



POLICY

FOR RURAL EXTENSIONS TO THE MUNICIPAL WATER

SYSTEM

The following is the step-by-step procedure for the purpose of acquiring a rural extension to the Southwest Middlesex Municipal Water System.

For purposes of this policy the following definitions shall apply;

Property – any lands which are located in the Municipality of Southwest Middlesex and which have been assigned (or are in the process of being assigned) a roll number by the Municipal Property Assessment Corporation

Owner – the majority of persons registered on title of a property (5/9/05)

1. A request is received from a property owner regarding the possibility of obtaining a Municipal Watermain Extension.
2. Municipal staff will prepare and provide to the property owner a preliminary petition form with an accompanying instruction sheet. The instruction sheet will clearly state that, if the project does not proceed past the pre-engineering meeting, the persons who signed the preliminary petition will be responsible for the engineering costs incurred to that date. Municipal staff will also determine if there are any other optional routes available for the area and will provide an area map with the property owners listed. The Municipality will post notice of the existence of the preliminary petition clearly in the area in which the petition is taking place. The Municipality may require the preliminary petition to be extended to include other properties in the proposed service area if local interest warrants it or there is a more preferred route, (i.e. more cost efficient, services more landowners).
3. The preliminary petition will be considered valid for a period of three months from the date in which it has been distributed to the petition captain by the municipality. After such time the petition will be considered to have expired.(5/9/05)
4. When the preliminary petition has the signatures of the owners of 51% or more of the affected properties on the potential route to be serviced, the petition will be submitted to the Municipal Council for authorization to prepare a preliminary cost estimate and to hold a pre-engineering meeting.

5.
 - A The preliminary plan and cost estimate will be prepared either in-house or by an Engineer as appointed by Council.
 - B All contact with an engineer appointed under this policy shall be through municipal staff as authorized by Council. Any contact made directly with the said engineer by any ratepayer shall be at the expense of that ratepayer.(2/04/04)
6. Each residence shall require a curb stop whether on a separate parcel of land or not and shall be charged per curb stop under Sections 12A and B of this policy. Properties may also purchase additional curb stops, also at the same cost as charged under Sections 12A and B of this policy.
7. All property owners whose property is within the potential service area will be invited to a pre-engineering meeting. The preliminary plan and costs will be reviewed and explained to the property owners present.
8. Property owners will then be requested to sign a final petition for the work to proceed. If this petition contains the signatures of the owners of 51% or more of the affected properties or 60% or more of the improved properties, the Council may consider proceeding with the proposed project.
9. Once authorization to proceed is granted by Council, the following work will be undertaken:
 - i) All property owners within the service area will be notified via regular mail that the project will be proceeding;
 - ii) Preparation of final design of the project;
 - iii) Adoption of necessary by-laws;
 - iv) Call for tenders for construction of the project;
 - v) Acceptance of tender amounts if within acceptable limits. If the lowest tender is not more than 10% above the Engineer's estimate, the project can proceed. If the lowest tender received is above this amount, then the affected property owners will be contacted *by* registered mail (8/08/03) to determine if they wish to proceed.
10. Construction of the rural water line will be undertaken.
11. Once construction is completed, the affected property owners will be notified of connection procedures.
12. Property owners will be invoiced as follows:
 - A. 1/3 of the net cost of the project will be assessed equally to the total of all properties that abut the newly constructed line plus any additional curb stops (as per Section 6 and 15 of this policy).
 - B. The remaining 2/3 of the net cost of the project will be assessed equally to each improved property plus any additional curb stops. Those with over-sized curb stops will also be charged for any additional costs of materials and installation.

- C. Once the project has been completed, property owners assessed under Section A above will not be allowed to connect to the system for the period of one (1) year from the completion of construction. If a property owner wishes to connect prior to one year they must obtain council approval for an exemption from this section of the policy. If approval for the connection is granted the property owner shall be assessed at rate as described in section 12 D.(3/??/06)
- D. If a property owner assessed only under Section A above (9/02/03) wishes to connect to the system after one year waiting period, (3/??/06) the property will be assessed a rate which will be the amount established under Section B above plus an inflationary increase. This amount shall be added to the Southwest Middlesex Utility Reserve to be used for future capital or operating repairs to the System.
- E. Financing will be available.
13. The inflationary increase referred to in Section 12D of this Policy shall be applied on an annual basis from the first calendar anniversary of the date of invoicing of the capital cost of the project.(2/04/04)

NOTE – The current annual inflationary rate adopted by Council on February 18, 2004 is 3%.

14. If a petition has failed, a property owner may request that council permit a single connection under extenuating circumstances. Such request will only be considered by council if it is deemed that the supply of potable water to the said property is in the best interests of the community of Southwest Middlesex and that the failure to supply potable water to the said property would create a public health hazard. Such requests must be submitted to council in writing and contain a detailed map and proposal of the connection. The owner must be willing to enter into an agreement with the municipality and the following conditions will apply:
- A. The owner shall pay the connection fee applicable to the line to which they are connecting.
- B. The service line will be a private 1 – 2” connection line installed at the expense of the owner.
- C. The service will be supplied to a single user only. No further connections will be allowed.
- D. The service line will travel along municipal or county road allowances only. If traveling along county road allowances, the owner must obtain approval from the county authorities.
- E. The owner shall obtain and submit a certificate from a licensed engineer that:
- the proposed service line is of appropriate size for the intended use
 - water supplied with the proposed service line will meet all requirements with regards to quality of the water under the current legislation.
- F. A meter pit approved by the municipality will be required at the connection point. The meter pit will include a shut off valve and approved back flow prevention device. If required, a high hazard backflow prevention device will be installed at the point of entry within the building or structure that the connection line supplies.
- G. A blow off will be installed at the end of the line.
- H. The owner will be responsible for all maintenance, repair and replacement of the service line.

- I. If, in the future, a new Rural Extension Petition is circulated for an area which includes this property, the property will be excluded from the listing of properties on such petition and will not be included in the calculations of the number of properties for the purposes of determining validity of the said petition.
- J. If, in the future, a Rural Extension Petition is successful and a new waterline is installed to which the property has frontage, the property shall be required to abandon their original connection and connect to the new waterline. All costs incurred to connect to the new waterline will be the responsibility of the current owner. The property will be assessed in the cost calculations as per Section 12 of this policy. The current owner of the said property will be credited the amount of the original connection fee towards the assessment on the new line.
- K. Further conditions may be imposed, depending upon the circumstances associated with the said connection.

The owner shall be responsible for all costs associated with the above line.
Notwithstanding the above conditions, the Municipality may refuse any connections which it deems not to be in the best interests of the municipal water supply system.
(05/09/2005)

15. *The municipality may extend the rural waterline to a further point for purposes such as "looping" where it deems appropriate and in the best interests of the Southwest Middlesex Distribution System as a whole. All costs incurred to extend the waterline further than the valid petition point shall be paid for by Southwest Middlesex Utility Reserves. Property owners of all lands fronting along the extended portion of the line will be given the opportunity to purchase a connection permit during the time of construction. Costs for the connection will be assessed as per section 12 A and B of this policy. Section 12 C and D shall also apply to all properties fronting along the extended portion of the line.*(3/??/06)