

Policy Title: Street Services Extension Policy

Date adopted by Council: December 13, 2022

Dated amended by Council: September 22, 2025



1. POLICY STATEMENT

The Town of Lunenburg is committed to servicing developments in an equitable, cost-effective and responsible manner. To support development and the development of housing growth areas, the Town of Lunenburg encourages cost-sharing opportunities when Council has identified a clear benefit for public investment.

By implementing appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices, and projects financed with municipal funds will maximize community benefit.

2. PURPOSE

This policy and its accompanying administrative procedures provide guidance to Town staff, the public and developers regarding processes for installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs, gutters and sidewalks, to existing and new developments within the Town of Lunenburg and requests for cost-sharing by the Town of project components that are typically borne by the developer.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions and requests for additional municipal funding towards street service extensions.

4. DEFINITIONS

The definitions in this policy are the same as those defined in the Town's Land Use By-law, the Town's Subdivision By-law, and the Town's Specifications for Subdivision.

5. ELIGIBILITY FOR COST-SHARING OF STREET SERVICE EXTENSIONS

Applications may be submitted for cost-sharing by property owners or developers requiring extensions of municipal storm, sewer, or water services, or associated street infrastructure such as curbs, gutters, and sidewalks.

Eligible projects include:

- New subdivisions on new public streets where service extensions are required.
- New subdivisions on existing public streets where municipal services are not yet in place.
- Existing lots on street reserves (not yet declared as public streets) where services must be installed to Town standards.
- Existing lots with no street frontage that can only be serviced through a utility easement, at the discretion of the Town Engineer.
- Existing lots on public streets with inadequate services requiring extensions of mains.

These scenarios are described in further detail in Appendix A (Street Services Extension Procedures.)

All eligible cost-sharing applications will then be evaluated against the criteria in Appendix B.

6. AUTHORITY, LEGISLATION, AND REGULATIONS

The extension of water mains and water laterals will be undertaken according to the Lunenburg Water Utility Schedule of Rules and Regulations, known as the Town's Water Regulations. Where there is a conflict between this policy and the Town's Water Regulations, the provisions of the Town's Water Regulations will prevail.

7. RESPONSIBILITIES

7.1 Council

Council may:

- Approve cost-sharing for development projects as defined in this policy.
- Declare a Town road reserve as a public open street

7.2 Town Engineer

The Town Engineer will:

- Approve all work related to the extension of municipal services as defined in this policy.
- Ensure all extension of services, as defined in this policy, adhere to this policy.

7.3 The CAO or their delegate

The CAO or delegate will:

- Designate roles for staff to help administer this policy and accompanying administrative procedures.
- Approve cost-sharing for development projects as defined under this policy and within delegated authority.

8. COST SHARING PROVISIONS

8.1 Cost sharing requests will be limited to 50%, or maximum of \$200 000, whichever is lower, of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions and apply to the portion of costs normally borne by the developer.

8.2 Cost sharing applications related to new residential development shall be limited to developments of more than single-unit dwellings.

8.3 To be eligible for funding, developers must have a formal agreement in place with the Town and apply through the Town's Sustainable Infrastructure Fund program.

8.4 Developers must have at minimum, a development permit in place before entering into an agreement with the Town.

8.5 Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

8.6 All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

8.3 Monitoring and Reporting

The CAO or their delegate will provide an annual report to Council on the Sustainable Infrastructure Fund program. The report will include:

- the number of applications received,
- the number of applications approved and denied,
- the total funds allocated and disbursed, and
- the remaining balance of program funds.

Council may request additional updates as required.

9. REVIEW AND AMENDMENT OF POLICY AND RELATED APPENDICES

This policy and related appendices will be reviewed annually by Council, or earlier on Council request. Amendments to any appendix may be made by motion of Council, with staff authorized to propose amendments as needed to reflect changing circumstances or operational requirements. All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or the CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

VERSION LOG

Amendment Description	Council Approval Date
Updated to clarify eligibility and cost-sharing provisions. The amended version introduces formal application processes, links funding to the Town's Sustainable Infrastructure Fund, and requires developments larger than single-unit dwellings to qualify.	Sept. 22, 2025



1. Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets

- a. The extension of storm mains, sewer mains and water mains will lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension will be borne by the subdivider (applicant).
- b. Each lot on a Plan of Subdivision on a proposed public street will be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral will be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.
- c. The proposed public street and services will be constructed in accordance with the Town's Subdivision By-law and Subdivision Specifications.
- d. The boundaries of the proposed street will be surveyed and upon completion, and in compliance with the Town's Subdivision By-law and Subdivision Specifications, will be transferred over to the Town and the Town will declare said lands as a public open street and name the public street. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry will be borne by the applicant.

