



August 8, 2017

XXXXX
XXXXX
XXXXX

Dear Resident:

RE: MEADOW HEIGHTS WATER & SEWER SERVICING PROJECT 2017

As part of the Meadow Heights Water & Sewer Servicing project, the Town will be installing sanitary sewer service to all existing properties on Meadow Heights and water service stubs for those existing properties currently without. This project will commence on Monday, August 14, 2017. Your property is identified as requiring:

Type of Service	No. Connections Required
Water Curb Stop	X
Sanitary Sewer Stub	X

This project supports the continued extension of water and sewer services in the Town and completes servicing for Meadow Heights. The costs associated with the placement of the service connection(s) will be charged back to you as the property owner as a local improvement assessment as per Section 149 of the Municipalities Act, 1999. The local improvement assessment for your property is XXXX and will be due upon completion of the project (estimated completion date is November 2017, however this could extend to spring 2018). For more information on the project and how the local assessment is calculated, please visit the Meadow Heights Water and Sewer Servicing project page on pcsp.ca. The assessment charge will become part of the Property owners account and will be due within the same timeframe as taxes for the 2018 tax year (i.e. March 31, 2018). Financing charges for the project will also be applied at rates the Town is able to negotiate with its lenders. Note that regular property taxes and water and sewer charges are expected to be paid under the same terms and conditions that are outlined in the yearly Tax Structure and Schedule of Fees adopted annually by Council.

The placement of the above referenced service(s) will be to your property line. The service connection line from the stub/curb stop to your home is not included in this project and is the responsibility of the property owner. To facilitate approval for connection to the Town's system and ensure the appropriate inspections are undertaken by the Town, you will need to apply for a permit to connect to the Town's water and/or sewer system. This can be completed any time after the stub/curb stop is placed by visiting the Town's Planning & Development Department on the lower level of the Town Hall. Please note, the local improvement assessment referenced above will replace the connection fee(s) normally administered by the Town and you will not be required to pay this fee upon application for your permit. However, you will be required to pay a processing fee of \$50.

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Once the stub/curb stop is placed, you will have one (1) year from the time of placement to complete your connection to the water service as per the Town's Water and Sewer Regulations. Annual water and sewer fees will apply at the time of connection or by January 2018, whichever is earlier. The water and/or sewer taxes will be applied to your municipal account.

For property owners that have land outside or land that extends outside the local improvement assessment area, a levy associated with that property or portion of property will be applied for future development. This levy will not be charged to your municipal account at this time, instead it will be charged if/when there is an application for development of the land in the future. You can view the project map that outlines the local improvement assessment and levy areas on the Town's website. You will be able to view the levy attached to the property on your tax account on eServices by January 2018.

If you have questions with respect to the servicing requirements for your property, please contact the Town at public.works@pcsp.ca or 709-895-8000, ext. 228.

If you have questions with respect to the levies, tax account impact or wish to discuss payment options, please contact Joe Donkers at joe.donkers@pcps.ca or 895-5666.

Residents of the area should expect service and construction related disruptions during the course of this project. We apologize in advance and will endeavor to keep disruptions to a minimum.

Sincerely,

CHRIS MILLEY, P.Eng.
Town Manager/Engineer