

**UPDATED**



# ADDENDUM

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## MEETING OF COUNCIL MAY 15<sup>th</sup>, 2018

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➤➤ H) New Business / Affaires nouvelles

H-11 Resolution to approve the amended Service Connection Policy

ADDITION

H-12 Discussion re: Construction of OPP Permanent site *(verbal)*

# MEMORANDUM

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**TO:** Mayor and Council  
**FROM:** Melanie Ducharme, Clerk  
**DATE:** May 15, 2018  
**RE:** **PROPOSED AMENDMENT TO THE 'SERVICE CONNECTION POLICY'**

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During the May 1<sup>st</sup> meeting, the Manager of Public Works informed Council that the current Patching and Water Connection Policy was not adequate in covering the Municipality's costs in the event that restoration services are required to repair connections.

As requested by Council, the Manager of Public Works is providing a proposed revision to the 'Service Connection Policy' which is being brought forward for Council's approval.

Thank you

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

**PROPOSED AMENDMENTS**

<b>Section:</b> Water and Wastewater Operations	<b>Policy Number:</b> 2010/203
<b>Department:</b> Sewer and Water	<b>Effective Date:</b> June 15, 2010
<b>Subject:</b> SERVICE CONNECTION POLICY	<b>Revision Date:</b> May-15-2018

**PURPOSE:**

To provide options and direction to landowners for the installation of water and sanitary services to private property owners.

The Municipality will permit the following options:

**CONTRACTOR WORK QUOTATION TO MUNICIPALITY:**

1. Property owners contact the Sewer and Water Billing Department to make request to have service connections to their lot.
2. Property owners will pay a \$75 non-refundable service fee to have the Sewer and Water Department obtain the information necessary to provide the contractors for quoting purposes.
3. Upon payment of the required fee by the property owner, the Municipality will conduct a site survey (main locations, depth, main size, etc.)
4. The Municipality will obtain quotations in accordance with the municipal procurement policies.
5. The owner will pay the total cost of the Municipally approved bid
6. The Municipality will arrange and supervise the work.

**CONTRACTOR WORK QUOTATION TO PROPERTY OWNER:**

1. Property owners must contact the Sewer and Water Billing Department to make request to have service connections to their lot.
2. Property owners will pay a \$75 non-refundable service fee to have the Sewer and Water Department obtain the information necessary to provide the contractors for quoting purposes.
3. Upon payment of the required fee by the property owner, the Municipality will conduct a site survey (main locations, depth, main size, etc.).

4. The Property owner will select a contractor from the municipality's approved list and provide the municipality with the contractor's written quotation for approval and acceptance.
5. The property owner will pay the following:
  - (a) a non-refundable fee of \$150 per sewer connection; and
  - (b) a non-refundable fee of \$150 per water connection
  - (c) Inspection fees in the amount of \$40.00/hour. Inspection fees will vary depending on the nature and complexity of the work.
6. The Municipality is not liable for unknowns including, but not limited to bedrock, underground utility conflicts, ground water, and soil conditions.
7. The Municipality will require a security holdback for the Municipality's estimated cost of all restoration to **municipal standards** or one thousand dollars (\$1000), whichever is greater.
8. The Property owner is responsible for two (2) year warranty on restoration and the Municipality will retain the holdback funds for up to two (2) years or such time as the Manager is satisfied with the integrity and quality of the restoration.
9. In the event that restoration is unsatisfactory, the Municipality will request the owner to remediate the restoration to the municipality's standard. Failure to do so will result in the Municipality using the holdback funds to complete the restoration.

<b>Section: Water and Wastewater Operations</b>	<b>Policy Number: 2010/203</b>
<b>Department: Sewer and Water</b>	<b>Effective Date: June 15, 2010</b>
<b>Subject: Service Connection Policy</b>	<b>Revision Date:</b>

**CURRENT POLICY**

**Purpose:**

Property owners requesting service connections to sewer and water will have the options of having the Municipality contact approved contractors to supply price quotes or they may contact the contractors directly.

**ACTIONS:**

**Municipality Coordinates Installation Costs**

1. Property owners contact the Sewer and Water Billing Department to make request to have service connections to their lot.
2. Property owners are informed of a \$75 service fee to have the Sewer and Water Department gather the information necessary to provide the contractors for quoting purposes.
3. Upon payment of the required fee by the property owner, the Billing Department deploys the Distribution and Collection operators to conduct site survey (main locations, depth, main size, etc.) and to gather information the contractors need to price the work.
4. Surveyed information is added to a request sheet (schedule A) and the sheet is faxed to the approved contractors with a request for cost by a specific date.
5. An administrative fee of \$150 for sewer connection and \$150 for water connection is added to the cost.
6. An additional \$1000 fee is added to the cost in order to cover inspection costs by the Municipality.
7. The manager reviews and approves the scope of work. The owner is informed of the lowest cost including the additional municipal fees and must prepay the entire amount before the work is started.
8. Contractor completes the connections and restoration.
9. Contractor is responsible for 2 year warranty on restoration.
10. Upon completion of work any moneys not spent on the \$1000 cost for inspection is returned to the property owner.

### **Property Owner Coordinates Installation Costs**

1. Property owners contact the Sewer and Water Billing Department to make request to have service connections to their lot.
2. Property owners are informed of a \$75 service fee to have the Sewer and Water Department gather the information necessary to provide the contractors for quoting purposes.
3. Upon agreement with the property owner, Billing Department deploys the distribution and collection operators to conduct site survey (main locations, depth, main size, etc.) to gather information the contractors need to price the work.
4. Property owner is provided a list of municipally approved contractors.
5. Property owner contacts contractors to request quote.
6. Contractor contacts Municipality who will provide them with surveyed information sheet (schedule A) needed to quote on the work.
7. Property owner informs the Municipality of the successful bidder.
8. A contract (Schedule B) is entered with the property owner to complete the work.
9. Municipal fees of \$150 for sewer connection, \$150 for water connection and \$1000 for site inspection is charged to the property owner and collected prior to commencement of work.
10. Contractor completes the connections and restoration.
11. Property owner is responsible for 2 year warranty on restoration.
12. Upon completion of work any moneys not spent on the \$1000 cost for inspection is returned to the property owner.



The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2018 /

MAY 15, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at the Committee of the Whole meeting held on May 1<sup>st</sup>, 2018; Council of the Municipality of West Nipissing discussed the inadequacies of the Service Connection Policy pertaining to water connection and asphalt patching;

**BE IT THEREFORE RESOLVED THAT** Council of the Municipality of West Nipissing adopts the proposed revisions to the Service Connection Policy, which shall come into force and take effect on the date it is passed.

**BE IT FURTHER RESOLVED THAT** the revised Memberships Policy shall become part of the Municipality of West Nipissing's Policy Manual.

	YEAS	NAYS
<b>BRISSON</b> , Denise		
<b>DUHAIME</b> , Yvon		
<b>FORTIER</b> , Guy		
<b>LARABIE</b> , Roland		
<b>MALETTE</b> , Léo		
<b>RESTOULE</b> , Jamie		
<b>ROBERGE</b> , Normand		
<b>TESSIER</b> , Guilles		
<b>SAVAGE</b> , Joanne (MAYOR)		

Carried: \_\_\_\_\_

Defeated: \_\_\_\_\_

Deferred or tabled: \_\_\_\_\_