



TOWN OF MINTO

MEETING DATE: October 29, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: PW 2024-026 – Service Extension and Connection Policy Revision

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report PW 2024-026 Service Extension and Connection Policy Revision, prepared by the Development Technician, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the policy as presented.

BACKGROUND:

The attached policy has been prepared in consultation with Public Works and Building Department Staff to govern how developers and landowners access Town water, sewer, stormwater and roadway services.

The policy was last brought to council May 21st, 2019, and has been in affect since then. The purpose of this policy is to provide clear guidelines for developments that require service lateral connections to municipally owned infrastructure. It ensures that all work meets municipal and industry standards, protecting the municipality and its taxpayers from potential negative impacts. The policy helps developers understand their responsibilities and costs early in the planning process, promoting safe and efficient integration of municipal services like roads, water, sewage, and stormwater systems.

COMMENTS:

The policy establishes a clearer practice for all persons involved in the development industry to access Town services in a fair and equitable manner so that all applicable rules and regulations at all levels of government are met. The policy sets clear expectations and timelines, ensuring that both the Town and developers understand their roles, responsibilities, and financial commitments.

Key updates of this revision include:

- Providing clarity on when Municipal Servicing Permit is required for service lateral connections to existing infrastructure, and when a Site Servicing Agreement is required for projects involving mainline extensions or upgrades.

- Formalized implementation of a Servicing Permit Application that outlines a process to help Town Staff review, approve, and track applications.
- Defined submission requirements to help developers understand the Town's expectations to help expedite the application process.

The policy is a collaboration between the Town's Public Works Department and the Building Department to provide a consistent process for connections between private properties and Town owned and operated infrastructure.

FINANCIAL CONSIDERATIONS:

The financial framework of the Service Extension and Connection Policy is designed to protect the Town's financial interests while encouraging responsible development. Through security deposits and fair cost recovery fees outlined in the Town's Fee's and Charges By-Law, the policy mitigates the financial risk of servicing projects, ensuring that taxpayers are not burdened with costs. The policy also reduces long-term maintenance expenses by ensuring all infrastructure meets Town standards, while providing developers with clear financial guidelines and a predictable process, supporting sustainable growth and economic development.

STRATEGIC PLAN:

NA

PREPARED BY: Ryan Binkle, C.E.T, Development Technician, Drainage Superintendent

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO)