$ 200.00	29-Jan-07	no gst
Land & Building Services	Land Management	Road Closure Bylaw		each	\$ 500.00	29-Jan-07	no gst
Land & Building Services	Land Management	Subdivision Approval Extension		each	\$ 250.00	29-Jan-07	no gst
Land & Building Services	Parking	Payment in lieu of providing parking space	Space in the CC, CPG and CMW Zones	each space	\$ 18,706.00	13-Nov-01	no gst
Land & Building Services	Parking	Payment in lieu of providing parking space	Space in the CM1, CM2 and CNC2 zones	each space	\$ 7,967.00	13-Nov-01	no gst
Land & Building Services	Subdivision Application	Condominium (non refundable fee)	\$50.00 per unit being created to a maximum of \$500.00	each	\$ 50.00	8-Jan-01	no gst
Land & Building Services	Subdivision Application	Consolidation (non refundable fee)		each	\$ 50.00	22-Jun-98	no gst
Land & Building Services	Subdivision Application	Subdivision (non refundable fee)	Min. charge \$250. max. charge \$1000. ea. Lot \$100	each	\$ 100.00	22-Jun-98	no gst
Land & Building Services	Subdivision Application	Property line adjustment or realignment (non refundable fee)	Each adjustment/realignment \$50	each	\$ 50.00	8-Jan-01	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-13	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Impound Fee	Impounded	ATV Bylaw	each	\$ 150.00	1-Oct-12	no gst
Bylaw Services	Special Events Permit	Special events permit, request to use ATV in prohibited area	ATV Bylaw	each	\$ 50.00	1-Oct-12	no gst
Bylaw Services	Site Inspection for Special Events Permit	Site Inspection for special events permit, request to use ATV in prohibited area	ATV Bylaw	each	\$ 110.00	1-Oct-12	no gst
Bylaw Services	Pound Fee	impounded - animal, other	Actual cost of seizure & impoundment	each	cost +	23-Feb-09	no gst
Bylaw Services	Pound Fee	feed & care daily - animal, other	In addition to actual costs of seizure	each	\$ 25.00	2-Jan-02	\$ 26.25
Bylaw Services	Pound Fee	feed & care daily - cat	Daily except weekends & stat. holidays prior to release	each	\$ 5.50	23-Feb-09	\$ 5.80
Bylaw Services	License (Lifetime) tag	neutered - cat or dog	Lifetime fee	each	\$ 27.50	23-Feb-09	no gst
Bylaw Services	license administrative fee	Changing from un-neutered to neutered classification - cat or dog		each	\$ 11.00	23-Feb-09	no gst
Bylaw Services	license tag	un-neutered cat or dog	Annual fee	each	\$ 50.00	1-Jan-11	no gst
Bylaw Services	license tag	Replacement tag - Cat or dog		each	\$ 2.75	23-Feb-09	no gst
Bylaw Services	Special Permit	Application for special permit for 3 dogs or 3 cats		each	\$ 100.00	10-Jan-05	no gst
Bylaw Services	Pound Fee	Feed & care daily - Dog	Daily except weekends & stat. holidays prior to release	each	\$ 15.00	2-Jan-02	\$ 15.75
Bylaw Services	Dangerous Dog Fees	Licensing Fee	Residing within the city limits	Yearly	\$ 250.00	23-Feb-09	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 1st impoundment in 12 month period		each	\$ 60.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 2nd impoundment		each	\$ 150.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 3rd or subsequent impoundment		each	\$ 250.00	22-Jun-98	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 1st impoundment in 12 month period		each	\$ 40.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 2nd impoundment in 12 month period		each	\$ 135.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 3rd or subsequent impoundment in 12 month period		each	\$ 200.00	22-Jun-98	no gst
Bylaw Services	Sale of Cat or Dog	Pound fee + feed & care costs		each	varies	22-Jun-98	no gst
Bylaw Services	Special Permit	Dog team within City limits	Annual fee	each	\$ 120.00	29-Jan-07	no gst
Bylaw Services	Animal Trap Rental	Rental of animal trap for cat or dog for 10 days		each	\$ 25.00	1-Jan-12	\$ 26.25
Land & Building Services/Bylaw	Business License	Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable		each	\$ 160.00	1-Jan-14	no gst
Land & Building Services/Bylaw	Business License	Door to Door Salesperson, Non Resident Business	Surcharge	each +	\$ 846.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Door to Door Salesperson, Resident Business	Surcharge	each +	\$ 186.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Licensed premises (liquor) above 70 square meters	Surcharge	per sq mtr+	\$ 2.11	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	per room +	\$ 7.92	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Mobile Home Park over 5 spaces	Surcharge	per space+	\$ 7.92	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Minor Business Category	Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity)	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters		per sq mtr +	\$ 0.66	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters	Surcharge	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Retail Cannabis Business	Maximum of 12 consecutive months per year, plus surcharge if applicable	each	\$ 2,000.00	1-Jul-18	no gst
Land & Building Services/Bylaw	Business License	Seasonal Business License	Maximum of 6 consecutive months per year, plus surcharge if applicable	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Transfer Fee	To transfer the place of business to a new owner	each	\$ 26.40	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Transfer Fee	To change the name of the business	each	\$ 26.40	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Re-application Fee	10% late penalty if renewed after business license expiration date from day 1 -30. \$50 penalty from day 31 - 365	each	\$ 0.10	1-Jan-14	no gst
Land & Building Services/Bylaw	Business License	Re-application Fee	\$50 reapplication fee after the 30 day period of non-renewal	each	\$ 50.00	1-Jan-14	no gst
Bylaw Services	Bagged Meters	Construction - A maximum of 2 meter heads - after 30 consecutive days at regular rates		Meter/day	\$ 15.00	8-Oct-13	\$ 15.75
Bylaw Services	Bagged Meters	Funeral		First 5 meters	\$ -	8-Oct-13	no gst
Bylaw Services	Bagged Meters	\$25.00 per metered parking space per day		meter/day	\$ 25.00	29-Jan-07	\$ 26.25
Bylaw Services	Bagged Meters	Parking spaces are used for pop-up patios or sidewalk cafes ending December 31,2022		meter/day	\$ -	29-Mar-22	\$ -
Bylaw Services	Parking Permit	Loading Zone Day - Central Business District		day	\$ 10.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading Zone Week - Central Business District		week	\$ 25.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading Zone Year - Central Business District		year	\$ 50.00	1-Mar-15	no gst
Bylaw Services	Parking	Kiosk Fee		per hour	\$ 0.47	4-Jun-17	\$ 0.50
Bylaw Services	Parking Meter	Parking Meter Fee		15 Mins	\$ 0.24	8-Oct-13	\$ 0.25
Bylaw Services	Noise Variance Letters	Administration Fees, To extend hours		each	\$ 50.00	23-Feb-09	no gst
Bylaw Services	Parking Permit	Commercial Accessible		each	\$ 35.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Temporary Accessible		each	\$ 25.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Replacement Accessible, All Accessible Parking Permits		each	\$ 25.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Permanent Accessible		each	\$ 25.00	1-Jan-12	no gst
Bylaw Services	Parking Permit	Fee for Service Vehicles issue on or before June 30 In any year		each	\$ 350.00	1-Jan-12	no gst
Bylaw Services	Parking Permit	Fee for Service Vehicles issued after June 30 in any year		each	\$ 175.00	1-Jan-12	no gst
Bylaw Services	Parkade Rental	Main Steele Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Main Steele Parkade	Weekly (weekdays), Weekly Rental	week	\$ 45.00	1-Mar-15	\$ 47.25

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-13	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Parkade Rental	Second Steele Parkade	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Second Steele Parkade	Daily (weekdays), Daily Rental	day	\$ 10.00	1-Mar-15	\$ 10.50
Bylaw Services	Parkade Rental	6th & Main Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 98.10	1-Jul-20	\$ 103.00
Bylaw Services	Residential Parking Permit	First Permit - 1 Per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50
Bylaw Services	Residential Parking Permit	Second Permit - 1 Per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 350.00	1-Jan-14	\$ 367.50
Bylaw Services	Residential Parking Permit	Visitor -2 Maximum per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 25.00	1-Jan-14	\$ 26.25
Bylaw Services	Residential Parking Permit	Replacement - as needed	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50
Bylaw Services	Road Closure Applications	Full Day	Up to a maximum of 2 blocks	each	\$ 250.00	23-Feb-09	\$ 262.50
Bylaw Services	Road Closure Applications	1/2 Day	Up to a maximum of 2 blocks	each	\$ 125.00	23-Feb-09	\$ 131.25
Bylaw Services	Road Closure Applications	Full Day	For each additional block	each	\$ 125.00	23-Feb-09	\$ 131.25
Bylaw Services	Street Occupancy Permit	Less than 1 week		each	\$ 35.00	1-Jan-14	no gst
Bylaw Services	Street Occupancy Permit	Up to 1 Month		each	\$ 50.00	1-Jan-14	no gst
Bylaw Services	Street Occupancy Permit	More than 1 Month		each	\$ 100.00	1-Jan-14	no gst
Bylaw Services	Road Closure Applications	1/2 Day	For each additional block	each	\$ 75.00	23-Feb-09	\$ 78.75
Bylaw Services	Road Closure Applications	Administration Costs	To process the Application	each	\$ 50.00	23-Feb-09	no gst
Bylaw Services	Parade/Road Closure	Traffic Control	For each intersection Bylaw staffs during parade	each	\$ 25.00	1-Jan-11	\$ 26.25
Bylaw Services	Safe Snowmobile Card	Fee paid by there person receiving the card after passing a snowmobile safety course exam online		each	\$ 34.95	1-Oct-12	\$ 36.70
Bylaw Services	Impound Fee	Impounded	Snowmobile Bylaw	each	\$ 150.00	1-Oct-12	no gst
Bylaw Services	Special Events Permit	Request to use Snowmobile in a prohibited area	Snowmobile Bylaw	each	\$ 50.00	1-Oct-12	no gst
Bylaw Services	Site Inspection for Special Events Permit	Request to use Snowmobile in a prohibited area	Snowmobile Bylaw	each	\$ 110.00	1-Oct-12	no gst
Bylaw Services	Driver Permit and Vehicle License	new, renewal - Vehicle for Hire	Vehicle for Hire Bylaw	each	\$ 75.00	1-Jan-12	no gst
Bylaw Services	Driver Permit and Vehicle License	replacement - Vehicle for Hire	Vehicle for Hire Bylaw	each	\$ 25.00	1-Jan-12	no gst
Bylaw Services	Inspection Fee	Inspection outside of scheduled dates - Vehicle for Hire		each	\$ 100.00	1-Jan-12	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-03	EFFECTIVE DATE	FEE IF GST APPLICABLE
Parks	Cemetery Disinterment	Urn	only for forensic purposes	each	\$ 383.51	1-Jan-22	\$ 402.69
Parks	Cemetery Disinterment	Casket	only for forensic purposes	each	\$ 914.76	1-Jan-22	\$ 960.49
Parks	Cemetery Interment	Urn -after normal business hours	includes interment permit fee	each	\$ 535.41	1-Jan-22	\$ 562.18
Parks	Cemetery Interment	Casket-after normal business hours	includes vault, shoring & interment permit fee	each	\$ 2,139.56	1-Jan-22	\$ 2,246.54
Parks	Cemetery Interment-winter	Casket	includes vault, shoring & interment permit fee	additional each	\$ 1,804.00	1-Jan-22	\$ 1,894.20
Parks	Cemetery Interment	Urn -during normal business hours	includes interment permit fee	each	\$ 356.96	1-Jan-22	\$ 374.81
Parks	Cemetery Interment	Casket-during normal business hours	includes vault, shoring & interment permit fees	each	\$ 1,668.35	1-Jan-22	\$ 1,751.77
Parks	Cemetery Plot Purchase & Reservation Certificate	Urn or casket -includes perpetual care & headstone placement for standard sized headstone		each	\$ 713.91	1-Jan-22	\$ 749.60
Parks	Cemetery Installation charge	Monument/Headstone/Memorial tablet	upright to 24 inches	each	\$ 236.03	1-Jan-22	\$ 247.83
Parks	Cemetery Installation charge	Monument/Headstone/Memorial tablet	upright to 48 inches	each	\$ 371.67	1-Jan-22	\$ 390.25

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2019-12 APPROVED FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Fleet and Transportation Maintenance	Equipment Charge	Tandem Dump & Tractor	Charge out rate for Tandem Dump Truck & Tractor	per hour	\$ 76.00	1-Jan-11	\$ 79.80
Water & Waste Services	Equipment Charge	Eductors - Vactors	Charge out rate for Eductor - Vactors	per hour	\$ 170.00	1-May-15	\$ 178.50
Fleet and Transportation Maintenance	Equipment Charge	Road Grader	Charge out rate for Road Grader	per hour	\$ 94.00	1-Jan-11	\$ 98.70
Fleet and Transportation Maintenance	Equipment Charge	Pickups	Charge out rate for Pickups	per hour	\$ 19.00	1-Jan-11	\$ 19.95
Fleet and Transportation Maintenance	Equipment Charge	One Tons	Charge out rate for One Tons	per hour	\$ 30.00	1-Jan-11	\$ 31.50
Fleet and Transportation Maintenance	Equipment Charge	Loaders	Charge out rate for Loaders	per hour	\$ 90.00	1-Jan-11	\$ 94.50
Fleet and Transportation Maintenance	Equipment Charge	Single Axle 5 Ton	Charge out rate for Single Axle 5 Ton	per hour	\$ 74.00	1-Jan-11	\$ 77.70
Fleet and Transportation Maintenance	Equipment Charge	Track Hoe	Charge out rate for Track Hoe	per hour	\$ 125.00	1-Jan-11	\$ 131.25
Fleet and Transportation Maintenance	Equipment Charge	Wheel Case Hoe	Charge out rate for Wheel Case Hoe	per hour	\$ 65.00	1-Jan-11	\$ 68.25
Fleet and Transportation Maintenance	Equipment Charge	Street Sweepers	Charge out rate for Street Sweepers	per hour	\$ 83.00	1-Jan-11	\$ 87.15
Fleet and Transportation Maintenance	Equipment Charge	Skid Steer	Charge out rate for Skid Steer	per hour	\$ 50.00	1-Jan-11	\$ 52.50
Water & Waste Services	Equipment Charge	Steamer Truck	Charge out rate for Steamer Truck	per hour	\$ 192.00	1-Jan-11	\$ 201.60
Fleet and Transportation Maintenance	Equipment Charge	Bucket Truck	Charge out rate for Bucket Truck	per hour	\$ 150.00	1-Jan-11	\$ 157.50
Fleet and Transportation Maintenance	Equipment Charge	Vibrator Roller	Charge out rate for Vibrator Roller	per hour	\$ 50.00	1-Jan-11	\$ 52.50
Fleet and Transportation Maintenance	Equipment Charge	Paver	Charge out rate for Paver	per hour	\$ 100.00	1-Jan-11	\$ 105.00
Fleet and Transportation Maintenance	Equipment Charge	Pothole Patcher	Pothole Patcher with 2 Operators	per hour	\$ 600.00	1-Jan-11	\$ 630.00
Fleet and Transportation Maintenance	Equipment Charge	Compressor	Charge out rate for Compressor	per hour	\$ 50.00	1-Jan-11	\$ 52.50
Fleet and Transportation Maintenance	Equipment Charge	Tapping Tool	Charge out rate for Tapping Tool	per hour	\$ 80.00	1-Jan-11	\$ 84.00
Water & Waste Services	Equipment Charge	Camera	Charge out rate for Camera	per hour	\$ 40.00	1-Jan-11	\$ 42.00
Fleet and Transportation Maintenance	Equipment Charge	Brush Chipper		per hour	\$ 50.00	1-Jan-11	\$ 52.50
Water & Waste Services	Equipment Charge	Water Service Freeze Machine	Charge out rate for Water Service Freeze Machine	per hour	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Sewer Router	Charge out rate for Sewer Router	per hour	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Water Service Thaw Machine	Charge out rate for Water Service Thaw Machine	per hour	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Sewer Camera -Large diameter pipe		per hour	\$ 50.00	1-May-15	\$ 52.50
Water & Waste Services	Labor Charge	Water & Waste Personnel	Personnel between the hours of 7:00am to 5:30pm PST	Per Person- Per Hour	\$ 70.00	31-Mar-19	\$ 73.50
Water & Waste Services	Labor Charge	Water & Waste Personnel	Personnel outside of the hours of 7:00am to 5:30pm PST - Minimum of 4 hours will be charged	Per Person- Per Hour	\$ 120.00	31-Mar-19	\$ 126.00
Fleet and Transportation Maintenance	Labor Charge	Fleet and Transportation Maintenance Personnel	Personnel between the hours of 7:00am to 5:30pm PST	Per Person- Per Hour	\$ 70.00	31-Mar-19	\$ 73.50
Fleet and Transportation Maintenance	Labor Charge	Fleet and Transportation Maintenance Personnel	Personnel outside of the hours of 7:00am to 5:30pm PST - Minimum of 4 hours will be charged	Per Person- Per Hour	\$ 120.00	31-Mar-19	\$ 126.00
Parks	Equipment Charge	Water Truck	1 Operator & Truck	Per Hour	\$ 147.19	1-Jan-20	\$ 154.55

