

**Region of Queens Municipality Regular Council
Tuesday, June 25, 2024
6:00 p.m., Westfield Community Hall**

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentations

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – June 11, 2024

7.0 Recommendations

7.1 Seely Hall Heritage Designation

7.2 Grey Boxes Overflowing Plan

7.3 Outstanding Balance for Universally Designed Playground

7.4 Road Bylaw Public Consultation Plan

8.0 Discussions

8.1 Sanitary Sewer Connection for 314 Highway 8

9.0 In-Camera

9.1 Contract

9.2 Contract

9.3 Contract

9.4 Contract

10.0 Adjournment

Region of Queens Municipality Regular Council

Tuesday, June 11, 2024

9:00 a.m.

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor David Brown
Councillor Vicki Amirault
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Carl Hawkes
Cody Joudry, CAO

1.0 Call to Order

Mayor Norman called the meeting to order at 9:00 a.m.

2.0 Changes / Approval of Agenda

Mayor Norman removed 3.1 – Nova Scotia Coalition for Healthy School Food as the presenter was unable to attend. The presentation will be rescheduled for a future meeting.

3.0 Presentations

3.2 Heritage Designation Hearing: Seely Hall

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT the Council of the Region of Queens Municipality receive the report titled 'Hearing – Municipal Heritage Designation – Seely Hall' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT the Council of the Region of Queens Municipality, consider a motion at their June 25, 2024 meeting to serve Notice of Registration upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property.

MOTION CARRIED unanimously.

4.0 Tabling of Petitions

There were no Petitions to come before this meeting.

5.0 Public Question / Comment Session

1. Vinal Smith of White Point, NS spoke about fishing at Pine Grove Park and Ducks Unlimited.
2. Richard Pierce of Hunts Point, NS spoke about taxes and assessment of their personal property.

6.0 Approval of Minutes

6.1 Regular Council – May 28, 2024

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT the minutes of May 28, 2024 be approved as presented.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 2024+ Solid Waste Facility Operations Manual

It was moved by Councillor Brown and seconded by Councillor Hawkes:

THAT the Council of the Region of Queens Municipality approve funding of an unbudgeted expense for a Solid Waste Facility Operations Manual at a cost not to exceed \$30,000, funded from the accumulated surplus.

MOTION CARRIED unanimously.

7.2 Replacement Tilt Deck Trailer

It was moved by Councillor Hawkes and seconded by Councillor Gidney:

THAT the Council of the Region of Queens Municipality approve funding of an unbudgeted expense for a replacement trailer at a cost of \$19,900 + HST, funded from the accumulated surplus.

MOTION CARRIED unanimously.

7.3 LBDC Renovation Direction

It was moved by Councillor Amirault and seconded by Councillor Charlton:

THAT the Council of Region of Queens Municipality approve the concept of shared washrooms as proposed in Appendix B to provide space and cost allocations on more library-specific elements.

MOTION CARRIED unanimously.

7.4 New Library Space Design Public Engagement Process

It was moved by Councillor Amirault and seconded by Councillor Charlton:

THAT the Council of Region of Queens Municipality approve the proposed approach for public engagement.

MOTION CARRIED unanimously.

7.5 Planters in Caledonia

It was moved by Councillor Hawkes and seconded by Councillor Brown:

THAT the Council of Region of Queens Municipality receives the report titled 'Planters in Caledonia' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Hawkes and seconded by Deputy Mayor Fancy:

THAT the Council of Region of Queens Municipality provide the North Queens Board of Trade a payment of \$600.00 per year for flower boxes, subject to Council's annual budget approval.

MOTION CARRIED unanimously.

7.6 2024 Bursary Awards

It was moved by Councillor Gidney and seconded by Councillor Hawkes:

THAT the Council of Region of Queens Municipality receives the report titled '2023 Bursary Recipients' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Gidney and seconded by Councillor Brown:

THAT the Council of Region of Queens Municipality approve the awarding of the 2024 Bursary funds to the students recommended by the Bursary Selection Committee.

MOTION CARRIED unanimously.

7.7 89 Main Street, Liverpool, Queens County, NS (PID# 70025374)

It was moved by Councillor Gidney and seconded by Councillor

Charlton:

THAT the Council of Region of Queens Municipality receive the report titled '89 Main Street, Liverpool, Queens County, NS (PID# 70025374)' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Gidney and seconded by Councillor Charlton:

THAT the Council of the Region of Queens Municipality declare the property located at 89 Main Street, Liverpool, Queens County, Nova Scotia and identified as PID #70025374 to be dangerous or unsightly as defined in the *Municipal Government Act* of Nova Scotia;

AND THAT staff be directed to effect a clean-up and charge the cost back as a lien if no appeal has still not been filed by June 18;

AND THAT if an appeal has been filed by June 18, that Council direct staff to set a hearing date for the Owner's appeal to be heard and at that time give the owner a fair opportunity to present evidence and argument to show cause why the appeal should be allowed, and the Administrator's Order vacated.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Overdue Balance for Universally Designed Playground

It was moved by Councillor Amirault and seconded by Councillor Gidney:

THAT the Council of the Region of Queens receive the report titled 'Overdue Balance for Universally Designed Playground' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Amirault and seconded by Councillor

Charlton:

THAT the Council of Region of Queens Municipality considers at their June 25, 2024 meeting a motion to fund the overdue balance of the Autism Nova Scotia receivable account for \$50,962.48, funded from the Community Investment Fund reserve.

It was then moved by Councillor Brown and seconded by Councillor Muise to amend the motion on the floor to read:

THAT the Council of Region of Queens Municipality considers at their June 25, 2024 meeting a motion to fund the overdue balance of the Autism Nova Scotia receivable account for \$50,962.48, funded as an unbudgeted expense from the accumulated surplus.

MOTION TO AMEND CARRIED unanimously.

MOTION ON THE AMENDED MOTION CARRIED with 7 in favour, 1 against.

Council took a 10-minute break at 10:06 a.m., and reconvened at 10:19 a.m.

Councillor Muise noted a point of order related to procedural practices concerning what can be discussed under motions to receive reports for information. Mayor Norman informally polled the Council and decided to continue the practice followed previously in the meeting.

