

Crystal Bay Sunset Public Utility Board (PUB)

Policy regarding Annual Invoices for Water Service

1. Annual invoices shall be mailed to subscribers early in April.
 - The PUB's fiscal year is April 1 to March 31.
 - Sending invoices before most subscribers come to the lake for the summer encourages payment.
2. Each subscriber who has:
 - A signed water supply agreement, and
 - Has had the installation fee paid on their lot, and
 - Has water supply availableshall be invoiced each year.

[Note: A curb stop only does not give access to water, so no invoice will be sent and the curb stop will be locked.
A hydrant or a water line into the subscriber's property means water is available, so an invoice will be sent each year.]
3. Any requests for exception shall be dealt with by the Board.

Rationale for the policy:

- The original 1995 water supply agreement states that the annual charge is to cover:
 - Principal and interest on the funds borrowed [to establish the water system]
 - Water consumption and maintenance of the system.
- By-law 6 passed October 3, 2008, states that, as of Jan. 1, 2009, the minimum annual fee shall be paid whether or not any water is consumed.
- The Waterworks Rate Policy adopted in 2008 states that the annual water fee is to cover regular operating costs which include:
 - Wages, power, heat, insurance, chemicals and other supplies, and
 - Small repairs and maintenance.
 - Large repairs, such as leaks, may not always be able to be covered by this fee alone.
- Subscribers at the 2013 Annual General Meeting of the Public Utility Board strongly reiterated that, once there was water to the property, the water bill must be paid every year and that they expect the Board to have systems in place to ensure this occurs.

Adopted by the Board: August 26, 2013