BY-LAW NO. 91-2026

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE REGULATING WATER RATES IN THE TOWN OF CARLETON PLACE

WHEREAS Section 391(1)(a) of the *Municipal Act,* 2001, S.O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality; and

AND WHEREAS Section 398(1) of the *Municipal Act,* 2001, S.O. 2001, c.25, as amended stipulates that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

AND WHEREAS Section 398(2) of the *Municipal Act,* 2001, S.O. 2001, c.25, as amended provides authority to the treasurer of a local municipality who may, add fees and charges imposed by the municipality to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied.
2. In all other cases, any property for which all owners are responsible for paying the fees and charges.

AND WHEREAS the Council of the Corporation of the Town of Carleton Place deems it necessary and desirable to increase the present rates for the consumption of water within the Town.

NOW THEREFORE, the Corporation of the Town of Carleton Place enacts as follows:

1. DOMESTIC WATER AND SEWAGE TREATMENT PLANT CHARGES

1.1. All domestic water and sewage treatment plant charges are the responsibility of the property owner. Properties with tenant agreements with the Town already in place as of December 31, 2026, may continue to have charges billed to the tenant until the Town is directed otherwise by the property owner. No new agreements to redirect charges to tenants will be permitted by the Town and henceforth all charges will be billed directly to the property owner.

1.2. Fees will be charged from the date services are connected to the property and turned on by any party. Fees will continue to be charged until such time as services have been turned off by Town staff or from the time of written notification to the Town, for reasons where the property cannot be used due to fire or demolition.

1.3. Property owners are responsible for ensuring that they are being invoiced for the correct number of people and/or the correct services. When new residential accounts are established, they will be set up with the 3-5-person full-service rate unless written communication is received from the property owner. Corrections

will only be made as of the date the Town is notified, in writing, of any discrepancy. Changes will not be backdated under any circumstances.

1.4. Effective January 1, 2027, the following schedule of quarterly charges shall apply for domestic water and sanitary sewer service billings:

1.4.1. Quarterly Rate for Each Residential Dwelling Unit

NUMBER OF PEOPLE	* FULL SERVICE	SERVICE LESS OUTSIDE TAP
1 or 2 persons	$133.82	$119.87
3, 4, or 5 persons	$140.57	$126.65
6, 7, or 8 persons	$147.39	$133.50
9 or 10 persons	$151.84	$137.83

1.4.2 The fee for private swimming pools and hot tubs is $18.75 per quarter each.

1.5. Billings shall be issued quarterly in advance. The rates stated are net. A 10% penalty shall apply to all accounts remaining unpaid on the day following the "Due Date" shown on the billing. If the water and sewage service rates plus penalty are not paid within 90 days thereafter, the amount due shall be added to the Collector's Roll and collected in the same manner as municipal taxes.

1.6. Every residential dwelling which is provided with water and sewer service will be subject to a water and sewer charge until the water supply to the dwelling is turned off by a municipal employee. In the case of a duplex or multi-family dwelling, it is the responsibility of the property owner to provide a shut-off valve in the main water supply to the dwelling which can be turned off and locked or sealed by the municipal employee. There shall be a charge of $129.93 to turn on any water supply including new services.

1.6.1. If a property's water supply has been turned on by anyone other than municipal staff, a fine of $500.00 shall apply and water billing will begin immediately.

1.6.2. Property owners may request their water be shut off however regular billing will continue and a fee of $129.93 will be billed when services are turned back on.

1.6.3. Property owners may request their water be shut off outside of the hours 8:30 to 4:30 Monday to Thursday and 8:30 to 12 noon on Friday however, regular billing shall continue and a fee of $259.86 shall apply once to both turn off and turn on services.

2. SUMMER SERVICE

2.1. The flat rate water usage charge for Summer Service for the season is $125.48 per quarter. If a private pool is present, an additional charge of $18.75 per quarter shall apply.

3. SHORT-TERM RENTALS

3.1. Residential properties operating as a short-term rental such as an Air B&B shall be billed at the 6, 7, or 8-person rate for as long as the property is advertised for rent and the property owner submits a written request to the Town. Any change to the rate will take effect as of the billing after the request is received and will not be backdated for any reason.

4. BILLING CRITERIA AND BILLING PROCEDURE FOR COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL

4.1. Each separate Commercial, Industrial, or Institutional entity shall receive a separate bill for each location they occupy.

4.2. Fees will be charged from the date services are connected to the property and turned on and will be charged until such time as services have been turned off by Town staff or from the time of written notification to the Town, for reasons where the property cannot be used due to fire or demolition.

4.3. Property owners are responsible for ensuring that they are being invoiced for the correct services. Modifications to rates will only be made as of the date the Town is notified, in writing, of any discrepancy. Changes will not be backdated under any circumstances.

4.4. Commercial, Industrial, or Institutional connections shall be metered, and bills will be based on volume unless the water is used only for the purpose of washrooms used exclusively for employees which will be billed at the commercial flat rate.

4.5. When a building contains one or more consumers that must be metered, the entire building shall be metered with a common meter, and the entire bill shall be sent to the owner unless the water supply to the customers that must be metered can be isolated by the property owner and metered individually. In this case, individual tenants can be billed separately; some based on flat rate and others based on volume if circumstances allow.

4.5.1. If a property's water supply has been turned on by anyone other than municipal staff, a fine of $500.00 will apply and water billing will begin immediately.

4.5.2. Property owners may request their water be shut off however regular billing will continue and a fee of $129.93 will be billed when services are turned back on.

