

<b>Policy Title:</b>	<b>Applies to:</b>	<b>Reference #</b>
<b>Interim Extra-Municipal Servicing Fees and Surcharges</b>	All divisions	###-XXX-##
<b>Approved by:</b>	<b>Dates:</b>	<b>Total # of Pages</b>
City Council	<b>Effective:</b>	29-JUL-2013
	<b>Last Review:</b>	
	<b>Next Review:</b>	
		7
<b>Authority:</b>		
<ul style="list-style-type: none"> <li>▪ <i>The Regina Water Bylaw No. 8942</i></li> <li>▪ <i>The Sewer Service Bylaw No. 5601</i></li> <li>▪ <i>The Planning and Development Act, 2007</i></li> </ul>		

## 1.0 Purpose

To establish a fee structure to recover the City's costs associated with providing water distribution, wastewater collection and/or stormwater collection services and related management systems to outside users beyond City limits of the City of Regina.

## 2.0 Scope

This policy only applies to potential direct retail customers outside of City limits (e.g., private land/property owners or development proponents). Inter-governmental agreements or wholesale agreements with third party servicing providers shall be examined outside the scope of the Interim Policy and the associated fees structure. Examination of inter-governmental or wholesale agreements shall consider the same elements and implications as evaluated within the scope of the Interim Policy.

### 3.0 Definitions

#### **Capital Costs:**

The municipality's estimated cost of providing construction, planning, engineering and legal services that are directly related to the provision, alteration, expansion and upgrade of the following services and facilities associated, directly or indirectly, with a proposed development:

- sewage, water or drainage works;
- roadways and related infrastructure;
- parks; and
- recreational facilities.

#### **City:**

The municipal corporation of the City of Regina or the geographical area within City limits, as the context requires.

#### **City Limits/City Boundaries:**

The legal corporate limits/boundaries of the municipal corporation of the City of Regina; may be expanded from time to time through annexation.

#### **Development:**

The carrying out of any building, engineering, mining or other operations in, on or over land or the making of any material change in the uses or intensity of the use of any building or land.

#### **Proposed Development Lands:**

Those lands (or any part thereof) outside of City limits where no previous extra-municipal servicing agreement has been entered into for the specific proposed development and, in the City's opinion, the City will incur additional capital costs as a result of the proposed development.

#### **Outside User:**

An owner or developer of a property or land situated beyond the City boundaries, that are dependent on City service(s).

#### **Extra-Municipal Servicing Agreement:**

An agreement signed between the City and the proponent for extending the City's water, domestic sewer and/or stormwater services to a Development or Development lands located outside of City limits. Such agreements executed prior to the effective date of this policy may be titled as '*Extra Municipal Water Supply Contract*' or '*Agreement*'.

#### **Servicing Agreement Fees and Development Levies (SAF):**

Charges or levies adopted by Council from time to time pursuant to *The Planning and Development Act, 2007* for the purpose of recovering all or a part of the capital costs incurred by the City as a result of a proposed

development, as described in the *Administration of Servicing Agreement Fees and Development Levies Policy*.

**SAF Rate:**

The fees adopted by Council pursuant to section 172(3)(b) of *The Planning and Development Act, 2007* per hectare of a new development.

**4.0 Fee Structure**

The extra-municipal servicing fee structure comprised of various components set up to result in approximately net neutral cost for reviewing, processing and ultimately approving a service connection, against current and future capital and operational costs incurred by the City. The customer should pay the following fees to the City for application evaluation and extra-municipal service provision:

**4.0.1 Application Review Fee**

The application review fee applies to all formal applications for the planning and technical review of servicing properties outside of City limits. The fee is not refundable, no matter what the decision is. The application review fee rate is \$3,000 per application. This fee will only be charged once when there is more than one type of service requested for a development. It has been calculated to recover the City's staffing and material costs associated with the application review process.

**4.0.2 Administration Fee**

This fee only applies to the approved requests. It is used to recover the City's staffing and material costs associated with preparing and executing an extra-municipal servicing agreement, subsequent and conditional to an approval. The administration fee rate is \$6,500 per application. It has been calculated to recover the City's costs incurred for activities such as agreement preparation, design review, legal review, agreement execution, and inspection and management of agreement obligations prescribed upon the proponent and the City.

**4.0.3 One-time Connection Fee**

This fee applies to the approved proponents only. The proposed one-time connection fee is equivalent to the fee placed on development

within City limits through Servicing Agreement Fees and Development Levies (SAF). Similar to SAF, it is intended to recover the City's growth related capital costs for the utilities, roads, and parks and recreational facilities. The connection fee recognizes that the extension of services beyond City limits would result in a reduction of capacity available to internal developments, and would impact the City's road network, parks and recreational facilities. It also ensures that development beyond City limits does not place a disadvantage upon development within City limits.