8.2 Public Engagement System

It was moved by Councillor Charlton and seconded by Councillor Gidney:

THAT Council of the Region of Queens Municipality receives the report titled 'Draft Public Engagement System' for information.

MOTION CARRIED with 7 in favour, 1 against.

It was moved by Councillor Amirault and seconded by Councillor Brown:

THAT Council of the Region of Queens Municipality request the Diversity and Inclusion Action Team and the Accessibility Committee review the draft system and provide feedback to staff by July 22, 2024.

MOTION CARRIED unanimously.

8.3 Greybox Overflow Recommendations

It was moved by Councillor Brown and seconded by Councillor Charlton:

THAT the Council of the Region of Queens Municipality receives the report titled 'Greyboxes Overflowing Plan' for information.

MOTION CARRIED with 7 in favour, 1 against.

It was moved by Councillor Brown and seconded by Councillor Hawkes:

THAT the Council of the Region of Queens Municipality consider at their June 25, 2024 meeting a motion to direct staff to implement the Greyboxes Overflowing Plan as presented and funded as an unbudgeted expense from the accumulated surplus.

MOTION CARRIED unanimously.

8.4 Road Bylaw Public Consultation

It was moved by Councillor Brown and seconded by Councillor Charlton:

THAT the Council of the Region of Queens Municipality receive the report titled 'Road Bylaw Public Consultation Plan' for information.

MOTION CARRIED with 7 in favour, 1 against.

Mayor Norman noted that it was stated in the report that the Road Bylaw had been presented to Council, when in fact it has not come before them.

It was moved by Councillor Brown and seconded by Councillor Hawkes:

THAT the Council of the Region of Queens Municipality accept

the report as amended, with the deletion of the line "a draft Bylaw has been presented to the Council".

MOTION CARRIED with 7 in favour, 1 against.

It was moved by Councillor Brown and seconded by Councillor Charlton:

THAT the Council of the Region of Queens Municipality consider at their June 25, 2024 meeting a motion to direct staff to implement the Road Bylaw Public Consultation Plan as presented.

MOTION CARRIED unanimously.

8.5 Council Implementation Report

An updated Council Implementation Report was presented.

9.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Gidney that the proceedings go In-Camera at 11:29 a.m. to discuss the following:

9.1 Contract

It was moved by Councillor Charlton and seconded by Councillor Gidney that the proceedings exit In-Camera at 12:19 p.m.

There were no motions resulting from In-Camera discussions.

10.0 Adjournment

The meeting was adjourned at 12:20 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Angela Green, Administrative Assistant

Date Approved: _____

DRAFT

Region of Queens Municipality Staff Report

7.1

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: June 25, 2024

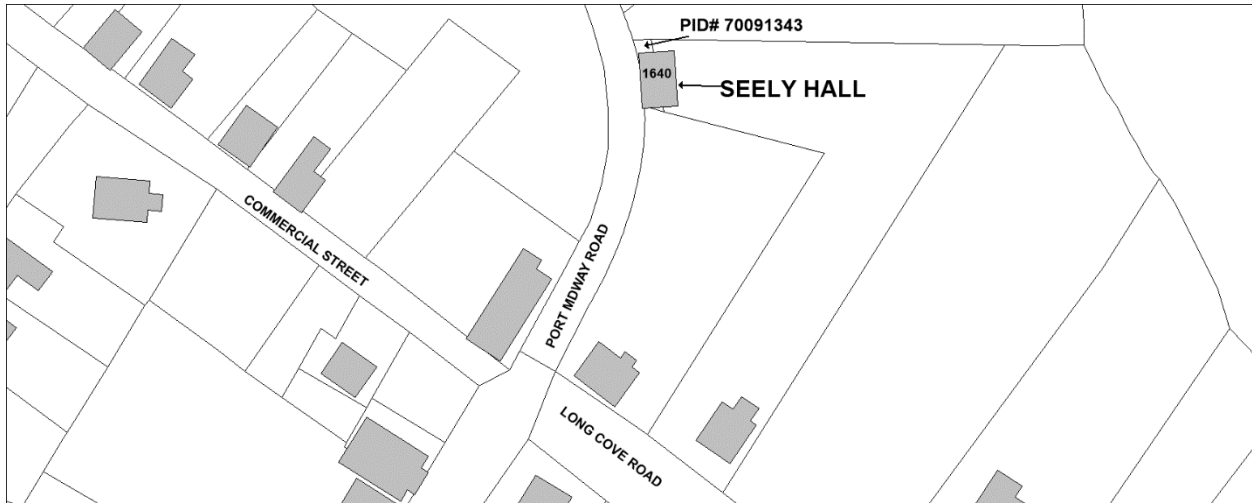
Re: Municipal Heritage Designation – Seely Hall

Background

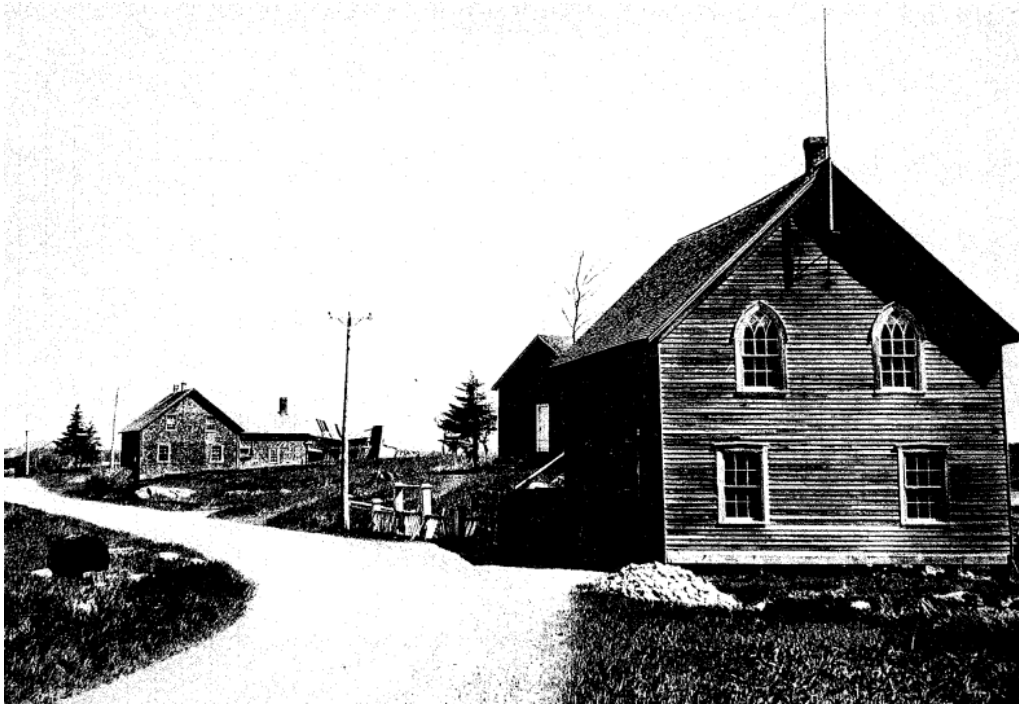
The Society that owns Seely Hall, located at 1640 Port Medway Road in Port Medway, have made application to have the property designated under the Municipal Register of Heritage Properties. Refer to Appendix A. During the June 11, 2024 Region of Queens Municipal Council meeting they were provided an opportunity to address Council. Council can now consider designated, through a motion, the Seely Hall as a Municipal Registered Heritage Property.

