

SUMMER VILLAGE OF NORRIS BEACH
POLICY #30-2017

SUBJECT: Holding Tank Encroachment Policy

DEPARTMENT: Administration/Development

ADOPTED AND APPROVED BY COUNCIL: June 10, 2017

PURPOSE OF THIS POLICY

This policy is intended to give guidance to Administration in the preparation and approval of encroachment agreements for holding tanks that residents wish to install on/under Summer Village property.

DEFINITIONS

1. **Administration:** the office of the Chief Administrative Officer (CAO) and/or the Assistant CAO(s).
2. **Council:** the elected Council of the Summer Village of Norris Beach.
3. **Holding Tank:** A watertight tank designed to contain Wastewater and required to meet the engineering specifications for connection to the new low pressure system.
4. **Municipal Property:** Reserves, road allowances and other property owned by the Municipality.
5. **Pumps:** Low pressure system pumps specified by the engineering firm for installation into the Holding Tanks.
6. **The Village:** the entity of The Summer Village of Norris Beach.

BACKGROUND

The Summer Village of Norris Beach is constructing a Low Pressure Sewer System (LPS) as a municipal utility within the boundaries of the Summer Village.

The LPS requires that pumps be installed in holding tanks on residential lots within the Village to transport the sewage down the low pressure lines to the Village boundary and then on to the pump station located in the County of Wetaskiwin.

Some of the lots in The Village require the installation of new holding tanks as their current tanks on the property do not meet the engineering standards. It has become apparent that some of these property owners are experiencing problems with the location of new tanks given lot size, setbacks of buildings, and/ or the location of water wells.

It appears that in a very few cases, the only location that meets the PSDS Standards of Practice will be on/under or partially on/under Municipal Property.

This Policy will provide direction to Administration regarding the process to be followed for allowing encroachments onto Municipal Property when a holding tank cannot be located within the resident's lot.

This policy has been determined to be necessary to meet the construction schedule of the contractors and to avoid delays in the project.

PROCESS

Anyone wishing to install a new holding tank in The Village shall submit a development permit application to the Development Officer (DO).

The DO will review the application and the proposed location of the new tank to ensure that the location meets the setbacks required for holding tanks under the Standards of Practice. The DO will also review the application to ensure that it meets the requirements of the Norris Beach Private Sewage Disposal Systems Bylaw and the Norris Beach Land Use Bylaw.

A development permit will be issued at no charge to residents that meet the requirements of these bylaws.

In the event that the development permit application shows an installation of a holding tank on or partially on Municipal Property the DO shall:

1. Attend the site and determine if there is an alternate location that would meet the Standards of Practice within their lot and follow up with the owner to make that change.
2. Consider other locations that may encroach upon Municipal Property in a less impactful manner and follow up with the owner to make that change.
3. Affirm that the location on Municipal property is the best alternative available under the circumstances.
4. And in the case of 2 or 3 above, notify the owner that an encroachment agreement will be required and that the installation of the tank cannot proceed until that document has been approved.

The DO will then prepare a draft encroachment agreement with a cover letter explaining the circumstances that cause a need to encroach on Municipal Property.

The DO will forward a copy of the cover letter, encroachment agreement and a plot plan showing the lot, proposed tank location, nearby wells and buildings to Council and Administration by e-mail.

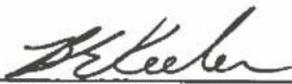
Council will review the information and respond to the DO within 10 days with any additional concerns or questions they may have, or in support of the encroachment agreement.

After the 10 day period has elapsed and after any Council questions have been addressed, the DO shall require that the encroachment agreement be signed and then may issue the Development Permit. Fees associated with the issuance of Encroachment Agreement shall apply.

A report of all encroachment agreements issued under this policy will be provided to Council at each meeting until the project is completed.

Council will review the listing and confirm their approval of the encroachment agreements at the next meeting.

All other encroachment agreements shall be reviewed by Council in a regular Council meeting before they are approved.



Brian Keeler, Mayor
Summer Village of Norris Beach



Sylvia Roy, CAO
Summer Village of Norris Beach