City of Whitehorse
Fees and Charges Manual

Bylaw 2014-36 Appendix "A"
Schedule 5 (Recreation)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2021-03 CURRENT FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2022-03 SEPTEMBER FEE	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	Administration	Withdrawal/Change	All Programs	Each	\$ 25.00	1-Jul-13	no gst	\$ 25.00	1-Jul-13	no gst
Recreation Services		***non-profit groups charging admission pay the regular rate - this will apply to all non-profit rates				23-Feb-09	no gst		23-Feb-09	no gst
Recreation Services		***for profit groups minimum full cost recovery plus negotiated terms by the Department Manager or designate				1-Mar-11	no gst		1-Mar-11	no gst
Recreation Services	Rental, Leisure Ice	Dry-Floor Leisure Ice	1/3 of Dry floor arena rates	1/2 day	\$ -	1-Jan-11	no gst	\$ -	1-Jan-11	no gst
Recreation Services	Damage Deposit	Dry floor rentals or any rentals where liquor is served or consumed-\$500 per booking		per booking	\$ 500.00	1-Jan-10	no gst	\$ 500.00	1-Jan-10	no gst
Recreation Services	Dry Floor (Arenas)	Regular Rate + cost of staff	plus cost of staff	hour	\$ 169.08	1-Sep-21	\$ 177.55	\$ 172.48	1-Sep-22	\$ 181.10
Recreation Services	Dry Floor (Arenas)	Y/S/D Non-Profit Discount	plus cost of staff	hour	\$ 77.81	1-Sep-21	\$ 81.70	\$ 79.38	1-Sep-22	\$ 83.35
Recreation Services	Dry Floor (Arenas)	Adult Non-Profit Discount	plus cost of staff	hour	\$ 116.62	1-Sep-21	\$ 122.45	\$ 118.95	1-Sep-22	\$ 124.90
Recreation Services	Rental, Fieldhouses	Y/S/D Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	hour	\$ 58.33	1-Sep-21	\$ 61.25	\$ 59.52	1-Sep-22	\$ 62.50
Recreation Services	Rental, Fieldhouses	Adult Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	hour	\$ 87.48	1-Sep-21	\$ 91.85	\$ 89.24	1-Sep-22	\$ 93.70
Recreation Services	Rental, Takhini Arena	Mezzanine	Summer(minimum 3 hr Rental)	hour	\$ 66.67	1-Sep-20	\$ 70.00	\$ 66.67	1-Sep-20	\$ 70.00
Recreation Services	Rental, Outdoor Training Field (Takhini Arena)	April 1 - Sept 30 (based on field condition)		each	Actual Cost	23-Feb-09	Actual Cost Plus GST	Actual Cost	23-Feb-09	Actual Cost Plus GST
Recreation Services	Rental, Snowball	Maximum 1.5 hours operation	With Leisure Ice rental	each 15 min	\$ 53.67	1-Sep-21	\$ 56.35	\$ 47.62	1-Sep-22	\$ 50.00
Recreation Services	Rental, Parking Lot	Regular Rate	valid April 1-Sept 30, outside regular season	hour	\$ 43.91	1-Sep-21	\$ 46.10	\$ 44.81	1-Sep-22	\$ 47.05
Recreation Services	Rental, Winter Ice	Adult Discount	Non-Prime Time 6am-3pm Mon-Fri	hour	\$ 128.91	1-Sep-21	\$ 135.35	\$ 131.48	1-Sep-22	\$ 138.05
Recreation Services	Rental, Winter Ice	Y/S/D Discount	Non-Prime Time 6am-3pm Mon-Fri	hour	\$ 81.79	1-Sep-21	\$ 85.90	\$ 83.43	1-Sep-22	\$ 87.60
Recreation Services	Rental, Winter Ice	Adult Non-Profit Discount	Sept -April	hour	\$ 171.99	1-Sep-21	\$ 180.60	\$ 175.43	1-Sep-22	\$ 184.20
Recreation Services	Rental, Winter Ice	Y/S/D Non-Profit Discount	Sept-April	hour	\$ 109.04	1-Sep-21	\$ 114.50	\$ 111.24	1-Sep-22	\$ 116.80
Recreation Services	Rental Ice	Regular rate	January 1-December 31	hour	\$ 220.22	1-Sep-21	\$ 231.25	\$ 224.62	1-Sep-22	\$ 235.85
Recreation Services	Rental, Ice Summer	Non-Profit Discount	May - August	hour	\$ 166.79	1-Sep-21	\$ 175.15	\$ 170.14	1-Sep-22	\$ 178.65
Recreation Services	Storage/Exclusive Use Space	Storage Locker	Less Than 100 Cu Ft	year	\$ 127.99	1-Sep-21	\$ 134.40	\$ 127.99	1-Sep-21	\$ 134.40
Recreation Services	Storage/Exclusive Use Space	Small areas	100-299 cu ft.	year	\$ 510.87	1-Sep-21	\$ 536.40	\$ 510.87	1-Sep-21	\$ 536.40
Recreation Services	Storage/Exclusive Use Space	Medium areas	300-699 cu ft.	year	\$ 765.97	1-Sep-21	\$ 804.25	\$ 765.97	1-Sep-21	\$ 804.25
Recreation Services	Storage/Exclusive Use Space	Large areas	700-1000 cu ft.	year	\$ 1,019.95	1-Sep-21	\$ 1,070.95	\$ 1,019.95	1-Sep-21	\$ 1,070.95
Recreation Services	Storage/Exclusive Use Space	Other areas	Over 1000 Cu Ft. or has specialized services	year	\$ 1,276.31	1-Sep-21	\$ 1,340.15	\$ 1,276.31	1-Sep-21	\$ 1,340.15
Recreation Services	Office Space	office space rental		Monthly	\$ 230.96	1-Sep-21	\$ 242.50	\$ 230.96	1-Sep-21	\$ 242.50
Recreation Services	Rental	Kiosk Space	Non-Profit	Day	\$ 30.36	1-Sep-21	\$ 31.85	\$ 30.95	1-Sep-22	\$ 32.50
Recreation Services	Booking Amendment Fee	Request for changes to their rentals after being firmed up		Day	\$ 5.00	1-Sep-15	No GST	\$ 5.00	1-Sep-15	No GST
Recreation Services	Rental	Static Display Space	with written approval by Manager	Day	\$ 11.90	1-Sep-21	\$ 12.50	\$ 12.14	1-Sep-22	\$ 12.75
Recreation Services	Rental	Additional Staff	support	hour	hourly rate + staff	1-Sep-15	hourly rate + staff	hourly rate + staff	1-Sep-15	hourly rate + staff
Recreation Services	Rental, Meeting Space	Large meeting area	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	hour	\$ 47.62	1-Sep-20	\$ 50.00	\$ 47.62	1-Sep-20	\$ 50.00
Recreation Services	Rental, Meeting Space	Large meeting area-per day (10-24 hr)	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	per day	\$ 476.19	1-Jan-21	\$ 500.00	\$ 476.19	1-Jan-21	\$ 500.00
Recreation Services	Rental, Meeting Space	Small meeting area	Meeting rooms, Kitchen and portion of Concourse	hour	\$ 23.81	1-Sep-20	\$ 25.00	\$ 23.81	1-Sep-20	\$ 25.00
Recreation Services	Rental, Pool	Regular Rate	2 Lifeguards for up to 50 people	hour	\$ 334.27	1-Sep-21	\$ 351.00	\$ 340.95	1-Sep-22	\$ 358.00
Recreation Services	Rental, Pool	Pool-Adult Non-Profit Discount	2 Lifeguards for up to 50 people	hour	\$ 250.68	1-Sep-21	\$ 263.20	\$ 255.71	1-Sep-22	\$ 268.50
Recreation Services	Rental, Pool	Pool - Youth/Senior/Disabled Non-Profit Discount	2 Lifeguards for up to 50 people	hour	\$ 167.13	1-Sep-21	\$ 175.50	\$ 170.48	1-Sep-22	\$ 179.00
Recreation Services	Rental, Pool Lane	Pool Lane	1/8 of Pool Rental Rates	hour	\$ -	1-Jan-11	no gst	\$ -	1-Jan-11	no gst
Recreation Services	Daily Single Admission	Adult	19 - 59 years	each	\$ 7.92	1-Sep-21	\$ 8.30	\$ 8.10	1-Sep-22	\$ 8.50
Recreation Services	Daily Single Admission	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	each	\$ 6.46	1-Sep-21	\$ 6.80	\$ 6.57	1-Sep-22	\$ 6.90
Recreation Services	Daily Single Admission	Youth or Disabled	2 to 18 years or permanent disability	each	\$ 4.13	1-Sep-21	\$ 4.35	\$ 4.19	1-Sep-22	\$ 4.40
Recreation Services	Daily Single Admission	Family	2 guardians with up to 5 dependents 18 and under, at the same address	each	\$ 18.31	1-Sep-21	\$ 19.25	\$ 18.67	1-Sep-22	\$ 19.65
Recreation Services	Daily Single Admission	Small Child	Under 2	each	No Charge	15-Oct-05	No Charge	No Charge	15-Oct-05	No Charge
Recreation Services	6 Month Membership	Adult	19 - 59 years	per 6 Months	\$ 295.31	1-Sep-21	\$ 310.00	\$ 301.24	1-Sep-22	\$ 316.30
Recreation Services	6 Month Membership	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	per 6 Months	\$ 242.86	1-Sep-21	\$ 255.00	\$ 247.71	1-Sep-22	\$ 260.10
Recreation Services	6 Month Membership	Youth or Disabled	2 to 18 years or permanent disability	per 6 Months	\$ 147.66	1-Sep-21	\$ 155.00	\$ 150.62	1-Sep-22	\$ 158.15
Recreation Services	6 Month Membership	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	per 6 Months	\$ 378.86	1-Sep-21	\$ 398.00	\$ 386.43	1-Sep-22	\$ 405.75
Recreation Services	6 Month Membership	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	per 6 Months	\$ 645.03	1-Sep-21	\$ 677.00	\$ 657.95	1-Sep-22	\$ 690.85

City of Whitehorse
Fees and Charges Manual

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2021-03 CURRENT FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2022-03 SEPTEMBER FEE	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	1 year Membership	Adult	19 - 59 years	annual	\$ 532.34	1-Sep-21	\$ 559.00	\$ 543.00	1-Sep-22	\$ 570.15
Recreation Services	1 year Membership	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	annual	\$ 438.11	1-Sep-21	\$ 460.00	\$ 446.86	1-Sep-22	\$ 469.20
Recreation Services	1 year Membership	Youth or Disabled	2 to 18 years or permanent disability	annual	\$ 272.00	1-Sep-21	\$ 286.00	\$ 277.43	1-Sep-22	\$ 291.30
Recreation Services	1 year Membership	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	annual	\$ 685.83	1-Sep-21	\$ 720.00	\$ 699.52	1-Sep-22	\$ 734.50
Recreation Services	1 year Membership	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	annual	\$ 1,171.54	1-Sep-21	\$ 1,230.00	\$ 1,194.95	1-Sep-22	\$ 1,254.70
Recreation Services	30 Day Pass	Adult	19 - 59 years	each	\$ 54.40	1-Sep-21	\$ 57.00	\$ 55.48	1-Sep-22	\$ 58.25
Recreation Services	30 Day Pass	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	each	\$ 44.69	1-Sep-21	\$ 47.00	\$ 45.57	1-Sep-22	\$ 47.85
Recreation Services	30 Day Pass	Youth or Disabled	2 to 18 years or permanent disability	each	\$ 27.20	1-Sep-21	\$ 29.00	\$ 27.76	1-Sep-22	\$ 29.15
Recreation Services	30 Day Pass	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	each	\$ 69.94	1-Sep-21	\$ 73.00	\$ 71.33	1-Sep-22	\$ 74.90
Recreation Services	30 Day Pass	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	each	\$ 119.49	1-Sep-21	\$ 125.00	\$ 121.86	1-Sep-22	\$ 127.95
Recreation Services	Group Membership	On 6 Month & 1 Year Memberships	10 or more people in a group will receive 10% off individual memberships		\$ -	1-Sep-20	no gst	\$ -	1-Sep-20	no gst
Recreation Services	Adult Programming	min. 100% recoverable	Including all partnership Programs	each	See Leisure Guide	1-Jan-10	See Active Living Guide	See Leisure Guide	1-Jan-10	See Active Living Guide
Recreation Services	Children/Youth/Senior/Disabled Programming	min. 50% recoverable	not including day camp	each	See Leisure Guide	1-Jan-10	See Active Living Guide	See Leisure Guide	1-Jan-10	See Active Living Guide
Recreation Services	Day-camp Programming	min. 60% recoverable		each	See Leisure Guide	1-Mar-11	See Active Living Guide	See Leisure Guide	1-Mar-11	See Active Living Guide
Recreation Services	10-Day Flex Pass (max 2 year)	Adult	19 - 59 years and it expires in 2 years from the date of purchase	each	\$ 69.94	1-Sep-21	\$ 73.00	\$ 71.33	1-Sep-22	\$ 74.90
Recreation Services	10-Day Flex Pass (max 2 year)	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment and expires in 2 years from the date of purchase	each	\$ 56.34	1-Sep-21	\$ 59.00	\$ 57.48	1-Sep-22	\$ 60.35
Recreation Services	10-Day Flex Pass (max 2 year)	Child/Youth or Disabled	2 to 18 years or permanent disability and it expires in 2 years from the date of purchase	each	\$ 35.94	1-Sep-21	\$ 38.00	\$ 36.67	1-Sep-22	\$ 38.50
Recreation Services	10-Day Flex Pass (max 2 year)	Family	2 guardians with up to 5 dependents 18 and under, at the same address and it expires in 2 years from the date of purchase	each	\$ 165.14	1-Sep-21	\$ 173.00	\$ 168.43	1-Sep-22	\$ 176.85
Recreation Services	Rental, set up	1/2 of regular rental rate		per booking	1/2 of regular rental rate	1-Jan-10	1/2 of regular rental rate	1/2 of regular rental rate	1-Jan-10	1/2 of regular rental rate
Recreation Services	Rental, Fieldhouses	Y/S/D Non-Profit Discount	Flexihall or Fieldhouse	hour	\$ 77.81	1-Sep-21	\$ 81.70	\$ 79.38	1-Sep-22	\$ 83.35
Recreation Services	Rental, Fieldhouses	Adult Non-Profit Discount	Flexihall or Fieldhouse	hour	\$ 116.62	1-Sep-21	\$ 122.45	\$ 118.95	1-Sep-22	\$ 124.90
Recreation Services	Rental, Fieldhouses	Regular Rate	Flexihall or Fieldhouse	hour	\$ 155.57	1-Sep-21	\$ 163.35	\$ 158.67	1-Sep-22	\$ 166.60
Recreation Services	Rental Sports Equipment	skate rentals/badminton racquets		per unit	\$ 3.78	1-Sep-21	\$ 3.95	\$ 3.81	1-Sep-22	\$ 4.00
Recreation Services	Rental	Portable Bleachers	Staff costs	each	Actual Cost	1-Sep-20	Actual Cost	Actual Cost	1-Sep-20	Actual Cost
Recreation Services	Rental	Mobile Electric Cart	240 Volts	each	\$ 102.19	1-Sep-21	\$ 107.30	\$ 104.24	1-Sep-22	\$ 109.45
Recreation Services	Rental	Basic Equipment	Table, Podium	each	\$ 12.14	1-Sep-21	\$ 12.75	\$ 12.14	1-Sep-21	\$ 12.75
Recreation Services	Rental	Minor Equipment	AV Equipment, Projector, Activity Bag	each	\$ 24.29	1-Sep-21	\$ 25.50	\$ 24.29	1-Sep-21	\$ 25.50
Recreation Services	Rental	Major Equipment	Fitness, High Value or Set of Equipment	each	\$ 72.86	1-Sep-21	\$ 76.50	\$ 72.86	1-Sep-21	\$ 76.50
Recreation Services	Rental	Chairs		each	\$ 2.43	1-Sep-21	\$ 2.55	\$ 2.43	1-Sep-21	\$ 2.55
Recreation Services	Rental	Outside Hours Operation	Charges at Regular Rental Rate, Non-profit discounts do not apply	each	Per Rental Type	1-Sep-20	Per Rental Type	Per Rental Type	1-Sep-20	Per Rental Type
Recreation Services	Floor covering installation	Staff Costs	Full Flexi is 8 hours	actual cost	Actual Cost	1-Sep-20	Actual Cost Plus GST	Actual Cost	1-Sep-20	Actual Cost Plus GST
Recreation Services	Stage (4' X 8' Risers)	Staff Costs	One Section is one Hour	each	Actual Cost	1-Sep-20	Actual Cost Plus GST	Actual Cost	1-Sep-20	Actual Cost Plus GST
Recreation Services	Advertising	Board Advertising - CGC	Board advertising for arenas and fieldhouses	annual	\$ 864.76	1-Jan-20	\$ 908.00	\$ 864.76	1-Jan-20	\$ 908.00
Recreation Services	Advertising	Poster Ads	Poster Ads up to 11x17	Monthly	\$ 26.67	1-Jan-20	\$ 28.00	\$ 26.67	1-Jan-20	\$ 28.00
Recreation Services	Advertising	4x8 Sign - CGC	4x8 Sign Advertising	annual	\$ 570.48	1-Jan-20	\$ 599.00	\$ 570.48	1-Jan-20	\$ 599.00
Recreation Services	Advertising	Takhini Arena	65% of CGC Advertising rates	annual	65% of CGC rates	1-Jan-20	65% of CGC rates	65% of CGC rates	1-Jan-20	65% of CGC rates
Recreation Services	Advertising	Resurfacer - CGC	1 Side	annual	\$ 1,100.00	1-Jan-20	\$ 1,155.00	\$ 1,100.00	1-Jan-20	\$ 1,155.00
Recreation Services	Advertising	Resurfacer - CGC	2 Sides	annual	\$ 1,650.48	1-Jan-20	\$ 1,733.00	\$ 1,650.48	1-Jan-20	\$ 1,733.00
Recreation Services	Advertising	Resurfacer - CGC	Top	annual	\$ 824.76	1-Jan-20	\$ 866.00	\$ 824.76	1-Jan-20	\$ 866.00
Recreation Services	Advertising	Resurfacer - CGC	Front	annual	\$ 550.48	1-Jan-20	\$ 578.00	\$ 550.48	1-Jan-20	\$ 578.00
Recreation Services	Advertising	Resurfacer - CGC	Rear	annual	\$ 275.24	1-Jan-20	\$ 289.00	\$ 275.24	1-Jan-20	\$ 289.00
Recreation Services	Advertising	Resurfacer - CGC	Entire Machine	annual	\$ 2,200.00	1-Jan-20	\$ 2,310.00	\$ 2,200.00	1-Jan-20	\$ 2,310.00
Recreation Services	Advertising	Ice Logo - CGC	1/2 Centre Ice	annual	\$ 1,650.48	1-Jan-20	\$ 1,733.00	\$ 1,650.48	1-Jan-20	\$ 1,733.00
Recreation Services	Advertising	Ice Logo - CGC	Full Centre Ice	annual	\$ 2,200.00	1-Jan-20	\$ 2,310.00	\$ 2,200.00	1-Jan-20	\$ 2,310.00
Recreation Services	Advertising	Ice Logo - CGC	Neutral Zone, End Zone, Blue Line	annual	\$ 1,100.00	1-Jan-20	\$ 1,155.00	\$ 1,100.00	1-Jan-20	\$ 1,155.00

