

1. SUBJECT: SERVICING CHARGES & SEWERAGE FEES**2. DEFINITIONS**

“Combined Connections” where a property was historically serviced by a combined sewer, it shall be deemed to have been provided with both sanitary and storm services. No Servicing Charges or Sewerage Fees shall apply.

“Interest Charges” will be at a rate deemed appropriate by the City’s Finance Department, determined through the municipal borrowing rates offered by Infrastructure Ontario at the time the loan is made, at an appropriate term length and an increase for administrative charges by a rate consistent with the term of the loan. Interest Charges shall be applied to any payment not received within 30 days of the date of the notice or invoice sent by the City to the property owner.

“Mainline Sewerage Fees” are based on the Local Improvement Flat Rate for storm and sanitary sewers as updated annually and approved by Council through the City of Windsor User Fee Schedule, where costs are unknown, completed under a Local Improvement or as per CR329/2023. These costs represent the minimum size sewer acceptable under current City of Windsor standards to service a residential block of properties. Mainline Sewerage Fees will be based on the approved rate at the time of issuance of the permit and Interest Charges will not apply.

“Municipal Services” include, but are not limited to:

- Sanitary and storm mainline sewers and private drain connections (including cleanouts)
- Sidewalks
- Pavement (including curb and gutter and catchbasins)
- Watermain and water services,
- Utilities such as gas, hydro and telecommunications
- Streetlighting

“PDC” means a private drain connection.

“Servicing Charges” represents a property owner’s portion of construction costs for Municipal Services, including applicable interest, engineering and miscellaneous costs. Servicing Charges are calculated using actual construction costs where known.

“Sewerage Fees” means collectively Mainline Sewer Fees and Standard PDC Fees.

“Standard PDC Fees” are estimated costs to construct a 150mm diameter PVC storm and/or sanitary PDC, including the cleanout (tee, riser and cap), from centerline of road to the property line, as updated annually and approved by Council through the City of Windsor User Fee Schedule. Standard PDC Fees will be based on the approved rate at the time of issuance of the permit and Interest Charges will not apply.

3. DRAWINGS

N/A

4. BEST PRACTICE

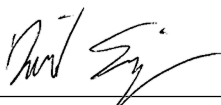
1. Servicing Charges may be collected by the Engineering Department as a condition of a permit issued under By-law 25-2010. Servicing Charges may also apply as follows:
 - 1.1 The owner of a parcel not currently connected to municipal sanitary or storm sewers is required or intends to connect to the municipal sewer system.
 - 1.2 New services are constructed by local improvement under Ontario Regulation 586/06 or as amended.
2. Under 1.1 above, the property owner shall:
 - 2.1 Obtain from the Engineering Department a permit for the subject sewer works.
 - 2.2 Pay, prior to the issuance of a permit, Servicing Charges as determined in the order listed below:
 - a. Existing PDC:
 - i. Be notified by the City in writing of applicable Servicing Charges, payment options and payment deadlines after which Interest Charges will accrue, OR
 - ii. Actual costs, where the PDC card establishes the charge to construct private drain connections and cleanouts, including any applicable Interest Charges, OR
 - iii. If actual costs are unknown, *Standard PDC Fees* will apply OR
 - b. No Existing Private Drain Connection:
 - i. Be responsible for all costs related to the construction of a private drain connection, including but not limited to tapping the mainline sewer, restoration of pavement and any costs to abandon or use existing, old or redundant private drain connections, in accordance with City of Windsor Best Practice BP1.3.3.
 - c. Mainline:
 - i. Be notified by the City in writing of applicable Servicing Charges, payment options and payment deadlines after which Interest Charges will accrue, OR
 - ii. If actual costs are unknown, *Mainline Sewerage Fees* are applicable.
3. Under 1.2 above, the property owner shall:
 - 3.1 Be notified by the City in writing of the costs assessed to the property through the local improvement process.
 - 3.2 Pay in accordance with the Special Charges By-law passed by Council by the payment deadline provided by the City.
 - 3.3 Pay any portion of the charges above not paid by the payment deadline, on the property's tax roll on a payment term not to exceed twenty (20) years, including applicable Interest Charges as defined in the Special Charges By-Law.
 - 3.4 Obtain from the Engineering Department a permit for the subject sewer works.
 - 3.5 If a property has undergone a sanitary sewer local improvement and is later subdivided into two or more lots, the City may apply fees in accordance with the then current User Fee Schedule for any frontage or flankage exceeding 30 metres.

5. RELATED BEST PRACTICES

BP1.3.3 – Abandonment or Reuse of Private Drain Connections

6. RELATED CITY STANDARDS

N/A



City Engineer or Designate

June 2, 2026

Date