Details

Seely Hall was built to be a general store, warehouse and shipping office on the ground floor, with a public space above. It is unclear when it was built. Some say about 1840, by Caleb Seely (1787-1869) who lived in Liverpool in what is now known as Perkins House. Caleb was a privateer who captained the famous *Liverpool Packet* during the war of 1812. After the war, he began exporting timber and fish out of Port Medway to Newfoundland, New England and Great Britain. In 1838 he built *Superior*, at 862 tons the second largest ship ever constructed in Nova Scotia up to that time. Caleb had a branch of his business in Port Medway from about 1820.



Others think the Hall was built about 1860 by Caleb's son, Edwin Collins Seely (1830-1881). In the late 1850s, Edwin, living in Mill Village, began selling timber and fish from Port Medway to the West Indies. By the 1860s he was Port Medway's most important ship owner and exporter.
(Excerpt from website – seelyhall.ca)




Historic Photo



Recent Photo

The Region's Heritage Advisory Committee met on May 2, 2024 to discuss the application and had little hesitation in recommending the property for



municipal heritage designation. While the architectural style of the structure is good example of those constructed during this era, it was felt that the role of this building as a community hall and general store and the prominence of the Seely family are of greater historical significant to this area.

On May 14, 2024, Council approved serving Notice of Recommendation on the property owners to have the property registered as a Municipal Heritage Property. A hearing was held on June 11, 2024, providing opportunity for the property owners to make comment to Council on the proposed designation.

Applicable Legislation

Nova Scotia Heritage Property Act; Region of Queens Municipality Bylaw No. 17 – A Bylaw Respecting Heritage Properties.

Budget Impacts

Registration of the property would involve purchase and installation of a brass heritage plaque, which would be funded out of the Municipality's 2024 / 25 operating budget.

Communications

The applicants will be advised of Council's recommendation.

Recommendation

(1) THAT Council of Region of Queens Municipality serve Notice of Registration upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property.

Appendix A



Region of Queens Municipal

APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

A. Property Information

Name of Property: Seely Hall

Location of Property: Port Medway N.S.

Civic Address: 1640 Port Medway Rd.

Present Owner(s): Medway Area Heritage Society

Owner(s) Mailing Address: P.O. Box 136 Port Medway N.S.
BOJ 2T0

Is the Property a Provincial Heritage Property? application being submitted
(Please attach photographs showing exterior elevations of the property.)
see attached photos.

B. Evaluation Information

When was the property erected? Estimated or based upon what reference? 1840-1860 ref. website > seelyhall.ca <

What is the physical condition of the property? restoration work has been carried. building is in good condition

Is the property associated with individuals of local historical note? Seely family - ref. history on website

Is the property associated with events or themes of local historical note? _____

see attached newspaper articles

Do you believe the architectural style or construction technique of this property to be rare or unique within your community? Please describe it. post/beam construction

and has Gothic windows

Please note any sources of historical information regarding this property (eg. Books, articles, or local individuals). see attached newspaper articles

and ref. Seely Hall website: seelyhall.ca

Is there any other information which you believe should be considered when evaluating the heritage significance of this property? (Provide attachments if necessary.) Seely Hall

is located next to the Old Cemetery which is a municipal/provincial heritage property

C. Submissions -

Application submitted by: Medway Area Heritage Society
(If an organization, please also note a contact person.) contact - Rick Baker

