



Municipality of West Elgin

Agenda

Public Information Meeting

January 27, 2020, 7:00 p.m.

Recreation Centre

135 Queen Street

Rodney

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. **Call to Order**

2. **Purpose of Meeting**

This Public Information Meeting is to provide information about proposed changes to the Rural Water Line Connection Policy and to allow residents to ask questions about this proposed change.

A staff presentation regarding the proposed changes will be followed by a question and answer period.

3. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Agenda of the Public Information Meeting as presented.

4. **Disclosure of Pecuniary Interest**

5. **Staff Presentation on Local Improvement Charges**

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6. **Adjournment**

Recommendation:

That West Elgin Council hereby adjourn the Public Information Meeting at _____ p.m.



MUNICIPALITY OF
West Elgin

Public Information Session on Rural Waterline Connections

January 27, 2020

Current Procedures

- Currently for a rural resident to have a waterline extended to their property, they make a written request to the Municipality.
- Requestor is told to canvas the other properties along the proposed extension. All interested parties sign the requestors petition.
- Rough estimate of the total project is supplied to all interested parties.
- All interested parties then sign an agreement to pay for engineering fees for this project, regardless if the project proceeds.
- Project is engineered and final costs supplied to all parties. All parties that wish to proceed with work are bound to absorb the costs between them.
- Each waterline extension has its own by-law with cost breakdowns and charges.

Why Change the Process?

To make it fair and equitable.

- Current process means that anyone who chooses not to participate, still gets the increase to their property value that a waterline provides, while the neighbours bear all costs.
- The *Municipal Act* allows municipalities to charge for certain Capital Works that increase property values directly to all properties that benefit from the improvement, under O'Reg 586/06, entitled Local Improvement Charges.

Local Improvement Charges Process

There are two (2) ways for the Local Improvement process to start:

1. By Initiation

- ❑ This is where the Municipality undertakes an eligible capital project and decides to fund this through Local Improvement Charges.

2. By Petition

- ❑ This is the most common option.
- ❑ A property owner requests, **in writing**, for a project to be constructed.

Local Improvement Charges Process –Step 2

- ❑ Once a request is received for a project, staff evaluate the project request and then report to Council to identify if this project should proceed as a Local Improvement.
- ❑ The report to Council will include:
 - i. The properties which benefit by the Local Improvement;
 - ii. The frontage measurement of the property; and
 - iii. The cost estimate per property.
- ❑ Council will need to direct staff to proceed with this project as a Local Improvement and decide how much the Municipality wishes to contribute.

The Process – Step 3

❑ **Municipal staff prepare a Notice to all effected property owners**

Notice will include:

- i. Estimated cost of work;
- ii. Estimated lifetime of work;
- iii. Estimated special charges per meter of frontage for benefiting properties;
- iv. When special charges shall be paid (i.e. over a set period of time);
- v. Description of the right to petition Council to NOT undertake the work as Local Improvement;
- vi. Last day for signing the petition; and
- vii. Effect of the petition.

There is a 30-day period to sign or decline the petition.

The Process – Step 4

- ❑ Following receipt of the signed petition from the requesting property owner, municipal staff scrutinize the petition.

The petition must be sufficiently signed; meaning two thirds (2/3) of the total number of benefiting property owners whose assessment represents fifty (50) percent of the total assessed values of all benefitting properties, must sign the petition.

- ❑ If the petition **is** sufficiently signed all benefiting property owners are notified that the project will proceed.
- ❑ A By-Law authorizing work to be undertaken as a Local Improvement is passed by Council.
- ❑ If the petition **is not** sufficiently signed, the project cannot proceed as a Local Improvement for **2 years**.

The Process – Step 5

- Work is completed.
- This involves the regular process for completing a capital project, such as engineering and tendering the project

The Process – Step 6

- ❑ Once the work has been completed and all invoices have been received, the Treasurer shall prepare the Local Improvement Roll, which includes:
 - i. The cost of the work;
 - ii. What each property shall pay
 - iii. The charge per metre of frontage
 - iv. When the charges are to be paid (one lump sum or over a set period of years);
- ❑ This Local Improvement Roll has to be available to the public for inspection at the Municipal Office and will be provided to the Committee of Revision.
- ❑ The Treasurer shall also, at this time, prepare and certify a statement showing the actual cost of the work.

The Process – Step 7

At this time a Committee of Revision date is set

The Committee of Revision is very similar to the Court of Revision under the *Drainage Act* and consists of 3 or 5 members appointed by Council. This Committee hears requests to amend/correct the Local Improvement Charges if a property owner appeals.

- If no appeal is filed the Special Charges By-law is prepared and the charges are added to the tax roll.
- Property Owners have the option to debenture the cost of work (for charges over \$1,000) up to maximum of 10 years.

What Do Other Municipalities Do?

Chatham Kent

- ❑ Has a Rural Waterline Assessment Policy which closely mirrors the Local Improvement Process with one exception:
 - i. Once a petition is received, a Public Meeting is held for all impacted lots;
 - ii. At the Public Meeting, the approximate costs are presented;
 - iii. A vote is held at this meeting where each **present** lot owner is granted one ballot per lot and, if 60% of the votes cast is in favor of the waterline, the project proceeds; and
 - iv. If a project loses the vote, Council can decide if there is economic value to the Municipality and choose to proceed with the project. However, if that is the choice, the cost is apportioned as before and the property owners can elect not to connect and defer payment until such time as they wish to connect. The Municipality is responsible for paying these shares until such time as they choose to connect. If they choose to connect, they pay an administrative penalty on top of the original cost.

What Do Other Municipalities Do?

Dutton Dunwich

- ❑ It has been a number of years since a new waterline was installed and when they last did one, they followed the Local Improvement Regulation.

Southwold

- ❑ Follows the Local Improvement Regulation.
- ❑ Connection is not required. However, if they are not connected at the time of construction, the cost to connect increases by 4% per year.
- ❑ If a new building is built (Residential or Commercial) the Building By-law requires that the building be connected to municipal water.

Questions?

Thank you for your time.