

Section: Public Works	Policy Number: 4.17
Policy: Service Extension	Effective Date: 03/09/2005
Date Last Revised: 01/23/2019	Current Revision Date: 05/21/2019



Service Extension and Connection Policy

PART 1: PURPOSE:

This policy provides guidance to Town staff, public and developers regarding cost and procedures for connecting to or accessing public water, sewer, roads, and stormwater in the following areas:

1. Allocating the cost of water, sewer, stormwater and roads (which may include curb & gutter and sidewalks) for infill lots or to new developments whether industrial, commercial or residential.
2. Establishing entrances to municipal roads, and lateral connection requirements for municipal water, sanitary sewer and storm sewer services for infill lots and new developments

PART 2: GOAL:

To allocate the cost of servicing developments in an equitable manner so that ratepayers do not subsidize specific projects, encouraging responsible cost effective development for the good of the community, providing for developers paying a fair share of the cost of accessing municipal services, and implementing appropriate procedures to ensure connections to municipal services occurs according to Town standards and practices.

PART 3: APPLICABILITY:

This policy applies to new development in Minto's urban areas on existing properties, lots created by severance through Wellington County Land Division and properties where municipal services are to be extended to a property to allow for development. This policy will set out the practices and procedures for connecting these lots.

3.1 Lots Created by Severance

Where a new lot is created by severance, access to municipal services is first determined when applications circulated by the County are reviewed by Town staff and Council.

1. When reviewing severance applications circulated by the County, Public Works staff will assess whether the proposed lot fronts on water, sanitary sewer, storm sewer and roadway of sufficient capacity/condition to accommodate the proposed development. This includes assessing site lanes and alignment for new driveways. Public Works will also identify if there are any lateral services from the Town's main into the proposed lot.
 - a) If service capacity is adequate and safe driveway access available, the Town will request the County include a standard condition that prior to final approval of the

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lot, the required frontage payment set in the fees and charges bylaw will be made (water, sewer, storm sewer), and that a driveway entrance permit will be obtained.

- b) If there are no lateral services to the lot, Public Works will state that connection to such services will be at the applicant's cost according to the requirements of the Town. The frontage fee must be paid and driveway deposit posted before Town staff clear this condition with the County.
2. If water, sewer, storm sewer or roadway must be extended or upgraded to accommodate the approved, a requirement for a servicing agreement with the Town will be placed before County gives final approval. The servicing agreement must be signed by the landowner, and any securities posted, before Town staff clear this condition with the County.
 3. After lots are created by severance, the methodology set out in this policy shall apply to making physical connection to municipal services located within a street.

3.2 Lots created by draft plan of subdivision

Lots in draft plans are created on private property to be accessed by future public roads, watermain, sanitary sewer mains, storm sewer, sidewalks, curbs and other Town infrastructure to be installed at the developer's cost. The County will circulate draft plans to the Town for review by municipal staff, the Town's consulting engineer and formal comment by Council. Draft plans received for comment are to be circulated by Town staff to all Departments so that recreation, parks, facilities, financial, economic development and servicing conditions can be set.

The subdivision agreement is a developer's commitment to construct all services to future lots to a standard that would allow the Town to assume maintenance responsibility in the future. The subdivision agreement also covers land dedication for parks, cash payments, easements and most other conditions to protect Town interests. In most cases frontage fees will not be payable under a subdivision agreement because the developer incurs the full cost of servicing their project. Off-site work to upgrade existing municipal services to accommodate a proposed subdivision will also be identified in the subdivision agreement for a new draft plan. This will include a cost sharing arrangement, if applicable, identifying any Town contribution to off-site services. Council shall request the County include a standard condition requiring execution of a subdivision agreement as a condition of every circulated draft plan of subdivision.

The subdivision agreement sets terms for the Town to release conditions on the draft plan status to the County and the process required for the Town to assume maintenance of new services constructed in the subdivision. This will require a defined number of lots be developed in the subdivision, a registered professional consulting engineer certify servicing

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work meets Town standards, and at least a two year maintenance period during which the subdivision developer must maintain services including snow removal.

3.3 Site Plan Control

Commercial, industrial, institutional, larger residential and similar projects built on existing vacant lots fronting on municipal roads with full municipal services available are subject to the Town's site plan control area by-law. The site plan submitted to the Town shall show in detail the services located in the municipal road allowance and the size and location of connections. Depending on how municipal services were installed and how the lot was created the Town may require a frontage fee be paid as a condition of developing a site through this process.

