



TOWN OF MINTO

DATE: October 11, 2018

REPORT TO: Mayor and Council

FROM: Bill White C.A.O. Clerk

SUBJECT: Proposed Service and Connection Policy

STRATEGIC PLAN:

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

BACKGROUND:

The attached policy has been prepared in consultation with Public Works and Building Department Staff as well as Triton Engineering to govern how developers and landowners access Town water, sewer, stormwater and roadway services. The proposed policy contains the following sections:

Part 1: Purpose:

- guidance as to cost and procedures to access water, sewer, stormwater, roads including entrances to Town roads and lateral connection to municipal watermains, sanitary sewers and other services

Part 2: Goal

- allocate servicing costs fairly to ensure no ratepayer subsidy, encourage cost effective development where developers pay fair share and procedures to connect are appropriate

Part 3: Applicability

- procedures for obtaining access to municipal services for lots created by severance or plan of subdivision, and site plan control
- includes methods of collecting frontage charges as a condition of severance as well as for existing lots where commercial industrial, institutional and large residential projects are approved through site plan control
- allows for Council to establish a fair frontage for connection to newly serviced lands on Elora Street within the North Clifford Secondary Plan

Part 4: Quality Control

- ensures municipal, provincial, federal standards and guidelines are met for all types of service connections, including the DWQMS process for water systems
- requires any person or developer wishing to connect to any service use a qualified design professional to prepare plans and design connections

- shall comply with the Town's engineering standards

<https://town.minto.on.ca/content/government/policies-and-procedures/municipal-servicing-design-standards-final-april-2016.pdf> .

Part 5: Methodology

- outlines the process to connect to a service of any kind; completed form submitted to Public Works becomes an agreement between the applicant and Public Works Department (signed by Water Foreman, Wastewater Foreman, or Manager of Roads & Drainage)
- proposes frontage fee of \$340 per meter for Clifford Elora Street versus all other areas where frontage fee is \$221 per meter approved by Council through fees and charges bylaw
- requires \$2,000 deposit at time of connection which is retain through building permit process and includes care of construction site, mud tracking and final grading
- no work on Town property or services unless contractor is qualified or under consulting engineering guidance
- allows for servicing agreements to be signed on high capacity roads for connections and replacement of ultra-rib pipe in Clifford if multiple connections are needed
- completed form is entered into CityWide tracking system and circulated to various Departments for review (Finance, Building etc.)

Part 6: Cost Sharing

- allows cost sharing between developers and Town such as special service area agreements

COMMENTS

The policy establishes a clearer practice for all persons involved in the development industry to access Town services in a fair, equitable and appropriate fashion so that all applicable rules and regulations at all levels of government are met. The policy streamlines the application process so that parties clearly understand their obligations as upon submission.

The policy also ensures communication between Town Departments through planning applications, building permits and service connection requests.

FINANCIAL CONSIDERATIONS:

The policy will help ensure Town investment in water and sewer systems servicing is recovered through various development processes. In the case of Clifford Elora Street for larger lots where major development occurs a reasonable frontage fee is proposed that would recover some of the cost of the servicing work for the water and sewer systems as major projects proceed.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's October 11, 2018 report Proposed Service and Connection Policy and approves the policy attached.

Bill White C.A.O. Clerk