

SUMMER VILLAGE OF NORRIS BEACH
POLICY #31-2017

SUBJECT: Pump Reimbursement and Connection Process for Property Owners

DEPARTMENT: Administration

ADOPTED AND APPROVED BY COUNCIL: Res # 17-112, September 22, 2017

PURPOSE OF THIS POLICY

This policy sets out the Administrative processes to be followed for:

1. The reimbursement to the property owner for the Summer Village's share of the grinder pump and rail system installation costs.
2. The process and forms to be completed before the property can become active in the Municipal Utility.

DEFINITIONS

1. **Administration:** The Chief Administrative Officer (CAO) and/or staff.
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 low pressure system.
4. **Pumps:** Low pressure system grinder pump and rail systems specified by the engineering firm for installation into the Holding Tanks.
5. **Reimbursement Amount:** Based on installation costs known at this point in time, an average cost for the installation of a grinder pump and rail system in a basic installation case has been calculated. Based on the average cost, the *Reimbursement Amount* has been set at a maximum of **\$5,400.00**
6. **Service Connection Fee:** All property owners must pay a *Service Connection Fee* before they will be allowed to use the Municipal Utility. The current fee is **\$6,200.00**
7. **Variances:** A property owner must request a variance for any part of the grinder pump system installation that does not meet the engineering specifications.
8. **The Village:** the entity of The Summer Village of Norris Beach.
9. **Wastewater Utility Services Application and Agreement** - This document must be signed by all property owners before their pump system can be activated.
10. **Wastewater Utility Amortization of Connection Fee Agreement** – This document must be signed by any property owner wishing to amortize the *Service Connection Fee* over the 25 year period.

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.

The LPS will be operated as a Municipal Utility. The scope includes all equipment and materials extending from the pump and rail system within the holding tank to the Summer Village boundary with the exception of any CC valve installed by the property owner on their lot.

The Summer Village will own, operate, and maintain the Municipal Utility.

PROCESS

Property owners shall contact certified installers for quotes, select a contractor and have the work done. Once inspected, the homeowner will pay the contractor and bring a copy of the invoice and inspection report to the office. The inspection reports will be filed at Reception initially.

Administration will review the invoice and inspection report and issue the *Reimbursement Amount*. This will be the lesser of the amount paid to the installer or \$5400. The completion of the review and confirmation of cheque issued shall be noted in the Summary spreadsheet.

All property owners will then be required to sign the Wastewater Utility Services Application Form. Additional Space is available on the back of the page.

Property Owners electing to amortize costs over the 25 year period are also required to complete and sign the Wastewater Utility Amortization of Connection Fee Agreement.

When property owners have completed this documentation, their property will be added to the list of Services to be Activated and the installer will be notified that the CC valve in the system may be opened. The property then becomes active in the Municipal Utility.

Property Owners electing to amortize the cost over 25 years are responsible for the cost of placing a caveat on their property. Administration shall follow up with land titles to register the caveat and issue an invoice to the property owner.

Administration will notify property owners that they should contact their installer if there are any problems with the pump or operation of their system in the first year.

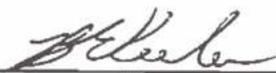
Property owners who wish to have their cc valve closed for the winter must notify the Office. Administration will maintain a list of these properties to forward to the contractor providing this service. The cc valves will be closed at the end of October and re-opened at the beginning of May each year. Starting in the fall of 2018 a fee will be charged for this service.

Copies of all the forms shall be provided to the property owner and filed in the ratepayer files including the Inspection Reports.

VARIANCES

Property Owners may request a variance with respect to some aspects of the system requirements. For example, where a tank is buried less than the required 1.2m in depth and the property owner does not wish to insulate the top of the tank.

The Development Officer may grant a variance. In this case, the property owner will be required to sign a waiver accepting responsibility for any problems associated with the variance. In the case above, this would most likely be freezing in the tank. The Development Officer will record the variance and its approval and document that the property now has a non-conforming tank. This information will be included in any future Compliance Certificate information issued with respect to that property.



Brian Keeler, Mayor
Summer Village of Norris Beach



Sylvia Roy, CAO
Summer Village of Norris Beach