Mailing Address: PO. Box 136 Port Medway N.S B0520

Telephone Number (daytime): 902-677-2124

Fax: _____ E-mail: rbaker22075@gmail.com

Signature of Owner: R. Baker Date: Jan 27/24

Or, has owner been advised of application: _____

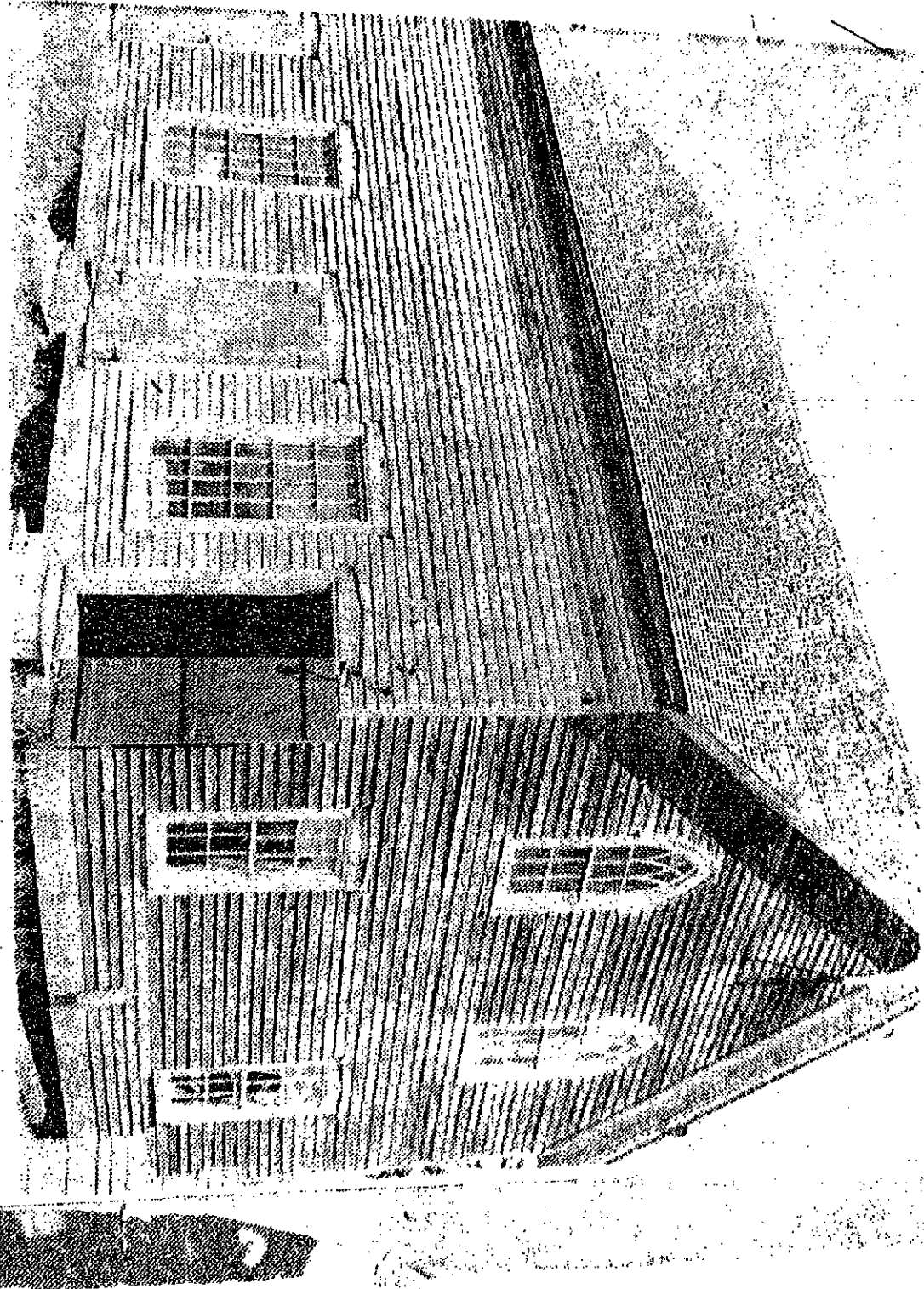
Please return application to : Region of Queens Municipality, 249 White Point Road, Liverpool, Nova Scotia, B0T 1K0 - C/O Planning Department. Phone: 354-3455 Fax: 354-7473

8

THE HALIFAX CHRONICLE-HERALD

Thursday, August 15, 1957

Hall Recalls Days Of Sail



A few weeks ago there was a dance in a hall at Port Medway in Queens County. Few if any of the young couples who waltzed to popular tunes knew that the building had once been the headquarters of much of the village's business life a century ago. The Sealey Store as it is known is near the water front and years have passed since it was used as a store. But at various times many of the leading business men of the community owned it.

The second storey has been used as a hall for a long, long time. Just how many dances, political meetings, weddings and funerals have been held there no one will ever know but it is certain that they had more than a passing effect on local history. For five years the hall was even a temporary church. In 1865 the Anglican Church in Port Medway burned and the congregation rented until money was raised for a new building.

The members were unable to do anything about the design of the hall or its other uses but they did make one change to make it look more like a House of Worship. The square sashes were removed and oval frames replaced them. These windows with their small square panes of glass can still be seen on the second storey and are a reminder when it

spiritual needs.

The exact date when the Sealey Store was built isn't known but was long before 1850. The first owner Caleb Sealey had a general store, warehouse and shipping office. He was probably engaged too, in lumbering and shipbuilding. The Sealey's came to Liverpool with the early settlers and many of them are buried at Trinity Church in Liverpool.

Caleb's son Edward took over the business and it continued to thrive. In 1871 his shipyard built the biggest ship ever launched at Medway. She was the 950 ton square rigger Nyanza and was lost off the coast of Newfoundland on her maiden voyage to England with a load of lumber. The biggest sailing ship ever launched in Queens County was the J. C. Robertson of 1036 tons. Another square rigger, she went down the ways of a Port Mouton shipyard in 1874.

Edward passed the business on to his son Arthur Sealey. This was at a time when Nova Scotia shipping was beginning to feel that the boom was over and sail was on the way out. Shipyards and outfitters were getting squeezed, as steamers carried more and more cargoes.

The story goes that Sealey sold out about 1890 and moved to the

went into salmon fishing and packing and was very successful. Over the years relatives and descendants living in the western United States have visited Port Medway to get some of the family history first hand.

After the Seeleys, Captain John Hutt bought the store and operated it along with seven or eight coastal schooners. He bought thousands of pounds of fresh salmon from Queens County fishermen every year. They were shipped on ice to Yarmouth aboard the steam coastal packet City of Saint John and then across the Bay of Fundy by steamer to Boston.

In 1950 William White who lives in Port Medway bought the building and at that time it had been idle for years. He uses the lower part to keep fishing trawls, lobster pots and buoys and the hall is still rented occasionally for a dance. Older residents say that at one time a warehouse about forty feet long joined the main building but was torn down.

The two room office was used in the last election as a polling booth. The only remaining piece of furniture of the old days is a swivel chair and is similar to an old styled captain's chair. It is still in good condition despite the age, and is used by the ticket taker at dances.

Article from "Seasoned Timbers Vol. 2

SEELY'S HALL.
Port Medway, Queens County

Port Medway comes as a surprise to the first-time visitor. Seemingly off the beaten track, this quiet village covers the area of a small town and as more than its share of well made, century old buildings. For more than 100 years after its settlement in 1760, its wharves bustled with preparations for voyages. Salmon, mackerel, and alewives which teemed in the harbour were packed here for export; vessels set out for the Labrador shery; and lumber floated down on the Medway River was loaded for markets in England. Newfoundland and the West Indies.

