

Extra-Municipal Servicing Information Sheet

Extra-Municipal Servicing

Extra-municipal servicing refers to the provision by the City of Regina of water distribution, wastewater collection (or septic tank wastewater discharge), and/or stormwater collection, and related management services outside of the City limits.

Provision of extra-municipal servicing is authorized by *The Regina Water Bylaw No. 8942* and *The Sewer Service Bylaw No. 5601*. The servicing policy and related fees and surcharges are further stated in the City's *Interim Extra-Municipal Servicing Policy* and *Interim Extra Municipal Servicing Fees and Charges Policy* dated July 29, 2013, as may be amended from time to time.

Applicability

Applicable to potential direct retail customers outside of City limits (e.g. private land/property owners or development proponents)

Application Procedures

The extra-municipal servicing application procedures consist of the following major steps:

- Applicant requests for servicing to the City, either phone, mail, email, or personal visit to the City Hall. Applicant may wish to arrange a pre-application meeting with City staff for potential servicing feasibility. A formal request letter is required for formal application.
- After applicant returns the completed application form (Part A) and applicable application fee, the City reviews the application and the applicant is notified of the decision. Additional information may be requested of the applicant during the review processes.
- For approved request, applicant submits design plan of proposed installation for City's approval, along with Part B of the application form completed. Construction can only begin after the City approves the design in principle. Applicant submits as-built drawing to the City, within 30 days of completion or at the time of connection.
- Applicant also needs to sign the extra-municipal servicing agreement and the extra-municipal service connection agreement with the City after the request is approved, so that the City opens an account for the customer and billing commences.

Factors to be Considered

A set of criteria will be used to evaluate the application, including:

- Any benefit to the City/the region;
- Whether the development can be located within the City limits;
- Any expectable incompatible neighbouring uses or planning conflicts;
- Any impact on surrounding environment/regional ecosystem; and
- Any service lines close to the application's premises.

Expected Fees

The City charges the following fees for evaluating application and ultimately providing water/sewage/stormwater service, including:

- **Application Review Fee:** \$3,000 to all formal applications. The fee is not refundable, no matter what the decision is. The fee will only be charged once when there is more than one type of service requested for a development.
- **Administration Fee:** \$6,500 per application and 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.
- **One-time Connection Fee:** Varies depending on servicing site condition, but equivalent to the charge by the City to new development within the City limits (2016 water connection only charge was \$278,066 per hectare). It applies to the approved proponents only.
- **Usage Rates:** The regular City user's rates plus a 75% surcharge.
- **Service Fees:** Any service fees and charges that are applicable to the users within City limits.

The City charges the following fees for evaluating application and ultimately providing septic tank wastewater service, including:

- **Application Review Fee:** \$1,600 to all formal applications. The fee is not refundable, no matter what the decision is. If a serviced connection is also requested for the same existing or proposed new development, only \$3,000 would apply to all the requests.
- **Usage Rates:** directly charge the haulers, i.e., an annual fee based on the carrying capacity of the hauling vehicle. The applicant should contact a hauling company regarding the fees for haul service.

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.

Timelines

The request may take several weeks to be processed, depending on completeness of the application materials. Applicants are encouraged to start as early as possible.

Further Information

For more information on the *Interim Extra-Municipal Servicing Policy* and fee structures, contact:

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Regional Planning Branch
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PO Box 1790
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