
CP. 13.2.6

Section: Utilities

Subsection: General

Subject: Water and Sanitary Sewer Connection Policy

Approval Authority: 2025.02.26-CR-02

Effective Date: February 26, 2025

1. Policy Statement

As the Town of Innisfil continues to be developed, water and sanitary sewer infrastructure is being constructed in previously un-serviced areas, and therefore the opportunity to connect becomes available for properties along the service route.

2. Purpose

This policy has been developed to ensure the approach taken for the infrastructure design and construction, as well as, the timing, allocation and recovery of the expenses incurred by the Town to provide water and sanitary sewer servicing is consistent, regardless of the mechanism used to install the services.

3. Definitions

Advanced Notice – shall mean a written notice, provided a minimum of 36-months prior to the anticipated date of fee collection, to the effected Property Owner from Inniservices, advising the Owner of the plans for a construction project that will result in their property being affected by this Policy.

Final Payment Option Letter - shall mean a written notice, issued following the advanced notice, to the effected property owner from the Town, advising the owner of the final lateral fee associated with their property as an amount due, the payment options available to the property owner, and a deadline for response. **Curb Stop** – shall mean the valve on the water service or private main owned and used by the Town to shut off or turn on the water supply from the Town's Water Distribution System.

Developer Local Servicing Project – means a water or sanitary sewer project where no Development Credits are available for construction and the developer funds the project.

Development Charges Funded Project – means a water or sanitary sewer project where the DC charges from the development will cover >50% of the expense of the construction project, and the remainder of the expense being recovered from effected Property Owners through the applicable Water and Wastewater Services Connection Fees pertaining to the servicing area.

Benefitting Property – shall mean any lot, or part of a lot, or both, in, through or past which service pipes will run as a result of Water Distribution or Sanitary Collection System expansion activities.

Final Connection – means the state of condition and/or point in time at which the private connection(s) have been installed and the premise is connected to the municipal service lines.

Local Improvement Project – means a water or sanitary sewer project initiated through a local improvement petition and approved by Council, where the area property owners will be responsible for the expense of the construction project including staff time, engineering, construction and any other applicable costs

Owner - includes a mortgagee, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian;

Private Sanitary Connection – means that portion of the sanitary sewer system that conveys wastewater from the effected Property to the municipal Test Fitting.

Private Water Connection – means that portion of the water conveyance system that conveys water from the municipal Curb Stop to the effected Property.

Project Specific Municipal Bylaw – means the bylaw developed for each construction project that outlines timing of final connection, capacity allocation, fees and charges and payment terms and conditions.

Sanitary Collection System – means all sewers, sewage systems, sewage pumping stations, and other works of the Town for the collection, acceptance and transmission of sanitary sewage;

Sanitary Service Lateral - means that portion of the Sanitary Collection System initiating at the Test Fitting and terminating at the Sanitary Sewer Main.

Sanitary Service Lateral Charge – a charge to recover the costs to design and install the Sanitary Service Lateral including staff time, engineering and construction etc.

Sanitary Sewer Main - means that portion of the Sanitary Collection System into which the Sanitary Service Lateral discharges.

Substantial Completion – the point in time when the work to be completed within a construction project, or a substantial part thereof is ready for use or is being used for the purpose intended, as defined with the construction projects contract documents;

Test Fitting - means a device that has a removable cap and is incorporated into a drain pipe to permit the insertion of steel sewer rod pipe cleaning apparatus;

Wastewater Services Connection Fee - means a charge for the recovery of development-related capital costs for the provision of sanitary sewer services. These costs are determined within the Towns' Development Charges Background Study, as amended from time to time, and are calculated and levied on an area-specific basis, reflecting sanitary sewer service areas.

Water Distribution System – the system of piping used for the conveyance of potable water, including watermains with connections to feeder mains, feeder mains within subdivision lands, private mains, services, fire hydrants, curb stops and all other appurtenances thereto.

Watermain – that portion of the Water Distribution System from which the service lateral initiates.

Water Services Connection Fee – means a charge for the recovery of development-related capital costs for the provision of water services. These costs are determined within the Towns' Development Charges Background Study, as amended from time to time, and are calculated and levied on an area-specific basis, reflecting water service areas.

Water Service Lateral – means that portion of the water conveyance system that conveys water from the Watermain toward the effected Property, terminating at the curb stop.

Water Service Lateral Charge – A charge to recover the costs to design and install the water service lateral including staff time, engineering, and construction etc.

4. Responsibility

Town Engineering and Finance Service Areas are jointly responsible for the ongoing update, implementation, training, monitoring and compliance of the policy.

5. Application

This policy applies to properties within the service areas of Alcona, Cookstown, Lefroy-Belle Ewart, Sandy Cove, Innisfil Heights, Stroud, Churchill, Fennell's Corners, Gilford, Big Bay Point, Degrassi Point Shoreline, Big Cedar Point Shoreline and Leonard's Beach Shoreline as identified in the 2018 Town-wide Water and Wastewater Master Servicing Plan not already connected to Town water and/or sanitary sewer services that benefit from local servicing activities, including but not limited to development charge funded Town capital projects, infrastructure installed by external stakeholders and/or local improvement construction projects.

6. Administration

Watermain and Sanitary Sewer Main Design and Construction:

All Watermains and Sanitary Sewer Mains being installed within the Town of Innisfil shall be designed and constructed such that Water Service and Sanitary Sewer Laterals, up to and including the Curb Stop and/or Test Fitting, depending on the service lines being constructed, are provided for each property that is impacted along the installation route, regardless of the property Owners need to utilize the service at the time of construction.

