

**THE VILLAGE OF NEW MINAS  
POLICY STATEMENT**

<b>WATER AND SEWER SERVICES POLICY</b>	Revision Date: April 1, 2010 (Sch.A)
<p><b>Purpose</b></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><b>Objectives</b></p> <p>The objectives of the Water and Sewer Services Policy will be to:</p> <ol style="list-style-type: none"> <li>1. Provide water services to every property in New Minas.</li> <li>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>.</li> <li>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.</li> </ol> <p><b>Policy</b></p> <p>The Policy shall be as follows:</p> <p><u>Water and Sewer Services</u></p> <ol style="list-style-type: none"> <li>1. <u>Application Process</u> <ol style="list-style-type: none"> <li>(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”.</li> <li>(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.</li> </ol> </li> </ol>	
Authority: Water Commission Authority: Village Commission Date: May 24, 2006/June 12, 2006	Clerk Treasurer

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<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 and install meter, 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 first meter and installation will be the responsibility of the Village of New Minas. All meters remain the property of the Village of New Minas</p>		
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<p>(g) Replacement meters are the responsibility of the Village of New Minas, with the following exceptions:</p> <ul style="list-style-type: none"> <li>(i) frozen meters through no fault of the Village of New Minas;</li> <li>(ii) abuse or misuse of the equipment in any way by the property owner or occupant.</li> <li>(iii) when a property owner requests to acquire a larger size meter than a ¾ inch the customer will be charged the difference between the standard ¾ inch meter and any larger size.</li> </ul> <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>	<b>NOTES</b>
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<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><b><u>Authority</u></b></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>		<p><b>NOTES</b></p>

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<p style="text-align: center;"><b><u>SCHEDULE "A"</u></b> <b><u>SCHEDULE OF FEES FOR WATER AND SEWER SERVICES</u></b></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Water turn on or shut off will be charged in accordance with the Nova Scotia Utility and Review Board regulations.</li> <li>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:</li> </ol> <p><b><u>RATE SCHEDULE</u></b></p> <table style="width: 100%; border: none;"> <tr><td>Labourer Regular Hours</td><td style="text-align: right;">\$16.50/hr</td></tr> <tr><td>Skilled Labourer Regular Hours</td><td style="text-align: right;">\$27.00/hr</td></tr> <tr><td>Supervisor Regular Hours</td><td style="text-align: right;">\$50.00/hr</td></tr> <tr><td>Labourer at time and a half</td><td style="text-align: right;">\$24.75/hr</td></tr> <tr><td>Skilled Labourer at time and a half</td><td style="text-align: right;">\$40.50/hr</td></tr> <tr><td>Supervisor at time and a half</td><td style="text-align: right;">\$75.00/hr</td></tr> <tr><td>Labourer at double time</td><td style="text-align: right;">\$33.00/hr</td></tr> <tr><td>Skilled Labourer at double time</td><td style="text-align: right;">\$54.00/hr</td></tr> <tr><td>Supervisor at double time</td><td style="text-align: right;">\$100.00/hr</td></tr> <tr><td>Service Truck</td><td style="text-align: right;">\$20.00/hr</td></tr> <tr><td>John Deere Tractor</td><td style="text-align: right;">\$25.00/hr</td></tr> <tr><td>2" Trash Pump</td><td style="text-align: right;">\$5.00/hr</td></tr> <tr><td>Thawing Machine</td><td style="text-align: right;">\$20.00/hr</td></tr> </table>	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	<b>NOTES</b>
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<ol style="list-style-type: none"> <li>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.</li> <li>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;</li> <li>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;</li> <li>6. Any callout for services which is determined to be the responsibility of the property owner, will be charged back to the property owner.</li> </ol>		<p><b>NOTES</b></p>

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