4.5.3. Property owners may request their water be shut off outside of the hours 8:30 to 4:30 Monday to Thursday and 8:30 to 12 noon on Friday however, regular billing shall continue and the fee of $259.86 shall apply once to both turn off and turn on services.

5. BILLINGS AND RATES FOR COMMERCIAL, INDUSTRIAL, AND/OR INSTITUTIONAL "FLAT RATE" WATER AND SEWER SERVICE

5.1. Effective January 1,2027, the following schedule of charges shall apply for flat rate Commercial, Industrial, and/or Institutional water and sewer billing.

FEE DESCRIPTION	FEES
Base Billing	$109.04

5.2. Billings shall be made quarterly in advance. The rates stated are net. A 10% penalty shall apply to all accounts remaining unpaid on the day following the "Due Date" shown on the billing. If the water and sewage service rates plus penalty are not paid within 90 days thereafter, the amount due shall be added to the Collector's Roll and collected in the same manner as municipal taxes.

5.3. Commercial establishments using water-cooled air conditioning or refrigeration equipment shall be on metered service.

5.5. In cases where a business is operating out of a residential dwelling and it is determined that the nature of the business justifies a separate billing for water and sewer, the rate shall be ½ of the normal commercial flat rate. The residential billing would remain consistent with charges outlined in Section 1 of this By-law.

6. BILLINGS AND RATES FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL METERED WATER AND SEWER SERVICE

6.1. Effective October 1, 2026, the following schedule of charges shall apply for metered residential, commercial, and industrial service:

FEE DESCRIPTION	FEES
Minimum Quarterly Billing (plus meter rental)	• $90.60
○ For the first 45,000 gal.	• .....$6.55 per 1,000 gal.
○ For the next 45,000 gal.	• .....$5.90 per 1,000 gal.
○ For the next 765,000 gal.	• .....$5.22 per 1,000 gal.
○ Additional over 855,000 gal.	• .....$3.95 per 1,000 gal.

Meter Rentals Quarterly Net: ○ 5/8" or less ○ 3/4" or less ○ 1" or less ○ 1.5" or less ○ 2" or less ○ 3" or less ○ 4" or less ○ over 4"	• ..... $18.43 • ..... $23.05 • ..... $28.62 • ..... $59.39 • ..... $77.26 • ..... $125.31 • ..... $214.20 • $436.69

6.2 In all cases meters shall be supplied by, and remain the property of, the Corporation of the Town of Carleton Place. These meters shall be installed by a municipal employee, or a plumber authorized by the Town of Carleton Place. The cost of meter installation shall be the responsibility of the customer but the cost of any required maintenance resulting from normal wear and tear shall be borne by the Town. Costs incurred in repairing a meter where damage was caused from the meter having been hit or otherwise subjected to misuse or abuse, shall be the responsibility of the customer.

6.3 In cases where more than one (1) meter is used to supply one (1) customer, the total water consumption, as registered on all meters, shall be used in calculating the quarterly billing.

6.4 In cases where one (1) meter is used to service more than one (1) commercial enterprise, more than one (1) industrial enterprise or more than one (1) living accommodation or in cases where there is any combination of commercial, industrial and residential consumers using a common meter, the following fees shall be charged over and above to the consumer to whom the billing is made.

FEE DESCRIPTION	FEES
Quarterly Fees for Additional Water Meters **(Commercial, Industrial or Residential Consumers)**	
• 2nd unit	• $70.72
• 3rd unit	• $46.77
• 4th unit and any further units	• $35.38

6.5 In cases where a metered property's quarterly bill is double, or more, than the normal quarterly amount, the Town will offer one time relief. To access relief property owners must submit a request in writing to the Tax and Water Revenue Clerk. Relief will be provided only once in a 5-year period. The quarterly bill will be adjusted to the average quarterly bill over the last year. No subsequent bills will be adjusted even if consumption remains higher than normal.

6.6 The rates are net. A 10% penalty shall apply to all accounts remaining unpaid on the day following the "Due Date" shown on the billing. If the water and sewage service rates plus penalty are not paid within 90 days thereafter, the amount due shall be added to the Collector's Roll and collected in the same manner as municipal taxes.

7. SURCHARGE

7.1. All rates established by this By-law, with the exceptions noted below, are subject to a surcharge as described below:

7.1.1. Surcharge: That a Sewage Service Rate shall be charged at one hundred percent (100%) of the total water charges as noted in Sections 1.4.1, 1.4.2, 5.1, 5.5, 6.1 and 6.4 of this By-law. The said surcharge shall apply equally to all user groups including Residential, Commercial, Industrial, and Institutional.

7.1.2. Billings for water service to Residential, Commercial, Industrial, or Institutional users not connected to the municipal sanitary sewer system shall be exempt from the surcharge noted in Section 7.1.

8. MISCELLANEOUS

8.1. All new buildings shall have remote reading meters installed at the owner's expense during construction if required by the Town.

8.2. Hauled Sewage by truck to the Sewage Treatment Plant shall be charged $170.12 per load (maximum of 3,000 gallons). Permission to discharge shall be pre-approved by Council.

8.3. Bulk water purchases shall be charged $18.19 per 1,000 imp gallons.

8.4. Prior to transferring an outstanding balance to the tax roll, amounts of less than $5.00 on an account will be written off. If the Tax and Water Revenue Clerk observes a pattern, write-offs shall cease.

8.5. By-law No. 74-2025 and any other By-law or parts of by-laws which are inconsistent with the provisions of this By-law are hereby repealed.

READ A FIRST TIME, A SECOND TIME, A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF OCTOBER, 2026.

Toby Randell, Mayor

Stacey Blair, Clerk

CORPORATION OF CARLETON PLACE