

### Union Bay Water Service Area

As stated in Bylaw No. 278 being “Bylaw No. 278 Water Tolls and Other Charges, 2020”, in the case of a water leak the following applies

#### Rebates

15. Where an owner or owner’s agent provides evidence that:
  - a. Fees charged to that person prescribed in Metered Rates have been unduly high because of a water leak; and
  - b. The leak has been repaired,a rebate calculated in accordance with subsection (16) may be made to the owner.
16. A rebate under subsection (15) shall be calculated on half of the dollar amount of:
  - a. The last billing period calculated immediately before repair of the leak; and
  - b. The first billing period calculated immediately after repair of the leak.
17. The power to review the evidence provided under subsection (15) and to calculate the rebate under (16) may be exercised by the manager of water services or their designate.
18. The maximum leak related charge as described in subsection (16) shall be limited to \$1,000 per owner per application.
19. The maximum rebate payable under subsection (15) is limited to once every two years per owner.

The application must be completed by the property owner and include copies of invoices, receipts, etc., from the repair.

Completed applications can be submitted by

- Email: [utilities@comoxvalleyrd.ca](mailto:utilities@comoxvalleyrd.ca)
- Fax: 250-334-4358
- Mail: 770 Harmston Avenue, Courtenay, BC V9N 0G8

For inquiries, contact the Comox Valley Regional District office at (250) 334-6033.

For a complete copy of the bylaw, visit the Comox Valley Regional District website [www.comoxvalleyrd.ca](http://www.comoxvalleyrd.ca)

Union Bay Water Service Area

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

(If different than civic address)

Date of Discovery: \_\_\_\_\_ Date of Repair: \_\_\_\_\_

Description of Leak: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_And repair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information collected on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of the processing a CVRD water leak rebate. Should you have any questions about the collection, use and protection of your personal information, please contact the Manager of Water Services by emailing [utilities@comoxvalleyrd.ca](mailto:utilities@comoxvalleyrd.ca) or by calling the Financial Accounting Technician at 250-334-6000.

**For office use only**

Please complete this portion of the application, return a copy to the property owner and forward original form with receipt copies to finance.

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Billing Period: \_\_\_\_\_ To: \_\_\_\_\_