



INFRASTRUCTURE & ENGINEERING SERVICES LOCAL IMPROVEMENT POLICY

Policy #: Issued: December 14, 2015 Reviewed/Revised:
Prepared By: Reviewed By: Senior Administration Approved By: Council

1.0 PURPOSE

The overall purpose of this Local Improvement Policy is to provide for works undertaken pursuant to the provisions of the Municipal Act, 2001, O. Reg. 586/06 (as amended) and is intended to provide a method of establishing a fair and equitable assessment upon benefitting properties for the works that are undertaken.

1.1 Works Undertaken as Local Improvements

Works that are eligible to be undertaken as a local improvement on existing streets shall be undertaken by Council of the Town pursuant to O.Reg. 586/06

1.2 Cost Based Upon Fixed Rate

- a) The cost of the works shall be assessed upon benefitting properties based upon a maximum fixed rate per meter of accessible frontage as follows:

Sanitary Sewers	\$290.00 per meter
Storm Sewers	\$250.00 per meter
Road Works (curb & gutter only)	\$65.00 per meter

- b) The cost of the works for the sewer service connections shall be assessed at the actual costs per connection upon benefitting properties.

The Engineer will provide an estimate per connection.

- c) If the cost of the works is more than the maximum fixed rate, then the excess costs above the fixed rate shall be charged to the Town.
- d) The cost of works that abut a corner lot or are irregular in shape shall have adjusted assessments as determined by the Engineer.

1.3 Street Lighting / Sidewalks

The costs of standard street lighting and sidewalks for local roads shall be assessed on a 50/50 (Town/Property Owner) basis for the benefitting properties.

1.4 Catch Basins

The Town shall pay 100 % of the cost of construction of catch basins and related connections

1.5 Special Circumstances

Where, in the opinion of Town Council, the works are not warranted, or is a special circumstance, the benefitting properties may be assessed up to 100% of the costs of the works.

1.6 Annual Report

The Director of Municipal Services shall annually report to Council if changes to the fixed rates are warranted.

1.7 Financing/Debentures

Assessed costs to benefitting property owners in excess of \$100 will be in accordance with the **Town's Debenture Policy**.

2.0 SCOPE

3.0 DEFINITIONS

4.0 REFERENCE DOCUMENTS

Municipal Act, 2001, O. Reg. 586/06, as amended

5.0 RESPONSIBILITIES

6.0 PROCEDURE

7.0 REVIEW/REVISIONS

Questions about this policy can be referred to the Director of Infrastructure & Engineering Services.

LOCAL IMPROVEMENT POLICY

Petition for Local Improvement

To: The Mayor and Municipal Council
Corporation of the Town of Kingsville

WE HEREBY PETITION that Council of the Town of Kingsville authorize the following works which may be undertaken as a local improvement.

ALL AND SINGULAR those parcels and tracts of land situate, lying and being in the Town of Kingsville, County of Essex, and Province of Ontario and being composed of those Parts of Lots or Lots and being on the North / East side of Street, a distance of approximately meters.

ALL AND SINGULAR those parcels and tracts of land situate, lying and being in the Town of Kingsville, County of Essex, and Province of Ontario and being composed of those Parts of Lots or Lots and being on the South / West side of Street, a distance of approximately meters.

The property owners of the undersigned land within the above-mentioned area (Owners' list attached) petition that:

- a) THE said area be defined as the Local Improvement Area with the construction of Sanitary Sewers and Storm Sewers with connection to each as required.
- b) THAT an Engineer's Report be prepared to determine the feasibility and costs to the property owners. It is further understood that should the report not be accepted by the Petitioners, that any and all costs accumulated to date will be apportioned equally between the Petitioners in the event that the works does not proceed.
- c) THAT this petition in favour of undertaking the works as a local improvement must be signed by at least two-thirds of the owners representing at least one half of the value of the lots liable to be specifically charged for the work.

LOCAL IMPROVEMENT POLICY CHECKLIST

O.REG.586.06 (AS AMENDED)

(See MUNICIPAL ACT, 2001, S.23)

Local:

Type:

Steps to Passing Local Improvement By-Law	Date:
Town decided to undertake local improvement project (on own initiative or by significant petition of owners), O.Reg. 586/06 s.2.	
Town to appoint an Engineer for the project. Clerk to supply necessary assessment roll information to Engineer.	
Receive and review report of Engineer	
Town to give details notice of intention to pass By-law to Public and owners of lots liable to be specifically charged, O.Reg.586/06 s.6.	
No sufficient petition against proposed By-Law by deadline. Clerk determines sufficiency of petition, O.Reg. 586/06 ss.9 and 10.	
If petition against works received see, O.Reg. 586/06 s.7.	
Town Passes Local Improvement Charges By-Law, O.Reg. 586/06 s.5.	
Tenders Prepared by Engineer	
Tenders opened and Report to Council to Award Tender	
Necessary Documentation Received from Tender	
Contracts Executed	
Work Commenced – Notice to all Property Owners of Commencement Date	
Engineer to Supervise Works	
Works Completed	
Final Inspections Made	
Final Costs Determined – Administration and Engineer to Confirm and Prepare Final Schedule of Assessment	
Notice shall be provided to the Public and the Owners of Affected Properties of the Committee of Revision Hearing, O.Reg. 586/06 ss.20 and 21	
Committee of Revision Held if Objection or Proposed Revision is received O.Reg. 586/06 s.21.	
No objections to Committee of Revision, the Treasurer shall Certify the local improvement roll without a hearing, O.Reg. 586/06 s 21	
Special Charges By-Law to be Prepared, O.Reg. 586/06 s.30.	
Annual Payments to be Placed on Local Improvement Roll, O.Reg. 586/06 s.30	