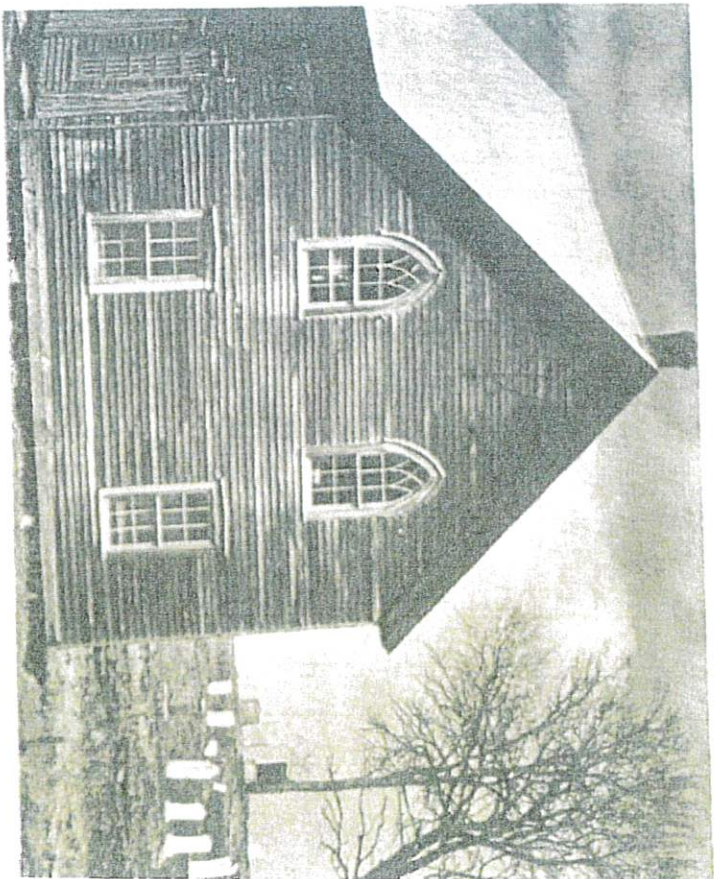
In the 1870's and 1880's, the Seely family carried on a fisherman's fitting business in their store on the road to the Customs House. Just beyond Seely's store is the cemetery where many of the town's earliest settlers are buried, which originally was a cleared field belonging to Nathaniel Godfrey, a proprietor of the town. When he abandoned his holdings return to New England, it made a convenient burial plot. By the time became the official burying ground of the village in 1785, it contained graves, some of which are now being eroded on the harbour side for lack of a sea wall.

Over Seely's store, where the windows are theatrically Gothic, was Seely's Hall. If reports be true, the hilarity within was, at times, loud enough to rouse the dead.

Here the Medway Cricket Club (one of two in the village) gave an "entertainment" on the Queen's Birthday in 1873. Reserved tickets were 25 cents, parquette 15 cents, but worth it to see and hear eight stars accompanied by instruments of music never before introduced into this "province", to say nothing of Solomon S. Cohoon's stump speech "The Milk in the Coconut" followed by the stirring war drama "The Fenian Aid on Port Medway, 1867", with

- A. T. Baker as General Feathers
- J. B. Doliver as Captain Wary
- John Daily as Corporal Blant
- and S. S. Cohoon as Private Gore.

Seely Hall in the twentieth century became known as White's Hall where local dances were held until condemned for public assembly. Today it is used for storage.



Region of Queens Municipality Staff Report

7.2

To: Mayor and Council
From: Cody Joudry, CAO
Date: June 25, 2024
Re: Greyboxes Overflowing Plan

Background

Council has discussed the issue of waste not being properly disposed of at greyboxes located across the Region in lieu of curbside collection. Staff have been investigating these issues and developing solutions for the Council's consideration.

Details

The issue is generally referred to as "the greybox problem", which occurs when residents and visitors observe and complain about garbage strewn at greybox sites. The reasons for this problem appear to be multifaceted, with several potential contributing factors:

- An insufficient number of greyboxes at some sites to serve the properties in the area.
- Greybox locations offer convenient "dump and run" spots for abusers.
- Limited resources to provide consistent enforcement at all sites.
- Limited understanding or unwillingness of some users to respect what can and cannot be placed at a greybox site.

Providing a solution to each of these problems could become extensive and expensive. Each solution requires careful consideration of unintended impacts and time to demonstrate success. Consequently, both Council and staff have

been unable to determine the best way to proceed. It should also be noted that the issue of greyboxes overflowing is not unique to the Region of Queens.

Staff recommend a series of trial efforts to be monitored to better understand their impacts. Instead of a “this will fix it” proposal, staff suggest a “throw spaghetti on the wall and do more of what sticks” approach.

Staff recommend the following five actions be taken, with a progress report to be presented to Council in mid-winter 2025. These actions would be trialed at some of the most problematic greybox locations:

1. Install cameras to collect data on when and how often the site(s) begin to “overflow.”
2. Capture license plates of offenders and send notices to the vehicle owners (i.e., a letter with pictures) of observed improper disposal of materials, with notification that further occurrences will result in fines.
3. Add additional greyboxes to see if this reduces the amount or frequency of overflows.
4. Explore alternate locations where the boxes are more indirectly visible to non-residents and track the impacts.
5. Increase collection frequency at some greybox locations from December 1, 2024, to March 31, 2025, to track the impact on the issues.

The cost to implement these actions as a trial would be up to \$40,000, with the most substantial portion related to increased weekly garbage collection pickups in winter.

It is acknowledged that previous efforts involving surveillance cameras resulted in thefts of those devices. Staff have identified new approaches that may limit or prevent this issue moving forward, but do not wish to disclose these tactics publicly before deployment.

Budget Impacts

Up to \$40,000 would need to be funded from the accumulated surplus.



Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality direct staff to implement the Greyboxes Overflowing Plan, an unbudgeted expense, as presented, and fund this expense from the accumulated surplus.

