



Village of New Minas
Commission Meeting
September 9, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. July 8, 2024 Village Commission Meeting
5. Business Arising from Minutes:
 - a. July 8, 2024 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — No meeting since last report
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft minutes included in package
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Manager of Municipal Operations — No report
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation & Community Development — Report included in package
10. New Business:
 - a. Update to Non-Union Salary Administration Policy
 - b. Update to Water and Sewer Services Policy
 - c. Update to Sewer By-Law
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
September 9, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
July 8, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Quentin Hill
- Debra Windle-Smith

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Maynard Stevens
- Christina Sappington
- Tim Warmington
- Jason Haughn, Municipal Advisor

1. Call to Order:

The Clerk Treasurer/CAO called the meeting to order at 7:00pm, welcoming those in attendance.

2. Oaths of Office for 2024 Election

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner of the Supreme Court of Nova Scotia pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia. As such, he has the authority to administer the Oaths of Office, either by swearing or affirmation, for the 2024 election.

Acting as a Commissioner under the *Act*, the Clerk Treasurer/CAO administered the Oath of Office for Dave Chaulk and Quentin Hill, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

3. Election of Village Commission Chair and Vice-Chair

The Clerk Treasurer/CAO administered the election process for Village Commission Chair, for a term to commence immediately and lasting until the 2025 AGM. A new Chair and Vice-Chair will be elected at the July 2025 Commission meeting, following the 2025 election. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/James Redmond

S/Debra Windle-Smith

Motion Carried

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

4. Approval of the Agenda:Motion:

THAT the Agenda for the July 8, 2024 Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

5. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

6. Approval of Minutes:

a. June 10, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the June 10, 2024 Village Commission Meeting be approved as circulated.

M/James Redmond

S/Mary Munroe

Motion Carried

7. Business Arising from Minutes:

- a. June 10, 2024 Village Commission Meeting

There was no business arising from the June 10, 2024 minutes.

8. Comments from the Chair:

The Chair had no comments.

9. Public Input Specific to Agenda Topics:

There was no public input.

10. Committee Reports:

- c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the July 8, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the July 8, 2024 Commission agenda package and as verbally summarized by Quentin Hill.

M/Quentin Hill

S/James Redmond

Motion Carried

11. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the July 8, 2024 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — Report included in package

Motion:

THAT the Staff Reports be received as included in the July 8, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/James Redmond

S/Quentin Hill

Motion Carried

12. New Business:

a. Accessibility Presentation

Katie MacArthur, the Accessibility Coordinator with the Municipality of the County of Kings, gave a presentation on accessibility requirements focusing on the Provincial Standards and the Village of New Minas built environment.

An important goal in the upcoming year is for individual villages to begin preparing their own accessibility work plans. The Commission by consensus directed the Clerk Treasurer/CAO to form an informal Accessibility Working Group comprised of the Village's representative at the County JAAC and staff as appropriate. Katie will be able to provide support for the Working Group in developing the Village's accessibility work plan. Initiatives and priorities that are identified will be incorporated in the Village's budget deliberation process.

b. Proposed Change to New Minas Growth Centre Boundary

The Clerk Treasurer/CAO provided an update on the report to King's County Committee of the Whole included in the July 8, 2024 Commission agenda package. The County is considering an alternative approach to enabling moderate density development through a limited expansion of the eastern boundary of the New Minas Growth Centre. The process of changing the boundary is in the early stages. Next steps include a Public Information Meeting, followed by a report to the Planning Advisory Committee (PAC). PAC could decide to convene a Public Participation Meeting with the results being brought back to PAC. PAC then tables a recommendation to Council. Council may then decline or approve and consider a First Reading, a Public Hearing, and Second Reading. Approval by the Minister is also required since the matter involves an MPS amendment.

The Commission expressed concern over the lack of consultation and communication from the County to date. An expansion of the New Minas Growth Centre would likely have a negative impact on the Village, as it would attract development just outside the Village's boundary. The Commission would rather work with the County on initiatives that support growth and development within the existing New Minas Growth Centre. The naming convention is also seen as problematic by the Commission.

The Commission also expressed concerns about the lack of an Area Advisory Committee since the completion of the New Minas Secondary Plan. Communication with the Municipality's Planning Department over the last year has not led to any action to date.

Motion:

THAT the Clerk Treasurer/CAO submit a request to the CAO of the Municipality of the County of Kings for the New Minas Area Advisory Committee be reinstated.

M/James Redmond

S/Quentin Hill

Motion Carried

c. Water Commission Appointments

The Clerk Treasurer/CAO presented the request for decision included in the July 8, 2024 Commission agenda package.

Motion #1:

THAT Dave Chaulk be appointed to the Water Commission as a Commissioner member for the term ending on May 31, 2027.

M/James Redmond

S/Quentin Hill

Motion Carried

Motion #2:

THAT Bruce MacArthur and Maynard Stevens be appointed to the Water Commission as citizen members for the term ending on May 31, 2027.

M/ Quentin Hill

S/James Redmond

Motion Carried

d. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the July 8, 2024 Commission agenda package.

Motion #1:

THAT Dave Chaulk and Quentin Hill be appointed to the Finance & Audit Committee as Commissioner members for the term ending on March 31, 2025.

M/Debra Windle-Smith

S/James Redmond

Motion Carried

Motion #2:

THAT Bruce MacArthur and Valerie Kneen-Teed be appointed to the Finance & Audit Committee as a citizen members for the term ending on March 31, 2025.

M/Debra Windle-Smith

S/James Redmond

Motion Carried

e. JAAC Appointment

The Clerk Treasurer/CAO presented the request for decision included in the July 8, 2024 Commission agenda package.

Motion:

THAT Quentin Hill be appointed as the Village representative on the Joint Accessibility Advisory Committee for a three-year term ending on May 31, 2027.

M/Debra Windle-Smith

S/James Redmond

Motion Carried

f. Village Tax Collection

The Clerk Treasurer/CAO summarized the email from Scott MacKay included in the July 8, 2024 Commission agenda package. Although the benefits in having the County administer the tax collection service described are valid, the cost to the Village would be significant (over \$40,000). Tax collection does not add a significant administrative burden to the Village, as staffing is already in place for utility billings. The Finance Department has the appropriate amount of staffing for workload and accountability, and would therefore not be in a position to alter or reduce a position to offset this cost. The Commission also noted a desire to maintain autonomy through the administration of the Village's tax collection.

Motion:

THAT the Village of New Minas decline the tax collection offer from the Municipality of the County of Kings.

M/James Redmond

S/Quentin Hill

Motion Carried

On a related note, the Clerk Treasurer/CAO indicated that there are 16 accounts that are in arrears by three or more years, totalling \$19,980.87 in outstanding taxes. Four of the outstanding accounts are for fragment parcels with marginal amounts in arrears (total of \$88.17). According to consultation with the Village Auditor and the Municipality of the County of Kings, the Clerk Treasurer/CAO recommended that these accounts be written off.

Motion:

THAT the outstanding taxes for AAN 08128464, 08128413, 10553466 & 09305734 be written off.

M/James Redmond

S/Quentin Hill

Motion Carried

The Clerk Treasurer/CAO also described the requirements around tax sale. Section 134 (2) of the MGA states that "Property shall be put up for tax sale if taxes are in arrears for the preceding three fiscal years." The Village Solicitor has outlined the following steps for properties that qualify for tax sale:

1. Send out a preliminary notice which states that if taxes aren't paid within 14 days, then the tax sale processes will commence. The letter would also provide the property owner with an opportunity to negotiate an arrears payment schedule to avoid the property tax processes.
2. If they do not pay, complete title searches so that notice can be given to anyone who may have an interest in the property that it will be sold for taxes. The cost of the title search (around \$400) will be added to the tax account as a lien.
3. Serve notice of the date the sale will take place.
4. Hold a public auction.

Most of the fees occasioned by the Village are passed on to the property owner. The majority of the time, the taxes are paid well in advance of a public auction. The Clerk Treasurer/CAO stated that this process will begin in mid July, to align with the August 1 payment deadline. Lastly, the Clerk Treasurer/CAO indicated that interest charges will be applied to overdue accounts for this year's tax bills beginning on September 1st, rather than November 1st, also to align with the August 1 payment deadline.

13. Correspondence:

There was no correspondence.

14. Other Business:

There was no other business.

15. General Public Input:

Comments from the public were as follows:

Maynard Stevens:

- Canada Day was great, including the educational snake encounter.

- Will be meeting with the Beautification Committee to discuss implementation of features at Founding Fathers Park to acknowledge other people groups important to the history of New Minas.
- Asked about the Village's relationship with the Kings County Councillor (Kevin Davison). Dave Chaulk mentioned that his attendance at Village meetings is sporadic, and the Clerk Treasurer/CAO mentioned that he meets with Kevin informally on a monthly basis.

Christina Sappington:

- Great job with Canada Day, including social media updates related to weather updates!
- Asked if there is a cooling center in New Minas for public relief from heat waves. The Louis Millett Community Complex is open to the public, and designated as a Comfort Center for emergencies. The Clerk Treasurer/CAO to look further into this.

16. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:50pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond
S/Debra Windle-Smith
Motion Carried**



Village of New Minas
Commission Meeting
September 9, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports



Village of New Minas
Beautification Committee
July 17, 2024 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Debra Windle-Smith, Commission Member
- Donna Randell, Citizen Member
- Agnes Wojt, Citizen Member (via Zoom)
- John Ansara, Director of Recreation & Community Development

Members Absent:

- Public Works Director position is vacant

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Maynard Stevens
- Christina Sappington

1. Call to Order:

The Chair called the meeting to order at 10:31am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 17, 2024 Beautification Committee Meeting be approved as circulated.

M/ Debra Windle-Smith

S/ Donna Randell

Motion Carried

3. Approval of Minutes:

- a. May 15, 2024 Beautification Committee Meeting

Motion:

THAT the Minutes for the May 15, 2024 Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Debra Windle-Smith

Motion Carried

4. Business Arising from Minutes:

a. May 15, 2024 Beautification Committee Meeting

There was no business arising from the May 15, 2024 minutes.

5. Comments from the Chair:

The Chair commented on how good the pocket parks look, and that the Committee should be proud of the work.

6. Grant Update:

John Ansara updated the Committee on the Beautification and Streetscaping Program (BSP) grant. The application was submitted directly by the Village this year (in previous years the application was submitted through the Municipality). John has emailed the Province, asking for an update on the process.