In the case of Clifford Elora Street northwest of James Street the Town invested in sanitary sewer, stormwater, road and water upgrades to pre-service about 1500 metres of frontage where several large vacant lots may be developed. The North Clifford Secondary Plan identifies a frontage charge of \$650 per meter would pay back about one-half of an initial \$1.5 million investment in water and sewer work along this section of the roadway. The secondary plan permits the Town to identify a fair frontage fee for new development on this section of Elora Street. The frontage fee would be collected as a condition of site plan approval, severance or subdivision, providing access to services for development fronting on Elora Street.

PART 4: QUALITY CONTROL:

The Town provides municipal services within roadways and road allowances in accordance with strict requirements set out in Provincial Legislation. Roadways must be cared for according to minimum maintenance standards set by the Province. The Town will generally apply applicable Ontario Provincial Design Standards for access to municipal roads.

The sanitary sewer collection system operates according to Provincial and potentially pending Federal standards to ensure safe and effective processing of wastewater. The Town's by-law contains certain requirements to ensure discharge into the municipal system is lawful and safe.

Minto's drinking water distribution services are operated according to the Drinking Water Quality Standard set by the Province by applicable legislation. The Town's bylaw also contains specific requirements to ensure water quality is maintained at all times, and proper documentation, monitoring and oversight of water systems and supply are maintained.

Storm water systems to process surface water from development are also provincially regulated, and can only be accessed in accordance with accepted engineering standards, which may include storm water retention facilities required to minimize impacts of development on adjacent lands and prevent localized flooding.

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As a result any person or developer wishing to connect to any service within a municipal road allowance or Town easement or right of way shall abide by strict requirements of the Town. This includes a requirement that qualified design professionals such as consulting engineers be used preparing site plans and designing connections to municipal services. The Town's engineering standards are available on the Town's website at <https://town.minto.on.ca/content/government/policies-and-procedures/municipal-servicing-design-standards-final-april-2016.pdf> . This specifies typical development requirements to ensure the high standard of municipal services is maintained by the Town.

PART 5: METHODOLOGY:

This process applies to required connections to municipal services where work is to be completed within a municipal road allowance or Town right of way or easement. The following procedure applies:

1. A request for provision of water, sewer, stormwater services and/ or road extensions or connections must be made by property owners or authorized agents or developers by filling out the applicable form attached to this policy. The completed form is to be emailed to the Public Works Assistant for processing unless email is not possible in which case the form shall be delivered to the Town office or mailed.
2. The forms filed with the Public Works Department will be reviewed and the applicant advised of the Town's requirements to access municipal services including the following:
 - a) municipal services requested (water, sanitary sewer, stormwater or roadway)
 - b) applicable frontage fee to be paid based on approved Town fee schedule
 - c) the required deposit amount based on approved Town fee schedule
 - d) the contractor responsible for completing the work according to applicable standards
 - e) any additional costs associated with securing connection to municipal services

The Town will prepare a response within two weeks of receiving the form.
3. There are two frontage fees under Section 2b) applicable in Minto. In the Village of Clifford a frontage fee of \$340 per metre of lot frontage applies to connections to municipal services on Elora Street north from James Street northerly to the Town limits. All other infill lots shall pay a frontage fee of \$221 per metre of lot frontage depending on how the lot was created and whether frontage fees were previously paid. Frontage fees will be set by Council through the fees and charges bylaw.
4. The deposit amount under 2e) shall be \$2,000 per lot requiring access to municipal services even if only an entrance permit is required. Where the form filed under this policy corresponds with a building permit application the deposit under this section shall be retained through the building permit process to ensure the construction site is kept appropriately, mud is not tracked on to Town streets and final grading is completed

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according to the approved plan. The deposit will be returned when all work specified by this policy or by an applicable building permit has been issued.

5. The Town shall permit only qualified contractors to conduct work required to connect to municipal services under 2d) above. If a contractor is approved by the Town to complete the work that contractor must obtain all locates and arrange a pre-construction meeting with the Town's Water Foreman, Roads Foreman, Wastewater Foreman and Chief Building Official depending on the connection(s) required. The contractor shall not conduct any work without qualified Town staff being on-site during the construction period as required. The Town may also require Triton Engineering staff be present during the work, or may accept the applicant's consulting engineer if warranted.

