



Engineering & Public Works

ENGINEERING SERVICES

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October 21, 2016

«First_1» «Last_1»

«First_2» «Last_2»

«Mailing»

«City», «Prov» «Postal»

Re: Hart Highlands Sanitary Sewer Local Area Service Project (LAS) - Phase 4

Dear Property Owner:

You are receiving this letter because you are the registered owner of «House» «Street» which is within the boundary for the proposed final phase (Phase 4) of the Hart Highlands Sanitary Sewer Local Area Service (LAS) project.

Many homeowners in your area have requested a connection to the City sanitary sewer system similar to those completed nearby. The City of Prince George has been working on a possible LAS to provide this service to your neighborhood.

The City will be holding a public meeting to discuss the possible sanitary sewer installation in your neighborhood on **Wednesday, November 16, 2016**.

Public Meeting

November 16, 2016 7:00pm
Heather Park Elementary School
Multi- Purpose Room
7151 Heather Park Rd

At this meeting, City staff will present details about the project and answer questions. Topics will include an explanation for the LAS process, an overview of construction, and a discussion about project costs and funding.

An informal survey has been included with this letter. The survey will help the City understand how many property owners are interested and provide information on how we can best communicate with you in the future. We hope that every property owner completes and returns the survey.

Local Area Service

A Local Area Service is an improvement project that benefits a particular area, and is paid for by the benefiting property owners. In order for the installation of a new service to proceed, the project needs to be approved by the majority of benefiting properties through a formal petition process and approved by City Council.

Timeline:

The Killarney Sussex Wildwood LAS is approximately half way through construction and will continue into the 2017 construction season. If the next phase (Phase 4) LAS project is approved, construction would start in 2018. A topographic survey of the Phase 4 area was performed in the last two months which will allow the City to analyze the potential project and prepare a preliminary design and cost estimate. After the public meeting on November 16, 2016 and the informal survey of the property owners in Phase 4 is collected on November 25, 2016, the next steps will be:

- **Pre-Petition Information Session:** The City will provide an information package with specific project details and host a public meeting in the spring of 2017 prior to the formal petition.
- **Formal Petition:** Shortly after the pre-petition information session, the City will mail a formal petition to property owners who will be given 2-3 weeks to complete and return. Any petitions not received by the deadline will count against the LAS.

If the neighbourhood successfully petitions for this project, the following steps will be taken:

- **Formalization of the Local Area Service (LAS):** A bylaw to establish the local area service will be brought forward to City Council for approval.
- **Construction:** 2018-2020.

Estimated Costs

A detailed cost estimate cannot be prepared until the majority of the engineering design work is complete; however based on previous projects in the area and the size of this project, property owner costs could range from \$22,000 to \$27,000. The City will prepare a highest probable cost estimate prior to the formal petition. If actual project expenses are lower, then any savings will reduce the amount paid by property owners. The property owner cost for the current Killarney Sussex Wildwood LAS project was estimated at \$24,300. The construction is approximately 50% complete and the budget is on track.

Additional costs outside of the LAS cost will be the responsibility of the home owner. The City will provide a service connection into the property, but it is the home owner's responsibility to hire a certified plumber to make the connection and any modifications to private sewer systems, including decommissioning the existing septic tank and system. Under the LAS project, an engineering consultant will be retained to investigate each property within the LAS area and work with the property owner to determine how the sanitary sewer connection can be made from the house to the new service connection at the street. The property owner will be advised on how the existing septic tank is to be decommissioned. Sanitary utility fees are applicable, on a pro-rated basis, when a property owner connects to the sewer system. After a 2 year grace period utility fees are applicable for all properties, connected or not. Sewer utility fees are similar to water utility and garbage collection fees and cover things like sewage transportation and treatment.

Funding

In previous phases of Hart Highlands Sanitary Sewer LAS projects the City opted to replace old watermains and services with larger watermains and services along-side the sanitary LAS work to update the water piping and improve water flow for fire fighting. The replacement of the water system at the same time as the sanitary sewer LAS helps to reduce the number of major infrastructure projects and service interruptions in the area. This strategy allowed the costs of excavation and road building to be shared by the City and property owners. If the LAS and watermain replacement are confirmed in your area, funding sources are as listed below:

City Water Reserves – If the LAS is approved and the City upgrades the watermain in the area to increase fire flows to meet current standards. The watermain installation and a portion of the excavation and restoration work will be paid for by the City Water Budget.

City Road Reserves – The excavation for the underground pipes will completely remove the road. A new road will be built after pipe installation but wider and with new asphalt. A portion of these restoration costs will be paid for from the City Roads Budget.

Property Owners Contribution – The property owners will pay for the installation of the new sewer main, sewer service to each lot and a portion of the restoration costs. The costs are divided equally between all properties.

Payment

If the LAS project is approved, property owners will be responsible to pay their portion of the costs regardless of how they voted in the formal petition process. The costs can be paid in two ways:

- **Paid annually** over a period of 20 years with interest.
(The remainder of the debt may be paid in full at any time during the 20 year period.)
- **Single lump-sum** payment.
(Property owners may pay directly or acquire a private loan to pay the lump sum amount.)

The LAS charges will not be applied until the year after all construction is completed. If the project is completed in 2020, then LAS charges will not be applied until 2021.

If you have any questions, please feel free to call.

Sincerely,



Ian Sinclair
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Enclosures: Map titled, Hart Highlands Sanitary Sewer LAS - Phase 4 Area
Property Owner Informal Survey, dated October 21, 2016.