7. Founding Fathers Park Historical Signage

Maynard Stevens gave a presentation related to the history of New Minas. He stated that he didn't want to diminish from the existing signage recognizing the founding fathers of New Minas in any way, as they are extremely important to the history of our community. However, three additional cultures that have played an integral role in the history of our community should also be recognized:

- Mi'kmaq
- Acadians
- New England Planters

Maynard proposed that interpretive signage be erected in Founding Fathers Park, recognising these founding cultures as part of our heritage.

The Clerk Treasurer/CAO mentioned that this could be added to the budget deliberations for 2025/26. In the meantime, the Beautification Committee would like to work with Maynard on the design of the sign.

8. Capital Projects

a. Founding Fathers Park

This project will likely be delayed due to staffing changes in the Public Works Department. An update will be brought to the Committee at the next meeting.

b. Banners

No update from last meeting. The budget for banners with no external funding is \$3,500 and with external funding is \$6,500. The Committee decided to wait on the funding approval before the next order is finalized.

c. Lights and Decorations

The Committee is still waiting on the funding approval before the order is finalized. In the meantime, John and Donna will begin planning work for the full scope, so that the purchases can be implemented on time.

d. Trees

The new cherry tree for Crescent Park West and spruce Christmas tree for the LMCC have been purchased and installed.

9. Fall Visioning Exercise

The Committee would like to review/update its mandate and long-term vision this fall, in the month of October. Through this exercise the Committee will review and celebrate its accomplishments to date, and establish its priorities for the future. Part of the exercise will include a review of previous brainstorming and prioritizing documents.

10. Other Business

Christina Sappington mentioned the following:

- Excited about the sleigh!
- Municipality passed a policy for asset renaming.
- CAO of Valley REN working on initiative for sustainable tourism. This could tie into the presentation that Maynard gave.
- Committee could do better to promote beautification initiatives.

11. Next Meeting Date:

a. September 18, 2024

The next meeting is scheduled for Wednesday September 18, 2024 @ 10:30am at the LMCC and via online video conference (Zoom).

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:28am.

Motion:

THAT the meeting be adjourned.

M/ Donna Randell

S/ Debra Windle-Smith

Motion Carried

DRAFT



Village of New Minas
New Minas Water Commission
July 23, 2024 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Dave Chaulk, Commission Member & Vice Chair
- Mary Munroe, Commission Member
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Greg Messom, Utility Operator

Others Present:

- None

1. Call to Order:

The Clerk Treasurer/CAO called the meeting to order at 3:00pm, welcoming those in attendance.

2. Oaths of Office

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner of the Supreme Court of Nova Scotia pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia. As such, he has the authority to administer the Oaths of Office, either by swearing or affirmation, for the 2024 seats appointed by the Village Commission.

Acting as a Commissioner under the *Act*, the Clerk Treasurer/CAO administered the Oath of Office for Dave Chaulk, Maynard Stevens and Bruce MacArthur, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

3. Election of Village Commission Chair and Vice-Chair

The Clerk Treasurer/CAO administered the election process for Chair for a one-year term, in accordance with Bill No. 32 — An Act to Incorporate the New Minas Water Commission. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Water Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT James Redmond be appointed Chair of the New Minas Water Commission.

M/Bruce MacArthur

S/Maynard Stevens

Motion Carried

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Water Commission. A nomination was received for Maynard Stevens, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Water Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT Maynard Stevens be appointed Vice Chair of the New Minas Water Commission.

M/Dave Chaulk

S/Bruce MacArthur

Motion Carried

4. Approval of the Agenda:Motion:

THAT the Agenda for the July 23, 2024 Water Commission Meeting be approved as circulated.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

5. Approval of Minutes:

- a. May 28, 2024 Water Commission Meeting

Motion:

THAT the Minutes for the May 28, 2024 Water Commission Meeting be approved as circulated.

M/Bruce MacArthur

S/ Dave Chaulk

Motion Carried

6. Business Arising from Minutes:

- a. May 28, 2024 Water Commission Meeting

There was no business arising from the May 28, 2024 minutes.

7. Comments from the Chair:

There were no comments from the Chair.

8. Staff Reports:

- a. Water Operations Report

The Utility Operator provided a verbal summary of the Water Operations Report circulated prior to the July 23, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the July 23, 2024 Water Commission meeting and as verbally summarized by the Utility Operator.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

9. Capital Project Update

The Clerk Treasurer/CAO and Utility Operator provided the following project updates:

- Materials have been delivered for sine wave filter project.
- Canaan Heights Booster Station safety improvements are underway. The discounted portable genset was sole sourced from Sansom Equipment, as discussed in the spring.
- Water Utility service vehicle expected to be delivered in August.
- Water Tank Refurbishment project expected to go to tender in August.

10. Source Water Protection Plan

The Clerk Treasurer/CAO informed the Water Commission that all comments have been received for the draft Source Water Protection Plan. CBCL is now working on some updates, which will be circulated to the members of the Source Water Protection Committee (SWPC). The intension is for the SWPC to meet in September for approval of the Plan.

11. Correspondence:

There was no correspondence.

12. Other Business:

There was no other business.

13. Public Input:

There was no public input.

14. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:25pm.

Motion:

THAT the meeting be adjourned.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried



Oath of Office

I, Dave Chaulk, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the New Minas Water Commission;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 23rd day of July, 2024, before me

Tim Bouter
Commissioner of Oaths

TIM BOUTER
A Commissioner of the Supreme
Court of Nova Scotia


Oath of Office

I, Bruce MacArthur, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;


That I am duly qualified as required by law for the office of Commissioner of the New Minas Water Commission;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.


Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 23rd day of July, 2024, before me


Tim Bouter
Commissioner of Oaths

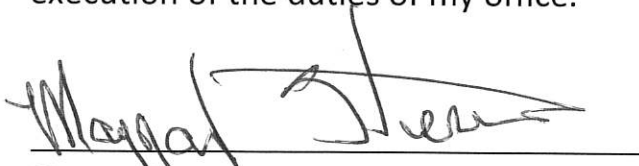
Oath of Office

I, Maynard Stevens, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the New Minas Water Commission;


That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.



Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 23rd day of July, 2024, before me



Tim Bouter
Commissioner of Oaths

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, July 25, 2024
MINUTES**

Meeting Date and Time	A meeting of the Regional Sewer Committee was held on Thursday, July 25, 2024, at 10:06 a.m. at the Municipal Complex in Coldbrook, Nova Scotia.
1. Roll Call	In attendance:
<i>Municipality of the County of Kings:</i>	Peter Muttart, Mayor Rob Frost, Deputy CAO Brad Carrigan, Director of Engineering & Public Works Katrina Roefs, Financial Analyst Stephanie Elliott, Recording Secretary
<i>Town of Kentville:</i>	Cate Savage, Deputy Mayor, Deputy Chair (voting member) Dave Bell, Director of Engineering & Public Works
<i>Village of New Minas:</i>	James Redmond, Commissioner (voting member) Tim Bouter, Clerk Treasurer/CAO
<i>PepsiCo</i>	Nicolette McCahill, PepsiCo Foods Limited
<i>Regrets:</i>	Michael Edgar, Manager of Environmental Services Carme Telesford, Compliance Officer
Call to Order	Deputy Mayor Savage called the meeting to order at 10:06 a.m. Roll call was taken.
2. Approval of Agenda	On motion of Mayor Muttart and Commissioner Redmond, that the July 25, 2024, agenda be approved as circulated. Motion Carried.
3. Disclosure of Conflict-of-interest Issues	None.
4. Approval of minutes	On motion of Commissioner Redmond and Mayor Muttart, that the April 25th, 2024, minutes be approved as circulated. Motion Carried.
5. Business Arising from Minutes	None

New Business**6. Operations and Compliance Report**

Director Carrigan presented a summary of the report attached to the July 25 RSC agenda, relating to the Regional Sewer Treatment Plant effluent compliance as per its Approval to Operate pre and post completion of the 2023/2024 Capital Upgrades.

Question:

Total mortality appears to be increasing. February and March increased and then fell to zero for April. Committee asked staff if it is possible to identify the cause, e.g., is it related to dissolved oxygen (DO) levels?

- *Question will be forwarded to Manager Edgar for comment.*

Biological Oxygen Demand (BOD5) and Total Suspended Solids (TSS) at Fox Hill sample location is constant at 78 lbs/day. Committee requested staff to clarify if the values are accurate.

- *Question will be forwarded to Manager Edgar for comment.*

7. Regional Forcemain Project Update

Director Carrigan presented a summary of the report attached to the July 25 RSC agenda, relating to project history, design and construction status of the Regional Sewer forcemain construction project.

Question:

Biological Oxygen Demand (BOD5) and Total Suspended Solids (TSS) at Fox Hill sample location is constant at 78 lbs/day. Committee requested staff to clarify if the values are accurate.

- *Question will be forwarded to Manager Edgar for comment.*

On motion of Mayor Muttart and Commissioner Redmond, that both reports attached to the agenda be accepted for information as well as the summary as presented by the EPW Director.

Motion Carried.

8. Financial Update

Committee review of the final financial impact of project 17-4401 Regional Aeration and Desludge project, as provided in the agenda package from Manager Livingstone.

On motion of Mayor Muttart and Commissioner Redmond, to accept the report for information.

Motion Carried.**9. Partner Updates**

Village of New Minas hydraulic load limit is 1024 IGPD, however flows are in the range of 300,000 IGPD.

Request for staff to clarify if the values are accurate.

- *Question will be forwarded to Manager Edgar for comment.*

The Village requested that flows be provided on a daily basis for a full 1-month period for New Minas, as well as the corresponding weather for each day. Specifically, due to extreme rainfall events, it was requested to get daily flow numbers for the Village of New Minas for the month of July.

- *Question will be forwarded to Manager Edgar for comment.*

10. Other Business

There has been a recognized need to gather more effluent data from industrial and institutional users.

- *A letter regarding continuous monitoring installations for issuance to selected institutional and industrial users is being finalized.*

11. Next Meeting

Thursday, October 17, 2024 @ 10:00 a.m.

12. Adjournment

The meeting adjourned at 10:46 a.m.

Approval:
Regional Sewer Committee



Village of New Minas
Commission Meeting
September 9, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

9. Staff Reports

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: September 9, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The recruitment process for the Director of Public Works has concluded with Cory Palmer accepting the position! Cory has a strong background in the fields of operations, staff management, project management and municipal equipment/infrastructure. He will be starting on September 16. Please join me in welcoming Cory to the organization upon his arrival.

The Forsythe Water Tower Refurbishment design has been completed. This project has gone to tender and will be closing on September 25.