6. The Town will use its best efforts to outline additional or unusual costs to the developer when processing requests to secure connections to municipal services under 2e) above. In some cases lateral water and sewer connections may be "pre-serviced" to the lot line of the property to be developed. The developer will be responsible for the additional cost of the physical connection between the main and the lot line if laterals have not been "pre-serviced", or the laterals are not of a sufficient size. Other additional costs may be poor soil conditions, road restoration, private utility relocation (hydro poles, fiber optic cable, gas lines etc.).

7. On high capacity roads where traffic volumes are high, such as a County Road or Connecting Link Highway, the Town may require a connection agreement be signed between the parties which will include a cost estimate for the required connection work, a deposit in addition to 2c) above and Council approval of the connection agreement.

8. Where multiple service connections to the sanitary sewer system are required in certain parts of Clifford where "ultra-rib" piping is installed, under Town policy the developer may be responsible for replacing the main as well as installing the required connections.

Upon receipt of the completed form requests the Public Works Assistant shall enter the material in the CityWide system and circulate the service request to seek input from the applicant Finance and Administrative Department, Building Department, Treasurer, County of Wellington Planning Department and any other relevant regulatory authorities.

Town staff is encouraged to seek advice from engineers, lawyers, public utility providers and other utilities or outside consultants if necessary.

Projects which are located within urban boundaries should be designed according to accepted service standards for quality of road surfaces, level of water flow for fire protection purposes and other approved standards.

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PART 6: COST SHARING

In some cases the Town may participate in servicing projects on municipal roads with the developer to facilitate more affordable servicing of development lands or improve existing service capacities.

Costs for the provision of water, sewer and stormwater services for projects requested by developers or other property owners, may be financed through the provision of Sections 326 (Special Service Area) or 391 (Fees and Charges) of the Municipal Act, 2001. The area affected by the extension of services will be reviewed.

If affected properties have existing services, the cost of water and sewer services will be paid through general user fees while roads and stormwater costs will be paid through general tax revenue. If the properties do not have these services, the services will be taken to the lot line, with costs allocated to the benefiting landowners on the basis of frontage, catchment areas or some other rational criteria. Under section 326, the costs will be designated as “special services”, and a “special local municipality levy” will be raised on the affected properties.

APPLICATION FOR MUNICIPAL SERVICE CONNECTION PERMIT
(municipal water, sanitary sewer, storm sewer, roadway entrance)
AND

AGREEMENT BETWEEN THE CORPORATION OF THE TOWN MINTO
(hereinafter called the "Municipality")
And

Name of Owner

Address requiring service

Roll Number

Email

Phone Number

BUILDING:	New _____	TYPE OF USER:	Domestic _____
	Existing _____		Industrial _____
	_____		Commercial _____
	_____		Other _____

REQUIRED SERVICES (identify connection size)

Roadway Entrance _____

Water Service _____

Sanitary Service _____

Storm Service _____

Name of Qualified Contractor and/or Consultant Responsible for Connection/Design

Contractor Email

Contractor Phone Number

FOR THE PROVISION OF MUNICIPAL SERVICE:

1. I, the undersigned (hereinafter called the "Owner"), do hereby request the Municipality to permit the contractor or consultant identified herein to make, or to make on behalf of the Owner, necessary connection(s) to make available municipal service at the premises above listed and I undertake and agree to be bound by the rules and regulations and general conditions as stated herein and the applicable by-laws, standards and fees as may be established from time to time by the Municipality.
2. This agreement shall not be binding upon the Municipality until accepted by it through its proper officers, and shall not be modified or affected by any promise, agreement or representation, by any agent or employee of the Municipality, unless incorporated in writing into this agreement before such acceptance.
3. The Owner vacating the above listed premises without notifying the Municipality is liable for all subsequent accounts until a new Owner is registered at the vacated

location. It is the Owner's responsibility and in his best interest to advise the Municipality in writing when he vacates the premises where he was registered for connection to a municipal service.

4. The Owner agrees that upon filing this application with the Municipality at its discretion, to deposit with the Town a minimum of \$2,000 such funds to be held by the Municipality without interest as a guarantee the Owner fulfils terms of this Agreement.
5. The Owner will provide all work on the premises to connect it at the point of connection to the Municipality's services works, to obtain all permits as may be required and to maintain the same in efficient condition with proper devices.
6. The rates charged for a municipal service are subject to change at any time on receipt of notice from the Municipality and are generally set out in Schedule "A".
7. This Agreement shall continue in force from year to year until terminated by a notice in writing, given by either party hereto at least one month before the end of the term or any year term thereafter.
8. The Owner agreement is not to make any changes in or additions to servicing work connecting the premises to the Municipality's services after the same has been installed by the Owner and inspected by the Municipality except with the written consent of the Municipality.
9. It is agreed that the signatures of the parties hereto shall be binding upon their successors or assigns, and that the vacating of the premises herein named shall not release the Owner from this agreement, except at the option, and by written consent of the Municipality.