This allows for Final Connections to be completed in the future without having to disturb the roadway and provide decreased costs than would otherwise be incurred with subsequent installations.

Advanced Notice:

Innservices shall provide Advanced Notice to the Owners of all properties that will be assessed as effected Properties as a result of a given construction project.

The Advanced Notice shall contain the following, at a minimum:

- Brief description of the overall construction project and Key Map,
- Identification of municipal servicing (water and/or sanitary sewer) that will be installed with the project,
- Copy of the Water and Sanitary Sewer Connection Policy and brief description of how the policy impacts them,
- Preliminary estimate of the Water and/or Sanitary Service Lateral Charge, Water and/or Wastewater Services Connection Fee and Proportionate share of local Watermain and/or Sanitary Sewer Main design and construction costs, if applicable,
- Fee collection date

- Contact information for the Manager responsible for the construction project, or their delegate.

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Final Payment Option Letter:

- The Town shall provide a final payment option letter to the Owners that will be assessed as the benefiting properties as a result of the given construction project. The final payment option letter shall contain the following, at a minimum:
 - The name of the construction project
 - Brief description of the overall construction project
 - The final lateral cost assessed to the property
 - Payment terms for the lateral cost, including the applicable interest rate
 - A deadline for response by the property owner
 - The property tax billing year in which payments will commence

Final Connections:

It is the sole responsibility of the effected Property Owner to obtain any required permits, design, construct and/or arrange for the construction, and fund the Private Sanitary and/or Private Water Connections required to complete the Final Connection to the Water Distribution and/or Sanitary Collection System.

Municipal By-law Requirement:

Under the authority provided by subsection 11(3) item 4, subsection 8(3), section 326, and sections 9,11 and Part XII of the *Municipal Act, 2001*, the municipality may construct municipal service lines, and through the development of municipal by-law, dictate residents requirements to connect, utilize, and pay the applicable fees and charges immediately following Substantial Completion, or likewise, set forth any other connection, service utilization and fee and charges recovery schedules deemed appropriate by Council, on a case-by-case basis.

As such, a municipal by-law shall be developed for each construction project that will benefit property owners that puts into force Council's desired direction for that project on the following matters:

Timing of Final Connection:

Generally final connection is not mandatory. In site specific locations mandatory connection may be necessary for public and environmental safety and will be set in the project specific municipal by-law. It is recommended that a specific timeline be determined within the applicable by-law, rather than provide an avenue which would allow for the properties to remain unconnected to available services, in perpetuity.

Capacity Allocation:

During the development of the project specific municipal by-law, it should be taken into consideration that the Town of Innisfil Planning Approvals and Servicing Capacity Allocations Commitments Policy (CP.03-07) indicates that capacity is committed upon payment of Development Charges. In the case of a effected Property Owner, capacity will be considered committed upon payment of the applicable Water and/or Wastewater System Connection Fee(s).

Fees and Charges:

Within the project specific municipal by-law, the value of applicable fees and charges to be levied on the effected Property Owner, related to the construction project shall be established. The by-law, at a minimum, shall determine and set forth the value of the following;

- Water Services:

- Water Service Lateral Charge
- Water Services Connection Fee pertaining to the servicing area

- Sanitary Sewer Services:

- Sanitary Service Lateral Charge
- Wastewater Services Connection Fee pertaining to the servicing area

In the case of a Local Improvement Project, the by-law shall express the value of the following fees and charges,

- Water Services:

- Water Service Lateral Charge
- Proportionate share of local Watermain design and construction costs, if applicable
- Water Services Connection Fee pertaining to the servicing area

- Sanitary Sewer Services:

- Sanitary Service Lateral Charge
- Proportionate share of local Sanitary Sewer Main design and construction costs, if applicable
- Wastewater Services Connection Fee pertaining to the servicing area

Payment Terms and Conditions:

Payment terms to be available are:

- Full or partial payment of lateral fee within 60 days of final payment option letter, or;
- Full or partial amount of lateral fee added to annual property tax bill with applicable interest on the date of fee collection established in the final payment option letter, subject to prevailing rates established in said letter and length of repayment term up to a ten (10) year maximum term.

A failure to respond to the final payment option letter by the given due date prescribed in the letter will result in the default choice of the full lateral fee being added to the associated property tax account for a repayment term of ten (10) years, with applicable interest.

Add to tax lateral payment commitments can be paid off at any point during the ten (10) year term. Payee is responsible for interest due up to and including payment date.

Payment of the connection fee becomes due at the time of connection to services, at the current rate in place at that time.

Costs outlined in the advanced notice and final option letter will not include the private responsibility items for all costs incurred on private property from the property line into the premises, for connection to the municipal system, which are the sole responsibility of the affected owner.

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Within the project specific municipal by-law, the terms and conditions for payment of applicable fees and charges to be levied on each effected Property Owner shall be established.

7. Exceptions

Properties not within the service areas of Alcona, Cookstown, Lefroy-Belle Ewart, Sandy Cove, Innisfil Heights, Stroud, Churchill, Fennell's Corners, Gilford, Big Bay Point, Degrassi Point Shoreline, Big Cedar Point Shoreline and Leonard's Beach Shoreline as identified in the 2018 Town-wide Water and Wastewater Master Servicing Plan.

8. References

[Municipal Act, 2001](#)

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority
V1	2015.08.12	Adoption	CR-149-02.15
V2	2025.02.26	Amendments	2025.02.26-CR-02