The Municipal-Village meeting will be held on September 18. The main agenda item is the Village Infrastructure Capital Enhancement (VICE) Program, which is being proposed by the County to replace the existing CCBF (formerly known as Gas Tax) agreement.

The annual general meeting and conference for the ANSV will be taking place from September 20-21 in Saint Peter's. This year no Commissioners are able to attend. I plan to attend the sessions on the 21st.

Highlights of the Past Month:

- Cory Palmer will be starting as the Director of Public Works on September 16.
- Forsythe Water Tower Refurbishment tender closes on September 25.

Regularly Scheduled Meetings:

In the past month, I attended the following regularly scheduled meetings:

- Collective meetings with Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (July 8)
- Beautification Committee (July 17)
- Water Commission (July 23)
- Regional Sewer Committee (July 25)
- Monthly Meeting with Kevin Davison (August 29)

Other Notable Meetings:

- Labour Management Meeting (July 11)
- ANSV Quarterly Board Meeting (July 11)
- Interviews with Union (July 29-30)

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: September 9, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia
- PMP training — ongoing

Outlook for Next Month:

The planned focus for the next month will be as follows:

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Capital Projects
- Finance:
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)

Sincerely,

A handwritten signature in black ink that reads "Tim B".

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e timb@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: September 9, 2024

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

Now that summer programs have wrapped up and fall registrations are for the most part complete, I am hopeful that foot traffic will settle into a less hectic environment. Taxes are mostly collected; payment reminders went out in the second week of August which helped bring in some stragglers. September water billing is downloaded and sometime next week I expect the readings to be completed for adjustments and review. Finance and recreation are looking into a new user-friendly registration and booking system for both administrators and participants.

Current Tasks/Projects:

- Both General and Water August bank reconciliations are completed. Capital bank reconciliation will hopefully be completed within the next few days.
- First Quarter Due to/from and HST, is completed, payment has been received.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date August 31
• Residential	\$1,342,749	\$1,305,053.54
• Commercial	\$980,142	\$898,389.67
• Resource	\$8,270	\$5,990.01
Sewer	Budgeted	Collected Year to Date August 31
• Usage Charges	\$780,000	\$355,479.04
Water	Budgeted	Collected Year to Date August 31
• Metered Sales	\$845,000	\$340,934.90
• Sprinkler Service	\$4,925	\$2,446.99

Professional Development Summary:

- None currently.

Outlook for Next Month:

- Bank reconciliations
- Accounts payable
- Invoicing and receivables
- Payroll (bi-weekly)

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: Sept 9, 2024

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Bike racks, bike repair station, and accessible swing were purchased through ACF funding. 1 bike rack installed so far, the rest of the equipment will be installed throughout the fall.
- Met with Plaza REIT and secured funding to have 4 more bike racks installed on site of their leased buildings.
- Working with Hike NS to organize a walking audit of Commercial Street/Jones Road/Harvest Moon Trail. This info can be used for accessibility improvements and increased walkability of the community. The audit is slated to take place on October 2nd at 10 AM.
- Planning to host an in person walk leader training at the LMCC on September 19th from 9 AM- 12 PM.
- Organized a pole walking demonstration and guided walk to take place on September 20th from 10 AM- 11:30 AM.
- Playboxes have been re-wrapped and equipment purchased- awaiting installation by Public Works.
- Canada Day went well, large crowd, bigger than we were expecting
- Summer Camp: Averaged 28 children per camp, per week, plus 8-12 Leaders-in-Training
- Summer Pickleball started
- New baseball lights were installed
- Replaced Basketball nets at Milne Sub Park
- Replaced/fixed several tee pads on disc golf course

Current Tasks/Projects:

- Spring program delivery
- Preparing for After School Adventure Club (LMCC) and BAP (New Minas Elementary)
- Old Rec Office

Long-Term Projects:

- Beautification
- Parks and Playgrounds
- Douglas St Park development
- Accessibility Working Group

Meetings:

- Valley Rec

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: Sept 9, 2024

Subject: Monthly Report — Director of Recreation & Community Development

**Professional Development Summary:**

- NA

Outlook for Next Month:

- Spring Programs
- Iron Leaf Disc Golf Tournament support
- After School Programs
- Accessibility
- Capital planning for next year



Village of New Minas
Commission Meeting
September 9, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

Village of New Minas

Non-Union Salary Administration Policy



Policy Number: VNM-2024-01
Policy Adoption Date: June 10, 2024
Most Recent Amendment: N/A

1. Purpose

The Village of New Minas (“the Village”) maintains a salary administration program that endeavours to be internally equitable, externally competitive, affordable for the Village, and which is used to recruit and retain qualified, motivated, and productive employees.

This Policy:

- 1.1 Expresses the principles of salary administration as it applies to non-union employees;
- 1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Village;
- 1.3 Identifies the components of the salary administration program;
- 1.4 Identifies circumstances under which an employee’s salary may be changed; and
- 1.5 Provides guidance for determining the starting salaries of new employees.

2. Scope

- 2.1. This Policy applies to all non-union employees of the Village, excluding the Clerk Treasurer/CAO.
- 2.2. The Clerk Treasurer/CAO’s salary shall be determined through a contract negotiated with the Commission.
- 2.3. The Collective Agreement shall determine salary administration for union employees.

3. General Procedures

- 3.1. The Clerk Treasurer/CAO will be responsible to conduct a salary review every four years or less, to ensure that the Village remains competitive and that the salary scales are aligned with comparable employers. Proposed changes to the salary scales will be brought to the Village Commission for approval through amendments to this Policy.
- 3.2. The Clerk Treasurer/CAO will be responsible to ensure that all non-union employees participate in an annual Performance Review.

4. Starting Salaries

- 4.1. By default, newly-hired employees will start at the minimum rate of pay within the salary range for the position.

- 4.2. Notwithstanding Clause 4.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:
- Candidate's knowledge, skills, and/or experience related to the position
 - Candidate's salary from previous employment
 - Market salary rate for the position
 - Salary relative to subordinates, peers, and supervisor
- 4.3. The Clerk Treasurer/CAO will be responsible for determining the starting salary of new employees within the approved salary scales.

5. Non-Union Employee Pay Increases

- 5.1. Annual increases will be effective on April 1st of each year.
- 5.2. The non-union employee salary scales included in Section 6 will be increased annually according to the Consumer Price Index (CPI), up to a maximum of 5%. The following rolling averages of CPI for Nova Scotia as reported by Statistics Canada (January — all items) will be used for this calculation:
- April 1, 2025: two-year rolling average
 - April 1, 2026: three-year rolling average
 - April 1, 2027 and subsequent years: four-year rolling average
- 5.3. Annual increases will be applied in accordance with Clause 3.2 and Table 5-1:

Table 5-1. Non-Union Employee Pay Increase Matrix

Performance Evaluation	CPI Increase	Performance Increase	Total Increase
Unacceptable	N/A	0%	0%
Needs Improvement	Rolling average CPI	0%	Rolling average CPI
Successful	Rolling average CPI	1.25%	Rolling average CPI + 1.25%
Exceptional	Rolling average CPI	2.50%	Rolling average CPI + 2.50%

- 5.4. The rolling average CPI increase will be capped at 5.0%. In instances where the rolling average CPI is over 5.0%, the difference will be carried over and applied to increases after the rolling average CPI normalizes below 5.0%.
- 5.5. Subject to approval of the Commission through the budget deliberation process, the Clerk Treasurer/CAO will have discretionary authority to increase annual salaries up to 5.0% above the CPI increase (inclusive of the performance increase) for employees whose skills and experience in the position justify movement up the scale.
- 5.6. Employees that have reached the maximum pay range within their salary scale will not

Village of New Minas
Non-Union Salary Administration Policy

Policy #
VNM-2024-01

be eligible for performance increases beyond the annual CPI increase.


6. 2024/25 Non-Union Salary Scales

Category	Positions	Annual Pay Range
Level 1	Administrative Assistant; Custodian	40,000 to 50,000
Level 2	Head Custodian; Recreation Coordinator	45,000 to 57,500
Level 3	Active Living Coordinator; Finance Officer	50,000 to 65,000
Level 4	Director of Recreation & Community Development; Manager of Finance	65,000 to 90,000
Level 5	Director <u>Manager</u> of Municipal Operations	75,000 to 100,000
Level 6	Director of Finance (CPA); <u>Director of Public Works</u> <u>(P.Eng.)</u>	85,000 to 110,000

7. Amendments


Date	Amendments
June 10, 2024	Policy adopted by Commission
September 9, 2024	Addition of Director of Public Works (P.Eng.)

**THE VILLAGE OF NEW MINAS
POLICY STATEMENT**

		Page 1 of 6
WATER AND SEWER SERVICES POLICY		Revision Date: April 1, 2010 (Sch.A)
<p>Purpose</p> <p>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.</p> <p>Objectives</p> <p>The objectives of the Water and Sewer Services Policy will be to:</p> <ol style="list-style-type: none">1. Provide water services to every property in New Minas.2. Provide direction to staff for the provision of water and sewer services, pursuant to <i>Bill No. 32 An Act to Incorporate the New Minas Water Commission (Water Bylaw)</i>, the <i>Utility and Review Board of Nova Scotia Regulations (URB)</i>, and <i>Bylaw #3, Sewer Bylaw for the Village of New Minas (Sewer Bylaw)</i>.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 the staff to provide these services. <p>Policy</p> <p>The Policy shall be as follows:</p> <p><u>Water and Sewer Services</u></p> <ol style="list-style-type: none">1. <u>Application Process</u><ol style="list-style-type: none">(a) Every request for connection to the New Minas Water Utility must be made in the form of "<i>Village of New Minas Water Connection Permit</i>" known as "Permit".(b) Each Permit shall be signed by the property owner. In the case of a non-resident owner, the Village will accept a faxed signed Permit in the interim.		
Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	Clerk Treasurer 	