SIGNED BY:

_____	_____
Owner	Date
Application accompanied by a fee of	\$ _____ Dollars

Accompanied with a plan (in PDF or duplicate paper) of the lot showing the point at the street line at which the connections to municipal services is to be made.

ACCEPTED FOR THE MUNICIPALITY

_____	_____
Public Works Official	Date

Schedule "A"
Calculation of Estimated Cost

Name: _____

Street Address of Property _____

Frontage of Lot on Street _____ Depth of Lot _____

Notes to connection request _____

CALCULATION OF ESTIMATED COST

Flat Rate Charge (for each separately assessed property)	
Plus _____ Infrastructure Development Fee @\$1,150 each	\$ _____
Plus _____ Water Service Connections @\$1,100 each	\$ _____
Plus _____ Sanitary Service Connections @\$1,500 each	\$ _____
Plus _____ Storm Service Connections @\$500 each	\$ _____
Plus _____ metres Water Frontage @\$80 per metre =	\$ _____
Plus _____ metres Sanitary Frontage @\$80 per metre =	\$ _____
Plus _____ metres Storm Frontage @\$61 per metre =	\$ _____
Deposit if required \$2,000	\$ _____
TOTAL ESTIMATED COST:	\$ _____

or

CALCULATION OF ESTIMATED COST (for Clifford, Elora Street only)

Flat Rate Charge (for each separately assessed property)	
Plus _____ Infrastructure Development Fee @\$1,150	\$ _____
Plus _____ Water Service Connections @\$2,500 each	\$ _____
Plus _____ Sanitary Service Connections @\$2,500 each	\$ _____
Plus _____ Storm Service Connections @\$2,500 each	\$ _____
Plus _____ metres Water Frontage @\$122 per metre =	\$ _____
Plus _____ metres Sanitary Frontage @\$122 per metre =	\$ _____
Plus _____ metres Storm Frontage @\$96 per metre =	\$ _____
Deposit if required \$2,000	\$ _____
TOTAL ESTIMATED COST:	\$ _____

PAYMENT:

100% due at Time of Building Permit

BY SIGNING BELOW THE PROPERTY OWNER AGREES WITH THE ABOVE METHOD OF PAYMENT PAYABLE TO THE TOWN OF MINTO WITH THE BUILDING PERMIT. PLEASE SIGN AND RETURN ONE COPY OF THIS FORM TO THE TOWN OF MINTO OFFICE WITH APPLICABLE PAYMENT.

Print: _____

Signed: _____

Fee Descriptions

Frontage Fees (Mains fronting or abutting property)

Infrastructure	Minto rates
Sanitary	\$80.00/m
Water	\$80.00/m
Storm	\$61.00/m

Connection Fees (Service connections from main to property line)

Existing service to property outside Plan of Subdivision	Town installed services	Contractor installed services
Sanitary \$1,500.00	Time & Material	Installed at developers cost.
Water \$1,100.00	Time & Material	Installed at developers cost. Plus Tapping Fee.
Storm \$500.00	Time & Material	Installed at developers cost.

Infrastructure Development Fee

Item	Cost	Description	Town Inputs
Road Degradation	\$145.00	Life cycle of the road reduced due to saw cuts	@40 year life cycle cost 1 year reduction = \$1000.00
Water On/Off	\$125.00	3 On/Offs Tag and seal meter	Up to 4 trips to site. Operator time \$60/hr Truck time \$45/hr
Water Meter	\$380.00	Supply water meter	\$380 for meter, Documentation
Infrastructure Review Servicing New Development	\$200.00	Review of available servicing. Water/Sanitary/Storm through maps, knowledge, inspection & CCTV Review of design	\$60/hr staff time @ 4hrs = \$240.00 CCTV inspection = \$150.00
Inspection of Installed service.	\$150.00	Inspection of installed services and connections. Creating as built drawings, photos, electronic documentation for future records. CCTV issues	\$60/hr staff time @ 3hrs = \$180.00 \$45/hr truck time @1hr = \$45.00 CCTV inspection = \$150.00
Driveway permit	\$150.00	Review of entrance	\$ 150.00
Total requested cost	\$1,150.00	Total potential cost	\$2715.00