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2021-03 CURRENT FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2022-03 SEPTEMBER FEE	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	Advertising	Ice Logo - CGC	Face Off Dots	annual	\$ 275.24	1-Jan-20	\$ 289.00	\$ 275.24	1-Jan-20	\$ 289.00
Recreation Services	Advertising	Hallway Beams	Takhini Arena Only	annual	\$ 82.86	1-Jan-20	\$ 87.00	\$ 82.86	1-Jan-20	\$ 87.00
Recreation Services	Advertising	Active Living Guide-Non-Profit Organizations	HALF PAGE	each	\$ 87.62	1-Sep-20	\$ 92.00	\$ 87.62	1-Sep-20	\$ 92.00
Recreation Services	Advertising	Active Living Guide-Non-Profit Organizations	FULL PAGE	each	\$ 145.71	1-Sep-20	\$ 153.00	\$ 145.71	1-Sep-20	\$ 153.00
Recreation Services	Advertising	Active Living Guide - Profit Organizations	HALF PAGE	each	\$ 145.71	1-Sep-20	\$ 153.00	\$ 145.71	1-Sep-20	\$ 153.00
Recreation Services	Advertising	Active Living Guide - Profit Organizations	FULL PAGE	each	\$ 259.05	1-Sep-20	\$ 272.00	\$ 259.05	1-Sep-20	\$ 272.00
Recreation Services	Advertising	Active Living Guide - Cover Pages	10% off 2 editions, 15% off 3 editions	each	\$ 1,566.24	1-Jan-14	\$ 1,644.55	\$ 1,566.24	1-Jan-14	\$ 1,644.55
Recreation Services	Keys Deposit	all facilities	all facilities	each	\$ 50.00	1-Jan-10	no gst	\$ 50.00	1-Jan-10	no gst
Recreation Services	Wellness Service	Basic Body Comp or Program Design	Individual Member	each	\$ 61.90	1-Sep-21	\$ 65.00	\$ 61.90	1-Sep-21	\$ 65.00
Recreation Services	Wellness Service	Basic Body Comp or Program Design	Individual Non-member	each	\$ 71.43	1-Sep-21	\$ 75.00	\$ 71.43	1-Sep-21	\$ 75.00
Recreation Services	Bag of Pins	Whitehorse Pins	Bag of 25	bag of 25	\$ 9.52	1-Jan-15	\$ 10.00	\$ 9.52	1-Jan-15	\$ 10.00

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE
Fire	Burning	Burning	Open burning for land clearing purposes	per day	\$ 110.00	23-Feb-09	no gst
Fire	Burning	Burning-open burning for other than land clearing purposes	1 week (7 day) permit)	each	\$ 22.00	23-Feb-09	no gst
Fire	Burning	Burning-open burning for other than land clearing purposes-seasonal permit	Season is October 1 to March 31	per season	\$ 110.00	23-Feb-09	no gst
Fire	Confined Space	Confined Space Rescues	Standard 3rd (third) party billing rates for staff & equipment plus \$500.00 for materials used	each event	actual + 500.00	27-Jan-03	no gst
Fire	Explosives	Explosives Storage for construction purposes		each	\$ 100.00	28-Jan-02	\$ 105.00
Fire	High Hazard Fireworks Display	Fireworks Permit	For non-City organized events fee + fire protection if needed	each	\$ 250.00	1-Jan-12	no gst
Fire	Occupancy Load	Determine Occupancy Load	Determine the occupancy load for any space	each event	150.00 + 100/hr after the first 2 hours	1-Apr-20	+ GST
Fire	Safety Plan	Review of New Fire Safety Plan	Fee includes cost recovery for applicable wages and benefits	each	actual + 100	1-Jul-18	+ GST
Fire	Safety Plan	Update of Fire Safety Plan	Review of an updated fire safety plan		\$ 50.00	1-Jan-12	\$ 52.50
Fire	False Alarm	3rd and Subsequent Responses within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	\$ 500.00	1-Oct-20	no gst
Fire	File search/Letter	Administration Costs	Information request including inspection or investigation reports provided to any person, insurance company or government agency required to prepare by the Fire Department based on the approval of the Fire Chief, Deputy Fire Chief, or Prevention Officer.	Per Request	5 per page+ 100 admin+Postage	1-Apr-20	+ GST
Fire	Response	Per Unit responding plus actual cost of incident mitigation, disposal and lost or damage to equipment		unit/hour+	actual + 250	1-Jul-18	no gst
Fire	Investigation	Fire or Incident Investigation	Investigation into fire or accident causation factors or any investigation where public safety from fire or accident needs to be determined. Fees will also be levied where ancillary agents are used for investigation purposes including towing, security, storage, specialized photographic or other evidentiary services. travel, accommodation, and other required services.	each	actual + 100	1-Jul-18	no gst
Fire	Inspection Fee	Compliance Re-inspection Fee		each	\$ 200.00	1-Jan-12	no gst
Fire	Inspection Fee	Inspection Required for Licensing and Permitting	Daycares or Child Care centers	each	\$ 50.00	1-Jul-18	no gst
Fire	Inspection Fee	Licensing Inspection	Inspecting a premise for purpose of obtaining a liquor license	yearly	\$ 100.00	1-Jan-12	no gst
Fire	Inspection Fee	Special Event Inspection	If no occupancy load calculation is required	each	\$ 100.00	1-Jan-12	no gst
Fire	Stand-By	Confined Space	On Site Stand-By. Fee includes cost recovery for applicable wages, benefits and lost or damaged equipment	each	actual + \$500	1-Jul-18	no gst
Fire	Technical Rescue	Technical Rescue response beyond City of Whitehorse limits	Cost recovery for wages, benefits and any loss or damage to fire department equipment	each	Actual Cost	1-Jul-13	no gst
Fire	False Alarm	1st Response within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	No charge	1-Oct-20	no gst
Fire	False Alarm	2nd Response within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	\$ 200.00	1-Oct-20	no gst
Fire	Property Securement	Securing an abandoned or Vacant property against unauthorized entry	Utilization of a 3rd party contractor to secure a building which is vacant, abandoned or damaged and where normal means of securement (locking doors / windows) has proven to be inadequate to prevent unauthorized entry.	each event	Actual + 250.00	1-Jul-22	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2013-39 APPROVED FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Miscellaneous	Advertising	All			various by tender	8-Mar-99	no gst
Miscellaneous	AutoCAD custom drafting & plotting	minimum 1/2 hour charge		per hour	\$ 50.00	1-Jan-08	\$ 52.50
Miscellaneous	AutoCAD drawing compilation and printing			per sheet	\$ 21.50	1-Jan-08	\$ 22.60
Miscellaneous	AutoCAD Plotting			per plot	\$ 8.25	1-Jan-08	\$ 8.70
Miscellaneous	Blue Print reproductions			per sheet	\$ 3.00	1-Jan-08	\$ 3.20
Miscellaneous	Book, Lost Graves			each	\$ 10.00	1-Jan-08	\$ 10.50
Miscellaneous	Business License List	special, monthly or partial listing		per page	\$ 0.25	1-Jan-08	\$ 0.30
Miscellaneous	Business License List	full listing		each	\$ 45.00	1-Jan-08	\$ 47.30
Miscellaneous	Compost carts	Ability to purchase additional household carts		each	\$ 200.00	1-Jan-10	\$ 210.00
Miscellaneous	Delivery Charge-rentals	Equipment (DPW)-barricades		per rental	\$ 40.00	1-Jan-08	\$ 42.00
Miscellaneous	Delivery Charge-rentals	Equipment (DPW)-portable bleachers		per rental	\$ 200.00	1-Jan-08	\$ 210.00
Miscellaneous	Delivery Charge-rentals	Equipment (DPW)-snow fencing		per rental	\$ 40.00	1-Jan-08	\$ 42.00
Miscellaneous	Deposit, Damage	Flag	fully refundable if returned in good condition	each	\$ 20.00	28-Jun-99	no gst
Miscellaneous	Deposit, Damage	Equipment (DPW)-barricades	fully refundable if all rental conditions met	each	\$ 20.00	22-Jun-98	no gst
Miscellaneous	Deposit, Damage	Equipment (DPW)-portable bleachers	fully refundable if all rental conditions met	section	\$ 100.00	22-Jun-98	no gst
Miscellaneous	Deposit, Damage	Equipment (DPW)-snow fencing	fully refundable if all rental conditions met roll approx. 50 linear feet, rent includes posts if available	roll	\$ 25.00	22-Jun-98	no gst
Miscellaneous	Evaluation of restricted / over-strength waste			each	actual	8-Mar-99	actual
Miscellaneous	Flag	City (3'x6')		each	\$ 65.00	1-Jan-08	\$ 68.30
Miscellaneous	DVD	copy of recorded meeting		each	\$ 6.00	1-Jan-10	\$ 6.30
Miscellaneous	Development Design & Construction Review Cost Charge	Construction Value Up To \$500,000.00		each	\$ 0.02	1-Jul-13	no gst
Miscellaneous	Development Design & Construction Review Cost Charge	Construction Value from 500,001.00 to \$3,000,000.00	Based on Class A Engineer's Estimate or Tendered Price for Civil Works	each	\$ 0.01	1-Jul-13	no gst
Miscellaneous	Development Design & Construction Review Cost Charge	Construction Value Above \$ 3,000,001.00	Based on Class A Engineer's Estimate or Tendered Price for Civil Works	each	\$ 0.01	1-Jul-13	no gst
Miscellaneous	IS Consultant Fees			each	\$ 80.00	23-Feb-09	\$ 84.00
Miscellaneous	Miscellaneous Items for Resale	Convenience items available for resale through Parks or Rec and Facility Services	Including but not limited to swim diapers, goggles, locks, swim suits, towels, hockey laces & yoga mats	each	100% mark-up on cost		GST Applicable
Miscellaneous	Land Use Permit	temporary or seasonal land use		each	\$ 75.00	22-Jun-98	no gst
Miscellaneous	Local Improvement Search	LIC		each	\$ 25.00	29-Jan-07	\$ 26.30
Miscellaneous	Manual - Contract Tendering			each	\$ 80.00	1-Jan-08	\$ 84.00
Miscellaneous	Manual - Servicing Standards	manual & changes/revisions to manual to be sold at cost		each	\$ 80.00	1-Jan-08	\$ 84.00
Miscellaneous	NSF Fees/Cheque return fees/Rejected Pre-authorized credit card fee			each	\$ 45.00	1-Jun-14	no gst
Miscellaneous	Official Community Plan			each	\$ 20.00	1-Jan-08	\$ 21.00
Miscellaneous	Overstrength oil and grease, B.O.D. and T.S.S. surcharge			per Kg.	\$ 0.20	8-Mar-99	\$ 0.20
Miscellaneous	photocopy	at the discretion of administration		each	\$ 0.25	1-Jan-08	\$ 0.30
Miscellaneous	Pin	City of Whitehorse	reference Pin Policy (City Clerk's)	each	\$ 1.00	1-Jan-08	\$ 1.10
Miscellaneous	Plan Reproduction	fee plus reproduction cost		plus reproduction cost	\$ 25.00	1-Jan-08	\$ 26.30
Miscellaneous	Reprint of documents pertaining taxes and utilities			each	\$ 1.00	29-Jan-07	\$ 41,066.55
Miscellaneous	Service Inspection - Private			each	\$ 200.00	8-Mar-99	\$ 210.00
Miscellaneous	Snow Dump Permit	per truck		per truck	\$ 100.00	1-Jan-08	no gst
Miscellaneous	Studies/Reports	at cost with \$10.00 minimum		each	cost	22-Jun-98	cost + gst
Miscellaneous	Tax Search/Certificate			each	\$ 60.00	23-Feb-09	\$ 63.00
Miscellaneous	3rd Party Rate	(materials & shipping costs = shipping surcharge) X 35% Markup + Wages&Benefits@32%		each		1-Apr-15	Plus GST
Miscellaneous	3rd Party Rate (RCMP)	(materials & shipping costs = shipping surcharge) + Wages&Benefits@32%	reference Surveillance Camera Policy	each		1-Apr-15	Plus GST
Miscellaneous	Unpaid Accounts	All unpaid accounts will be charged interest on the outstanding amounts. Outstanding taxes will be charged under the provisions of the Tax Act		per month	\$ 0.02	1-Jan-11	no gst
Miscellaneous	Use Permit	temporary or seasonal land use		each	\$ 75.00	22-Jun-98	no gst
Miscellaneous	Wood Stove Approval	copy of approval		each	\$ 10.00	22-Jun-98	no gst
Miscellaneous	Zoning Bylaw			each	\$ 75.00	1-Jan-08	no gst
Miscellaneous	Zoning Bylaw	individual copy		each	\$ 10.00	1-Jan-08	no gst
Miscellaneous	Zoning Bylaw	initial subscription service		each	\$ 50.00	1-Jan-08	no gst
Miscellaneous	Zoning Maps			each	\$ 5.00	1-Jan-08	\$ 5.30

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-03	EFFECTIVE DATE	FEE IF GST APPLICABLE
Parks	Deposit, Damage- All booking	fully refundable if all rental conditions met		each	\$ 500.00	1-Jan-15	no gst
Parks	Shipyards Park	Non-Profit Rental - full day	24 Hours	full day	\$ 424.83	1-Jan-22	\$ 446.08
Parks	Shipyards Park	Non-Profit Rental - half day	6 Hours	half day	\$ 212.64	1-Jan-22	\$ 223.27
Parks	Shipyards Park	For Profit Rental - full day	24 Hours	full day	\$ 849.66	1-Jan-22	\$ 892.14
Parks	Shipyards Park	For Profit Rental - half day	6 Hours	half day	\$ 424.83	1-Jan-22	\$ 446.08
Parks	All Parks excluding Shipyards	Profit Rental - full day	24 Hours	full day	\$ 625.98	1-Jan-22	\$ 657.28
Parks	All Parks excluding Shipyards	Profit Rental - half day	6 Hours	half day	\$ 312.97	1-Jan-22	\$ 328.61
Parks	All Parks excluding Shipyards	Profit Rental - Hourly	1 Hour	hourly	\$ 71.84	1-Jan-22	\$ 75.43
Parks	All Parks excluding Shipyards	Non-Profit Rental - full day	24 Hours	half day	\$ 312.97	1-Jan-22	\$ 328.61
Parks	All Parks excluding Shipyards	Non-Profit Rental - half day	6 Hours	full day	\$ 156.51	1-Jan-22	\$ 164.33
Parks	All Parks excluding Shipyards	Non-Profit Rental - Hourly	1 Hour	hourly	\$ 35.91	1-Jan-22	\$ 37.71
Parks	For Profit in Designated Areas ONLY- Hourly	Programmed Activities in Area- Per Hour -no staff		per hour	\$ 26.26	1-Jan-22	\$ 27.57
Parks	Non-Profit Rental -per portion of Shipyards Park Building		per portion, per hour	per hour	\$ 36.07	1-Jan-22	\$ 37.87
Parks	Non-Profit rental -Outdoor Fire Pit Rental	Rental, wood, fire permit & attendant (monitors & extinguishes fire)		per hour	\$ 36.07	1-Jan-22	\$ 37.87
Parks	For Profit Rental -per portion of Shipyards Park Building		per portion, per hour	per hour	\$ 72.14	1-Jan-22	\$ 75.75
Parks	For Profit rental -Outdoor Fire Pit Rental			per hour	\$ 72.14	1-Jan-22	\$ 75.75
Parks	Memorial Bench	Supply and Install		each	\$ 2,559.63	1-Jan-22	\$ 2,687.61
Parks	Memorial Tree	Supply and Install		each	\$ 1,706.41	1-Jan-22	\$ 1,791.73
Parks	Portable Firepits	Portable Firepits		each	\$ 52.02	1-Jan-22	\$ 54.62
Parks	Parks	Bleacher Rentals	Delivery and Pick Up for 2 Bleachers	per two bleachers	\$ 306.00	1-Jan-22	\$ 321.30
Parks	Lift Truck	2 Operators & Truck		Per Hour	\$ 221.76	1-Jan-22	\$ 232.85
Parks	Picnic Tables	Delivery & Pick Up		Per 2 tables	\$ 240.78	1-Jan-22	\$ 252.82
Parks	Rental: 10 x 10 Tent			Each	\$ 305.48	1-Jan-22	\$ 320.75
Parks	Rental: 20 x 20 Tent			Each	\$ 1,197.97	1-Jan-22	\$ 1,257.86
Parks	Outdoor Garbage/Recycling Compost Bins	3 bin unit rental		Per one waste sorting station unit	\$ 250.78	1-Jan-22	\$ 263.32
Parks	Equipment Charge	Water Truck	1 Operator & Truck	Per Hour	\$ 150.13	1-Jan-22	\$ 157.64
Parks	Robert Service Camp Ground	Electrical Fee for Food Concession		Monthly	\$ 155.28	1-Jan-22	\$ 163.05
Parks	Robert Service Camp Ground	Site Rental		Per Day	\$ 26.39	1-Jan-22	\$ 27.71
Parks	Robert Service Camp Ground	Group Site Rental		Per Day	\$ 104.04	1-Jan-22	\$ 109.24
Parks	Robert Service Camp Ground	Firewood		Bundle	\$ 7.93	1-Jan-22	\$ 8.32
Parks	Robert Service Camp Ground	Showers		per 5 Minutes	\$ 158.38	1-Jan-22	\$ 166.30