THE VILLAGE OF NEW MINAS

POLICY STATEMENT


<u>WATER AND SEWER SERVICES</u> <u>POLICY</u>		Revision Date: April 1, 2010 (Sch.A) Page 2 of 6
<p>(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.</p> <p>(d) Village Water Operations staff will review the application and notify the applicant within three days of receipt, if reasonably possible.</p> <p>(e) Sewer Services will be provided by application process, pursuant to <i>Bylaw #3 Sewer Bylaw</i></p> <p><u>Installation Process</u></p> <p>(a) Village staff will make arrangements for a mutually agreed-upon time to carry out an inspection of the water and sewer lines.</p> <p>(b) The water lines are the responsibility of the property owner, and applicant must notify the Village, with at least 24 hours notice, when the lines are ready for inspection.</p> <p>(c) All lines must be left open until inspection is complete.</p> <p>(d) Applicant is required to have all plumbing completed prior to notifying the Village staff to deliver the meter, as stated in the Permit.</p> <p>(e) Village staff will deliver <u>and install meter</u>, turn on the water, and notify administration staff immediately of all details particular to the billing process. Administration staff will be notified only when water has been turned on.</p> <p>(f) The <u>first meter and installation</u> ^{<i>cost of the</i>} will be the responsibility of the Village of New Minas. All meters remain the property of the Village of New Minas</p>		
Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	CLERK TREASURER 	

THE VILLAGE OF NEW MINAS

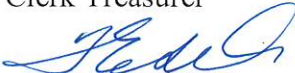
POLICY STATEMENT

<u>WATER AND SEWER SERVICES</u> <u>POLICY</u>		Revision Date: April 1, 2010 (Sch.A) Page 3 of 6

<p>(g) Replacement meters are the responsibility of the Village of New Minas, with the following exceptions:</p> <ul style="list-style-type: none">(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 $\frac{3}{4}$ inch the customer will be charged the difference between the standard $\frac{3}{4}$ inch meter and any larger size. <p>(j) The Village of New Minas will approve all meter sizing in accordance with Schedule "B" of the URB Regulations, and with standard installation procedures.</p> <p>(k) Service fees will be charged to property owners for work performed on the water service if that work is not the Village's responsibility, pursuant to Schedule "A" <i>Schedule of Fees</i>, as part of this Policy.</p> <p>(l) All other installation and maintenance of water services shall adhere to <i>URB Rules and Regulations, Schedule "B"</i>, as attached to this policy.</p> <p><u>Billing Processes</u></p> <p>(a) In accordance with the <i>Water Bylaw</i> and <i>URB</i> Regulations, Village staff is permitted to enter each property with Village water services to read the water meter on a quarterly basis.</p> <p>(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.</p>	NOTES
---	--------------

Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	Clerk Treasurer 	

**THE VILLAGE OF NEW MINAS
POLICY STATEMENT**

<u>WATER AND SEWER SERVICES</u>		Revision Date: April 1, 2010 (Sch.A) Page 4 of 6
<u>POLICY</u>		
<p>(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.</p> <p>(d) Property owners are responsible for and will be billed for water services. The Village may consider forwarding the water bill to a secondary address; however, uncollectible accounts will be the responsibility of the property owner.</p> <p>(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, which is 40 days in arrears, if payment arrangements are not made to the satisfaction of the Village.</p> <p>(f) Adjustments to water accounts may be authorized by the Clerk Treasurer, 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.</p> <p><u>Authority</u></p> <p>The staff of the Village of New Minas and the New Minas Water Commission has the authority to conduct the business of providing water and sewer services to the service customers.</p>		NOTES
Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	Clerk Treasurer 	

**THE VILLAGE OF NEW MINAS
POLICY STATEMENT**

**WATER AND SEWER SERVICES
POLICY**

Revision Date:
April 1, 2010 (Sch.A)
Page 5 of 6

SCHEDULE "A"

SCHEDULE OF FEES FOR WATER AND SEWER SERVICES

The following is the Schedule of Fees for Water and Sewer Services not ordinarily provided as part of the day to day operations of the Village of New Minas:

1. Water turn on or shut off will be charged in accordance with the Nova Scotia Utility and Review Board regulations.
2. Any repairs to a customer's water or sewer service, which is determined to not be the responsibility of the Village, will be charged at the following rates:

RATE SCHEDULE

Labourer Regular Hours	\$16.50/hr
Skilled Labourer Regular Hours	\$27.00/hr
Supervisor Regular Hours	\$50.00/hr
Labourer at time and a half	\$24.75/hr
Skilled Labourer at time and a half	\$40.50/hr
Supervisor at time and a half	\$75.00/hr
Labourer at double time	\$33.00/hr
Skilled Labourer at double time	\$54.00/hr
Supervisor at double time	\$100.00/hr
Service Truck	\$20.00/hr
John Deere Tractor	\$25.00/hr
2" Trash Pump	\$5.00/hr
Thawing Machine	\$20.00/hr

NOTES


Authority: Water Commission
Authority: Village Commission
Date: May 24, 2006/June 12, 2006

Clerk Treasurer



THE VILLAGE OF NEW MINAS

POLICY STATEMENT

<u>WATER AND SEWER SERVICES</u> <u>POLICY</u>		Revision Date: April 1, 2010 (Sch.A) Page 6 of 6
<p>3. These rates are to be adjusted yearly, if necessary, to conform to the Payroll Policy, the IUOE Agreement, and Budget requirements. These adjustments will be effective on April 1 of every year.</p> <p>4. Callouts for Water Shut off or Turn on, after normal working hours will be charged back to the property owner at the rate of \$130 for the first three hours;</p> <p>5. Time for callouts for water shut off or turn on, which exceeds 3 hours will be charged to the property owner at the rate of \$60 for each hour over the three hours minimum, plus \$130 for the first three hours;</p> <p>6. Any callout for services which is determined to be the responsibility of the property owner, will be charged back to the property owner.</p>		NOTES
Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	Clerk Treasurer 	Ref. Form:

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

**Village of New Minas
Water & Sewer Services Policy**

**Policy #
VNM-2010-01**

- 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

By-law #3**VILLAGE OF NEW MINAS****Sewer By-law**

This By-law is made by the Village Commission of New Minas pursuant to *the Municipal Government Act*.

RESOLVED by the Village Commission of New Minas that the following be and the same is hereby enacted and the Clerk Treasurer be hereby instructed to forward the same to the Minister of Service Nova Scotia and Municipal Relations.

AND FURTHER RESOLVED by the Village Commission of New Minas that the existing Bylaw Number 3 is hereby repealed, and the following is substituted:

This By-law outlines controls for the discharge of pollutants to the sanitary sewer system. The objectives of the Bylaw are to:

- Protect the sewer collection system from corrosion, other damage, and obstruction.
- Protect the wastewater treatment process from upset.
- Protect the public, municipal workers, and property from hazardous conditions (such as explosions).
- Assist optimum wastewater system efficiency by preventing uncontaminated water from entering the system.
- Protect wastewater sludge quality, and
- Protect the environment from contaminants that are not removed by the public system.

INDEX

<u>PART</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
PART 1	Definitions	3
PART 2	Administration	11
PART 3	Sewer Service by the Village Commission of New Minas	11
PART 4	Powers and Authority of Inspectors	11
PART 5	Construction and Use of Sewers	12
PART 6	Prohibited Actions	17
PART 7	Necessary Work Permits	18
PART 8	Rates and Charges	18
PART 9	Sewage Discharge	19
PART 10	Sampling Analytical Requirements	23
PART 11	Additional Connection Requirements	24
	1. Food Related Oil and Grease	24
	2. Vehicle Service Oil and Grease Interceptors	24
	3. Sediment Interceptors	25
	4. Dental Waste Amalgam Separators	25
PART 12	Spills	25
PART 13	Restrictions and Penalties	26
PART 14	Disconnection	27
PART 15	Other	27
PART 16	Liability	27
PART 17	Repeals	27
SCHEDULES	SCHEDULE "A" - APPLICATION TO CONNECT	29
SCHEDULES	SCHEDULE "B" - SEWER RATES AND CHARGES	30
SCHEDULES	By-law Amendment 3A SCHEDULE "B" - SEWER RATES AND CHARGES	31
SCHEDULES	By-law Amendment 3A SCHEDULE "C" - SEWER RATES AND CHARGES	32
SCHEDULES	By-law Amendment 3A SCHEDULE "D" - SEWER RATES AND CHARGES	33
SCHEDULES	By-law Amendment 3A SCHEDULE "E" - SEWER RATES AND CHARGES	34

PART 1- DEFINITIONS

All words in this Bylaw shall have their usual English meaning, unless the context requires otherwise, whenever used in this Bylaw.

Accredited Laboratory — any laboratory accredited by an authorized accreditation body in accordance with a standard based on the Canadian Association for Environmental Analytical Laboratories (CAEAL) criteria.

Building — any dwelling, house, shop, store, office, factory, or part thereof, which is occupied or operated by some person or persons and which would require sewage services.

Building Service Connection — a sewer which is located on private property and which connects the building drainage system or the building sanitary conveniences to the sanitary sewer, storm sewer or combined sewer, or other places of disposal.

Biochemical Oxygen Demand (BOD) — the five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand).

Biomedical Waste — biomedical waste as defined in the appropriate federal and provincial statute or regulation as amended from time to time.

Slowdown Water — re-circulating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

Building Code — the Building Code in force in the Village.

Building Service Connection — a sewer which is located on private property and which connects the building drainage system or the building sanitary conveniences to the sanitary sewer, storm sewer or combined sewer or other places of disposal.

Chemical Oxygen Demand or COD — the quantity of oxygen utilized in the chemical oxidation or

organic matter under standard laboratory procedure, expressed in milligrams per litre, according to “Standard Methods”.

Colour of a Liquid — the appearance of a liquid from which the suspended solids have been removed.

Combined Sewer — a sewer intended to function simultaneously as a storm sewer and a sanitary sewer.

Combustible Liquid — a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

Commission — the Village Commission of New Minas.

Composite Sample — a volume of wastewater, storm water, uncontaminated water or effluent made up of three or more grab samples that have been combined automatically or manually and taken at intervals during the sampling periods.

Connection or Drain — that part or those parts of any pipe or system of pipes leading directly to a wastewater works.

Cooling Water — water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

Dental Amalgam — a dental filling material consisting of an amalgam of mercury, silver, and other materials such as copper, tin or zinc.

Dental Amalgam Separator — any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.

Designated Sewer Officer — the ~~Superintendent~~Director of Public Works appointed by the Village of New Minas to administer, enforce, carry out observations and inspections and to take samples as prescribed by this bylaw, and his or her successors or his or her duly authorized representative.

Double Municipal Sewer Connection — a municipal sewer connection providing service to two or more premises.

Duplex — a building consisting of two residential units, located one on top of the other, which building is separated by open space from all other buildings and, without limiting the generality of the foregoing, includes any dwelling which was constructed as a single residential unit but in which the basement or upper story has been converted to form another separate residential unit, and whether or not access to the second story is gained internally or externally.

Engineer — the ~~Superintendent~~Director of Public Works, staff engineer of the Village, a consultant engineer engaged by the Village, or other authorized Village Public Works personnel.