2. Extension of Services for lots created by Subdivision on Existing Public Open Streets

- a. Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 2a, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 2a and 2b, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.



3. Extension of Services for lots on existing street reserves that are not Public Open Streets

- a. Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, will be borne by the applicant. These costs include bringing the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- b. Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

4. Extension of Services for existing lots with no Public Open Street frontage

- a. Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 ft.) easement vested to the owner of said lands being serviced. This will only be considered at the absolute discretion of the Town Engineer if there are no practical alternatives presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street will be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement will be borne by the owner of the lot being serviced.

5. Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services

- a. Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the



subdivider (applicant) so that the main directly fronts on the proposed lot.

- b. Where an extension is undertaken pursuant to Section 9.5.1 the extension of the storm main, sewer main or water main will be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 9.5.1 and 9.5.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

6. Extension of Services will be Mains

Notwithstanding anything contained in this policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town will not be in the form of sewer or water laterals. Such extensions will be undertaken to the specifications of storm, sewer and water mains.

7. Lateral Attachments to Mains within an Easement

Notwithstanding anything contained in this policy, the extension of storm mains, sewer mains, and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternatives presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternatives presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.

8. Cost Sharing for Clear Public Benefit and application to the Town's Sustainable Infrastructure Fund

Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services, under the Town's Sustainable Infrastructure Fund. To be eligible for funding under this program Developers must apply through a formal agreement with the Town and must have at minimum, a development permit in place before entering

TOWN OF LUNENBURG

Appendix A

Street Service Extension Procedures

Last reviewed: Sept.22, 2025



into an agreement with the Town. Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

Appendix B
Criteria for Clear Benefit for Public Investment



To ensure Street Service Extension projects supported with municipal funds maximize community benefit, Council will consider applications for public investment using the goals and metrics listed below. Note that the evaluation of each application is on a case-by-case basis, and not all evaluation criteria necessarily apply.

Goals	Evaluation Criteria Consideration
<p>Immediate Impact: Initial Applicant Commitments and Suitability</p>	<p>1. Experience: Does the applicant have the experience to successfully implement this project efficiently?</p> <p>2. Supply Commitment: The number of residential, affordable, and accessible units the developer commits to and the timeframe in which it is committed.</p> <p>3. Community Consultation: Level of public support based on community feedback sessions, surveys, or engagement events conducted by the applicant, if applicable.</p>
<p>Long-Term Impact: Future Growth Potential</p>	<p>4. Service Expansion Capacity: Potential of the service extension to accommodate or improve land for future developments.</p> <p>5. Multi-Property Benefit: Number of additional properties/developments served by the extension.</p> <p>6. Property Tax Revenue Impact: Does the extension or services positively impact the Town’s property tax revenues? To what degree?</p>
<p>Ensure and Improve Public Safety</p>	<p>7. Fire Protection Enhancement: Impact on fire protection flows.</p> <p>8. Emergency Preparedness: Number of evacuation routes or preparedness improvements created.</p>



<p>Community Health and Wellbeing</p>	<p>9. Public Amenities: Types and quantity of public amenities (e.g., parks, sidewalks, active transportation routes).</p> <p>10. Educational or Community Service Enhancement: Types and quantity of public services/programs.</p>
<p>Sustainability</p>	<p>11. Environmental Impact Mitigation: The degree to which service extension minimizes impact on sensitive areas like wetlands and natural habitat for animals and/or vegetation</p> <p>12. Climate Resilience: The degree to which service extension minimizes adverse climate change effects (e.g., flooding)</p>
<p>Support Overall System Improvements</p>	<p>13 Water Pressure Improvement: the increase or decrease in water pressure flow efficiency in the area and surrounding area</p> <p>14 Future Infrastructure Cost Reduction: Estimated increase or reduction in future infrastructure and maintenance costs</p> <p>15 Wastewater Management: Estimated increase or reduction in wastewater treatment costs or strain or relief on the Town’s distribution systems</p> <p>16 Maintenance Cost Reduction: Projected increase or reduction in the Town’s infrastructure maintenance costs</p>