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2021-20 APPROVED FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Planning & Sustainability	Official Community Plan (OCP)	OCP Amendment Fee	Text or mapping changes to the OCP	each	\$ 2,000.00	1-Jan-20	no gst
Planning & Sustainability	Zoning Amendment	Zoning Bylaw Amendment	Text or mapping changes to the Zoning Bylaw	each	\$ 2,000.00	1-Jan-20	no gst
Planning & Sustainability	Zoning Amendment	Designated municipal historic resource		each	\$ -	27-Jan-03	no gst
Planning & Sustainability	OCP / Zoning Amendment	Combination OCP / Zoning Amendment	Similar text/mapping amendments to the OCP & Zoning Bylaw	each	\$ 3,000.00	1-Jan-20	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2019-28 APPROVED FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Water and Waste Services	Private Fire Hydrant Servicing			each	\$ 170.00	1-Jan-12	no gst
Water and Waste Services	Utility Service Tie-Ins	Regular hours - fee + materials + 35% administration fee		per hour	\$ 225.00	1-Jan-12	no gst
Water and Waste Services	Utility Service Tie-Ins	After hours - fee + materials + 35% administration fee		per hour	\$ 450.00	1-Jan-12	no gst
Water and Waste Services	Sewer	flat rate/month	dwelling: single, multiple, duplex or semi-detached for each unit	month	\$ 17.86	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	flat rate/month - Single family dwelling	dwelling: single, multiple, duplex or semi-detached for each unit	month	\$ 85.85	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 1 suite		month	\$ 128.79	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 2 suites		month	\$ 171.64	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 3 suites		month	\$ 214.56	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 4 suites		month	\$ 343.34	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Duplex Dwelling		month	\$ 171.63	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	metered rate - each additional 1000 gallons over minimum	per 1,000 gallons	1000 gal	\$ 9.62	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	metered rate - based on 8500 gallons	minimum charge	month	\$ 85.85	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	metered rate - minimum based on 38.64 cubic meters		month	\$ 85.85	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	metered rate - each additional 1 cubic meter over minimum		cubic meter	\$ 2.27	1-Jan-20	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee during regular hours		each	\$ 750.00	23-Feb-09	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee after hours and weekends		each	\$ 1,125.00	1-Jan-12	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee - No Shows (Contractor not ready; cancellations require 24 hours notice)		each	\$ 250.00	1-Jan-12	no gst
Water and Waste Services	Sewer & Water	Freeze Protection Testing Fee		each	\$ 250.00	23-Feb-09	no gst
Water and Waste Services	Sewer & Water	install by City: actual cost of installation as determined by the application of third party rates for labour & equipment, plus the full cost of all materials used together with a handling charge of 15%		each	varies	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	service call not specified		each	\$ 100.00	1-Jan-17	no gst
Water and Waste Services	Sewer & Water	Hydrant Meter & Backflow Preventer Rental		weekly	\$ 50.00	1-Jan-17	no gst
Water and Waste Services	Sewer & Water	greasing or removing grease from lines		each	actual	27-Jan-03	no gst
Water and Waste Services	Sewer & Water	permanent disconnection of service at the main plus restoration		each	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	shut off & turn on for benefit of customer (other than initial turn on) after normal business hours		each	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	shut off & turn on for benefit of customer (other than initial turn on) during normal business hours		each	\$ 95.00	1-Jan-17	no gst
Water and Waste Services	Sewer & Water	thawing or clearing private service		each	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	turn on for reinstatement after shut-off for non-payment after normal business hours		each	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	turn on for reinstatement after shut-off for non-payment during normal business hours		each	\$ 80.00	1-Mar-11	no gst
Water and Waste Services	Sewerage Dumping	flat rate for each truck load dumped	annual permit must be purchased	each load	\$ 50.00	1-Jan-12	no gst
Water and Waste Services	Sewerage Dumping	Airport Sewage Dump Station Fee-discharging sewage from aircraft	Monthly Fee	month	\$ 200.00	1-Apr-15	no gst
Water and Waste Services	Sewerage Dumping Discharge Permit		annual fee	per year	\$ 100.00	1-Jan-12	no gst
Water and Waste Services	Water Bulk	Key Deposit		each	\$ 200.00	23-Feb-04	no gst
Water and Waste Services	Water Bulk	coin operated bulk water station	per 1,000 litres	1000 litres	\$ 2.00	1-Jan-11	no gst
Water and Waste Services	Service Cards	prepare and provide accurate service cards for new privately developed services			\$ 250.00	23-Feb-09	no gst
Water and Waste Services	Water meter and remote test, repair, supply, or installation			actual	actual	22-Jun-98	no gst
Water and Waste Services	Water meter reading, special			each	\$ 80.00	1-Jan-12	no gst
Water and Waste Services	Water only	flat rate/month - Single family dwelling, Commercial & Bulk Water-based on 17000 gallons	dwelling, duplex or semi-detached for each unit	month	\$ 67.99	1-Jan-20	no gst
Water and Waste Services	Water only	metered rate/bulk rate - each additional 1000 gallons over minimum	per 1,000 gallons	1000 gal	\$ 8.39	1-Jan-20	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE
Transit	Bus Fares	Adult Pass: Monthly (Age 19-59)	1-month @ \$62	each	\$ 62.00	1-Jan-08	no gst
Transit	Bus Fares	Adult Pass: 3 Months (Age 19-59)	3-months @ \$62; available through the Token Transit App	each	\$ 186.00	1-Jul-22	no gst
Transit	Bus Fares	Adult Pass: 6 Months (Age 19-59)	6-months @ \$61; available through the Token Transit App	each	\$ 366.00	1-Jul-22	no gst
Transit	Bus Fares	Adult Pass: 12 Months (Age 19-59)	12-months @ \$60; available through the Token Transit App	each	\$ 720.00	1-Jul-22	no gst
Transit	Bus Fares	Adult Single-cash - Age 19-59		each	\$ 2.50	1-Jan-08	no gst
Transit	Bus Fares	Adult Ticket (sold in strips of 10) - Age 19-59		each strip	\$ 23.00	1-Jan-08	no gst
Transit	Bus Fares	Day Pass - Age 5 and over		each	\$ 5.00	1-Apr-15	no gst
Transit	Bus Fares	Disabled Handy Bus Pass: Monthly - Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service	1-month @ \$26	each	\$ 26.00	1-Jan-08	no gst
Transit	Bus Fares	Disabled Handy Bus Pass: 3 Months	3-months @ \$26; available through the Token Transit App	each	\$ 78.00	1-Jul-22	no gst
Transit	Bus Fares	Disabled Handy Bus Pass: 6 Months	6-months @ \$25; available through the Token Transit App	each	\$ 150.00	1-Jul-22	no gst
Transit	Bus Fares	Disabled Handy Bus Pass: 12 Months	12-months @ \$24; available through the Token Transit App	each	\$ 288.00	1-Jul-22	no gst
Transit	Bus Fares	Disabled Handy Bus-Cash - Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service		each	\$ 2.50	1-Jan-08	no gst
Transit	Bus Fares	Disabled Handy Bus-Ticket (strip of 10) - Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service		each strip	\$ 10.00	1-Jan-08	no gst
Transit	Bus Fares	Pre-schooler:4 and under accompanied by an adult (2 per adult)	Proof of age may be required	each	free	22-Jun-98	no gst
Transit	Bus Fares	Senior Pass: Monthly (Age 60 and over)	1-month @ \$26	each	\$ 26.00	1-Jan-08	no gst
Transit	Bus Fares	Senior Pass: 3 Months (Age 60+)	3-months @ \$26; available through the Token Transit App	each	\$ 78.00	1-Jul-22	no gst
Transit	Bus Fares	Senior Pass: 6 Months (Age 60+)	6-months @ \$25; available through the Token Transit App	each	\$ 150.00	1-Jul-22	no gst
Transit	Bus Fares	Senior Pass: 12 Months (Age 60+)	12-months @ \$24; available through the Token Transit App	each	\$ 288.00	1-Jul-22	no gst
Transit	Bus Fares	Senior Single-cash - Age 60 and over		each	\$ 2.50	1-Jan-08	no gst
Transit	Bus Fares	Senior Ticket (strips of 10) - Age 60 and over		each strip	\$ 10.00	1-Jan-08	no gst
Transit	Bus Fares	Youth Pass: Monthly (Age 5-18)	1-month @ \$40	each	\$ 40.00	1-Jan-08	no gst
Transit	Bus Fares	Youth Pass: 3 Months (Age 5-18)	3-months @ \$40; available through the Token Transit App	each	\$ 120.00	1-Jul-22	no gst
Transit	Bus Fares	Youth Pass: 6 Months (Age 5-18)	6-months @ \$39; available through the Token Transit App	each	\$ 234.00	1-Jul-22	no gst
Transit	Bus Fares	Youth Pass: 12 Months (Age 5-18)	12-months @ \$38; available through the Token Transit App	each	\$ 456.00	1-Jul-22	no gst
Transit	Bus Fares	Youth Single-cash - Age 5-18		each	\$ 2.50	1-Jan-08	no gst
Transit	Bus Fares	Youth Ticket (sold in strips of 10) - Age 5-18		each strip	\$ 15.00	1-Jan-08	no gst
Transit	Bus Fares	Superpass Monthly - Superpass -ADULT		each	\$ 54.25	1-Jul-18	no gst
Transit	Bus Fares	Superpass Monthly - Superpass -YOUTH		each	\$ 35.00	1-Jan-15	no gst
Transit	Bus Fares	Superpass Monthly - Superpass -SENIOR		each	\$ 22.75	1-Jan-15	no gst
Transit	Bus Fares	Superpass Monthly - Superpass -DISABILITY		each	\$ 22.75	1-Jan-15	no gst
Transit	Group Pass	University Pass: Monthly		each	\$ 62.00	1-Jul-22	no gst
Transit	Group Pass	University Pass: Semester (2-months)	Available through the Token Transit App: Prorated for late start to semester	each	\$ 124.00	1-Jul-22	no gst
Transit	Group Pass	University Pass: Semester (3-months)	Available through the Token Transit App: Prorated for late start to semester	each	\$ 186.00	1-Jul-22	no gst
Transit	Group Pass	University Pass: Semester (4-months)	Available through the Token Transit App: Full semester	each	\$ 248.00	1-Jul-22	no gst
Transit	Group Pass	Education Pass: Monthly		each	\$ 30.00	1-Jul-22	no gst
Transit	Group Pass	Education Pass: Semester (2-months)	Available through the Token Transit App: Prorated for late start to semester	each	\$ 60.00	1-Jul-22	no gst
Transit	Group Pass	Education Pass: Semester (3-months)	Available through the Token Transit App: Prorated for late start to semester	each	\$ 90.00	1-Jul-22	no gst
Transit	Group Pass	Education Pass: Semester (4-months)	Available through the Token Transit App: Prorated for late start to semester	each	\$ 120.00	1-Jul-22	no gst
Transit	Group Pass	Education Pass: Semester (5-months)		each	\$ 150.00	1-Jul-22	no gst
Transit	Group Pass	Employers 5-25 Participants - 0% of employees participating	0% Transit Discount	each	\$ 62.00	1-Jun-12	no gst
Transit	Group Pass	Employers 5-25 Participants - 25% of employees participating	3.75% Transit Discount	each	\$ 59.68	1-Jun-12	no gst
Transit	Group Pass	Employers 5-25 Participants - 50% of employees participating	7.50% Transit Discount	each	\$ 57.35	1-Jun-12	no gst
Transit	Group Pass	Employers 5-25 Participants - 75% of employees participating	11.25% Transit Discount	each	\$ 55.03	1-Jun-12	no gst
Transit	Group Pass	Employers 5-25 Participants - 100% of employees participating	15.0% Transit Discount	each	\$ 52.70	1-Jun-12	no gst
Transit	Group Pass	Employers 26-50 Participants - 0% of employees participating	0% Transit Discount	each	\$ 62.00	1-Jun-12	no gst
Transit	Group Pass	Employers 26-50 Participants - 25% of employees participating	5% Transit Discount	each	\$ 58.90	1-Jun-12	no gst
Transit	Group Pass	Employers 26-50 Participants - 50% of employees participating	10% Transit Discount	each	\$ 55.80	1-Jun-12	no gst
Transit	Group Pass	Employers 26-50 Participants - 75% of employees participating	15% Transit Discount	each	\$ 52.70	1-Jun-12	no gst
Transit	Group Pass	Employers 26-50 Participants - 100% of employees participating	20% Transit Discount	each	\$ 49.60	1-Jun-12	no gst
Transit	Group Pass	Employers over 50 Participants - 0% of employees participating	0% Transit Discount	each	\$ 62.00	1-Jun-12	no gst
Transit	Group Pass	Employers over 50 Participants - 25% of employees participating	6.25% Transit Discount	each	\$ 58.13	1-Jun-12	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE
Transit	Group Pass	Employers over 50 Participants - 50% of employees participating	12.50% Transit Discount	each	\$ 54.25	1-Jun-12	no gst
Transit	Group Pass	Employers over 50 Participants - 75% of employees participating	18.75% Transit Discount	each	\$ 50.38	1-Jun-12	no gst
Transit	Group Pass	Employers over 50 Participants - 100% of employees participating	25% Transit Discount	each	\$ 46.50	1-Jun-12	no gst
Transit	Group Pass	Youth - Employers 5-25 Participants - 0% of employees participating	0% Transit Discount	each	\$ 40.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 5-25 Participants - 25% of employees participating	3.75% Transit Discount	each	\$ 38.50	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 5-25 Participants - 50% of employees participating	7.50% Transit Discount	each	\$ 37.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 5-25 Participants - 75% of employees participating	11.25% Transit Discount	each	\$ 35.50	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 5-25 Participants - 100% of employees participating	15.0% Transit Discount	each	\$ 34.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 26-50 Participants - 0% of employees participating	0% Transit Discount	each	\$ 40.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 26-50 Participants - 25% of employees participating	5% Transit Discount	each	\$ 38.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 26-50 Participants - 50% of employees participating	10% Transit Discount	each	\$ 37.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 26-50 Participants - 75% of employees participating	15% Transit Discount	each	\$ 34.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers 26-50 Participants - 100% of employees participating	20% Transit Discount	each	\$ 32.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers over 50 Participants - 0% of employees participating	0% Transit Discount	each	\$ 40.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers over 50 Participants - 25% of employees participating	6.25% Transit Discount	each	\$ 37.50	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers over 50 Participants - 50% of employees participating	12.50% Transit Discount	each	\$ 35.00	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers over 50 Participants - 75% of employees participating	18.75% Transit Discount	each	\$ 32.50	1-Jul-13	no gst
Transit	Group Pass	Youth - Employers over 50 Participants - 100% of employees participating	25% Transit Discount	each	\$ 30.00	1-Jul-13	no gst
Transit	Advertising	Bench Back - 4 weeks	21"x69" ad panel	each	\$ 90.00	1-Jul-22	\$ 94.50
Transit	Advertising	Bench Back - 52 weeks (@ 44 weeks cost)	21"x69" ad panel	each	\$ 990.00	1-Jul-22	\$ 1,039.50
Transit	Advertising	Exterior King panels, side of bus - 4 weeks	139"x30" ad panel	each	\$ 300.00	1-Jul-22	\$ 315.00
Transit	Advertising	Exterior King panels, side of bus - 52 weeks (@ 44 weeks cost)	139"x30" ad panel	each	\$ 3,300.00	1-Jul-22	\$ 3,465.00
Transit	Advertising	Exterior Tail panels, back of bus - 4 weeks	69.75" x 21" ad panel	each	\$ 300.00	1-Jul-22	\$ 315.00
Transit	Advertising	Exterior Tail panels, back of bus - 52 weeks (@ 44 weeks cost)	69.75" x 21" ad panel	each	\$ 3,300.00	1-Jul-22	\$ 3,465.00
Transit	Advertising	Interior panel - 4 weeks	11"x21" ad panel	each	\$ 35.00	1-Jul-22	\$ 36.80
Transit	Advertising	Interior panel - 52 weeks (@ 44 weeks cost)	11"x21" ad panel	each	\$ 385.00	1-Jul-22	\$ 404.30
Transit	Advertising	Shelters - 4 weeks	47 1/4" x 68 1/2" ad panel	each	\$ 420.00	1-Jul-22	\$ 441.00
Transit	Advertising	Shelters - 52 weeks (@ 44 weeks cost)	47 1/4" x 68 1/2" ad panel	each	\$ 4,620.00	1-Jul-22	\$ 4,851.00
Transit	Advertising	Vinyl application bus wrap: Full Bus Wrap (1st Year) - 52 weeks	Full Bus Wrap, fewer areas required clear for safety	each	\$ 8,500.00	1-Jul-22	\$ 8,925.00
Transit	Advertising	Vinyl application bus wrap: Full Bus Wrap (1st Year) - 52 weeks, Late cancellation, non-renewal, monthly fee (10%)	Full Bus Wrap, fewer areas required clear for safety	each	\$ 850.00	1-Jul-22	\$ 892.50
Transit	Advertising	Vinyl application bus wrap: Full Bus Wrap (Renewal) - 52 weeks late cancellation, non-renewal, monthly fee (10%)	Full Bus Wrap, fewer areas required clear for safety	each	\$ 6,000.00	1-Jul-22	\$ 6,300.00
Transit	Advertising	Vinyl application bus wrap: Full Bus Wrap (Renewal) - 52 weeks	Full Bus Wrap, fewer areas required clear for safety	each	\$ 600.00	1-Jul-22	\$ 630.00
Transit	Advertising	Vinyl application bus wrap: One half of the Bus - 52 weeks	One side of the bus fewer areas required clear for safety	each	\$ 5,100.00	1-Jul-22	\$ 5,355.00
Transit	Advertising	Vinyl application bus wrap: One half of the bus, Late cancellation, non-renewal, monthly fee (10%)	One side of the bus fewer areas required clear for safety	each	\$ 510.00	1-Jul-22	\$ 535.50
Transit	Advertising	Vinyl application bus wrap: One third of the bus - 52 weeks	Top Runner, One Panel or Lower portion	each	\$ 3,400.00	1-Jul-22	\$ 3,570.00
Transit	Advertising	Vinyl application bus wrap: One third of the bus, Late cancellation, non-renewal, monthly fee (10%)	Top Runner, One Panel or Lower portion	each	\$ 340.00	1-Jul-22	\$ 357.00

