
Town of Mulgrave Municipal Services Policy

Title

1. This Policy is entitled the “Municipal Services Policy”

Purpose

2. The purpose of this policy is to establish methods of applying appropriate fees, service charges and other charges whereby alterations and/or damage resulting to municipal services is incurred by the Town and/or new municipal services are required due to development within the Town.

Definitions

3. In the Policy, unless the context otherwise requires, the expressions:
 - a. **“Municipality Services”** shall be defined as road and service infrastructure owned by the Town of Mulgrave within street right-of-ways, easements and/or separate land arrangements which includes, but is not limited to: bridges, road surfaces, curb & gutter, sidewalks, driveway entrances, lot service connections and valve shut-offs, service mains, hydrants, and associated covers for water, sanitary sewer and storm sewer systems, storm drainage channels and ditches, signage, street benches, litter and recycling containers, retaining walls, tree plantings, shrubbery and planters, playground equipment and sports fields and facilities, walkways, trails and steps, and security fencing.
 - b. **“Lot Services”** shall be defined as those elements that make up the general service laterals to a property, including water and sewage laterals, but not including driveway entrances and culverts which are covered under a separate policy.
 - c. **“Superintendent” and “Superintendent of Public Works”** means the Town of Mulgrave Superintendent of Public Works or his designate.
4. **Requests for Installation of New Lot Services**
 - a. Where a request for new services to a property is to be considered, the following conditions apply:
 - i. The property is a single residential entity;

- ii. There are no lot services at the property line, which consist of a water service (3/4" copper), sanitary service (4" PVC) and storm service (4" PVC, where applicable).
 - iii. Installation procedures are of a standard type and will involve reasonable cost requirements.
 - iv. The services identified under 4.a.ii will be installed under normal building permit conditions, with no service costs being borne by the property owner, except standard permit and connection fees.
 - b. Where a property requesting new lot services is considered to be of a type that is not a single residential unit the sizes of the required services will be submitted for approval, with the cost differential for the installation of the services in excess of those services provided for in clause 4.a.ii being borne by the owner.
- 5. Requests for Alterations to Existing Lot Services**
- a. Where a request is received for alterations to existing lot services which may involve the relocation of water service shut-offs, sewer lines, hydrants, and/or, other municipal services, said alterations and costs will be the responsibility of the property owner.
 - b. Prior to any alterations taking place, full information will be provided to the Superintendent of Public Works for review and final approval of the work.
 - c. Where in the opinion of staff, the condition of the existing lot services have deteriorated through no fault of the property owner and alterations do not involve an increase in the number of services, repairs to the services will be considered for correction at no cost to the property owner (These repairs will be subject to Public Works Department Budgets and scheduling requirements.)
- 6. Damage to Existing Municipal Services / Lot Services**
- a. Where damage to existing municipal services / lot services occurs as a result of alterations to an existing property, and/or a new development under construction, and where in the opinion of the Superintendent of Public Works Department care would have prevented the damage, the Superintendent shall determine the extent of the damage and compare the damaged condition to conditions prior to the alterations having occurred for a determination of the repair costs. (The pre-existing condition may be determined by a site visit, file pictures and/or a general knowledge of the area in question.)
 - b. The owner shall review and record the status of existing conditions prior to the commencement of work at the property. Failure to advise the Superintendent of site deficiencies before site construction shall result in the requirement of the owner to correct and/or repair any deficiencies identified at project completion.
 - c. Should it become necessary for the Town to undertake corrective action for damages, whether through the Public Works Department or an outside

contractor, the property owner will be held responsible for all costs and cost recovery will be sought through all available legal avenues.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider: March 21st, 2011

Date of Passage of Current Policy: April 4th, 2011

I certify that this Bylaw Development Policy was adopted by Council as indicated above.

Municipal Clerk

Date