The connection fee (dollars per hectare multiplied by the area of the proponent's development) for any given development shall be equivalent to the sum of: the applicable portion of the Utility SAF rate (water, sewer, and/or stormwater portions as applicable), the entire Roadways SAF rate, and the entire Parks and Recreation SAF rate, as is in effect at the time the application is approved.

A reduction to the one-time connection fee may be applied based on a reduced development area. The reduction may be approved at the discretion of the Executive Director of City Planning and Development or delegate in situations where the development area approved to receive service(s) is deemed to be a smaller portion of the total land area owned by the proponent and in consideration of a similar development within City Limits as a result of a lower intensity of development resulting in a smaller serviced area.

#### **4.0.4 Ongoing Usage Rates**

##### **a) Water and sewer**

For premises located outside of City limits that are connected with the City's water and/or sewer system will be charged the regular rates plus the applicable surcharge(s).

The regular rate will be equivalent to the regular rate set out for customers within the City (i.e, daily base charge and consumption charge).

The usage surcharge is used to recover the additional operational and maintenance costs associated with the provision of services outside of City limits. These additional costs include activities such as longer trips made to capture meter readings outside of City limits, and inspections and repairs made outside the normal City processes.

The surcharge for the provision of water and/or sewer service to users outside of City limits is equivalent to 75% of the daily base charge plus the consumption charge.

As for the sewer consumption amount, the calculation method used for accounts within City limits will also be adopted to the users located outside of City limits.

For cases where a sewer connection exists without a connection to the City's water system, a City or City approved metre is required to be installed on the user's water line. For billing purposes, this monthly readings will be used as the amount of discharged wastewater.

#### b) Stormwater

The regular Drainage Infrastructure Levy Rates set out for customers within the City, plus a surcharge of 75%, will be billed monthly to the outside user of the City's stormwater service.

#### **4.0.5 Direct Connection Costs**

The development proponent or ultimate user of the service is responsible for all costs and liability arising from the third-party approvals, easements, engineering services, construction, operation and maintenance associated with the connection to the City's system.

#### **4.0.6 Service Fees**

Any service fees and charges that are applicable to the users within City limits pursuant to *The Regina Water Bylaw No. 8942* and *The Sewer Service Bylaw No. 5601* are also applicable to the users outside of City limits.

#### **4.0.7 Payment of Fees**

The Application Fee shall be submitted along with the formal application, by the proponent.

The Administration Fee is due immediately upon approval, prior to the creation and execution of an extra-municipal servicing agreement.

Payment for the Connection Fees is required in full prior to the execution of the extra-municipal servicing agreement.

The payment of usage rates and service fees is pursuant to *The Regina Water Bylaw No. 8942* and *The Sewer Service Bylaw No. 5601*.

## **5.0 Fees for Septic Tank Wastewater Discharge**

### a) Application Fee

For the provision of septic tank wastewater discharge service, an Application Review Fee (\$1,600 per application) will apply to the service proponent for recovering the City's costs on application screening. If a serviced connection is also requested for the same existing or proposed new development, only the greater value of the Application Review Fee (i.e., \$3,000) would apply.

### b) Volumetric Discharge Fees

The City will directly charge licenced haulers a fee based on the volume of liquid waste discharged at the City's Hauled Wastewater Station pursuant to rates set out in *The Sewer Service Bylaw No. 5601*.

### c) Volumetric Surcharge

High strength industrial wastewater may be subject to a surcharge if one or more parameters are exceeded as outlined in *The Sewer Service Bylaw No. 5601*.

### d) Annual Permit Fee

An annual fee based on the carrying capacity of the hauling vehicle will be charged to licenced haulers pursuant to Schedule "A" of *The Sewer Service Bylaw No. 5601*.

### e) Transport Fees

The landowners or development proponent having permission from the City to discharge their septic tank wastewater to the City's system should contact a hauling company regarding the fees for transport service as this is outside the scope of the Interim Policy.

## **6.0 Related Reference Material**

- Interim Extra-Municipal Servicing Policy
- Administration of Servicing Agreement Fees and Development Levies Policy

## 7.0 Contact

For more information on this policy, contact:

City Planning & Development Division  
Regional Planning Branch  
12th Floor, City Hall  
2476 Victoria Avenue  
PO Box 1790  
Regina, SK S4P 3C8

## 8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
29-07-2013	Initial Release.	Y
29-03-2016	4.03 One-time Connection Fee – Updated to reflect the Executive Director’s current title	Y
29-03-2016	5.0 – Fess for Septic Tank Wastewater Discharge – Updated to reflect new volumetric discharge and surcharge fees	Y
29-03-2016	7.0 Contact –Updated to reflect change in policy ownership	Y