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-03 CURRENT FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2022-19 AUGUST FEE	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE 2
Waste	Curbside Collection	Eligible premises		unit/month	\$ 13.42	1-Jan-22	no gst	\$ 13.42	1-Jan-22	no gst
Waste	Curbside Collection	Eligible premises - 2 Carts at current eligible premises rate + \$2.00 admin fee		unit/month	\$ 28.96	1-Jan-22	no gst	\$ 28.96	1-Jan-22	no gst
Waste	Organics Collection	Commercial Organics Producers - Weekly Collection & includes 1 Cart		per site/ month	\$ 35.00	1-Jan-19	no gst	\$ 35.00	1-Jan-19	no gst
Waste	Organics Collection	Commercial Organics Producers - Weekly Collection - Additional Cart		per site/ month	\$ 30.00	1-Jan-19	no gst	\$ 30.00	1-Jan-19	no gst
Waste	Organics Collection	Commercial Organics Producers - LARGE VOLUME -2 yard bin weekly collection		per site/ month	\$ 250.00	1-Jan-19	no gst	\$ 250.00	1-Jan-19	no gst
Waste	Organics Collection	Commercial Organics Producers - LARGE VOLUME -3 yard bin weekly collection		per site/ month	\$ 280.00	1-Jan-19	no gst	\$ 280.00	1-Jan-19	no gst
Waste	Organics Collection	Hold in Service - Bin Removal and Replacement		each	\$ 300.00	1-Jul-18	no gst	\$ 300.00	1-Jul-18	no gst
Waste	Organics Collection	Hold in Service - Cart Removal and Replacement		each	\$ 200.00	1-Jul-18	no gst	\$ 200.00	1-Jul-18	no gst
Waste	Organics Collection	Hold in Service - Freeze and Reactivate Billing		per site	\$ 50.00	1-Jul-18	no gst	\$ 50.00	1-Jul-18	no gst
Waste	Compostable Waste	Organic material- to be weighed; loose or in approved compostable bags	Organic waste per Schedule "B" of Waste Management Bylaw	per tonne	\$ 52.00	1-Jan-22	no gst	\$ 52.00	1-Jan-22	no gst
Waste	Compostable Waste	Organic material - small load (Max 2m x2.5m x0.6m or 6'x8'x2')	Organic waste per Schedule "B" of Waste Management Bylaw	per load	\$ 5.00	1-Jan-14	no gst	\$ 5.00	1-Jan-14	no gst
Waste	Compostable Waste	Organic material - up to 3 compostable bags not more than 20kg each	Organic waste per Schedule "B" of Waste Management Bylaw	up to 3 bags	\$ 3.00	1-Jan-14	no gst	\$ 3.00	1-Jan-14	no gst
Waste	Compostable Waste	Woodchips & Sawdust	Clean woodchips and sawdust (no gravel)	per tonne	\$ -	1-Jun-15	no gst	\$ -	1-Jun-15	no gst
Waste	Recyclable Waste	Recyclable Waste	Per Schedule "C" of Waste Management Bylaw	no charge	\$ -	11-Jul-00	no gst	\$ -	11-Jul-00	no gst
Waste	Controlled Waste	minimum weighed load fee		each	\$ 35.00	1-May-13	no gst	\$ 35.00	1-May-13	no gst
Waste	Controlled Waste	Animal carcasses-small	Cats, dogs, other household pets	each	\$ 7.00	1-May-13	no gst	\$ 7.00	1-May-13	no gst
Waste	Controlled Waste	Animal carcasses-large	pigs, horses, bears, deer, moose, hides, road kills	each	\$ 25.00	1-Jan-17	no gst	\$ 25.00	1-Jan-17	no gst
Waste	Controlled Waste	Asbestos Load: In-addition to materials containing asbestos charge	Asbestos - pipe, shingles, insulation, drywall	per load	\$ 160.00	1-May-13	no gst	\$ 160.00	1-May-13	no gst
Waste	Controlled Waste	Materials containing asbestos	Materials containing asbestos from within City boundaries	per tonne	\$ 200.00	1-Jan-22	no gst	\$ 200.00	1-Jan-22	no gst
Waste	Controlled Waste	Materials containing asbestos from outside City boundaries		per tonne	\$ 300.00	1-Jan-22	no gst	\$ 350.00	1-Aug-22	no gst
Waste	Controlled Waste	Bulky items	Couches,-Recliners;-wooden furniture, wooden fences, etc.	Per Item	\$ 10.00	1-Oct-19	no gst	\$ 10.00	1-Oct-19	no gst
Waste	Controlled Waste	Boxsprings, mattresses		Per Item	\$ 15.00	1-May-13	no gst	\$ 15.00	1-May-13	no gst
Waste	Controlled Waste	Clean wood & Brushing	Sorted, untreated, uncontaminated brush or dimensional lumber per Schedule "D" of Waste Management Bylaw	per tonne	\$ 50.00	1-Jan-19	no gst	\$ 52.00	1-Aug-22	no gst
Waste	Controlled Waste	C&D and wood - small load (Max 2m x2.5m x0.6m or 6'x8'x2')	Sorted construction & demolition waste; grubbing; and clean per Schedule "D" of Waste Management Bylaw	Per Load	\$ 10.00	14-Apr-20	no gst	\$ 10.00	14-Apr-20	no gst
Waste	Controlled Waste	C&D and wood - medium load (Max 2m x2.5m x1.2m or 6'x8'x4')	Sorted construction & demolition waste; grubbing; and clean per Schedule "D" of Waste Management Bylaw	Per Load	\$ 20.00	14-Apr-20	no gst	\$ 25.00	1-Aug-22	no gst
Waste	Controlled Waste	C&D Sorted large load - to be weighed	Sorted construction & demolition waste; grubbing; and clean per Schedule "D" of Waste Management Bylaw	per tonne	\$ 116.03	1-Jan-22	no gst	\$ 116.03	1-Jan-22	no gst
Waste	Controlled Waste	Clean Fill	Soil with analytical test results showing acceptable contamination levels	each	\$ -	30-May-12	no gst	\$ -	30-May-12	no gst
Waste	Controlled Waste	Designated municipal historic resource		each	\$ -	28-Jun-99	no gst	\$ -	28-Jun-99	no gst
Waste	Controlled Waste	Scrap Metal- (small load)	Clean scarp metal as per Schedule "D" of Waste Management Bylaw	per load	\$ 35.00	1-Jan-17	no gst	\$ 35.00	1-Jan-17	no gst
Waste	Controlled Waste	Scrap Metal to be weighed	Clean scarp metal as per Schedule "D" of Waste Management Bylaw	per tonne	\$ 116.03	1-Jan-22	no gst	\$ 116.03	1-Jan-22	no gst
Waste	Controlled Waste	White goods	Dishwashers, stoves, washing machines & clothes dryers and refrigerators, freezers and air conditioners with certification that refrigerant removed	each	\$ 15.00	1-May-13	no gst	\$ 15.00	1-May-13	no gst
Waste	Controlled Waste	White goods (containing refrigerant)	Refrigerators, freezers and air conditioners without certification of refrigerant removed	each	\$ 40.00	1-May-13	no gst	\$ 40.00	1-May-13	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-03 CURRENT FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2022-19 AUGUST FEE	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE 2
Waste	Controlled Waste	Tires - off rim with an inner diameter greater than 99.06 cm (39 inches)	Tires on rims not accepted	each	\$ 250.00	1-Oct-18	no gst	\$ 250.00	1-Oct-18	no gst
Waste	Residual Waste	Residual waste-up to 5 regular size garbage bags (maximum 90 L or 76cm x 83 cm)	Residual waste containing no construction & demolition waste, clean wood, organics, grubbing, or other controlled waste.	up to 5 bags	\$ 5.00	1-May-13	no gst	\$ 5.00	1-May-13	no gst
Waste	Residual Waste	Small load (Max 2mX2.5mX.6m or 6'X8'X2')	Residual waste containing no construction & demolition waste, clean wood, organics, grubbing, or other controlled waste	Per Load	\$ 10.00	1-May-13	no gst	\$ 10.00	1-May-13	no gst
Waste	Residual Waste	Medium load (Max 2mX2.5mX1.2m or 6'X8'X4')	Residual waste containing no construction & demolition waste, clean wood, organics, grubbing, or other controlled waste.	Per Load	\$ 20.00	1-May-13	no gst	\$ 20.00	1-May-13	no gst
Waste	Residual Waste	Sorted large load - to be weighed	Residual waste containing no construction & demolition waste, clean wood, grubbing or metals or other controlled waste	per tonne	\$ 116.03	1-Jan-22	no gst	\$ 116.03	1-Jan-22	no gst
Waste	Residual Waste	Sorted waste from outside city boundaries	Only accepted from communities identified on the periphery circuit list as per MOA	per tonne	\$ 300.00	1-Jan-22	no gst	\$ 300.00	1-Jan-22	no gst
Waste	Residual Waste	Volume equivalent for properly sorted residual or C&D waste	Residual waste containing no construction & demolition waste, clean wood, organics, grubbing, or other controlled waste.	cubic metre	\$ 16.00	14-Apr-20	no gst	\$ 16.00	14-Apr-20	no gst
Waste	Mixed Waste	C&D unsorted large load - to be weighed	Construction and demolition waste containing residual waste, or other controlled waste	per tonne	\$ 300.00	1-Jan-22	no gst	\$ 300.00	1-Jan-22	no gst
Waste	Mixed Waste	Soil mixed with other controlled waste		per tonne	\$ 275.00	1-Jan-19	no gst	\$ 300.00	1-Aug-22	no gst
Waste	Mixed Waste	Un-sorted large load - to be weighed	Residual waste containing construction & demolition waste, other controlled waste	per tonne	\$ 275.00	1-Jan-19	no gst	\$ 300.00	1-Aug-22	no gst
Waste	Mixed waste	Un-sorted waste from outside city boundaries	Only accepted from communities identified on the periphery circuit list as per MOA - residual waste mixed with other waste	per tonne	\$ 450.00	1-Jan-21	no gst	\$ 450.00	1-Jan-21	no gst
Waste	Mixed waste	Volume equivalent for contaminated residual or C&D waste		cubic metre	\$ 50.00	14-Apr-20	no gst	\$ 50.00	14-Apr-20	no gst
Waste	Mixed waste	Unsorted item fee- load contains white goods, electronic waste, hazardous waste or tires		each	\$ 50.00	1-Apr-18	no gst	\$ 50.00	1-Apr-18	no gst
Waste	Other	clean-up of waste not disposed of properly or spilled on street or lane		each	actual	22-Jun-98	no gst	actual	22-Jun-98	no gst
Waste	Other	Load inspection fee		per inspection	\$ 100.00	1-Jan-10	no gst	\$ 100.00	1-Jan-10	no gst
Waste	Other	removal of condemned waste receptacle		each	actual	28-Jun-99	no gst	actual	28-Jun-99	no gst
Waste	Other	removal of waste receptacle on street other than collection day		each	actual	28-Jun-99	no gst	actual	28-Jun-99	no gst
Waste	Other	testing weigh scale for accuracy		each	actual	28-Jun-99	no gst	actual	28-Jun-99	no gst
Waste	Other	Uncovered Load		each	\$ 250.00	23-Feb-09	no gst	\$ 250.00	23-Feb-09	no gst
Waste	Permit	Permit to Collect Waste		each	\$ -	30-May-12	no gst	\$ -	30-May-12	no gst
Waste	Permit	Permit to Dispose Waste		each	\$ -	30-May-12	no gst	\$ -	30-May-12	no gst
Waste	Permit	Permit to Transport Waste		each	\$ -	30-May-12	no gst	\$ -	30-May-12	no gst
Waste	Compost Sale	1-9 cubic yard bulk blended sand/compost		0.765m3 (1 yard)	\$ 45.00	1-Jul-15	no gst	\$ 45.00	1-Jul-15	no gst
Waste	Compost Sale	10+ cubic yard bulk blended sand/compost		0.765m3 (1 yard)	\$ 30.00	1-Jan-17	no gst	\$ 30.00	1-Jan-17	no gst
Waste	Compost Sale	1-9 cubic yard bulk compost		0.765m3 (1 yard)	\$ 45.00	1-Jul-15	no gst	\$ 45.00	1-Jul-15	no gst
Waste	Compost Sale	10 + cubic yard bulk compost		0.765m3 (1 yard)	\$ 30.00	1-Jan-17	no gst	\$ 30.00	1-Jan-17	no gst
Waste	Compost Sale	Bagged Compost		Per load	\$ 5.00	1-Jan-15	no gst	\$ 5.00	1-Jan-15	no gst

Attachment E6: City of Iqaluit Fees Water Facts

CHANGES IN WATER DELIVERY – FAQs

Q1 – Why did the City of Iqaluit decide to change the water delivery schedule?

A1 - The City administration was tasked by City Council to reduce the over all deficit facing the City. Within Public Works, all accounts were analyzed for inefficiencies, overspending and areas where cost savings could be realized. The Water & Sewer Fund (which pays for both piped services and trucked services) was noted to be running an average deficit of about \$1M per year for the past five years.

The majority of this deficit was determined to be directly attributable to the cost of delivering trucked services. It was therefore brought forward to council that changes to the way this fund was being managed would result in cost savings. Administration made the change accordingly and informed Council of their intentions as per standard operating procedure.

Q2 – What was the reason behind the decision?

A2 – While this decision was not made lightly, there were two strong reasons that made it clear. Those reasons are cost and maintenance.

First, our water trucks are in need of repair. The current level of deficit at the City means it is not feasible to purchase new equipment at this time. Instead, the City will focus on preventative maintenance on the current fleet. While reducing one day delivery may cause some discomfort, the alternative effects of the fleet breaking down would be worse and more costly to manage and mitigate.

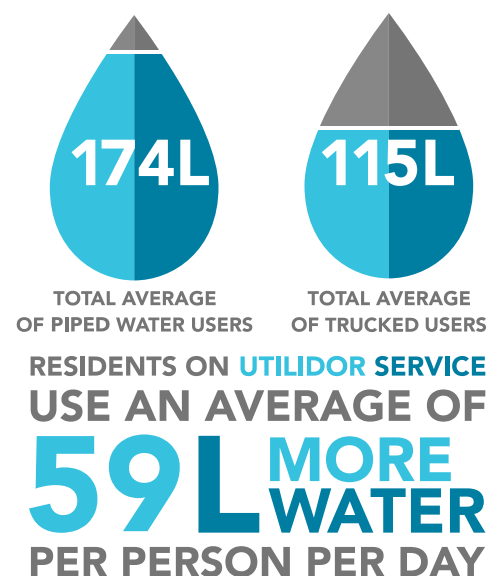
The second reason is directly related to costs. Water delivery, for both piped services and trucked services, is funded out of the City's Water & Sewer Fund. This fund has averaged about a \$1M deficit for the past five years. The majority of that deficit is directly attributable to trucked water and sewer service delivery. The cost overruns are the result of excessive and preventable breakdown repairs, and inefficient allocation of labour.

Ultimately, eliminating a day from the delivery schedule allows for much-needed maintenance of vehicles and reduces the labour demand to deliver the same amount of water.

Before making this decision we considered many factors including the average water usage of trucked water services. Historically, trucked water users consume on average, 115L per person per day. The average tank size is 2000L. A household of five should realistically be able to function on normal usage without delivery for two to three days. Iqaluit still will get service six days a week, more than any other Nunavut community.

Q3 – Why were water users not consulted previously?

A3 – The CAO provided regular updates to City Council as part of normal operating procedure. The discussions on this issue and the decision-making process has been happening since April 2015. Proper protocol and procedures have been followed – it is not typical that the public would be consulted on such a routine, operational, budget decision.



IQALUIT WATER FACTS

Q4 – Is this a trial period or is there any flexibility with this decision?

A4 - There is flexibility with the schedule and with the method/mechanics of delivering water to some extent. There is no flexibility with respect to removing a day per week from delivery. This is required for maintenance and cost reduction.

Q5 – I’ve heard that home-based businesses will also be charged commercial rates. Is this true?

A5 - Home-based businesses have always been charged at commercial rates in the case of homes that are operated as businesses. Its important to note that there is a distinction to be made between operating a business from a home, such as a home office to a business that brings clients into the home to use the home’s facilities like salons or daycares.

There are some home-based businesses in the second category that because administrative oversights have not been charged at the correct rate. It is our intention to address this with them in the coming year.

Q6 – Why aren’t people on utilidor being asked to reduce their service?

A6 – Obviously, we encourage smart water use regardless of how water comes into someone’s house. That said, trucked services accounts for approximately 11% of the demand for water and sewer services, yet uses approximately 40% of the Water & Sewer Fund. Both residents served via truck and residents served via utilidor pay the same rates. The effect is that those residents on Utilidor have been subsidizing heavily those residents on trucked water.

Q7 - Will there be any consideration being given to elders or those on income support to help them with this change?

A7 - In many of these examples, those residents on income support reside in NHC units. It is the NHC that is the client to the City in these cases; as such, the City would deal directly with NHC for those units.

In the case of those who own their homes, the responsibility to manage water within the home is up to the resident. Of the 472 units affected by this change, 47 are Public Housing Units.



