

Village of New Minas

Water and Sewer Services Policy



Policy Number: VNM-2010-01
Policy Adoption Date: June 12, 2006
Most Recent Amendment: September 9, 2024

1. Purpose

The purpose of the Water and Sewer Services Policy for the Village of New Minas is to provide guidelines to the New Minas Water Commission, the Village Commission of New Minas, staff and the general public for the provision of water and sewer services.

2. Objectives

The objectives of the Water and Sewer Services Policy will be to:

- 2.1. Provide water services to every property in New Minas.
- 2.2. Provide direction to staff for the provision of water and sewer services, pursuant to *Bill No. 32 — An Act to Incorporate the New Minas Water Commission, the Utility and Review Board of Nova Scotia Schedule B — Rules and Regulations, and Bylaw #3 — Village of New Minas Sewer Bylaw*.
- 2.3. Provide a clear understanding of the process for providing water and sewer services to the water and sewer customers of the New Minas utilities, and direction to staff administering these services.

3. Water and Sewer Services

3.1. Application Process

- a. Every request for connection to the New Minas Water Utility must be made in the form of the "Village of New Minas Water Connection Permit" ("Permit").
- b. Each Permit shall be signed by the property owner. In the case of a non-resident owner, the Village will accept an electronic copy of the signed Permit in the interim.
- c. Specifications for installation and other requirements, as itemized on the Permit, are mandatory. Village staff will ensure that all specifications are adhered to prior to connecting water.
- d. Village Water Operations staff will review the application and notify the applicant within three days of receipt, if reasonably possible.
- e. Sewer Services will be provided by application process, pursuant to Bylaw #3 — Village of New Minas Sewer Bylaw.

3.2. Installation Process

- a. Water and sewer lateral installations are the responsibility of the property owner. Village staff will make arrangements for a mutually agreed-upon time to carry out an inspection of the water and sewer laterals. The Village must be provided with at least 24 hours notice for inspection of laterals.
- b. All laterals must be left open until the inspection is complete.
- c. Applicant is required to have all plumbing prepared for the water meter prior to requesting delivery of the water meter, as stated in the Permit.
- d. Village staff will notify administration staff of the meter information following delivery of the water meter. Administration staff will also be notified when water has been turned on following completion of the plumbing.
- e. The cost of the first meter will be the responsibility of the Village of New Minas. All meters remain the property of the Village of New Minas.
- f. Replacement meters are the responsibility of the Village of New Minas, with the following exceptions:
 - i. Frozen meters through no fault of the Village of New Minas.
 - ii. Abuse or misuse of the equipment in any way by the property owner or occupant.
 - iii. When a property owner requests to acquire a larger size meter than a 5/8" inch the customer will be charged the difference between the standard 5/8" inch meter and any larger size.
- g. All installation and maintenance of water services shall adhere to the Utility and Review Board of Nova Scotia Schedule B — Rules and Regulations.

3.3. Billing Process

- a. In accordance with Bill No. 32 — An Act to Incorporate the New Minas Water Commission and the Utility and Review Board of Nova Scotia Schedule B — Rules and Regulations, Village staff is permitted to enter each property with Village water services to read the water meter on a quarterly basis.
- b. New Installations will be billed to the owner on the same quarterly basis and the service fee will be pro-rated, with actual metered use being charged.
- c. Water bills for properties which have owner changes will be pro-rated to the date of the change, and meter readings will be carried out on the date as directed by owner. Billings for such properties will be sent out quarterly with all other billings.
- d. Property owners are responsible for and will be billed for water services.
- e. Bills will be issued quarterly and are due 30 days after date rendered. The Water Utility has the right to disconnect water services on any account that is 40 days in arrears, if payment arrangements are not made to the satisfaction of the Village.
- f. Adjustments to water accounts may be authorized by the Clerk Treasurer/CAO,

unless water charges are being written off due to non-payment. The New Minas Water Commission must authorize the write-off of water charges for non-payment.

- g. The property owner will be responsible to pay for after-hours emergency services at the applicable overtime rate for problems related to private infrastructure or otherwise under their jurisdiction (sewer lateral blockages, water shut-offs, etc.).

4. Cross Connection Requirements

- 4.1. No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as “person” shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.
- 4.2. Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph 4.1, the Utility may require the customer, at the customer’s sole cost and expense, to install at any point on the customer’s water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.
- 4.3. All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device, and the test date, the tester’s initials, the tester’s name, the name of their employer, and the tester’s license number.
- 4.4. Any person shall immediately notify the Utility of any failure of the cross connection control & BFP device as soon as they are aware of such a failure whether or not it resulted in a backflow to the Utility’s water system.
- 4.5. The Utility shall maintain a program for the issuance, renewal and cancellation of cross connection control Tester’s Licenses. The Utility’s program shall establish minimum standards, minimum insurance requirements, fees and administrative procedures.
- 4.6. Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64, and CSA B64 series.
- 4.7. In the event of any breach, contravention or non-compliance by a person of any of the provisions and regulations in sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5 or 4.6 the Utility may:
 - a. suspend water service to such person, or

- b. give notice to the person to correct the breach, contravention or noncompliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

5. Authority

The staff of the Village of New Minas and the New Minas Water Commission have the authority to conduct the business of providing water and sewer service to the service customers.

6. Amendments

Date	Amendments
April 1, 2010	Addition of Schedule A
September 9, 2024	Removal of Schedule A; addition of Cross Connection Requirements