

To: Warden and Members of County Council

From: Director of Corporate Services

Oxford County Main St Norwich Sanitary Sewage Pumping Station Project

RECOMMENDATIONS

- 1. That By-law No. 6550-2023, being a by-law to authorize the funding sources for the Oxford County Main St Norwich Sanitary Sewage Pumping Station Project, be presented to Council for enactment;**
- 2. And further, that County Council authorize the transfer of \$257,851 (including non-refundable HST) to Stubbe's Property Development Inc., as part of the 2023 Capital Budget;**
- 3. And further, that County Council authorize a transfer of \$257,851 from the Wastewater – Norwich Reserve to fund the costs being banked against future development properties.**

REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council approval to include the Main Street Norwich Sanitary Sewage Pumping Station (SPS) project as part of the 2023 Capital Budget, including allocating project costs to benefitting property owners
- The Main Street Norwich SPS was installed by Stubbe's Property Development Inc. (Stubbe's) in 2022 on the basis of cost recovery for services to future developments

Implementation Points

Upon County Council's approval of this report and passing of the authorizing by-law, staff will notify the properties as set out in Schedule "B" of the by-law regarding the banked fees associated with their properties, which will be collected at the time of future development. Staff will inform Stubbe's of the cost sharing approved by the County.

Financial Impact

The total SPS project cost is \$630,334 (pre-HST) as supported by invoices provided by Stubbe's

to the County. As a result of internal staffing changes, this project was missed from being included in the 2023 Capital Budget. The 2023 budgeted closing balance for the Wastewater – Norwich Reserve is approximately \$3.65 million, which is sufficient to fund the cost sharing requirement.

Table 1 – Project Cost Allocation

Description	Hectares	Project Cost Allocation	Non-Refundable HST	Total Allocation
Easterly Undeveloped Lands	3.062	\$253,391	\$4,460	\$257,851
Stubbe’s Development	4.555	\$376,943	\$6,634	\$383,577

Note: The amount to be paid to Stubbe’s is \$253,391 plus HST.







Communications

County Policy 6.05 Water and Sewer Services Financing includes a section on Public Consultation requirements, which states that the County will, to the best of its ability, ensure that property owners are informed of the intention to service and the potential impacts on property owners. Indicated below are the various communication points that occurred with the impacted property owners related to this project are described below.

- In August of 2018, County Public Works initially advised Stubbe’s of the potential requirement to oversize subdivision wastewater infrastructure (including provisional cost sharing intentions) as required to service possible future development to the east of their lands. During the design stage in October of 2020, Public Works confirmed that service provisions (oversizing of SPS) for future development could be cost shared. Further cost sharing intentions and details were communicated with Stubbe’s during submission of supporting documentation (e.g. construction invoices) in April of 2023.
- A notice was mailed in May of 2023 notifying affected property owners that public consultation was being offered on May 18, 2023, to provide additional information and inform affected existing homeowners of cost implications.
- On May 23, 2023, a letter was mailed to each landowner informing them that a by-law to bill this project to benefitting property owners was anticipated to be passed at the June 28, 2023 council meeting. A letter was also mailed to Stubbe’s informing them of the anticipated cost share.

Upon enactment of By-law No. 6550-2023 a letter will be sent to each property owner identifying the amount banked for future development. A letter will also be sent to Stubbe’s indicating the cost sharing amount approved by County Council and requesting a formal invoice be submitted for payment.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.			

DISCUSSION

Background

In August of 2018 (during pre-consultation for Stubbe’s proposed draft plan of subdivision at 54 Main Street E, Norwich), Public Works informed Stubbe’s that they would be responsible for conceptual wastewater servicing design for localized un-serviced lands within settlement boundaries (east of subdivision lands), and associated provision to oversize subdivision wastewater infrastructure. At that time, it was advised that cost sharing could be discussed following preliminary/conceptual design, once a preferred wastewater servicing strategy and preferred oversizing was understood. Public Works formalized the requirement as a condition of Draft Approval of Plan of Subdivision, File Number SB18-12-3, approved by County Council on August 12, 2020. More specifically, Conditions 11 and 12 required that the owner (Stubbe’s) provide service provisions for future development to the east and adequate land for the proposed sanitary sewage pumping station to the satisfaction of the County Public Works. In 2022, Stubbe’s undertook construction of the SPS.

In accordance with Oxford County’s Local Service Policy “Local pumping stations serving a small localized area (which may include more than one development property) are local services to be paid by the developer on a flow area or proportional basis.”

Comments

Project cost information was received from Stubbe’s and reviewed by County staff. The drainage area associated with the pumping station consists of a total of 7.62 hectares. The contributing area relates to 4.56 hectares from the Stubbe’s development and 3.06 hectares of the easterly undeveloped lands. As Stubbe’s constructed and wholly paid for the SPS they will be reimbursed based on the amount allocated to the easterly undeveloped lands by the County which will be recovered at the time the future development occurs.

Schedule “B” of the authorizing by-law provides a list of benefitting properties by roll number.

Also forming part of the by-law is a map of the area serviced by the project - see Attachment 1 to this report.

Conclusions

The proposed cost sharing model as described within this report is in accordance with County policies and procedures. As such, staff recommends that Council authorize the cost allocation and funding sources for this project.

SIGNATURES

Report Author:

Original signed by

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Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

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ATTACHMENT

Attachment 1 – Oxford County Main Street Norwich SPS Project Area Map