Region of Queens Municipality Staff Report

7.3

To: Mayor and Council

From: Joanne Veinotte, Director of Corporate Services

Date: June 25, 2024

Re: Outstanding Balance for Universally Designed Playground

Background

Region of Queens partnered with the Autism Association of Nova Scotia, agreeing to build a universally designed playground in Brooklyn, called Etli Milita'mk. This project was completed in the 2023-2024 fiscal year.

Details

Project costs exceeded revenue and Autism Nova Scotia has asked that Region of Queens absorb the balance, which is \$50,962.48, \$5988.79 of which is interest on account.

Fundraising was less than forecasted, ACOA contribution was less than budgeted and there were cost overruns such as short-term security for surfacing materials, rescheduling of the rubber surface contract and extension of the rubber surface area, all contributed to the overage.

Total costs for this project were \$630,300, with a contribution from Region of Queens Community Investment Fund of \$111,773.



Applicable Legislation

Section 65B of the *Municipal Government Act* Procedures for non-budget expenditures states; the council shall establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.

Budget Impacts

The overage could be funded from the accumulated surplus.

Recommendations

(1) THAT the Council of Region of Queens Municipality authorize the unbudgeted expense of the overdue balance of the Autism Nova Scotia receivable account for \$50,962.48, funded from accumulated surplus.

Region of Queens Municipality Staff Report

7.4

To: Mayor and Council
From: Cody Joudry, CAO
Date: June 25, 2024
Re: Road Bylaw Public Consultation Plan

Background

Council has deliberated over the matter of private lot owner associations having challenges collecting enough fees to adequately maintain private road systems in the Region of Queens. Council is considering actions that would see the Municipality collect the fees through tax billing. This report outlines a proposed public engagement process to collect feedback on potential actions Council could take.

Details

The Greater Molega Lake Lot Owners Association has a substantial number of delinquent accounts. This creates challenges, including of fairness, in who pays to maintain their vast network of private roads.

One option being considered is a new bylaw or policy that would allow lot owner associations in the Region of Queens to request fees be placed on tax bills instead of charged by the association to ensure all fees are paid. Public engagement would be conducted to seek input from various groups on this topic and the concept outlined. This feedback would aid Council in their deliberates on the matter.

In the decision-making process, the Municipality is at *Step 3: Identify the Solutions* regarding this matter.

The following chart outlines the different groups, the level of engagement proposed at this decision-making step, and the method of engagement.

Groups	Engagement Level	Method
Members of Lot Owner Associations	Involve	(1) Virtual Town Hall meeting (2) In-Person Town Hall meeting
Property Owners on Private Roads	Involve	(3) Virtual Town Hall meeting (4) In-Person Town Hall meeting
Low Income Families on Private Roads	Involve	(5) Citizen Advisory Group (ad hoc)
Delinquent Tax Account Holders on Private Roads	Involve	(3) Virtual Town Hall meeting (4) In-Person Town Hall meeting
Everyone / Public	Inform	(6) Media release about plan

If the plan is approved, staff will execute this plan. The implementation involves details such as contacting people to ensure they are aware of the events, holding and hosting the meetings, and reporting the outcomes to Council.

Budget Impacts

Implementing this system is mainly about formalizing and acknowledging existing public engagement processes rather than making a complete overhaul. The approved budget already includes travel expenses, meeting expenses, and office supplies, which are the main costs associated with this system. While the precise financial impact of this change is not yet fully determined, the overall cost is expected to be minimal and can be accommodated within the current approved budget.



Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Road Bylaw Public Consultation Plan' for information.
- (2) **THAT** the Council of the Region of Queens Municipality directs staff to implement the Road Bylaw Public Consultation Plan as presented.

Region of Queens Municipality Staff Report

8.1

To: Mayor and Council
From: Adam Grant, P.Eng., Director of Engineering and Public Works
Date: June 25, 2024
Re: Sanitary Sewer Connection for 314 Highway 8

Background

The Region of Queens Municipality operates the South Queens Wastewater Treatment Facility which includes the aerated lagoons on Hank Snow Drive as well as a collection system for sanitary wastewater generated in portions of the communities of Liverpool, Milton and Brooklyn.

A collection system is made of three general components:

- a) Generation – where wastewater is created (ie: residences, community facilities, schools, etc.) located on private property.
- b) Collection – the pipe network that conveys wastewater as it is discharged off private property to the treatment facility. This component is typically found in the road right-of-way (municipal or provincial).
- c) Treatment – where the wastewater is treated for ultimate disposal.

Joining the generation component to the collection component is what is commonly referred to as a 'lateral'. The lateral is the section of pipe that connects a private property to the trunk collection system. Ownership and maintenance of the lateral on private property is the property owner's responsibility. Past practice is the portion of the lateral in the right-of-way is at the Municipality's expense, although the bylaw leaves it unclear (see Sections 5.6, 5.9, and 5.11). Connections to the systems are required under environmental regulation and subsequent municipal bylaw and made under application by the property owner or order of the Engineer.

Details

The owner of PID 70077698 located at 314 Highway 8, Milton has made an application to connect to the municipal system. To install a lateral as it stands would cost the Municipality at least \$50,000 but possibly higher depending on many factors out of our control. The expense of installing similar laterals in recent years cost the Municipality roughly \$30,000. Revenue from this connection will be \$3,920/year for the utility under the current system. These charges are largely based on operating cost recovery.

Staff have worked collaboratively with the developer and identified a solution that runs a sewer pipe on the developer's property and parallel to Highway 8, into a manhole at the edge of the property (which is connected to the sewer system). The developer has said the cost for this work would not exceed \$43,000. In addition, this solution prevents construction on Highway 8, Provincial permit approvals, and eliminates the need for traffic control measures. Staff are recommending the developer complete the alternative plan and the Municipality compensate them up to \$43,000 for this expense.

New lateral installations have historically been unbudgeted expenses for several reasons such as ad-hoc procedures, permitting processes, unknown site conditions and the rarity of their necessity. In most cases, new connections to the system are made to an existing lateral that had been installed at a time of a system expansion or to an existing lateral that was abandoned when the original property was removed. It is rare in our system that circumstances exist where a new customer, in new construction, cannot connect to existing infrastructure. The installation expense will depend on the location, and requirements to work within the right-of-way. If within the municipality's control, the construction can be executed in the most economical way, whereas the Province places additional stipulations that cause the work cost to escalate. For the reasons above it is impossible to accurately budget for new laterals when there is limited land development.

