

Approved by Council – November 28, 2016

PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS

BACKGROUND:

The Town, from time to time, receives requests for provision of municipal services outside of the municipal boundaries of the Town. The Town has, in the past, provided some properties outside of the municipal boundaries of the Town with municipal services. This Policy outlines how administration is to handle existing servicing and new requests for servicing.

POLICY:

Existing Services

Property owners outside of the municipal boundary of the Town, who have already been provided with municipal services under agreements that predate the adoption of this policy, will continue to be provided with the municipal service until:

1. Permanent service cancellation is requested by either party to the agreement, at which time the Town will no longer provide the service to the property.
2. A request is made to change the party to the agreement due to the sale of land at which time the Town will no longer provide the service to the property.
3. Another service provider is able to provide the same service to the property at which time the Town will no longer provide the service.
4. Failure to pay utility bills resulting in the cancellation of the service. Cancellation of services to properties outside of the municipal boundaries will be permanent.

The Town will provide a property owner outside of the municipal boundary of the Town with a minimum of 60 days' notice ending the provision of the municipal service to the property.

New Requests for Services

Requests for new Services outside of the Town's Boundary are to be directed to the Director of Planning & Engineering, or designate.

Requests from individual property owners outside of the municipal boundaries of the Town for potable water service, sanitary sewer service, storm sewer service, road maintenance and/or garbage service shall be declined.

Requests from Cypress County and servicing Co-ops for potable water, sanitary sewer service, storm sewer service, road maintenance and/or garbage service will be examined on a case by case basis.

Process for examination of the request will be:

1. High level review of the request by Administration looking at the feasibility of providing the service.
2. Request for Decision is to be forwarded to Council outlining the request and the feasibility of providing the service. Council is to direct Administration to continue with negotiation or to inform the applicant that the request has been denied by Council.
3. When administration is directed to continue with negotiation, it will inform the applicant and enter into an agreement with the applicant that addresses the costs of any feasibility studies, engineering and legal fees necessary to create a provision of services agreement, install infrastructure and provide the services.

4. The applicant will carry out or have carried out a preliminary engineering design and report, which will affirm the feasibility of providing the service and outline the costs to the Town to provide the service.
5. Administration will review the preliminary report and draft an agreement which will contain clauses that will deal with the following:
 - a. Fees for the initial connection,
 - b. Fees and processes for adding additional properties to the connection,
 - c. Fees for subdivision of serviced properties where one or more new services are created,
 - d. Standards of construction,
 - e. Ongoing rates for providing the service,
 - f. Billing for the service,
 - g. Other matters as directed by Council.
6. Administration will forward the agreement to Council for comment prior to finalizing the agreement.