40% OF THE \$8.2 MILLION WATER & SEWAGE BUDGET IS DEDICATED TO TRUCKED SERVICE



TRUCKED SERVICE ACCOUNTS FOR ONLY 11% OF TOTAL IQALUIT WATER USAGE



IQALUIT WATER FACTS

Q8 – Will the city help me pay to get an increased water tank that I will might need?

A8 – There are funding programs available for upgrades to homes, including water tanks from NHC that homeowners may be eligible for. It is the homeowner's responsibility to explore their options.

Based on historical water delivery records of fill amounts, most homes will be unaffected by this change and have an adequate tank size.

Q9 – Please explain why the overflow system is being used to indicate fill levels.

A9 – Since announcing the change in delivery services, and prior to the commencement of it, the City became aware through feedback from residents that there are currently a variety of ways that people have their floats set in their tanks. As a result, we have changed our approach.

Some homeowners set their overflow to indicate when the tank is full, others have them set to indicate that their tank is nearing empty, others have them set so that water does not enter the overflow pipe and some have no indicator light at all. This has lead to situations where many tanks were filled frequently with small amounts of water, despite having adequate capacity to last several days.

The purpose of filling to overflow was to ensure that customers received a full tank each time their tanks were filled, thereby allowing them to have maximum reserve capacity. For many houses, this is not an issue, since their indicator lights are set to indicate a full tank and filling to overflow is not necessary. Although the operations staff are aware of the houses where this is the case and continue to refer to the fill light to fill the tanks at these locations, they have been instructed to follow this procedure (i.e. referring to the indicator light) for every home until such time as more information can be provided to homeowners regarding float settings.

In the near future we will be working with homeowners to communicate on proper use of the overflow and their responsibility as homeowners for tank maintenance.

Q10 – How can I conserve water on the day I will not have delivery?

A10 – As always residents can reduce water by taking shorter showers, avoiding taking baths, minimizing loads of laundry and dishes.

Q11 – What if I run out of water?

A11 – Call outs are still available at the usual rate of \$250, however since implementing this change in early August there have been an average of two call out requests on Wednesdays.

575L PER DAY

FOR A FAMILY OF 5

**A STANDARD 2000L
TANK NEEDS TO BE
REFILLED EVERY
3 DAYS** WITH
NORMAL USE

IQALUIT WATER FACTS

Q12 – Since the change, I have seen the trucks on the road longer on Tuesdays and Thursdays and they’ve delivered on Statutory Holidays. Isn’t this costing more in wages and labour?

A12 – No, this is not costing more in wages. In fact it will remain more expensive to continue operating how we have been than to pay the overtime on statutory holidays. We reviewed many possibilities before making this decision.

The average cost of overtime due to water truck breakdowns is \$95,000. The average cost to deliver during the 12 statutory holidays we will now service is \$25,000.

Further, by reducing service on Wednesdays, the City will reduce its labour costs by at least \$156,500 annually, and be able to perform the maintenance needed on our fleet to further reduce costs.

There was a period in early August when due to repairs, we were down to two water trucks. This meant longer work days were required to service each home.

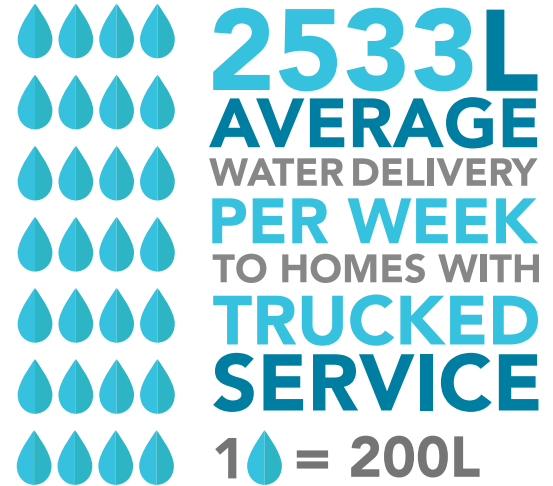
However since we’ve resumed normal operations without water service on Wednesdays, we are not averaging any longer days or overtime.

Q13 – Have there been any job losses as a result of reducing delivery days?

A13 – No. In some cases there were casual employees whose terms ended and instead of hiring them as a full time employee, we chose to staff to service level needs, which meant they remained casual part time.

Q14 – Doesn’t the CTV Act prevent you from making changes without consultation?

A14 – No. This is a strictly operational decision and within the authority of the City administration to make. It was done so in consultation with City Council.



IQALUIT WATER FACTS

Q15 – How much will the City save in this move?

A15 - The Water and Sewer budget has been operating at a loss of \$1M per year for the past five years. This is what caused administration to look at areas of cost savings. Two issues were revealed when we looked at the Departments. The first being the City is at risk of increasing operating costs by not performing routine maintenance on the fleet of water trucks. This is not only a financial risk, but one to the quality of services the City offers. Currently, breakdowns of just the water trucks costs the City \$48,000 in overtime and \$95,000 in repairs. By performing routine maintenance of the fleet on Wednesdays, we are aiming to reduce this.

The second area noted for improvement is in service delivery. By reducing service one day a week, a cost savings of at least \$156,500 in labour costs alone will be realized. It is expected that the savings will be higher as preventative maintenance is completed.

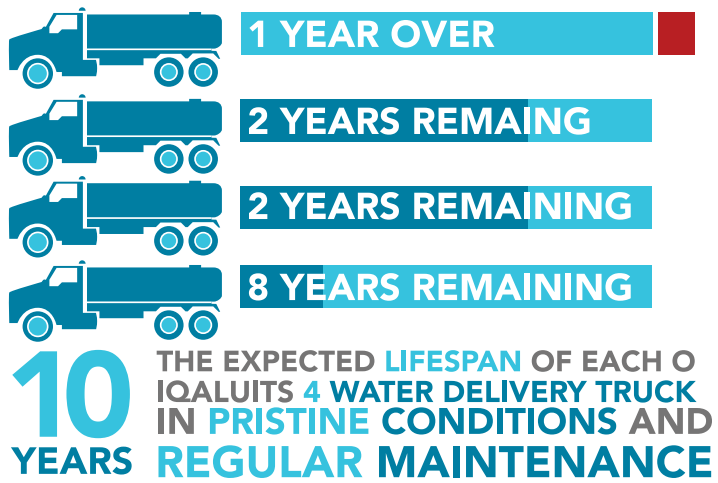
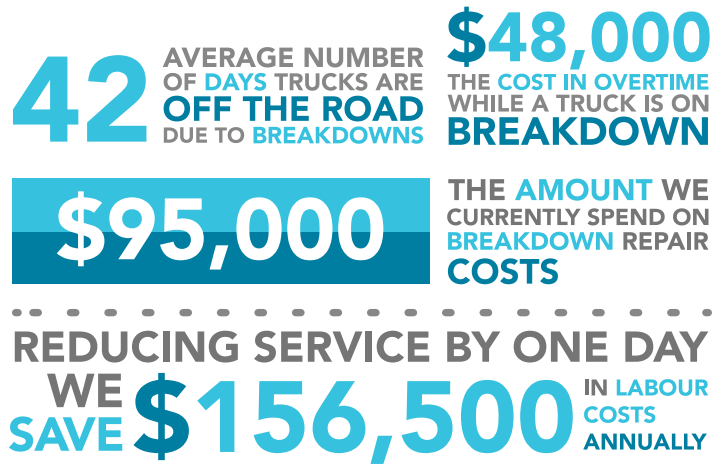
We recognize the need to reduce costs and thank Iqalummiut for their understanding that in order to reduce costs we must all work together.

Q16 – Is there a restriction on the size of tank I can have in my house?

A16 – No, we do not restrict the tank sizes in people’s houses. The General Plan does state that new developments in trucked service areas with daily water usage higher than 2000L. This does not dictate tank size.

Q17 – Who can I contact to discuss my concerns?

A17 – The Department of Public Works can be reached at 979-5630.



Attachment E7:
City of Iqaluit Fees and Charges
Bylaw No.908

THE CORPORATION OF THE CITY OF IQALUIT

BY-LAW No. 908

CONSOLIDATED FEES AND CHARGES BY-LAW AMENDMENT

A BY-LAW of the City of Iqaluit to amend Consolidated Fees and Charges By-law No. 907;

WHEREAS the *Cities, Towns and Villages Act* RSNWT (Nu) 1988, c. C-8, allows the Council for the City of Iqaluit (“Council”) to establish, by by-law, fees and/or other charges for Services;

WHEREAS pursuant to the *Cities, Towns, and Villages Act*, R.S.N.W.T. 1988, c. C-8, section 65, a Council may, by by-law, amend or repeal a by-law;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT, in regular sessions duly assembled, enacts as follows:

1. Schedule A of By-law 907 shall be replaced by Schedule A of this By-law.
2. That By-law No. 907 is hereby repealed.

THIS BY-LAW READ a First Time this 9th day of March, 2021.



Kenny Bell

Mayor



Amy Elgersma

Chief Administrative Officer

THIS BY-LAW READ a Second Time this 9th day of March, 2021.

Kenny Bell

Mayor

Amy Elgersma

Chief Administrative Officer

THIS BY-LAW READ a Third Time this 9th day of March, 2021.



Kenny Bell

Mayor

Amy Elgersma

Chief Administrative Officer

CITY OF IQALUIT
SCHEDULE "A"
CONSOLIDATED FEES AND CHARGES BY-LAW AMENDMENT No. 908

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
DEPARTMENT OF PUBLIC WORKS	
Municipal Services – Deposit	\$ 175.00
Municipal Services – Application	\$ 35.00
Municipal Services – Call-out	\$ 250.00
Meter Installation – 1 inch	\$ at cost
Meter Installation – 1.5 inch	\$ at cost
Meter Installation – larger than 1.5 inch	Developer Expense
Meter Reading	\$ 50.00
Meter Test	\$ 185.00
Water/Sewer Connection	\$ 50.00
Utility Cut	\$ 110.00
Road Closure Permit	\$ 50.00
Residential Water Rate (per Litre)	\$ 0.02
Residential Water Subsidy Rate (per Litre) January 1, 2019	\$ -.010
Residential Water Subsidy Rate (per Litre) July 31, 2019	\$ -.008
Residential Water Subsidy Rate (Per Litre) January 1, 2020	\$ -.006
Residential Water Subsidy Rate (Per Litre) July 31, 2020	\$ -.004
Residential Water Subsidy Rate (Per Litre) January 1, 2021	\$ -.002
Residential Water Subsidy Rate (Per Litre) July 31, 2021	\$ 0.00
Commercial/Weekend Water Rate (per Litre)	\$ 0.02
Government Water Rate (per Litre)	\$ 0.02

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
After Hours Call Out Service (Holidays, Weekends, Evenings & Nights)	
Per call : Residential Call Out Fee - WATER	\$350.00
Per call : Residential Call Out Fee SEWAGE	\$350.00
Per call : Commercial or Government Call Out Fee - WATER	\$450.00
Per call : Commercial or Government Call Out Fee - SEWAGE	\$450.00
Sanitation Rates	
Residential Monthly Garbage Pick-up	\$ 52.31
Commercial Garbage Pick-up (3-5 times per week) per unit	\$ 523.15
Commercial Garbage Pick-up (1-2 times per week) per unit	\$ 348.77
Government Garbage Pick-up (3-5 times per week) per unit	\$ 532.15
Government Garbage Pick-up (1-2 times per week) per unit	\$ 348.77
Unscheduled Garbage Pick-up (each pick-up)	\$ 897.33
Tipping Fees	
Car/Truck Body Disposal	\$ 500
Snowmobile Disposal	\$ 200
Large Appliance Disposal (per item)	\$ 100
Refrigerator/Freezer/ACU Disposal (per item)	\$ 125
Bulk Items (larger than truck body disposal (per m ³))	\$ 150
Mixed Waste (un-segregated)	Not Accepted
Electronic-Waste (per unit)	\$ 40
Automotive Battery Disposal (each)	\$ 27.00
Oil Tank Disposal (each)	\$ 200
Tire Disposal (each)	\$ 70.00
Segregated Salvageable Wood Disposal (per m ³)	\$ 10
Construction Debris Disposal (per m ³)	\$ 100

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
DEPARTMENT OF EMERGENCY AND PROTECTIVE SERVICES	
MEDEVAC to and from: Airport/Home/Nursing/Other Area to Hospital	\$ 900.00 per patient per call
Emergency Medical Transport	\$ 900.00 per patient per call
Ambulance Standby (Unit M1, M2 & M3)	\$ 200.00 per hour
Department personnel (Other)	\$ 60.00 per hour
Department personnel Lieutenant	\$ 70.00 per hour
Department personnel Captain	\$ 80.00 per hour
Department personnel Deputy Chief	\$ 100.00 per hour
Department personnel Chief	\$ 125.00 per hour
Residential Alarm Monitoring (Single family use) Paid by owner/occupant (First Type of Monitoring)	\$ 30.00 per month
Residential Alarm Monitoring (Single family use) Paid by owner/occupant (Each Additional Type of Alarm Added)	\$ 10.00 per month
Commercial Alarm Monitoring (First Type of Monitoring)	\$ 60.00 per month
Commercial Alarm Monitoring (Each Additional Type of Monitoring)	\$ 20.00 per month
Alarm Monitoring - Elevator Emergency Telephone	\$ 125.00 per month
Commercial Call Receiving and Dispatch Services	\$ 60.00
Voice Pager-Pager buyout (per unit)	\$ 700.00
Voice Pager Paging Service (per unit)	\$ 5.00
Portable Radio Rental (per unit)	\$ 100.00
Standby Fee	\$ 500.00 per day 300.00 per half day plus manpower per unit
File Search (fire inspections, reports and investigations; non-mandated)	\$ 75.00 per search per file

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
	5.00 per copy
Occupancy Load Permits by request	\$ 75.00 per certificate
Fire Inspections by request	\$ 100.00 per hour
Re-inspections with outstanding code violations with written orders	\$ 100.00 per visit
Undue number of false alarms	Written notice (six month time frame)
False Fire Alarm Response	\$ 100.00
False Fire Alarm Response (Second)	\$ 200.00
False Fire Alarm Response (Third & Subsequent False Alarms)	\$ 500.00
Fire Engine Truck	\$ 500.00 per hour
Aerial Ladder Truck	\$ 700.00 per hour
Fire Engine (503)	\$ 300.00 per hour
Passenger Vehicle Standby (4x4)	\$ 75.00 per hour
Utility Vehicle Standby (UTV)	\$ 100.00
Small Motorized Equipment	\$ 180.00
Non-Motorized Equipment & Supplies	\$ 50.00
Perishable Supplies (actual replacement costs x 3)	
Training Centre Rental (includes facilities, outdoor and indoor props and pumps)	\$ 500.00 per day
Fire Apparatus rental for training (503)	\$ 400.00 per day plus expenses
Air refills (breathing air)	\$ 15.00 per cylinder 40.00 per cascade cylinder
Training Ground rental (outside only)	\$ 250.00 per day plus consumables
Training Centre Clean up (if required)	\$ 500.00 per day plus manpower
SCBA Rental	\$ 50.00 per day per unit plus refill rates

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Residential Firefighting (Single & Semi-Detached Buildings)	\$ flat rate of 2,500.00/2hrs or less
Motor Vehicle Firefighting	\$ 500.00 per
Other Buildings Firefighting (Multi-family occupancy, commercial, institutional, industrial building)	\$ 2,500.00/2hrs or more plus personnel and vehicles
Prevention of fire motor vehicle accident / with or without auto extrication	\$ 500.00 per
MUNICIPAL ENFORCEMENT	
Responsible Pet Owners By-law #796	
Male or Female Unaltered dog	\$ 55.00
Spayed or Neutered Dog	\$ 35.00
Unaltered dog under 6 months	\$ 35.00
Vicious Animal	\$ 250.00
Male or Female Unaltered Cats	\$ 30.00
Spayed or Neutered Cats	\$ 15.00
Unaltered Cat (under 6 months)	\$ 15.00
Replacement Tag	\$ 10.00
Nuisance Animal License	\$ 100.00
Dog Impound Fees	\$ 75.00 plus GST
Cat Impound Fees	\$ 75.00 plus GST
Vicious Animal Impound Fees	\$ 250.00 plus GST
Dog Care and Sustenance Daily	\$ 20.00 plus GST
Cat Care and Sustenance Daily	\$ 15.00 plus GST
Veterinary Fees	\$ Amount Expended
Destruction of Dog or Cat	\$ 40.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Traffic Safety By Law # 894	
Towing Fee	\$ 225.00
Impound and Storage Fee – per day	\$ 50.00
Administrative Fee	\$ 25.00
All-Terrain Vehicle By-Law #557	
Towing Fee	\$ 225.00
Impound and Storage Fee	\$ 50.00
Administrative Fee	\$ 25.00
Snow Emergency By-Law #797	
Towing Fee	\$ 225.00
Impound and Storage Fee	\$ 50.00
Administrative Fee	\$ 25.00
All-Terrain Vehicle By-Law #557	
Motorized Snow Machine Registration	\$ 25.00
Outside Agency Training	
Officer Safety Course (5 Full Days)	\$ 500.00 per
OC Spray – One (1) Day	\$ 250.00 per
Impact Weapon – One (1) Day	\$ 250.00 per
Firearms Certification (Full 5 Days)	\$ 500.00 per
High Risk Vehicle Stop – Three (3) Days	\$ 500.00 per
Radar / Laser – Two (2) Days	\$ 250.00 per
Interdepartmental Request Overtime	
Enforcement Vehicle (per vehicle)	\$ 200.00 per hour
Enforcement Officer	\$ 60.00 per hour
Sergeant	\$ 80.00 per hour
Chief	\$ 125.00 per hour