Fuels — alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

Grab Sample — a volume of wastewater, storm water, uncontaminated water, or effluent of at least 100 millilitres which is collected over a period not exceeding 10 minutes.

Grease — total fat, oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in “Standard Methods”, and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids.

Ground Water — water beneath the earth's surface accumulating as a result of seepage.

Hauled Wastewater — waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, recreation vehicle or a wastewater holding tank.

Hauled Waste — any waste which is transported to and deposited into any location in the Wastewater works, excluding hauled wastewater.

Hazardous Substances

- (a) Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and,
- (b) Any substance that is designated as a hazardous substance within the meaning of appropriate federal and provincial statute or regulation as amended from time to time.

Industrial — of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.

Industry — any owner or operator of industrial or commercial premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer or storm sewer of the Village.

Inspector — the ~~Superintendent~~ Director of Public Works appointed by the Village of New Minas or person authorized by the Village of New Minas to carry out observations, investigations, and inspections, and take samples on behalf of the Village, as may be required under this Bylaw.

Institution — a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

Large Commercial or Industrial User — any establishment which may, in the future, request to be connected into the Village of New Minas' Sewage System and which establishment expects to or does use .25 of a cubic metre or more of the Village's water supply, as registered on the establishment's water meter, in any given day, or, an establishment which expects to or does discharge a waste water whose strength in BODS, or whose content of suspended solids or grease, before any form of pre-treatment, exceeds the strength of domestic sewage;

Maintenance Access Point — an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

Matter — includes any solid, liquid or gas.

~~**Municipal Sewer Connection** — that part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewage purposes.~~

Non-contact Cooling Water — water which is used to reduce temperature for the purpose of cooling, and which does not come into direct contact with any raw material, intermediate product other than heat, or finished product.

Owner — any owner, part owner, joint owner, tenant in common, and includes a trustee, executor, administrator, guardian, agent and mortgagee in possession, or other person having

the care or control of any land or building in case of the absence or disability of the person having title hereto.

Pathologic Waste — waste generated in a hospital or similar institution which contains human, or animal tissue altered or affected by disease, and instruments or other materials which may have come in contact with diseased tissue.

PCBs — any mono-chlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

pH — the logarithm to the base 10 of the reciprocal of the concentration of hydrogen ions in grams per litre of solution.

Phenolic Compounds — hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by “Standard Methods”.

Person — an individual, association, partnership, corporation, municipality or an agent or employee of such a person.

Polluted — the altered physical, chemical, biological or anesthetic properties of the natural waters of the area, including change of the temperature, taste, or odour of the waters, or the addition of any liquid, solid, radio-active, gaseous or other substance to the waters or the removal of such substances from the waters, which will render or is likely to render the waters harmful to the public health, safety or welfare, or harmful or less useful for domestic, municipal, industrial, agricultural, recreational or other lawful uses or for animals, birds or aquatic life;

Pollution Prevention — the use of processes, practices, materials, products, or energy that avoids or minimizes the creation of pollutants and wastes, at the source.

Private Sewer Connection — ~~that part of any entire drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, service lateral~~ lying within the limits of the private lands and public road right-of-way or other public lands or public land interests held for sewage purposes to the point of leading to a connection to the municipal public sewer connection.

Private Sewage Disposal System — all types of sewage disposal systems not directly connected to a municipal or approved central sewage system, including a privy and a septic tank with a disposal field.

Prohibited Waste — prohibited waste as defined in Section 9 of this Bylaw.

Properly Shredded Garbage — the wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in sewers, with no particles greater than one-half inch (12.7 millimetres) in dimension.

Provincial Regulations — the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any Regulation or order made pursuant to the authority of any Statute of Nova Scotia.

Public Sewer — a sewer or drainage system constructed, purchased or otherwise acquired by the Village or the Municipality of the County of Kings, and maintained as a public sewer or drain, and includes the trunk main, ~~all laterals to the street/property line~~ and any sewage treatment plant connected thereto.

QP1 — a qualified person approved by the Department of the Environment to design or alter the design of an onsite sewage system.

Reactive Waste — A substance that:

- (a) Is normally unstable and readily undergoes violent changes without detonating.
- (b) Reacts violently with water.
- (c) Forms potentially explosive mixtures with water.
- (d) When mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment.
- (e) Is a cyanide or sulphide-bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment.
- (f) Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement.
- (g) Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- (h) Is an explosive (Class 1) as defined in the regulations under the federal or provincial

statute or regulation as appropriate as amended from time to time.

Restricted Waste — restricted waste as defined in Section "10" of this Bylaw.

Sanitary Sewer — a sewer receiving and carrying waterborne wastes from residences, commercial buildings or premises, institutions, and industrial establishments, and to which storm, surface or ground waters are not intentionally admitted.

Semi-Detached Dwelling — a residential unit which is one side of a two-unit building, which building is divided vertically by a wall extending ground to roof and which building is separated by open space from other buildings, and which residential unit has an independent entrance.

Sewage — any liquid waste containing human, animal, vegetable, or mineral matter in solution or in suspension.

Sewage System — any works for the collection, transmission, treatment, or disposal of sewage, or any part of any such works.

Sludge — the accumulated suspended solids of sewage mixed with water, together which in concentration of any given constituent or in quantity of flow, exceeds more than one hundred times the average 24-hour concentration or flow for a period in excess of fifteen minutes.

Spill — a direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

Standard Methods — a procedure set out in "Standard Methods for the Examination of Water and Wastewater" published jointly by the American Public Health Association, American Water Works Association and Pollution Control Federation, current at the date of testing, or a procedure approved by an analyst of the Department of Environment.

Storm Sewage — a pipe, conduit, drain, open channel or ditch used for the collection and transmission of wastewater, storm water, surface runoff, or uncontaminated water, or any combination thereof.

Storm Water — water from rainfall, other natural precipitation, drainage or from the melting of snow or ice.

Subsurface Drainage Pipe — a pipe that is installed underground to intercept and convey subsurface water and includes foundation drainpipes.

Suspended Solids — solid matter in or on a liquid, which matter is removable by filtering.

TKN — total kjeldahl nitrogen.

Total PAHs — the total of all the following polycyclic aromatic hydrocarbons: 2 anthracene, benzo(a)pyrene, benzo(a)anthracene, benzo(e)pyrene, benzo(b)fluoranthene, benzo(j)fluoranthene, Benzo(k)fluoranthene, benzo(g,h,i)perylene, chrysene, dibenzo(a,h)anthracene, dlbenzo(a,i)pyrene, dibenzo(a,j)acridine, 7Hdibenzo(c,g)carbazole, dinitropyrene, fluoranthene, indeno (1,2,3- c,d)pyrene, perylene, phenanthrene, and pyrene;

Toxic Substance — any substance defined as toxic under the *Canadian Environmental Protection Act 1999*, as amended from time to time and within the meaning of provincial statute or regulation as appropriate and as amended from time to time.

True Colour Unit — the measure of the colour of the water from which turbidity has been removed.

Uncontaminated Water — any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water.

User — the owner or occupant of property, which is serviced by, connected to, or makes use of the sewage system.

Village — the Village of New Minas

Waste Disposal Site Leachate — the liquid containing dissolved or suspended contaminants which emanate from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

Waste Radioactive Prescribed Substances — Uranium, thorium, plutonium, neptunium, and deuterium, their respective derivatives and compounds and such other substances as the *Atomic Energy Control Board* may by regulation designate as being capable of releasing atomic energy or as being requisite for the production, use or application of atomic energy.

Wastewater — the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.

Wastewater Sludge — organic solid material recovered from the wastewater treatment facility.

Wastewater Treatment Facility — any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage and disposal facilities.

Wastewater Works — any works for the collection, transmission, treatment and disposal of wastewater, stormwater, or uncontaminated water, including a combined sewer, sanitary sewer or storm sewer, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

Watercourse — an open channel, ditch, or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

Year — the fiscal year of the Village.

PART 2-ADMINISTRATION

- (a) The Inspector appointed by the Village of New Minas or person authorized by the Village of New Minas may, upon production of their identification, carry out observations, investigations and inspections, and take samples on behalf of the Village, as may be required under this Bylaw.
- (b) Except as otherwise specifically provided in this Bylaw, all tests, measurements, analyses and examinations of sewage, its characteristics or contents shall be carried out in accordance with Standard Methods.

PART 3 - SEWER SERVICE BY THE VILLAGE COMMISSION OF NEW MINAS

When the Village Commission deems it necessary that a sewer or any part of a public sewer system, including, but not limited to treatment facilities, trunk sewers, drains and outfalls, or where the Village Commission deems it necessary that it acquire lands in any area or any portion of the Village or undertake construction for a sewer service purpose or purposes, the Commission may order by resolution and without the authorization of any petition of the owners, such sewer to be constructed and all the provisions of the Bylaw relating to and regulating the use of public

sewers in force in the Village be and are hereby made applicable to any sewer constructed by virtue of such resolution and pursuant to the Municipal Government Act.

PART 4- POWERS AND AUTHORITY OF INSPECTORS

Inspectors of the Village shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this Bylaw. Inspectors shall have the authority to inquire into any processes beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.

(a) The Inspector has the authority to carry out any investigation reasonably required to ensure compliance with this Bylaw, including but not limited to:

- Inspecting, observing, sampling and measuring the flow in any private drainage system, wastewater disposal system, storm water management facility, and flow monitoring point.
- Determine water consumption by reading water meters.
- Test flow measuring devices.
- Take samples of wastewater, storm water, clear-water waste and subsurface water being released from a premises or flowing within a private drainage system.
- Collect and analyze samples of hauled wastewater coming to a discharge location.
- Perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment facilities and storm water management facilities.
- Make inspections of the types and quantities of chemicals being handled or used on a premises in relation to possible release to a drainage system or watercourse.
- Investigate the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the release.

(b) No person shall hinder or prevent the Inspector from carrying out any of their powers or duties.

