



POLICY MANUAL

POLICY TITLE: Cross Boundary Sewer Connection	POLICY #: 5200-012
AUTHORITY: Administrative	EFFECTIVE DATE: September 20, 2005
ISSUED BY: Director of Engineering	REVIEW SCHEDULE: 2 – 3 years
	APPROVED BY: Council C-352-05
DATE ISSUED: September 22, 2005	DATE APPROVED: September 20, 2005

PURPOSE: To establish a policy for applications for sanitary sewer connections from individual lots outside the Town boundary.

DEFINITIONS: This space intentionally left blank.

POLICY:

- 1.0 Any connections to the Town’s sanitary sewer system are at the complete discretion of the Town.

- 2.0 In determining whether or not a particular connection will be approved, the following factors will be considered (not exhaustive):
 - 2.1 Burden on the Town’s infrastructure;
 - 2.2 Costs to connect;
 - 2.3 Engineering difficulty to connect;
 - 2.4 Ongoing maintenance costs;
 - 2.5 Future plans for Town (and CRD) infrastructure; and
 - 2.6 Relationship with neighbouring (host) municipality.

RECORD OF AMENDMENTS	REVIEW DATE	AMENDED	OUTCOME	MOTION #
	April 2015			

PROCEDURES: Although connections are at the Town’s discretion, the following process will be followed in dealing with applications for cross boundary connections (see also guiding principles below):

1.0 An application must be in writing and contain as much pertinent information as possible. After an initial review by staff, the application will be referred to Council for consideration. Council may decide at this point that the application should not be pursued, in which case the application will be denied. Otherwise, the matter will proceed to Step 2 (see interim letter, attached).

2.0 Staff:

Staff in Engineering will determine the feasibility of the connection and also make recommendations on such matters as:

- burden on the system;
- costs for connection; and
- difficulties in connecting or servicing.

Staff in Finance will determine the proper surcharge for the sewer rate.

Host Municipality (e.g. Saanich):

The application will be referred to the host municipality for their approval. Should the host municipality decline to consider the request, or decline it after consideration, the application will be denied. Otherwise, the two municipalities will proceed to negotiate a Cross Boundary Agreement (Bylaw).

3.0 Once a report from staff is ready and the Cross Boundary Agreement (Bylaw) is in place, the matter can then again be considered by Council. Should Council determine that the connection should not proceed then the application will be denied. Otherwise, the application will be approved and the connection can proceed.

NOTE: Guiding Principles:

- That connection to properties for individual lots (i.e. lots that are not the subject of a subdivision or comparable development) in adjacent municipalities will normally be considered, unless there are engineering difficulties involved in the connection.
- That any costs to extend or improve the Town’s infrastructure in order to facilitate the connection be completely borne by the applicant.
- That any costs for infrastructure on private property (including related expenses, such as easements) be completely borne by the applicant.

RECORD OF AMENDMENTS	REVIEW DATE	AMENDED	OUTCOME	MOTION #
	April 2015			

- That any legal or administrative costs to the Town to enter into a cross-boundary agreement with the adjacent municipality be completely borne by the applicant.
- That there be a special sewer rate established for such cross-boundary users.
- That all cross-boundary connections must be approved by Council.
- That the Town reserves the right, in its complete discretion, to deny all such applications.
- That no cross-boundary connection permitted be taken as setting a precedent for future applications.
- That the applicant be made aware that their connection has to be approved by the adjacent municipality, and that the Town cannot guarantee that the adjacent municipality will grant its permission.

ATTACHMENTS: N/A

DISTRIBUTION: Electronic file G:\ drive policy manual.

RECORD OF AMENDMENTS	REVIEW DATE	AMENDED	OUTCOME	MOTION #
	April 2015			