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
False Alarm Response (call out)	
Enforcement Officer	\$ 35.00 4 hour minimum
Enforcement Vehicle	\$ 200.00 per hour
Outside Agency Request (No MOU)	
Enforcement Vehicle (per vehicle)	\$ 200.00 per hour
Enforcement Officer	\$ 60.00 per hour
Sergeant	\$ 80.00 per hour
Chief	\$ 125.00 per hour
Taxi By-Law #590	
Livery License	\$ 500.00
Tax Vehicle License	\$ 100.00
Taxi Vehicle / License Transfer	\$ 50.00
Tax Driver's License	\$ 100.00
Replacement License Fee or Amendment	\$ 50.00
DEPARTMENT OF PLANNING AND DEVELOPMENT	
Amendment Applications	
General Plan Amendment	\$ 3,000.00
Zoning Amendment (text amendment only)	\$ 2,000.00
Zoning Amendment (schedule change)	\$ 400.00
Zoning Application submitted concurrently with a General Plan Amendment	40% fee reduction on zoning fee
Development Permit Application	
Residential: 1 to 6 dwelling units	\$ 600.00 for 1 unit plus \$350 for each additional unit
Residential: more than 6 dwelling units	\$ 2,350.00 plus \$150 for each additional unit greater than 6 units
Non-residential: less than 500 m ² (gfa)	\$ 2,000.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Non-residential: between 500 m ² (gfa) and 1,000 m ² (gfa)	\$ 3,500.00
Non-residential: greater than 1,000 m ² (gfa) and 2,000 m ² (gfa)	\$ 3,500.00 plus \$10.00 for each m ² in excess of 1,000m ²
Dwelling units in a non-residential building	\$ Applicable "non-residential" fee above plus \$150 per unit.
Residential addition (where no existing Development Permit to amend)	\$ 300.00
Addition of or enclosure of steps, patio or deck	\$ 100.00
Accessory structure, including sign, or building less than 40m ² (gfa)	\$ 100.00
Accessory structure or building that requires Council approval	\$ 700.00
Change of Use - MINOR - to a home based business, secondary suite or any other similar change of use deemed minor by the Development Officer	\$ 200.00
Change of Use - MAJOR - Any change of use deemed major by the Development Officer and where no existing Development Permit on file	\$ 500.00
Amendment to Development Permit - MINOR (Staff Decision & where Development Officer deems minor in nature)	\$ 500.00 or 50% of new application cost, whichever is less
Amendment to Development Permit - MAJOR (Council Decision & where Development Officer deems major in nature)	\$ 1,200.00 or 50% of new application cost, whichever is less
Variances	
Variance Request	\$ 500.00
Plans of Subdivision	
Resurvey Application – lot line adjustments, merging of lots, or splitting of lots	\$ 1,500.00 plus \$150.00 for each additional lot over 3 existing lots
Survey Application – Creation of new lots	\$ 2,000.00 for one lot, plus \$250.00 for each additional lot
Revision to resurvey application	\$ 500.00
Revision to survey application (creation of new lots)	\$ 750.00
Extension to subdivision approval	400.00
Other Fees	
Extension to a Development Permit	\$ 150.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Development Agreement	\$ 1000.00
Demolition Permit	\$ 75.00
Occupancy Permit - 1 to 4 dwelling units	\$ 200.00
Occupancy Permit - All Other Development	\$ 300.00
Occupancy Permit – Subsequent Inspections	\$ 50.00
Moving Permit	\$ 75.00
Easements / Encroachment Agreements	\$ 500.00
Administration Fee (where an application is withdrawn prior to processing)	\$ 125.00
Zoning Compliance Letter - MINOR (residential 1 or 2 units on a lot or less than 500m2 of non-residential development)	\$ 350.00
Zoning Compliance Letter - MAJOR (residential 3+ units on a lot than 500m2 of non-residential development)	\$ 600.00
Legal Description Confirmation Request	\$ 10.00
Zoning Confirmation Request	\$ 10.00
Document Request (copy of Development Permit; site plan, etc) - electronic	\$ 10.00 for the first document and \$2 for each subsequent document
Document Request (copy of Development Permit; site plan, etc) – paper	\$ 1.00 per page
Housing Atlas	\$ 20.00
City Map – small	\$ 25.00
City Map – large	\$ 35.00
Land Division Fees	
Land Application	\$ 300.00
Call for Proposal	\$ 600.00
New Lease	\$ 400.00
Consent to Refinance	\$ 300.00
Lease Transfer Fee	\$ 400.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Surrender of Lease	\$ 100.00
Document Request	
Document Request (lease, etc.) - electronic	\$ 10.00 for the first document and \$2.00 for each subsequent document
Document Request (lease, etc.) - paper	\$ 1.00 per page
Courier Fee	\$ 50.00
DEPARTMENT OF RECREATION	
ICE PROGRAM	
<i>Public Skate</i>	
under 2	Free
2 – 12 years	\$ 3.00
13 – 18 years**	\$ 4.50
Adult (19+)**	\$ 6.00
Family**	\$ 12.00
Attendant (accompanying person with disability)	FREE
<i>3-month Skate Pass</i>	
under 2	FREE
2 – 12 years	\$ 45.00
13 – 18 years**	\$ 67.50
Adult (19+)**	\$ 90.00
Family**	\$ 180.00
<i>Skate Rentals</i>	\$ 3.00
<i>Prime Hockey/Figure/Broomball</i>	
Adults (19+) per hour*	\$ 125.00
Youth per hour	\$ 70.00
Combined	n/a
<i>Non-Prime Hockey/Figure/Broomball</i>	

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Adults (19+) per hour*	\$ 90.00
Youth per hour	\$ 54.00
<i>Arena Birthday Party</i> (1 hour ice/1 hour lobby/skate rental)*	\$ 219.00
AWG INDOOR SPORTS FIELD	
<i>Prime Time</i>	
Adults (+19) per hour*	\$ 94.00
Youth per hour	\$ 56.40
Combined	\$ n/a
<i>Non-Prime Time</i>	
Adults (+19) per hour*	\$ 70.00
Youth per hour	\$ 42.00
Combined	n/a
Bouncy Castle (on turf) – per hour*	\$ 125.00
Bouncy Castle (on turf) – per day*	\$ 600.00
<i>Turf Birthday Party Package</i> (2 hours turf/2 hour lobby)	
Turf and Lobby*	\$ 253.00
Inflatable Bouncer x 1*	\$ 350.00
Inflatable Bouncer x 2*	\$ 510.00
Indoor Skateboard Park	
<i>Admission Fees</i>	
12 & under	\$ 3.00
13+**	\$ 4.00
Family**	\$ 8.00
Attendant (accompanying a person with disability)	FREE
<i>Monthly Pass</i>	
12 & under	\$ 25.00
13+**	\$ 35.00
Family**	\$ 70.00
<i>Skate Park Birthday Party</i>	

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
2 hours park, lobby and equipment*	\$ 250.00
Skate Park Rental – per hour* (incl. Lobby)	\$ 125.00
Facility Rentals	
<i>Abe Okpik Hall</i>	
NFP/Private per hour*	\$ 65.00
Commercial per hour*	\$ 80.00
NFP/Private per day*	\$ 390.00
Commercial per day*	\$ 480.00
<i>Elders Qammaq</i>	
NFP/Private per hour*	\$ 65.00
Commercial per hour*	\$ 80.00
NFP/Private per day*	\$ 390.00
Commercial per day*	\$ 480.00
<i>AWG Lobby</i>	
NFP/Private per hour*	\$ 65.00
Commercial per hour*	\$ 80.00
NFP/Private per day*	\$ 390.00
Commercial per day*	\$ 480.00
<i>AWG Arena Floor</i>	
NFP/Private per hour*	\$ 150.00
Commercial per hour*	\$ 180.00
NFP/Private per day*	\$ 800.00
Commercial per day*	\$ 960.00
<i>Ice Panel Installation</i>	
Base Rate (install/remove)*	\$ 1,650.00
Per day – Weekends*	\$ 1,000.00
Per day – Weekdays*	\$ 750.00
<i>Curling Leagues</i> –Curling Club per season	\$ 18,000.00
<i>Curling Rink Ice (4 Sheets)</i>	

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
NFP/Private per hour – bonspiels and rentals*	\$ 100.00
Commercial per hour – bonspiels and rentals*	\$ 120.00
NFP/Private per hour youth*	\$ 60.00
<i>Curling Rink Birthday Party</i>	\$ 200.00
<i>Curling Ring Floor</i>	
NFP/Private per hour*	\$ 150.00
Commercial per hour*	\$ 180.00
NFP/Private per day*	\$ 750.00
Commercial per day*	\$ 900.00
<i>Facility Reservation Deposit</i>	\$ 500.00
Equipment Rental	
<i>Tables</i> – per day*	\$ 7.00
<i>Chairs</i> – per day*	\$ 10.00
<i>Port-a-potties</i> – per unit/day, includes delivery and pump-out*	\$ 150.00
<i>Full Stage – 20 pieces</i>	
per event*	\$ 800.00
per piece/day*	\$ 50.00
Barricades – per day – booking fee*	\$ 25.00
<i>Outdoor Facilities</i>	
Soft ball field – league play – per team**	\$ 250.00
Soft ball field – Tournaments or rentals per hour*	\$ 35.00
Park/Iqaluit Square Rental – booking fee per day*	\$ 25.00
<i>Miscellaneous Programs and Services</i>	
Break Camp – 6-12 years/week no lunch	\$ 90.00
Break Camp – second child	n/a
Summer Day Camp – 6-12 years/week no lunch	\$ 50.00
Lunch Supervision/day	\$ 10.00
Soccer Program (fall/winter or spring/summer) – 4-14 years/seasons	\$ 60.00
Soccer Program (summer) 4-14 years/season	\$ 60.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
After School Recreation Program – per week (3 days)	\$ 30.00
Auxiliary Power use AWG – per day*	\$ 300.00
Storage Locker – Ice Season (per season)*	\$ 100.00
Storage Locker – Turf Season (per person)*	\$ 60.00
Vendor Fee (per day, per table or unit)*	\$ 20.00
Recreation Worker Fee – per worker, per hour*	\$ 46.00
Reissuing receipts – per receipt**	\$ 15.00
Refund processing fee-programs – per refund**	\$ 25.00
Refund processing fee-facilities – per refund**	\$ 25.00
<i>Licensed Tournament/Competition</i>	\$
Licensed Event Fee – large event (arenas, curling rink, indoor sports, field, ball field, hall rental)*	\$ 200.00
Licensed Event Fee – small event (curling rink lobby and AWG lobby)*	\$ 100.00
*+GST ** GST included	
Department of Corporate Services	
Tax Certificate	\$ 100.00
Copies of Accounts/Invoices (up to 2 copies)	\$ 15.00
Cheque Replacement	\$ 20.00
Payments by credit cards (Visa & MasterCard only)	\$ 2,500.00 limit per transaction
Payments exceeding credit card limit	Cheque, EFT
Department of Administration	
Business Licensing By-law #859	
Resident, Class 1, New (full year) or Renewal after February 1 st	\$ 500.00
Resident, Class 1, Renewal on or prior to January 31 st	\$ 450.00
Resident, Class 2, New (full year) or Renewal after February 1 st	\$ 300.00
Resident, Class 2, Renewal on or prior to January 31 st	\$ 250.00
Resident, Class 3, New (full year) or Renewal after February 1 st	\$ 200.00

DESCRIPTION OF SERVICE, PROGRAM, DOCUMENT, ETC.	FEE/CHARGE
Resident, Class 3, Renewal on or prior to January 31 st	\$ 150.00
Resident, Class 4, New (full year) or Renewal after February 1 st	\$ 100.00
Resident, Class 4, Renewal on or prior to January 31 st	\$ 50.00
Resident, Class 5, New (full year) or Renewal after February 1 st	\$ 50.00
Resident, Class 5, Renewal on or prior to January 31 st	\$ 25.00
Non-Resident, Class 1, New (full year) or Renewal after February 1 st	\$ 1000.00
Non-Resident, Class 1, Renewal on or prior to January 31 st	\$ 900.00
Non-Resident, Class 2, New (full year) or Renewal after February 1 st	\$ 750.00
Non-Resident, Class 2, Renewal on or prior to January 31 st	\$ 650.00
Non-Resident, Class 3, New (full year) or Renewal after February 1 st	\$ 500.00
Non-Resident, Class 3, Renewal on or prior to January 31 st	\$ 400.00
Non-Resident, Class 4, New (full year) or Renewal after February 1 st	\$ 250.00
Non-Resident, Class 4, Renewal on or prior to January 31 st	\$ 150.00
Non-Resident, Class 5, New (full year) or Renewal after February 1 st	\$ 125.00
Non-Resident, Class 5, Renewal on or prior to January 31 st	\$ 75.00
Non-Government/Charitable/Non-Profit Organization with Employees	\$ 100.00
Volunteer-operated Non-Government/Charitable/Non-Profit Organization	\$ 0.00
Exempt Business Licence	\$ 0.00
Replacement of Lost or Defaced Business Licence	\$ 50.00
Transfer of Business Licence	\$ 50.00
Amendment of Business Licence	\$ 50.00
Administrative Fee Renewal (after February 15 th)	\$ 50.00

APPENDIX F: Over **S**trength **M**atter **R**egulations

The City of Yellowknife Request for Proposal 21-023 – Water & Sewer Rate Structure Review, Section 3.7 and 3.8, requests that Over Strength Matter be examined in the following context:

1. Develop a new sustainable rate structure for Over Strength Matter Surcharges;
2. Develop regulations for Over Strength Matter; and
3. Assist City staff in preparing By-law language for By-law amendments.

This assignment was addressed by undertaking a review of the following documents and by having discussions with relevant staff from municipalities and regulators that are responsible for the following:

1. Northwest Territories Water Act;
2. Mackenzie Valley Federal Areas Waters Regulations;
3. Guideline for Industrial Waste Discharges in the NWT
4. City of Yellowknife Water License MV2009L3-0007;
5. City of Yellowknife Water License MV2021L3-0003
6. City of Yellowknife Water and Sewer Services Bylaw 4663; Fees and Charges Bylaw 4436
7. City of Whitehorse Sewer and Storm Utility Bylaw 2013-56; Fees and Charges Bylaw 2014-36
8. Haines Junction Water and Sewer Bylaw 349-19; Water and Sewer Fees Bylaw 351-20
9. Dawson City Water and Sewer Services Bylaw 11-03; Water and Sewer Fees Bylaw 13-05
10. Carmacks Sewer Bylaw 160-07; Fees and Services Bylaw 262-20
11. Hay River Water and Sewer Services Bylaw 1786; Water and Sewer Charges Bylaw 1786
12. Iqaluit Water and Sewer Bylaw 200; Consolidated Fees and Charges Bylaw 908

Northwest Territories Water Act

The Northwest Territories Water Act indicates that the Commissioner in Executive Council may make regulations prescribing: quantities or concentrations of substances and classes of substances in water; and water quality standards for any waters; and effluent standards in relation to any waters.

Mackenzie Valley Federal Areas Waters Regulations

The Mackenzie Valley Federal Areas Waters Regulations contains no set list and concentrations of Restricted or Over Strength Matter.

Water License MV2009L3-0007

City of Yellowknife Water license MV2009L3-0007 contains the following effluent standards:

- Fecal Coliform

Max Avg Concentration	200 FC / 100ml
Max Grab Bag	400 FC / 100ml
- BOD5

	Max Avg Concentration	20 mg/L
	Max Grab Bag	30 mg/L
•	Total Suspended Solids	
	Max Avg Concentration	20 mg/L
	Max Grab Bag	40 mg/L
•	Oil and Grease	No Visible Sheen
•	Acute Toxicity Rainbow Trout Bio Assay 70% Survival	Pass
•	Acute Toxicity Daphnia Magna Bio Assay 70% Survival	Pass
•	PH	6-9

It is noted that these standards must be met at the sampling station 0032-F3, Outflow from Fiddlers Lake Sewage Disposal System. These standards are what is required prior to discharge to the environment AFTER lagoon and wetland treatment and as such would be more stringent than any standards set for discharge into the municipal sewage system.

Water License MV2021L3-003

City of Yellowknife Water license MV2021L3-0003 contains the following effluent standards:

•	5-day Carbonaceous Biochemical Oxygen Demand (CBOD5)	
	Max Avg Concentration	20 mg/L
	Max Grab Concentration	30 mg/L
•	Fecal Coliform	
	Max Avg Concentration	200 FC / 100ml
	Max Grab Concentration	400 FC / 100ml
•	Oil and Grease Maximum Grab Concentration	5 mg/L
•	Total Ammonia as Nitrogen	
	Summer/open water Max Avg Concentration	10 mg/L
	Summer/open water Max Grab Concentration	15 mg/L
	Winter/under ice Max Avg Concentration	15 mg/L
	Winter/under ice Max Grab Concentration	20 mg/L
•	Total Phosphorous as phosphorous	
	Max Avg Concentration	3.5 mg/L
	Max Grab Concentration	5.0 mg/L
•	Total Suspended Solids	
	Max Avg Concentration	20 mg/L
	Max Grab Concentration	40 mg/L
•	Acute Toxicity Rainbow Trout Bio Assay 70% Survival	Pass
•	Acute Toxicity Daphnia Magna Bio Assay 70% Survival	Pass
•	PH	6-9

It is noted that these standards must be met at the sampling station 0032-F3, Outflow from Fiddlers Lake Sewage Disposal System. These standards are what is required prior to discharge to the environment AFTER lagoon and wetland treatment and as such would be more stringent than any standards set for discharge into the municipal sewage system.