PART 5 - CONSTRUCTION AND USE OF SEWERS

1. SEWER CONNECTIONS

- (a) Every owner of a building, the nearest part of which is not more than one hundred feet (100') from any portion of the Village's sewage system is required, at their expense, to connect and keep connected to the sewage system of the Village, any facilities in the said building discharging sewage, in accordance with the provisions of this Bylaw.
- (b) Such connection shall be made within a period of six months from notification given by the Village.
- (c) Each serviced site on the property must have a separate connection to the main, except as otherwise provided in this Bylaw, and must be located within the property boundary line.
- (d) Unless otherwise provided by these bylaws, an owner is liable for the entire cost of the ~~private sewer drain~~service lateral leading from ~~his~~their property to the point ~~at which the private sewer drain connects~~of connection to the public sewer, the connection costs thereof, as well as any construction deficiencies up to one year thereafter.
- (e) Where the Village or authorized inspector causes work to be done pursuant to these bylaws, the cost of the work, with interest at the rate determined by the Commission, by bylaw, from the date of the completion of the work until the date of payment, is a first lien on the property upon which, or for the benefit of which, the work is done.
- (f) Maintenance and replacement of the entire ~~line~~service lateral from the owner's private sewer drain to the point of connection at the main (including the connecting saddle) shall be the owner's responsibility.
- (g) Every owner of a building proposing to connect the same to the Village's sewage system shall first obtain a permit for such connection from the Village and shall, in their application for such permit, furnish to the Inspector such information as the Inspector may require from time to time respecting the proposed construction work.
- (h) Every owner of a building proposing to connect the same to the Village's Sewage system or is currently connected to the Village's sewage system shall be required to comply with the Village's **"Water and Sewer Services Policy"**.
- (i) Notwithstanding any other provision of these Bylaws, all sewer pipes, drains and connections shall comply with the requirements of the Building Code, as amended, and the Inspector may refuse to grant a permit for the construction of any such sewer pipe, drain, or connection that does not comply with the requirements of said Building Code.
- (j) On and after the enactment of the Bylaw, and its approval by the Minister of Service Nova Scotia and Municipal Relations, no person shall install a septic tank with respect to any building, the nearest portion of which is not more than one hundred feet (100') from any portion of the Village's sewage system, and no person shall continue to use a septic tank

with respect to any such building after the said building has been connected to the Village's sewage system.

- (k) Every owner shall install and maintain in good repair, at their expense, a suitable back-water valve in each connection to safeguard against any possible flooding from the sewage system.
- (l) Every owner is responsible to determine the grades required to connect to the sanitary sewer from the building to the main. The minimum acceptable grade should be 2%, unless otherwise authorized by the Inspector.
- (m) Every owner is responsible to expose the sewer service lateral for inspection by the Inspector.

2. INSTALLATION REQUIREMENTS

- (a) The installation requirements necessary before a connection to the public sewer is permitted are as follows:

- any building service connection shall, from a point three feet (.91meters) outside of the foundation of the house or building to the street line must be of the first quality materials, the pipe having a diameter of four to six inches (101.60-152.40 millimeters).
- Sewer line laterals must be not less than four (4) inches (101.60 millimeters) in diameter and should be PVC SDR 28, unless otherwise authorized by the Inspector.
- Any building requiring pumping services shall have pipe size and quality acceptable to the Inspector.

- (b) Sewer Line Separation

The sewer service line may be laid in a common ditch with the water line, but it must be buried at a lower elevation and at a minimum distance of twelve (12) inches (304.80 millimeters) away from the water line.

- (c) Underground electrical lines are not permitted in the same trench.

- (d) Backfilling, unless otherwise directed.

- The sewer line must be laid on a bed of compacted to 95% standard proctor density sand or approved fine gravel of not less than 6 inches (152.40 millimeters) in depth and not backfilled until inspected and approved by the Inspector.
- When backfilling is permitted by the Inspector, a topping of not less than six (6) inches (152.40 millimeters) of compacted sand or approved fine gravel must be laid over the sewer line before previously excavated backfill material is replaced into the trench to bring it up to grade to be determined by the contractor.
- Backfilling of trenches must not be undertaken until the installations are inspected

and approval issued by the Inspector.

(e) Cellar Drains

- When drains for cellar and subsoil are laid in the same trench, they should be PVC SDR 28, unless otherwise authorized by the Inspector.
- The inside of every drain, after it is laid, shall be left smooth and perfectly clean throughout its entire length.

(f) Elevation

- Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor and under the footing. In all buildings in which the building sewer connection is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by a means approved by the Inspector and discharged by the building sewer connection to the public sewer system.
- In no case shall the average depth of a public sewer main on public property be more than *twelve* (12) feet below grade for the purpose only of accommodating a gravity flow from a building sewer connection, unless approved by the Village's Inspector.
- Every owner shall install a backwater *valve* to safeguard against any possible flooding from the sewage system. Such backwater *valve* must be approved by the Village's Inspector, and properly maintained at the owner's own expense.

(g) Public Highways Act

All sewer drains shall be constructed in accordance with the provisions of the Standards Specification for Municipal Services, Province of Nova Scotia, and amendments and regulations thereto, and shall cause as little obstruction as possible for pedestrians and vehicular traffic during installation. Acquisition of all permits shall be the sole responsibility of the owner/applicant.

(h) Grades

The sewer line shall have a uniform grade when laid, in compliance with the National Plumbing Code, 1980, as amended.

(i) Joints

- All changes in direction shall be made by curved pipe, or maximum of two 45-degree long sweep elbows.
- No right-angle junction shall be installed.

3. INDUSTRIAL AND COMMERCIAL

- (a) Any person who is the owner of land which is used for industrial or commercial purposes, and which property is connected to a public sewer, is required to provide grease, oil and

sand interceptors in order to provide for the proper handling of liquid wastes containing grease in excessive amounts, or any inflammable wastes, sand or other harmful ingredients. All owners of garages, vehicle service stations, car wash operations, food service operators and similar business establishments shall provide approved types of interceptors for oil, grease, soap and similar products.

- (b) All interceptors shall be of a type and capacity approved by the Inspector and shall be located so as to be readily and easily accessible for cleaning and inspection.
- (c) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature and shall be of substantial construction, water-tight and equipped with easily removable covers which, when bolted in place, shall be gas-tight and water-tight.
- (d) Traps or interceptors shall be maintained by the owner or operator in a condition of continuous efficient operation at the owner's/operator's expense.
- (e) No retained or trapped oil, grease, sediment, sand, silt, or other matter in any form shall be allowed to pass from the installed trap or interceptor into the wastewater facilities. Instead, removal of retained or trapped material(s) shall be achieved by regularly scheduled pumping or other physical means and shall be hauled away and disposed of as required by law. This pumping shall be documented, and such documentation must be provided to the Village on demand.
- (f) Whenever an inspection of an installed trap or interceptor results in a written notice for action on the part of the person(s) responsible for the installed device, such action shall be completed within the compliance period granted by the written notice.
- (g) The owner or operator of an establishment shall provide the Village, upon request, with the frequency of inspection and maintenance of any installed grease, oil, sediment and sand traps or interceptors, as well as information as to the disposal method employed and the location of hauled waste material.
- (h) Any reasonable request for inspection by the Village shall be granted by the owner or operator of the establishment.

4. CONNECTION ABANDONMENT

- (a) Whenever any building service connection is abandoned, the owner shall effectively block up the connection at the property line so as to prevent sewage from backing up into the soil, or dirt being washed into the sewer. The abandoned connection shall be capped with a watertight cap and encased in concrete, or otherwise capped and sealed in a manner approved by the Inspector. The capping and sealing must be inspected by the Inspector.

- (b) Where the owner does not effectively block up a building service connection as required under the provisions of subsection (a) within thirty (30) days from receipt of a notice from the Inspector requiring him to do so, the Inspector may cause the same to be done and the cost of such work caused to be done by the Inspector may be recovered as a debt by the Village from the owner. Failure to pay the fee shall be cause for an action in any court of competent jurisdiction.

5. SEPTIC TANK AND FIELD SYSTEMS

- (a) No person shall construct a private sewage disposal system without first complying with Part 5 Section I(a) of this By-law, and without first obtaining a written private sewage disposal permit from the Nova Scotia Department of Environment.
- (b) No person shall use, cause to be used or permit to be used any private sewage disposal system until installation has been completed to the satisfaction of the Nova Scotia Department of Environment.
- (c) No person shall discharge, or cause to be discharged or permit to be discharged any contents of any septic tank or cesspit into any public sewer.
- (d) Where a building is connected with the Village's sewer line, the Village Commission may, by resolution, order the owner of privies and septic tanks to remove and destroy such privy and remove all contaminants, and fill all septic tanks and remove all contaminants, at the owner's expense.

PART 6 - PROHIBITED ACTIONS

- (a) No person shall break, damage, destroy, deface, or tamper with:
- Any part of a sewage system.
 - Any device whether permanently or temporarily installed in a sewage works for the purpose of measuring, sampling, and testing of sewage.
- (b) No person shall release, or permit the release of any matter into the sanitary sewer system except:
- Domestic wastewater that complies with the requirements of this bylaw.
 - Industrial/commercial/institutional wastewater that complies with the requirements of this bylaw.
 - Where In the case of industries, the discharge is within the limit of industrial concentration, as outlined in Part 9 of this Bylaw.
- (c) No person shall release or permit the release of any prohibited substances listed in any part of this By-law.
- (d) No person shall release or permit the release of any restricted substance which does not meet the concentrations listed in Part 9 of this bylaw.

- (e) No person, firm or corporation shall direct or permit surface water, roof water, rainwater, or water in the ground to enter a Village sanitary sewer.
- (f) No open gutter, cesspool, privy, vault, cellar, underground drain, or exhaust pipe from any machine shall be connected with any public sewer.
- (g) No person, firm or corporation shall connect any storm sewer to any sanitary sewer.
- (h) No person, firm or corporation shall throw, or permit to be thrown or deposited in any public sewer opening or receptacle connected with the public sewer system any garbage, offal, animals, ashes, cinders, rags or any other material or thing except feces, urine, the necessary toilet paper, household liquids and properly shredded garbage.
- (i) The Inspector shall have the power and authority to stop and prevent any private sewer or drain through which substances are discharged which are liable to injure the public sewer or obstruct the flow of sewage therein from discharging into the public sewer.
- (j) All existing and future building service connections to the public sewer are subject to all the regulations set out in this Bylaw as it relates to the types and amounts of effluent allowed to be entered into the public system.

PART 7 – NECESSARY WORK PERMITS

- (a) No person shall undertake to install or construct or allow to be installed or constructed, a building service connection, without first obtaining a permit therefore from the Village in the form set out in Appendix "A", provided however that notwithstanding the issuance of any such permit, the person to whom any such permit is issued shall be liable for any damage or injury to the public sewer caused by them, their servants, agents or work person in making such a connection.
- (b) An application for a permit to carry out work, as required in Section 7 must be made by the property owner or their authorized agent.
- (c) Each building service connection shall be constructed subject to the supervision of the Inspector and shall be of such size and at such level and descent and with such mode of piercing or opening into the sewer, and generally in such manner and of such materials, as the Inspector directs and in accordance with Part 5 of this Bylaw, and no such drain shall be covered in until it has been inspected and approved by the Inspector.

