



**C5  
COMMUNICATION  
FINANCE, ADMINISTRATION  
AND AUDIT COMMITTEE  
JANUARY 20, 2014  
ITEM 5**

**DATE:** January 16, 2014  
**TO:** Mayor and Members of Council  
**RE:** **FINANCE, ADMINISTRATION AND AUDIT COMMITTEE – JANUARY 20, 2014  
REPORT 2, ITEM 5  
REQUEST FOR MUNICIPAL SERVICING - MILLWOOD ESTATES COMMUNITY  
WARD 3**

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**Recommendation**

The Commissioner of Engineering and Public Works and the Director of Engineering Services recommends:

1. That Capital Project No. EN-1998-14, "Millwood Estates Servicing", be considered as part of the 2014 Budget deliberation, to be funded on a temporary basis from the Water and Wastewater Reserves,
2. That should Capital Project No. EN-1998-14 "Millwood Estates Servicing" be approved as a part of the 2014 Capital Budget, staff be directed to only initiate design works once a by-law is passed enacting a special local municipality levy in accordance with the Municipal Act 2001, to reimburse the Water and Wastewater reserves for the full capital cost and any accrued interest of the project.

**Economic Impact**

The estimated cost to initiate the design for watermain and sanitary sewers is approximately \$150,000 and \$280,000, respectively. Preliminary construction costs have been estimated at approximately \$1.35M for the water system and \$2.52M for the sanitary system. Funding for this project would be provided from the water and wastewater reserves on a temporary basis. This project will not place undue pressure on the reserve.

As municipal water and sanitary sewer services will require new municipal infrastructure, all associated costs for this infrastructure would be recovered from the residents of Millwood Estates through a special local municipality levy pursuant to the Municipal Act, 2001. The cost to each property owner would be individually calculated based on their assessed property value. Project costs would be recovered only once construction has been completed.

The design of any servicing within Millwood Estates is proposed to be initiated once a two thirds majority of the community has been obtained, the scope of the new municipal infrastructure request confirmed (ie. Watermain servicing, sanitary sewer servicing, or both), and a by-law enacted to set-up the special local municipality levy. To facilitate an in-year commencement of the design work and assuming the two thirds majority is obtained, a budget request is proposed to be added to the 2014 capital budget, but with Council direction that no funds will be spent until the necessary by-law is enacted to ensure the City is able to fully recover capital costs.

## **Background - Analysis and Options**

The Finance and Administration Committee, at its meeting of January 15, 2014, deferred Item 1 of Finance and Administration Committee Report No.1 – Draft 2014 Budget and 2015-2017 Plan, to continue deliberations and requested additional information on the following:

**"That staff be directed to initiate the design for watermain and sanitary sewer servicing for the Millwood Estates Community as a local improvement".**

The following provides an overview of the implementation process for new municipal infrastructure requests, carried out through a special local municipality levy:

1. Petition from the community requesting infrastructure to be submitted to the City
2. City will review and assess the technical feasibility of the request and prepare a preliminary cost estimate
3. The City will host a Public Meeting/Open House(s) to provide information and answer questions with respect to the undertaking
4. The City will circulate a survey to the community, outlining the scope of the new municipal infrastructure request.
5. The survey will require at least two-thirds, in number of the owners, representing at least one-half of the value of the lots liable to be specially assessed.
6. The City will put forward a budget request to undertake the detailed design of the project and secure funding for construction
7. Once the detailed design has been completed, the City will provide the community with the estimated cost of work.
8. A second survey for work shall be signed by at least two-thirds in number of the owners representing at least one-half of the value of the lots liable to be specially assessed.
9. Council will enact the necessary By-law to commence construction
10. Construction will be carried out
11. Following construction completion, final costs are calculated
12. Updated cost apportionment will be determined
13. Follow-up By-Law, to recover costs, will be brought forward to Council

Should Council approve Capital Project No. EN-1998-14, Engineering Services staff would proceed with hosting a Public Meeting/Open House for the Millwood Estates community to provide information and answer questions with respect to the undertaking, and continue to advance this project.

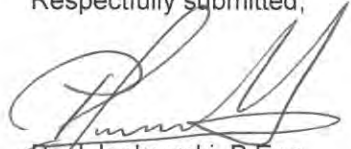
## **Attachments**


1. Location Map – Millwood Estates

## **Report prepared by:**

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Respectfully submitted,

  
Paul Jankowski, P.Eng.  
Commissioner of Engineering and Public Works

  
Jack Graziosi, P.Eng  
Director of Engineering Services



# ATTACHMENT No. 1



## MILLWOOD ESTATES MUNICIPAL SERVICING

### LEGEND



SUBJECT LANDS

Note: Aerial photography acquired in spring 2011



NOT TO SCALE