

To: COUNCIL

Meeting Date: 7/8/2025

Subject: 25-061-CD Blenheim Local Improvement Special Charges By-Law

Submitted By: Leah Walter, Director of Engineering & Transportation

Prepared By: Jamie Croft, Manager of Infrastructure Engineering

Report No.: 25-061-CD

File No.: A/00514-30

Wards Affected: Ward 5

RECOMMENDATION(S):

THAT Report 25-061-CD Blenheim Local Improvement Special Charges By-Law be received;

AND FURTHER THAT the Local Improvement Special Charges By-law included as Appendix A be approved.

EXECUTIVE SUMMARY:

Purpose

To seek Council approval of a Local Improvement Special Charges By-law for sanitary sewer extension on Blenheim Road.

Key Findings

No objections were received on the final special charges by property owners to the committee of revision. The local improvement special charges roll (Appendix B) has been certified by the City's Acting Chief Financial Officer and Director of Engineering. With the approval of the by-law by Council, special charges invoices will proceed to be distributed to owners.

Financial Implications

There are no financial implications resulting in the adoption of the local improvement special charges by-law, and the City will be recovering costs per the final special charges roll as presented in this report.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Wastewater

Core Service: Wastewater Network Maintenance

The City provides reliable and environmentally responsible wastewater conveyance through a network of over 538km of sanitary sewers. Within an urban environment it is in the best interest of the public to have municipal sewage service for the protection of human health, safety, and the environment.

BACKGROUND:

Blenheim Road (Devils Creek to Mount View Cemetery) was reconstructed in 2024. Local improvement By-law 23-102 was passed on November 28, 2023 as part of Council report 23-326-CD Blenheim Road Local Improvement By-Law for the extension of sanitary sewer to eight (8) benefiting properties within the project limits. The final costs were sent to owners in April 2025, providing owners a 30-day objection and review period (for any corrections from owners) prior to special charges certification. No objections were received from owners, and the local improvement special charges roll has been certified by the Acting City's Chief Financial Officer and Director of Engineering.

ANALYSIS:

Following Council approval, special charges as outlined in Appendix A will be applied to property owner tax rolls. Respective invoices for the special charges will be delivered to owners by the City's tax and water division. Information will be provided therein to owners regarding payment as follows:

- Prompt payment of the loan amount due by December 19, 2025.
- If payment is not received by the required date, charges will begin accruing interest at a rate of Prime +2% annually and will be added to the final property

tax bill for each property with installments amortized over a 20 year period per the terms of By-law 23-102. Installments will begin with the final billing in 2026.

- Annually property owners may choose to commute (pay out) the local charges by providing a minimum of 60 days written notice ahead of the final tax billing. Upon receipt of written notice, a lump sum payment balance will be specified and remain valid for 30 days. If the lump sum payment remains outstanding at the time the final tax billing is created, the regular installment amount will be applied.

EXISTING POLICY / BY-LAW(S):

Local improvement By-law 23-102 was passed on November 28, 2023, as part of Council report 23-326-CD *Blenheim Road Local Improvement By-Law* for the extension of sanitary sewer to eight (8) benefiting properties within the project limits.

A special charges by-law is required (included as Appendix A) under O.Reg. 586/06 which outlines final charges. This is required to complete the local improvement process and allow for final invoicing to owners.

FINANCIAL IMPACT:

As part of Report 23-312-CD, Council approved the Local Improvement Charges cost recovery from benefiting property owners for the sanitary sewer extension on Blenheim Road (Capital project A/01294-40).

There are no financial implications resulting in the adoption of the local improvement special charges by-law, and the City will be recovering costs per the final special charges roll as presented in this report.

PUBLIC VALUE:

In support of the City's public value principle of sustainability and to ensure that the City's wastewater reserve continues to primarily fund replacement of existing sanitary infrastructure, the partial cost of extending sanitary sewers on Blenheim Road has been applied to benefiting property owners through Local Improvement Charges under O. Reg. 586/06.

ADVISORY COMMITTEE INPUT:

Not applicable

PUBLIC INPUT:

Impacted property owners have been kept informed throughout the process dating back to 2023, as outlined and summarized as part of report 23-274-CD. A draft roll of charges was provided to residents through registered mail, with a 30-day comment period in April 2025. No objections to the calculation of charges were received.

INTERNAL / EXTERNAL CONSULTATION:

Engineering staff have consulted with the City's Finance, Clerks and Legal divisions on the Local Improvement Charges and process for the Blenheim Road for the municipal sanitary sewer extension.

CONCLUSION:

Staff are seeking Council approval of the attached Local Improvement Special Charges By-Law (Appendix A) applying to the sanitary sewer extension on Blenheim road. This will complete the local improvement process and allow for final invoices to be sent to applicable owners on Blenheim Road and cost recovery for the City.

REPORT IMPACTS:

Agreement: **No**

By-law: **Yes**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 25-061-CD Appendix A – Special Charges By-Law
2. 24-061-CD Appendix B –Certified Special Charges Local Improvement Roll