PART 8 – RATES AND CHARGES

- (a) Every user of the sewage system shall pay a charge to the Village. Such charge shall be a quarterly fee for metered users or an annual charge for non-metered users of the sewage system for the construction, operation, and maintenance of a pollution control system, including collection mains or pipes, force mains, pumping stations, sewage treatment plant or plants, and other similar treatment facilities for pollution control. Such charge

shall be comprised of a service charge calculated to recover the annual cost to service the debt related to the cost of construction of the sewage system, and a rate per cubic metre calculated to recover annual administration, operating and maintenance costs related to the sewage system, with such rate to be calculated on the basis of water consumption.

- (b) In the case of users who are consumers of the New Minas Water Commission, the service charge shall be based on water meter size, relative to standard capacities and the variable (rate) charge shall be on the basis of water consumption.
- (c) The resulting sewer rates are as set out in Schedule "B", "C", and "D" attached hereto.
- (d) Billing for charges shall be rendered quarterly.
- (e) All bills rendered under the provision of this Bylaw shall be due and payable within thirty (30) days of the date rendered. A late charge of one and one-half percent (1.5%) per month of the net bill shall be payable after the due date of the bill. Each bill shall show the amount payable within thirty days from the date rendered and the amount payable after thirty days from that date. Each bill shall show the date after which the higher rate will be charged if payment has not been made by that date.
- (f) All rates and charges levied under this Bylaw shall constitute a lien on the real property of the owner of the property in respect of which the charge is levied and may be collected in the same manner and with the same remedies as rates and taxes under the Municipal Government Act.
- (g) The rates and charges payable under this Bylaw shall apply to all bills rendered after the effective date of this By-law.

PART 9 – SEWAGE DISCHARGE

1. General Prohibitions - No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer in circumstances where to do so may cause or result in:

- (a) A health or safety hazard to a person authorized by the Village to inspect, operate, maintain, repair, or otherwise work on a wastewater works.
- (b) An offence under the federal or provincial environmental protection of water resources acts as amended from time to time, or any regulation made there under from time to time.
- (c) Wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as

listed in the applicable federal or provincial environment protection or water resources act or policy as amended from time to time.

- (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process.
- (e) A hazard to any person, animal, property, or vegetation.
- (f) An offensive odour to emanate from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour.
- (g) Damage to wastewater works.
- (h) An obstruction or restriction to the flow in wastewater works

2. Specific Prohibitions - No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer in circumstances where the wastewater contains:

- (a) Hazardous substances.
- (b) Combustible liquid.
- (c) Explosive matter, gasoline, benzene, naphtha, fuel oil, solvents or sewage containing any of these.
- (d) Biomedical waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, medical needles, syringes, other waste sharps and untreated human blood and body fluids.
- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent.
- (f) Fuel.
- (g) Fat and grease
- (h) Sewage containing more than 15 milligrams per litre of solvent extractable matter of mineral or synthetic origin.
- (i) Sewage which consists of two or more separate and immiscible liquid layers.
- (j) Hauled wastewater.
- (k) Hauled waste.
- (l) Ignitable waste.
- (m) Pathological waste.
- (n) Polychlorinated Biphenyls.

- (o) Pesticides.
- (p) Reactive waste.
- (q) Toxic substances.
- (r) Waste radioactive prescribed substances.
- (s) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, animal or vegetable grease in excess of 60 mg/L, metal, glass, rags, feathers, tar, plastics, wood, un-ground garbage, animal parts or tissues and paunch manure.
- (t) Any substance or material that would tend to generate ammonia during the treatment process,
- (u) Sewage, or other discharge having a pH less than 6.0 or greater than 9.0.
- (v) Sewage at a temperature greater than 65 degrees Celsius (1492 Fahrenheit).
- (w) Sewage containing any matter which will not pass through a screen having openings not larger than 3.35 millimeters square (No. 6 sieve).
- (x) Sewage containing coloured matter, which sewage would require a dilution in excess of four (4) parts of distilled water to one (1) part of such sewage to produce a mixture, the color of which is not distinguishable from that of distilled water.
- (y) Contaminated cooling water from any residential properties.
- (z) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, grease, oils, plastics, wood or other solid or viscous substances in a quantity capable of causing obstruction to the flow in the sewers or any other interference with the proper operation of the sewage system.
- (aa) Sewage containing more than 200 milligrams per liter of suspended solids, except as provided by special agreement authorized under this Bylaw.
- (bb) Sewage of which biochemical oxygen demand exceeds 200 milligrams per liter, except as provided by special agreements authorized under this Bylaw.

3. Specific Organic Contaminant Prohibitions - no person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer in circumstances where the wastewater contains the following materials in concentrations greater than as set out herein:

Substance	Concentration (mg/L, except as otherwise noted)
-----------	---

Benzene	0.01
Benzidine and Benzidine dihydrochloride	Dept of Environment Standards
Chloroform	0.04
Dichlorobenzene	0.088
Ethylbenzene	0.057
Hexachlorobenzene	0.055
Methylene chloride (dichloromethane)	0.0981
PCBs (chlorobiphenyls)	0.004
Penols, Total (or Phenolic compounds)	1
Tetrachloroethane	0.04
Tetrachloroethylene	0.05
Toluene	0.08
Trichloroethylene	0.054
Xylenes, Total	0.32

4. Specific miscellaneous contaminant prohibitions - No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer in circumstances where the wastewater contains the following materials in concentrations greater than as set out herein:

Substance	Total Concentration Limit (mg/L, except as otherwise noted)
Aluminum	50
Ammonia	24
Antimony	5
Arsenic, Total	0.1
Barium	5
Beryllium	5
Bismuth	5
Cadmium, Total	0.1
Chloride	1500
Chromium, Total	0.37
Cobalt, Total	5
Copper, Total	1
Cyanide, Total	1

Fluoride	10
Iron	50
Lead, Total	0.1
Manganese	5
Mercury	0.1
Molybdenum, Total	5
Nickel, Total	0.55
Nitrogen, Total Kjeldahl	70
Phenolic Compounds	1
Phosphorus, Total	12
Selenium, Total	0.82
Silver, Total	0.29
Sulphates (as SO ₄)	1500
Sulphide (as H ₂ S)	0.3
Tin	5.0
Zinc, Total	0.03

5. Discharge in accordance with discharge agreement or compliance program - a discharge in excess of limits established pursuant to this part is permitted where it is done in accordance with the terms and conditions of a valid discharge agreement or compliance program.
6. Dilution to achieve compliance is prohibited - No person shall discharge directly or indirectly or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, storm sewer, where water has been added to the discharge for the purposes of dilution to achieve compliance with any section of this Bylaw.
7. Storm water, drainage water & watercourse prohibition - No person shall discharge or deposit or cause or permit discharge or deposit into a sanitary sewage system, any storm water, water from drainage or roofs or land, or from a watercourse.

PART 10 – SAMPLING AND ANALYTICAL REQUIREMENTS

- (a) Where sampling is required for the purposes of determining the concentration of constituents in the storm water, uncontaminated water or wastewater, the sample shall:
- Be collected manually or by using an automatic sampling device; and
 - Contain additives for its preservation.
- (b) Where compliance with Part 9 is not met, the Village shall have the authority to require

- the user to install a self-monitoring and sampling station in accordance with Section 10(c).
- (c) The discharger shall complete any monitoring or sampling of any discharge to a wastewater works, as required by the Village, and provide the results to the Village in the form specified by the Village (i.e., hard copy or electronic copy).
 - (d) The obligations set out in or arising out of 10(c) shall be completed at the expense of the discharger.
 - (e) All tests, measurements, analyses and examinations of wastewater, its characteristics or contents shall be carried out in accordance with "Standard Methods for Testing", as defined herein at Part 1. Additional testing or re-testing of wastewater made necessary by non-compliance with this Bylaw, or at the request of the village, shall be carried out at the cost of the discharger.
 - (f) Village staff is authorized to enter any property for analytical sampling purposes. If after due notice has been issued that this Bylaw has been contravened the discharger continues to be non-compliant, the Village is authorized to cause the analytical sampling to be provided, and the cost of the work, with the interest at the rate determined by the Commission from the date of the completion of the work until the date of payment, shall be a first lien on the property, or for the benefit of which the work was done.
 - (g) Following sampling and final analyses, if the discharge does not meet the requirements as set out in the Bylaw, the Village of New Minas shall require pre-treatment of the contaminants to meet the said concentrations of this Bylaw.

PART 11 – ADDITIONAL CONNECTION REQUIREMENTS

1. FOOD RELATED GREASE

- (a) Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, which premises are connected directly or indirectly to a sewer, shall take all necessary measures to ensure that fat, oil and grease are prevented from entering the storm or sanitary sewer.
- (b) The owner or operator of a premises, as set out in this section shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association National Standard CAN/CSA B-481.
- (c) All interceptors shall be maintained by the owner, according to the manufacturer's

recommendations.

- (d) A maintenance schedule and record of maintenance for each interceptor installed shall be kept on a regular basis pursuant to part 3(c) of this Bylaw, and provided to the Inspector or their designate, on demand.
- (e) institutional premises where food is cooked, processed, or prepared, shall, for five years, keep the document of proof for interceptor clean-out and oil and grease disposal.

2. VEHICLE SERVICE OIL AND GREASE INTERCEPTORS

- (a) Every owner or operator of a motor vehicle service station, repair shop or garage or of an industrial, commercial or institutional premise or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to a sewer, shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the drainage piping which is connected directly or indirectly to a sewer.
- (b) The owner or operator of a premises as set out in Part 11, Subsection 2(a) shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code.
- (c) All oil and grease interceptors and separators shall be maintained *in good working order* and in accordance with the manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- (d) A maintenance schedule and record of maintenance shall be submitted to the Inspector annually for each oil and grease interceptor installed.

3. SEDIMENT INTERCEPTORS

- (a) Every owner or operator of a premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using a ramp drain or area drain and car and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer.
- (b) All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- (c) A maintenance schedule and record of maintenance shall be submitted to the Inspector

annually for each sediment interceptor installed.

4. DENTAL WASTE AMALGAM SEPARATOR

- (a) Every owner or operator of a premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate, and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified /50 11143 - "Dental Equipment: Amalgam Separators".
- (b) A maintenance schedule and record of maintenance shall be submitted to the Inspector annual for each dental amalgam separator installed.

