

**SUBJECT: SERVICING CHARGES & SEWERAGE FEES****1. DEFINITION**

“Sewerage Fees” are estimated costs to construct storm and sanitary mainline sewers, based on local improvement rates. “Local improvement rates” (per linear metre frontage) are established by Council Resolution 292/2003 and subject to change.

“Servicing Charges” represent a property owner’s portion of construction costs for municipal services, including applicable engineering and miscellaneous costs. Servicing charges include actual construction costs where known and/or sewerage fees where mainline sewer costs are unknown. “Municipal Services” include but are not limited to sanitary and storm mainline sewers, private drain connections, cleanouts, pavements, including curb and gutter, sidewalks, and streetlighting.

**2. DRAWINGS**

n/a

**3. BEST PRACTICE**

1. Servicing charges may be collected by the Engineering Department as a condition of a permit issued under By-law 25-2010. Servicing charges may also apply as follows:
  - 1.1 A parcel not currently connected to municipal sanitary, storm or combined sewers is provided storm and/or sanitary private drain connections by the City of Windsor as part of sewer reconstruction works on the fronting or flanking street.
  - 1.2 The owner of a parcel not currently connected to municipal sanitary, storm or combined sewers wishes to connect to the municipal sewer system.
  - 1.3 During servicing of a developer’s lands, said developer constructs municipal services for a parcel, under different ownership, where services did not previously exist.
  - 1.4 New services are constructed by local improvement under Ontario Regulation 586/06 or as amended.
2. Under 1.1 above, the property owner shall:
  - Be notified by the City in writing of applicable charges, payment options and payment deadlines after which interest will accrue.
  - Obtain from the Engineering Department a street opening permit to connect to the private drain connections.
  - Pay, prior to the issuance of a permit, actual costs for private drain connections and cleanouts based on the unit price costs established under the City’s contract for the work. After the payment deadline, simple interest will apply at prime interest rate at the time of payment.
  - Pay, prior to the issuance of a permit, sewerage fees in accordance with local improvement rates in place at the time of payment. Sewerage fees are not subject to interest charges.
3. Under 1.2 above, the property owner shall:
  - Obtain from the Engineering Department a street opening permit to construct private drain connections on the public right-of-way.
  - Pay, prior to the issuance of said permit, sewerage fees in accordance with local improvement rates in place at the time of payment. Sewerage fees are not subject to interest charges.
4. Under 1.3 above, the property owner shall:

- Be notified by the City in writing of applicable charges, payment options and payment deadlines after which interest will accrue.
- Obtain a street opening permit from the Engineering Department to connect to the private drain connections.
- Pay, prior to the issuance of a permit, the actual proportionate construction and engineering costs incurred by the developer for municipal services beyond the limits of the development. After the payment deadline, simple interest will apply at prime interest rate at the time of payment
- If actual costs are not known, sewerage fees will apply at local improvement rates..

5. Under 1.4 above, the property owner shall:

- Be notified by the City in writing of the costs assessed to the property through the local improvement process.
- Pay in accordance with the Special Charges By-law passed by Council by the payment deadline provided by the City.
- Pay any portion of the charges above not paid by the payment deadline, on the property's tax roll over 10 years, including applicable interest charges.
- Obtain from the Engineering Department a street opening permit to connect to the private drain connections.

4. **RELATED BEST PRACTICES**

n/a

5. **RELATED CITY STANDARDS**

n/a

Mario Sonego  
City Engineer or Designate

February 13, 2013  
Date