



Staff Report

Finance

Report To: COW_Finance_Admin_Fire_Community_Services
Meeting Date: December 9, 2024
Report Number: FAF.24.133
Title: Capital Charges - Birch View Trail Wastewater Servicing
Prepared by: Amy Moore, Manager of Revenue, Corporate and Financial Services

A. Recommendations

THAT Council receive Staff Report FAF.24.133, entitled “Capital Charges - Birch View Trail Wastewater Servicing”;

AND THAT Council enact a By-law to impose Capital Charges for the use of the Town’s Sanitary Sewage System (Craigleith Service Area – Birch View Trail)

B. Overview

This report outlines the capital costs of the wastewater servicing completed on Birch View Trail and the impact on the 25 benefitting units. A draft by-law outlining the payment terms (Attachment 1) is included with the report.

C. Background

In the 2020 budget, Council approved the project for the installation of sanitary sewers and service connections to the residents on Birch View Trail and Tyrolean Lane. The project was broken into two phases, the first of which was Birch View Trail. Phase 2 construction has been postponed indefinitely. The preliminary estimated cost of \$36,431.27 for each benefitting property was communicated to property owners in May 2022. Public information sessions were held on May 6 and December 2, 2021. The project reached substantial performance on November 3, 2022 which means the construction contract requirements were fulfilled and property owners could connect to the new sanitary sewer.

D. Analysis

With all costs finalized, staff are recommending that the process to levy the wastewater capital charges on the benefitting property owners begin. Letters were sent on November 28, 2024 (via email) to all benefitting owners to inform them of the upcoming dates and proposed payment options. At the December 16, 2024, Council meeting the Draft By-law (Attachment 1) will be presented to Council for approval. After Council approval, a package will be mailed to the benefitting property owners. Included will be a copy of the By-law along with a form for

them to complete indicating which payment method they will elect. These payment methods will include the option to pay upfront in full by January 31, 2025 or pay the loan over a 10-year or 25-year period at the prevailing lending rate at the time of the By-law passing. The affordability policy for water and wastewater extensions defines affordable annual payments to be less than 5% of the median after-tax single household income, or between 5-10% given further consideration. The annual payment in the 25 year option allows for a payment of \$2,229.55, which is 5.26% of the median after-tax single household income. The local support for the project warranted the slightly higher threshold for the work to move forward. Annual payments are levied with the property tax billings over 4 installments per year.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

The final cost to the benefitting property owners is shown below. The cost is broken down by the capital cost of the sewer work and the development charge equivalent to service the Craigleith wastewater collection and treatment plant.

Capital Cost of the New Sewage Works

Construction Costs	\$647,687.31
Engineering Cost	\$55,205.92
Total	\$702,893.23
Benefitting Units	25
Capital Costs-Sewer Extension Incurred per unit	\$28,115.73

Capital Charge Wastewater Treatment Plant

Craigleith Wastewater Treatment Plant (per unit cost)	\$3,628.00
Craigleith Wastewater Collection (per unit cost)	\$1,694.00
Total Capital Sewer Charges Imposed per unit	\$5,322.00

Total Cost per Benefitting Owner	\$ 33,437.73
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H. In Consultation With

Monica Quinlan, Director of Corporate & Financial Services
Vicky Bouwman, Asset Management Specialist
Pruthvi Desai, Manager of Capital Projects
Jason Petznik, Communications Coordinator
Corrina Giles, Town Clerk

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Monica Quinlan, Director of Corporate and Financial Services mquinlan@thebluemountains.ca.

J. Attached

1. Draft By-law to impose Capital Sewer Charges for the use of the Town's Sewage System (Craigleith Service Area –Birch View Trail)

Respectfully submitted,

Monica Quinlan
Director of Corporate and Financial Services

For more information, please contact:
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519-599-3131 extension 231

Report Approval Details

Document Title:	FAF.24.133 Birch View Trail Wastewater Servicing.docx
Attachments:	- By-law 2024-XX Wastewater Servicing - Birch View Trail.pdf
Final Approval Date:	Nov 28, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Amy Moore was completed by workflow administrator Amy Moore

Amy Moore - Nov 28, 2024 - 10:14 AM

Monica Quinlan - Nov 28, 2024 - 11:46 AM