PART 12 – SPILLS

- (a) in the event of a spill to a wastewater works, the person responsible or the person having the charge, management and control of the spill shall immediately notify the Village and provide any information with regard to the spill that is requested.
- (b) The person shall immediately provide a detailed report on the spill to the Village, which report contains the following information to the best of his or her knowledge:
 - (a) Location of the spill.
 - (b) Name and telephone number of the person who reported the spill and the location and time that person can be contacted.
 - (c) Date and time of spill.
 - (d) Material spilled.
 - (e) Characteristics of material spilled.
 - (f) Volume of material spilled.
 - (g) Duration of spill event.
 - (h) Work completed and any work still in progress in the mitigation of the spill; and
 - (i) Preventative actions being taken to ensure a similar spill does not recur.
- (c) The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- (d) The person responsible for the spill and the person having the charge, management and control of the spill shall also notify other government agencies, including federal and provincial as required and appropriate for material and circumstances of the spill.

PART 13 – RESTRICTION AND PENALTIES

- (a) The Commission, on being advised that any existing sewer pipe, drain, or connection to the Village's sewer system has not been constructed and/or maintained in accordance with the provisions of the aforementioned Building Code or of this Bylaw, may instruct the Village Clerk to serve notice on the owner or occupant of the building, requiring them to remedy the condition described in the notice. Such notice may be served by being posted in a conspicuous place upon the building or may be personally served upon the person or persons named so served with notice to remedy the condition described in the notice within thirty days after service thereof, failure to comply with this notice will make that person guilty of an offence pursuant to Section 431 of the Municipal Government Act (Villages) and liable on conviction to a penalty not exceeding \$5000 and in default of payment, to imprisonment for a period not exceeding ninety days.
- (b) Except as otherwise provided in this Bylaw, any person who contravenes any section of this Bylaw is guilty of an offence and liable on summary conviction to a penalty not exceeding \$5,000 and in the default of payment to imprisonment for a term of not more than ninety days.
- (c) Where an offence under this Bylaw is committed or continued on more than one day, the person responsible for the offence is liable to be convicted for a separate offence for each day on which the offence is committed.

PART 14- DISCONNECTION

- (a) It is a condition of any connection permit that failure to comply with this Bylaw or Part XIV of the Municipal Government Act may result in revocation of approval by the Inspector upon ten days prior notice to the owner of the property.
- (b) Revocation of a connection permit by the Inspector may be appealed to the Village Commission within ten days of the communication of the Inspector's decision to the owner of the property affected by filing a notice of appeal with the Clerk. The notice of appeal shall specify the basis for the appeal and the relief sought.
- (c) The Village Commission shall provide the appellant with an opportunity to be heard prior to any decision.
- (d) The Village Commission may uphold or reverse the Inspector's decision or amend it to include terms and condition.

PART 15 - OTHER

- (a) A duplex, which cannot be sold separately, shall install one sewer lateral.

(b) Each unit of a semi-detached dwelling shall have its own sewer lateral.

PART 16- LIABILITY

The owner shall indemnify the Village of New Minas from any loss or damage that may directly or indirectly be occasioned by the installation of the sewer service connection.

PART 17- REPEALS

The Village of New Minas Sewer Bylaw# 3 is hereby repealed.

I, April Ernest, Clerk Treasurer of the Village of New Minas, do hereby certify that the foregoing is a true copy of a Bylaw amendment duly passed at a meeting of the Village of New Minas, duly convened and held on the 11th Day of December 2017.

Dated at New Minas, in the County of Kings, the 15th Day of December, A.D. 2017.

April Ernest, Clerk Treasurer

BYLAW #3 Village of New Minas Sewer Bylaw

Bylaw Amendment 3A

First Reading:

November 13, 2017

Second Reading:

December 11, 2017

Publications:

Second Reading: November 23, 2017

SCHEDULE "A"
VILLAGE OF NEW MINAS
APPLICATION TO CONNECT TO NEW MINAS SEWER

I hereby make application for permission to connect to the Village of New Minas Sewer System under the provisions set out in ***Sewer Bylaw #3***, and agree that such connection will comply with the regulations as set forth in this bylaw, and comply with the Village of New Minas ***Water and Sewer Services Policy***. It is my responsibility to determine the location, horizontally and vertically, of the end of the lateral pipe at the point of connection and set my foundation accordingly. Each serviced site on the property must have a separate connection.

OWNER OF BUILDING: _____

OWNER'S PHONE #: _____ CELL# _____

OWNER'S COMPLETE MAILING ADDRESS _____

CONTRACTOR'S NAME, ADDRESS: _____

CONTRACTOR'S PHONE#: _____ CELL# _____

PROPERTY DETAILS ADDRESS (Please complete all applicable information): CIVIC#: _____

LOT# _____ PROPOSED LOCATION: _____

NO. OF UNITS: _____ OTHER IDENTIFYING INFO.: _____

SIZE OF SEWER OUTLET: _____ MATERIAL TO BE USED (SDR 35 required _____

IT IS FURTHER ACKNOWLEDGED BY THE APPLICANT THAT A SURCHARGE OF \$200 WILL BE MADE FOR INSTALLATION OF LATERALS WHEN FROST IS PRESENT IN THE GROUND.

DATE OF APPLICATION

SIGNATURE OF APPLICANT

DATE OF APPROVAL

SIGNATURE OF AUTHORITY
(VILLAGE OF NEW MINAS MUNICIPAL OPERATIONS MGR)

****ALL SEWER LATERALS MUST BE INSPECTED BY THE VILLAGE BEFORE BACKFILLING TAKES PLACE**

NOTE: SEWER BYLAW #3 ATTACHED

SCHEDULE "B"**SEWER RATES AND CHARGES**

<u>Meter Size</u>	<u>Charge per Quarter</u>
5/8"	\$15.50
3/4"	\$23.50
1"	\$36.00
1 ½"	\$67.00
2"	\$105.50
3"	\$207.00

- (a) All consumption, per m³, \$0.42.
- (b) Where a metered service is not provided or where a consumer is connected to the Village sewer system but not connected to the Village water system, then such consumer shall pay a yearly rate of \$140.00 per unit for residential users, and commercial users will be charged at the consumption rate based on the meter on their private well.

By-law Amendment 3A
SCHEDULE "B"
SEWER RATES AND CHARGES
Effective June 22, 2017

<u>Meter Size</u>	<u>Charge per Quarter</u>
5/8"	\$17.45
3/4"	\$36.00
1"	\$38.46
1 ½"	\$68.69
2"	\$107.50
3"	\$207.43
4"	\$320.76
6"	\$923.00

- (a) All consumption, per m³, \$0.42.
- (b) Where a metered service is not provided or where a consumer is connected to the Village sewer system but not connected to the Village water system, then such consumer shall pay a yearly rate of \$302.00 per unit for residential users, and commercial users will be charged at the consumption rate based on the meter on their private well.

By-law Amendment 3A
SCHEDULE "C"
SEWER RATES AND CHARGES
Effective April 1, 2018

<u>Meter Size</u>	<u>Charge per Quarter</u>
5/8"	\$21.42
3/4"	\$36.00
1"	\$47.23
1 ½"	\$84.34
2"	\$131.58
3"	\$254.72
4"	\$393.88
6"	\$923.00

- (a) All consumption, per m³, \$0.42.
- (b) Where a metered service is not provided or where a consumer is connected to the Village sewer system but not connected to the Village water system, then such consumer shall pay a yearly rate of \$302.00 per unit for residential users, and commercial users will be charged at the consumption rate based on the meter on their private well.

By-law Amendment 3A
SCHEDULE "D"
SEWER RATES AND CHARGES
Effective April 1, 2019

<u>Meter Size</u>	<u>Charge per Quarter</u>
5/8"	\$25.40
3/4"	\$36.00
1"	\$56.00
1 ½"	\$100.00
2"	\$156.00
3"	\$302.00
4"	\$467.00
6"	\$923.00

- (a) All consumption, per m³, \$0.42.
- (b) Where a metered service is not provided or where a consumer is connected to the Village sewer system but not connected to the Village water system, then such consumer shall pay a yearly rate of \$302.00 per unit for residential users, and commercial users will be charged at the consumption rate based on the meter on their private well.

By-law Amendment 3A**SCHEDULE "E"****SEWER RATES AND CHARGES****Effective April 1, 2021**

Meter Size	April 1, 2021	April 1, 2022	April 1, 2023	April 1, 2024	April 1, 2025	April 1, 2026	April 1, 2027	April 1, 2028	April 1, 2029	April 1, 2030
5/8"	\$41.91	\$42.85	\$43.81	\$44.80	\$45.81	\$46.84	\$47.89	\$48.97	\$50.07	\$51.20
3/4"	\$59.40	\$60.74	\$62.11	\$63.51	\$64.94	\$66.40	\$67.89	\$69.42	\$70.98	\$72.58
1"	\$92.40	\$94.48	\$96.61	\$98.78	\$101.00	\$103.27	\$105.59	\$107.97	\$110.40	\$112.88
1 1/2"	\$165.00	\$168.71	\$172.51	\$176.39	\$180.36	\$184.42	\$188.57	\$192.81	\$197.15	\$201.59
2"	\$257.40	\$263.19	\$269.11	\$275.16	\$281.35	\$287.68	\$294.15	\$300.77	\$307.54	\$314.46
3"	\$498.30	\$509.51	\$520.97	\$532.69	\$544.68	\$556.94	\$569.47	\$582.28	\$595.38	\$608.78
4"	\$770.55	\$787.89	\$805.62	\$823.75	\$842.28	\$861.23	\$880.61	\$900.42	\$920.68	\$941.40
6"	\$1,522.95	\$1,557.22	\$1,592.26	\$1,628.09	\$1,664.72	\$1,702.18	\$1,740.48	\$1,779.64	\$1,819.68	\$1,860.62
Consumption per m3	\$0.69	\$0.71	\$0.73	\$0.75	\$0.77	\$0.79	\$0.81	\$0.83	\$0.85	\$0.87

Where a service is provided by the Municipality of Kings, the consumer shall be charged the rate assessed by the Municipality of Kings.

Where a metered service is not provided and a consumer is connected to the Village sewer system but not connected to the Village water system, then the consumer shall pay a yearly rate based on the average annual consumption for residential users and commercial users will be charged at the consumption rate based on the meter on their private well.

~ Adopted by Resolution of the Village Commission on April 12, 2021 ~