Instances such as this one demonstrate the importance for staff to continue working on creating new or updating existing bylaws and policies to address the inconsistencies that exist in growth and development throughout the Region and ensure that the cost to provide municipal services is financially supported by the users of those services in an equitable way.



Budget Impacts

This unbudgeted expense is not expected to exceed \$43,000

Communications

Following final approval, the property developer will be advised to proceed with a financial commitment from the Municipality.

Recommendation

(1) THAT the Council of the Region of Queens Municipality receives the report titled 'Sanitary Sewer Connection for 314 Highway 8' for information.

(2) THAT the Council of the Region of Queens Municipality consider at its July 9, 2024 meeting a motion to approve the unbudgeted expenditure of up to \$43,000 for the connection of 314 Highway 8 to the municipal sanitary sewer system, funded from the accumulated surplus.

BYLAW NO. 11

A BYLAW RESPECTING THE REGULATION OF DISCHARGES TO THE PUBLIC SEWER SYSTEMS

BE IT ENACTED by the Council of the Region of Queens Municipality, under authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

1. This bylaw shall be known as Bylaw Number 11 and may be cited as "The Sewer Bylaw".

DEFINITIONS

2. In this bylaw all words have their normal dictionary meaning, except as follows:

- (a) "Region" means the Region of Queens Municipality or the area contained within its municipal boundaries as the context requires;
- (b) "Council" means the Council of the Region of Queens Municipality;
- (c) "Domestic Waste" means wastewater or sewage;
- (d) "Engineer" means the Engineer for the Region of Queens Municipality or his / her designate;
- (e) "Biochemical Oxygen Demand" or "BOD" means the quantity of oxygen utilized, expressed in milligrams per litre, in the biochemical oxidation of matter within a five day test period at a temperature of twenty degrees centigrade as determined in procedures set forth in Standard Methods;
- (f) "Chemical Oxygen Demand" or "COD" means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to Standard Methods;
- (g) "Colour of Liquid" means the appearance of a liquid from which the suspended solids have been removed;
- (h) "Combined Sewer" means a sewer that is intended to conduct wastewater and stormwater;
- (i) "Effluent" means treated wastewater flowing out of a treatment plant;

- (j) "Polluted" means altered physically, chemically or biologically such that aesthetic properties of the natural waters of the area, including any change of the temperature, taste, or odour of the waters, or the addition of any liquid, solid, radioactive, 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, agricultural, recreational or other lawful use or for animals, birds or aquatic life;
- (k) "Grease" means all 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;
- (l) "Industrial Premises" means an area of land with or without buildings or structures on which activities pertaining to industry, manufacturing, commerce, trade, business, or institutions are carried out as distinguished from domestic dwellings;
- (m) "Inspector" means a person authorized by the Engineer of the Region of Queens Municipality to carry out observations and inspections and to take samples as prescribed by this bylaw;
- (n) "Matter" includes any solid, liquid, or gas;
- (o) "Pathologic Waste" means waste generated in a hospital or similar institution which contains human or animal tissue altered or affected by disease, and includes instruments or other materials which may have come in contact with such tissue;
- (p) "Person" shall mean any individual, firm, company, association, society, corporation, partnership or group;
- (q) "pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with Standard Methods;
- (r) "Phenolic Compounds" means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by Standard Methods;
- (s) "Professional Engineer" means a registered member in good standing of the Association of Professional Engineers of Nova Scotia;
- (t) "Provincial Regulations" means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any lawful

Regulation or Order made pursuant to the authority of any Statute of Nova Scotia;

- (u) "Sanitary Sewer" means a sewer for the collection and transmission of domestic, commercial and industrial wastewater or any combination of them, and to which uncontaminated or cooling water, storm water, surface water or groundwater are not intentionally admitted;
- (v) "Pollution Prevention" means the use of processes, practices, materials, products or energy that avoid or minimize the creation of pollutants and waste, and reduce overall risk to human health or the environment;
- (w) "Sewer" means a pipe, conduit or drain used for the collection and transmission of wastewater, stormwater, or uncontaminated process or cooling water;
- (x) "Sanitary Sewerage System" means all pipes, mains, equipment, buildings and structures for collecting, pumping or treatment of wastewater, operated by the "Region", but does not include a storm sewer;
- (y) "Storm Sewerage System" means all pipes, mains, equipment, buildings and structures for collecting or pumping of stormwater, but does not include a sanitary sewerage system;
- (z) "Standard Methods for the examination of Water and Wastewater" (herein referred to as "Standard Methods") means the analytical and examination procedures provided in the edition current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association or any publication by or under the authority of the Canadian Standards Association deemed appropriate by the Region;
- (aa) "Storm Sewer" means a sewer and all related structures designed exclusively for the collection and transmission of uncontaminated water, or stormwater, or drainage from land or from any watercourse or any combination of them;
- (ab) "Public Sewer" shall mean a sewer which is located on public property and which is owned and maintained by the Region of Queens Municipality;
- (ac) "Building Sewer Connection" shall mean 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 place of disposal;
- (ad) "Natural Outlet" means any outlet into a ravine, gulch, water course or bed thereof, whether the same usually contains water or not, or any stream, river creek, ditch, lake or other body or surface of groundwater;

- (ae) "Private Sewage Disposal System" means any private septic system for sewage disposal serving one or more lots of real property;
- (af) "Stormwater" means runoff water from rainfall or other natural precipitation, groundwater or water from the melting of snow or ice and includes roof drainage or footing drainage;
- (ag) "Suspended Solids" means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by "Standard Methods";
- (ah) "True Colour Units" means the measure of the colour of the water from which turbidity has been removed;
- (ai) "Uncontaminated Water" means any water, including water from a public or private water works, to which no matter has been added as a consequence or its use, or to modify its use, by any person, and may include cooling water;
- (aj) "Waste" means any material discharged into the sewerage system;
- (ak) "Wastewater" means any liquid waste containing animal, vegetable, mineral, or chemical matter in solution or suspension carried from any premises;
- (al) "Watercourse" means the bed and shore of every river, stream, lake, creek, pond, spring, lagoon, swamp, marsh, wetland, ravine, gulch or other natural body of water and the water therein, and any channel, ditch, reservoir, drain, land drainage works or other man-made surface feature, whether it contains or conveys water or not.
- (am) "Combined Sewer System" means a sewer intended to function simultaneously as a storm sewer and sanitary sewer.