Water License MV2021L3-0003 also contains the following requirements that may impact how the City of Yellowknife addresses Over Strength Matter:

- By December 31, 2027, the City of Yellowknife shall submit to the Water Board, for approval, an Effluent Quality Criteria Re-evaluation Report. The Report shall be in accordance with the requirements of Schedule 3, Condition 5 of Water License MV2021L-0003.
- Prior to removal of sludge from the Sewage Disposal Facilities for re-use, the Licensee shall ensure all sludge meets the remediation criteria in the Government of the Northwest Territories' Environmental Guideline for Contaminated Site Remediation and that Fecal coliforms and Salmonella meet the Canadian Council for Minister's of the Environment Guidelines for Compost Quality.
- The Licensee shall comply with the Compost Facilities Operation and Maintenance Plan, once approved. Within six months following the effective date of this Licence, the Licensee shall submit to the Board, for approval, a revised Plan, which shall be in Accordance with the requirements of Schedule 3, Condition 8.
- The Licensee shall comply with the Hazardous Waste Management Plan until such time as the Solid Waste Disposal Facilities Design, Operations and Closure Plan is approved.
- Water License MV2021L3-0003 approves City of Yellowknife Sewage Disposal Facilities Operation and Maintenance Plan, Version 1.
- With regards to subparagraph 26(5)(c)(ii) of the Waters Act, no effluent quality standards have been prescribed in the Waters Regulations; however, as noted in section 5.6 of Water License MV2021L3-0003, the MVLWB Water and Effluent Quality Management Policy applies to the Licence. In the absence of prescribed standards, the Policy sets out when and how the Board will include EQC in a licence to protect Water quality in the receiving environment, and Appendix 2 of the MVLWB/GNWT Guidelines for Mixing Zones describes the general principles and standard process the Land and Water Boards (LWBs) will apply in setting EQC for a project. The Board established the EQC for the Project based on both the evidence gathered during the proceeding and in accordance with the Policy and the principles and processes described in the Guidelines. Accordingly, the Board is satisfied that compliance with these criteria and associated conditions will ensure that Effluent from the Project is disposed of in a manner that will be protective of Water quality in the Receiving Environment. These conditions and criteria, and detailed rationale, are set out in section 6.7 of Water License MV2021L3-0003.
- The City also sought clarification on the requirement for influent Wastewater data (Schedule 3, Condition 1(e)); the intent behind this schedule requirement is also aligned with the details included in the Board's template for Sewage Disposal Facilities Operation and Maintenance Plans; there is no Licence requirement to regularly sample influent Wastewater, but the City may choose to provide the available data. HOWEVER the Water

License does require that the City of Yellowknife Operations and Maintenance Plan does include sampling and testing of Influent Waste water. The Operations and Maintenance Plan is not required to be in place until March 31, 2024.

- Other metals, namely aluminum, chromium, iron, manganese and zinc, were identified as parameters of interest during the renewal proceeding. The City committed to monitoring concentrations and tracking trends to see if there is improvement in concentrations after the non-Sewage Wastes are no longer diverted to the FLTS. The Board chose to track concentrations of these metals through the requirements of Part B: ANNUAL WATER LICENCE REPORT, which includes temporal plots, rather than regulate them with EQC. Each Party was asked at the Public Hearing if it was an acceptable approach to track concentrations of metals through monitoring, reporting and re-evaluation, rather than regulating concentrations through EQC. Parties did not object to this approach, as long as adaptive management and the principle of waste minimization were applied. The Board also notes that the FLTS Adaptive Management Plan requires the City to monitor **Water quality, and as per the Board's Guidelines for Effluent Mixing Zones, identify parameters of potential concern (POPCs) and compare their concentrations to water quality guidelines.** This will help inform future Board decisions regarding applying EQC to additional parameters.
- The Board has approved the Stormwater Management Plan and requires that it be revised and re-submitted by December 31, 2023, to reflect the updates as agreed to during the Application public review, and to include the following:
 - Provide coordinates for stormwater sampling locations (MVLWB 125); and
 - A complete listing of all parameters being sampled (MVLWB 127).
- The Board notes that the requirements of Schedule 3, Condition 14 were developed based on the above listed review comments, in addition to comments and recommendations raised during the remainder of the proceeding. Once submitted, the revised **Stormwater Management Plan will undergo the Board's standard public review process before being considered by the Board.**

Guideline for Industrial Waste Discharges

The Guideline for Industrial Waste Discharges in the NWT is a guideline to establish standards that should be followed in the discharge of waste from an industrial operation on Commissioner's Land or lands administered by municipal governments in the Northwest Territories. Of all the documentation reviewed, this is the MOST APPLICABLE guideline to the City of Yellowknife found. It is intended to: Provide direction for the management and discharge of industrial waste; Protect the environment; Protect municipal infrastructure, such as sewage systems and solid waste modified landfills, from immediate and long-term environmental problems; and Protect workers and the public from improper industrial waste discharge. The Guideline provides general directions to be used for all industries except those operating under a Northwest Territories Water Board Water License.

Discussions and email exchanges on the application of the Guideline for Industrial Waste Discharges on the City of Yellowknife were held with Erica Janes and Andrew Wheeler both Regulatory Specialists with the Mackenzie Valley Land and Water Board. Based on those exchanges it appears that the City of Yellowknife would have to follow any requirements

- Overstrength oil and grease, B.O.D. and T.S.S. surcharge \$0.20 / kg

A discussion was held with Peter O'Blenes, Director Infrastructure and Operations at the City of Whitehorse and he indicated that as far as he knew no customers were being charged for Over Strength Matter and Restricted Waste discharge was dealt with when the City became aware of the discharge and fines were issued either by the City of Whitehorse or by the Yukon Territory Government.

Yellowknife Water and Sewer Services Bylaw 4663

The Yellowknife Water and Sewer Services Bylaw 4663 is unclear with respect to the discharge of Restricted Waste or Over Strength Matter to the sanitary sewer. Section 601 (2) states that no person shall discharge to the storm sewer system or water course matter that contains Restricted or Over Strength Matter as described in Schedule D. Section 601 (3) states that where a person needs to release storm water that does not comply with Section 601 (2) they may apply to the SAO for a Permit to Discharge. The SAO may approve or reject the application and may attach conditions to the permit including pre-treatment. Section 602 (1) indicates that the release of any item contained in Section 601 (2) [includes Restricted or Over Strength Matter] has done an Unauthorized Release. Schedule D contains a list of items that are designated as Restricted Wastes when present in waste water, storm water or sub-surface water being released to the sanitary sewerage system at a concentration in excess of the levels set out. Schedule E contains a list of items that are designated as Over Strength matter and are subject to a surcharge when present in waste water, storm water or sub-surface water being released to the sanitary sewerage system at a concentration in excess of the levels set out.

Yellowknife Fees and Charges Bylaw 4436

City of Yellowknife Fees and Charges Bylaw 4436 Part 15 Fees for Water and Sewer contains no fee for a Permit to Discharge, testing of Restricted Waste or a surcharge for Over Strength Matter.

Yellowknife Water and Services Bylaw 4663

Yellowknife Water and Services Bylaw 4663 is not clear with respect to if the City of Yellowknife has any restrictions with respect to the discharge of Restricted Waste or Over Strength Matter to the Sanitary Sewer System. Section 601 (2) speaks to discharge of Restricted Waste or Over Strength Matter to the Storm Sewer System, NOT the Sanitary Sewer System. However, Section 602 speaks to the unauthorized release of Restricted Waste of Over Strength Matter to both the Storm Sewer and the Sanitary Sewer. The language in these two sections of Bylaw 4663 should be revised to provide clarity.

Restricted Waste Comparison

A review and comparison were done with respect to the concentration levels set for Restricted Waste between the City of Yellowknife and the City of Whitehorse, see Attachment F-3. Both Bylaws list fifty-three (53) Restricted Wastes. Twenty-Six (26) of the Restricted Waste have the same concentration levels in both bylaws. Twenty (20) Yellowknife concentrations are less restrictive than Whitehorse concentrations and seven (7) Yellowknife concentrations are more restrictive than Whitehorse concentrations. The differences most likely relate to what the respective water licenses for Yellowknife and Whitehorse state or how Yellowknife and Whitehorse have considered the impact of dilution through the sanitary sewer collection system.

Over Strength Matter Comparison

A review and comparison were done with respect to the concentration levels set for Over Strength Matter between the City of Yellowknife and the City of Whitehorse, see Attachment F-4. Both Bylaws list eight (8) Over Strength Matter constituents. Six (6) of the Over Strength Matter constituents have the same concentration levels in both bylaws and two (2) Yellowknife concentrations are less restrictive than Whitehorse. The differences most likely relate to what the respective water licenses for Yellowknife and Whitehorse state or how Yellowknife and Whitehorse have considered the impact of dilution through the sanitary sewer collection system.

Recommendations with Respect to Overstrength Matter

In consideration of the above points the following recommendations are made with respect to Water and Sewer Services Bylaw 4663 and Fees and Charges Bylaw 4436:

- Delete all reference to Over Strength Matter and the payment of a fee for it from Water and Sewer Services Bylaw 4663 and Fees and Charges Bylaw 4436. There are no requirements in any of the documents reviewed with respect to charging a fee for Over Strength Matter except for City of Whitehorse Sewer and Storm Utility Bylaw 2013-56. Discussions with current City of Whitehorse staff and personal knowledge of the author going back to 1989 indicate that no charges for Over Strength Matter have ever been applied. In addition any fee developed would be minimal as the extra cost to the City of Yellowknife to treat Over Strength Matter would be very low as the City currently operates a Lagoon and Wetland Sewage Treatment System.
- In response to the requirement to test influent and develop an Operations and Maintenance Plan the City of Yellowknife should take the opportunity to better understand the characteristics of their sanitary sewage at various points in their collection system. Specifically sewage from Residential, Commercial and Industrial properties. Test locations should be established at locations that would allow for this. The constituents that should be tested for would include the items listed in Schedule I of the Guidelines for Industrial Waste Discharges, see Appendix D-1 plus manganese.
- Delete reference and schedules in Water and Sewer Services Bylaw 4663 that speak to Restricted Wastes. .
- Create a separate section in Bylaw 4663 for releases to the Sanitary Sewer System and set the limitations for discharges to the Sanitary Sewer System to those contained in Appendix D1.
- Create a separate section in Bylaw 4663 for non-point source discharges and set the limitations for discharges to those contained in Appendix D2. s
- Set out in bylaw 4663 that the SAO will have the ability to request sanitary sewer or non-point source discharges be sampled and tested for any of the constituents contained in Appendix D1 or D2.
- Set out in bylaw 4663 that should it be found that the limitations of constituents that were tested are not being met the SAO has the ability to require the discharge to cease and to require the property owner / business owner to apply to the SAO for a Permit to Discharge in the prescribed form. The SAO may approve or reject the application and may attach conditions to the permit including pre-treatment, testing and maintenance requirements,

all at the applicants cost. The design of such a facility is to be approved the SAO prior to construction.

- Amend City of Yellowknife Fees and Charges Bylaw 4436 Part 15 Fees for Water and Sewer to include a fee for:
 - Testing of sanitary sewer or non-point source discharge for compliance with Water and Sewer Services Bylaw 4663. The set fee shall be, "Actual Cost of Evaluation".
 - Permit to Discharge. The set fee shall be "\$1000 plus the cost of any consultants".
 - Review of the design of treatment systems to achieve compliance with Water and Sewer Services Bylaw 4663. The set fee shall be, "Actual Cost of the Review".
- Create a daily fine, based on legal advice, in the applicable City of Yellowknife Bylaw that can be applied to landowners, businesses and private individuals that are discharging items that do not meet the requirements of Water and Sewer Services Bylaw 4663.
- Once the language for all Bylaw revisions is complete, they should receive legal review and any changes should be made accordingly.
- Once legal review and edits have been complete the Bylaw revisions should be sent to the Mackenzie Valley Land and Water Board for review and commented. Any required edits to the Bylaw should then be made.
- The reviewed Bylaw should then enter the Yellowknife Council Bylaw amendment process.

Attachment F-1 - Guideline for Industrial
Waste Discharges in the NWT Schedule I
- Standards for Process Effluent
Discharged to Municipal Sewage Systems

Guideline for Industrial Waste Discharges in the NWT	
Schedule I - Standards for Process Effluent Discharged to Municipal Sewage Systems	
Item	Concentration not to be Exceeded (mg/L)
Aluminum	50
Arsenic	1
Barium	5
Biochemical oxygen demand	500
Cadmium	2
Chlorides	1500
Chromium	5
Copper	5
Cyanide	2
Fluoride	10
Lead	5
Iron	50
Mercury	0.1
Nickel	5
Oil & Grease	150
pH range	6.5 - 10.5
Phenolic compounds	1
Phosphorus	100
Silver	5
Sulphates	1500
Sulphides	2
Suspended solids	600
Tin	5
Zinc	5

Attachment F-2 - Guideline for Industrial
Waste Discharges in the NWT Schedule II
- Standards for Non-point Sources
Discharges

Guideline for Industrial Waste Discharges in the NWT	
Schedule II - Standards for Non-point Sources Discharges	
Item	Concentration not to be Exceeded (mg/L)
Aluminum	1
Ammonia	10
Arsenic	1
Barium	1
Cadmium 0.1 Biochemical oxygen	0.1
Biochemical oxygen demand	15
Chlorine	1
Chromium	0.1
Copper	1
Cyanide	0.1
Fluoride	2
Grease, Fat, Oil	15
Iron	1
Lead	0.05
Mercury	0.0006
Nickel	1
pH range	6.5 - 10.5
Phenolic compounds	0.02
Phosphorus	1
Silver	0.1
Suspended solids	15
Tin	1
Zinc	0.5

Attachment F-3 – Restricted Waste Comparison Yellowknife to Whitehorse

2021 05 21 Restricted Waste					
Yellowknife Bylaw Same as Whitehorse Bylaw		26			
Yellowknife Bylaw less restrictive than Whitehorse Bylaw		20			
Yellowknife Bylaw more restrictive than Whitehorse Bylaw		7			
TOTAL		53			
Item	YellowKnife Water License MV2009L3-0007	Yellowknife Water and Sewer Services Bylaw 4663	Whitehorse Sewer and Storm Utility Bylaw 2013-56	Level of Restriction	
Biochemical oxygen demand (BOD)		300 mg/L	1000 mg/L	Red	
Chemical oxygen demand (COD)		600 mg/L	2000 mg/L		
Oil and grease		100 mg/L	400 mg/L		
Total suspended solids (TSS)		300 mg/L	1000 mg/L		
Total nitrogen (TKN)		50 mg/L	250 mg/L		
Aluminum		50.00 mg/L	50.00 mg/L	Yellow	
Antimony		5.00 mg/L	5.00 mg/L		
Arsenic		1.00 mg/L	1.00 mg/L		
Bismuth		5.00 mg/L	5.00 mg/L		
Boron		30.00 mg/L	30.00 mg/L		
Cadmium		0.10 mg/L	0.10 mg/L		
Chlorine (total)		5.00 mg/L	5.00 mg/L		
Chromium		4.00 mg/L	2.80 mg/L		
Copper		1.00 mg/L	1.00 mg/L		
Cobalt		5.00 mg/L	5.00 mg/L		
Cyanide		2.00 mg/L	1.20 mg/L		
Fluoride		10.00 mg/L	10.00 mg/L		
Lead		1.00 mg/L	0.70 mg/L		
Manganese		5.00 mg/L	5.00 mg/L		
Mercury		0.10 mg/L	0.01 mg/L		
Molybdenum		5.00 mg/L	5.00 mg/L		
Nickel		4.00 mg/L	2.00 mg/L		
Iron		5.00 mg/L	5.00 mg/L		
Phosphorus		10.00 mg/L	10.00 mg/L		
Selenium		5.00 mg/L	0.80 mg/L		
Silver		5.00 mg/L	0.40 mg/L		
Sulfate		1500.00 mg/L	1500.00 mg/L		
Sulfide		1.00 mg/L	1.00 mg/L	Yellow	
Thallium		0.50 mg/L	0.50 mg/L		
Tin		5.00 mg/L	5.00 mg/L		
Titanium		5.00 mg/L	5.00 mg/L		
Vanadium		5.00 mg/L	5.00 mg/L		
Zinc		1.00 mg/L	2.00 mg/L		
Benzene		N/A	0.010 mg/L		Green
Ethyl benzene		N/A	0.06 mg/L		
Toluene		N/A	0.02 mg/L		
Xylene		N/A	0.30 mg/L		
B.E.T.X (benzene, ethyl, toluene, xylene)		1.00 mg/L	1.00 mg/L		
Dichlorobenzene (1,2-)		N/A	0.05 mg/L		
Dichlorobenzene (1,4)		N/A	0.08 mg/L		
Hexachlorobenzene		N/A	0.0001 mg/L		
Methyl chloride (dichloromethane)		N/A	0.09 mg/L		
Fuels		0.00 mg/L	N/A		
Carbon tetrachloride		0.20 mg/L	0.20 mg/L	Yellow	
Chloroform		0.20 mg/L	0.04 mg/L		
Hydrocarbons		50.00 mg/L	50.00 mg/L		
Pathological waste		0.00 mg/L	0.00 mg/L		
PCB waste		0.00 mg/L	0.004 mg/L		
Pentachlorophenol		0.20 mg/L	N/A		
Phenols		1.00 mg/L	0.10 mg/L		
Special waste		0.00 mg/L	N/A		
Tetrachloroethane (1,1,2,2 -)		N/A	0.06 mg/L		
Tetrachloroethylene		N/A	0.06 mg/L		

Attachment F-4 – Over Strength Matter Comparison Yellowknife to Whitehorse

2021 05 21 Over Strength Matter				
Yellowknife Bylaw Same as Whitehorse Bylaw		6		
Yellowknife Bylaw less restrictive than Whitehorse Bylaw		2		
Yellowknife Bylaw more restrictive than Whitehorse Bylaw		0		
TOTAL		8		
Item	YellowKnife Water License MV2009L3-0007	Yellowknife Water and Sewer Services Bylaw 4663	Whitehorse Sewer and Storm Utility Bylaw 2013-56	Level of Restriction
Biochemical oxygen demand (BOD)		300 mg/L	300 mg/L	Yellow
Chemical oxygen demand (COD)		600 mg/L	600 mg/L	
Oil and grease		100 mg/L	100 mg/L	
Phosphorous		10 mg/L	10 mg/L	
Total suspended solids (TSS)		300 mg/L	300 mg/L	
Total nitrogen (TKN)		50 mg/L	50 mg/L	
pH		N/A	<5.5, or >10.5	Green
Temperature above		N/A	60 C	