PETITION AND COMMITTEES

- 3.1 Whenever the majority of the owners of property in any designated area of the Region petition the Council for the construction of a public sewer, then the Council may, in due time, and unless for sufficient reason to the contrary, order the same to be constructed.
- 3.2 Every petition for a public sewer shall clearly state the locality in which the new sewer is required, and the points between which the petitioners are desirous of having the same constructed.
- 3.3 When the Council deems it necessary that a sewer be constructed in any area or any portion of the Region, the Council may order by resolution and without the authorization of any petition of the owners such that sewer to be constructed and

all the provisions of the bylaws relating to and regulating the use of public sewers in force in the Region are applicable to any sewer constructed by virtue of such resolution.

- 3.4 The Council may by resolution order that the necessary work be undertaken to lay out, excavate and complete a public sewer in any area of the Region.
- 3.5 The Council may by resolution order the repair or improvement of existing public sewers in the area of the Region, whenever Council considers this to be necessary and desirable.
- 3.6 All Building Sewer Connections forming part of any public sewer shall extend to the edge of the highway or street right-of-way and connections to all such points to any building shall be the responsibility of the property owner.

REQUIRED USE OF SEWERS

4.1 Disposal of Waste:

No person shall discharge matter of any type or at any temperature or in any quantity which may be or may become a health or safety hazard to any employee of the Region, or which may be or may become harmful to a sewerage system, or which may cause the sewerage system effluent to contravene any requirements of any applicable federal or provincial legislation, or which may interfere with the proper operation of a sewerage system, or which may impair or interfere with any sewage treatment process, or which is or may result in a hazard to any person, animal, property, or vegetation.

4.2 Discharges to Combined and/or Sanitary Sewers:

Except as otherwise provided in this bylaw, no person shall discharge, release, suffer or cause to be discharged into any sanitary sewer, combined sewer, public or private connections to any sanitary sewer or combined sewer any of the following:

- (a) Matter of a type or quantity that has emitted or may emit a toxic or poisonous vapour or a chemical odour that may interfere with the proper operation of the sewerage system, constitute a hazard to humans, animals or property, or create any hazards or become harmful in the receiving waters or the sewerage system;
- (b) Noxious or malodorous gases or substances capable of creating a public nuisance except human wastes, including, but not limited to, hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;

- (c) Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of the sewerage system;
- (d) Wastewater which consists of two or more separate liquid layers;
- (e) Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines or stomach casings, bones, hides or parts thereof, animal manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations;
- (f) Animal fat or flesh in particles larger than will pass through a quarter (1/4) inch screen;
- (g) Gasoline, benzene, naphtha, fuel oil or other flammable or explosive matter or wastewater containing any of these in any quantity;
- (h) Waste which, either by itself or upon the reaction with other material, becomes highly coloured;
- (i) Wastes containing herbicides, pesticides or xenobiotics including, but not limited to, polychlorinated biphenols (PCB's);
- (j) Atomic wastes and radioactive materials except as may be permitted under the Atomic Energy Control Act (Canada) currently in force and regulations thereunder;
- (k) Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- (l) Wastewater having a pH less than 5.5 or greater than 9.5 or having any other corrosive or scale forming properties capable of causing damage or hazards to the sewerage system or personnel of the Region;
- (m) Matter of any type or at any temperature or in any quantity which may cause the sludge from the sewerage system to fail to meet the criteria relating to contaminants for spreading the sludge on agricultural lands, under Nova Scotia guidelines for sewage sludge utilization on agricultural lands;
- (n) Stormwater, water from drainage of roofs or footing drains or land, or water from a watercourse or uncontaminated water, except in the case of discharge to any combined sewer;
- (o) Sewage containing dyes or colouring materials that pass through a sewage

works and discolour the sewage works effluent;

- (p) Wastewater containing any of the following in excess of the indicated concentrations:

Aluminum (Al)	50 Milligrams/Litre
Antimony (Sb)	5 Milligrams/Litre
Arsenic (As)	1 Milligram/Litre
Barium (Ba)	5 Milligrams/Litre
Beryllium (Be)	5 Milligrams/Litre
Bismuth (Bi)	5 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chlorides expressed as Cl	1500 Milligrams/Litre
Chromium (Cr)	4 Milligrams/Litre
Cobalt (Co)	5 Milligrams/Litre
Copper (Cu)	1 Milligram/Litre
Cyanide expressed as HCN	2 Milligrams/Litre
Fluorides expressed as F	10 Milligrams/Litre
Iron (Fe)	50 Milligrams/Litre
Lead (Pb)	2 Milligrams/Litre
Manganese (Mn)	5 Milligrams/Litre
Mercury (Hg)	0.1 Milligrams/Litre
Molybdenum (Mo)	5 Milligrams/Litre
Nickel (Ni)	2 Milligrams/Litre
Phenolic Compounds	1 Milligram/Litre
Phosphorus (P)	30 Milligrams/Litre
Sulphates expressed as SO ₄	1500 Milligrams/Litre
Sulphide expressed as H ₂ S	2 Milligrams/Litre
Selenium (Se)	5 Milligrams/Litre
Silver (Ag)	2 Milligrams/Litre
Tin (Sn)	5 Milligrams/Litre
Zinc (Zn)	3 Milligrams/Litre

- (q) Wastewater of which the BOD exceeds three hundred (300) milligrams per litre;
- (r) Wastewater containing more than three hundred fifty (350) milligrams per litre of suspended solids;
- (s) Wastewater of which the COD exceeds one thousand (1000) milligrams per litre;
- (t) Wastewater containing more than one hundred (100) milligrams per litre of non-petroleum-derived fat, grease, or oil, and, in the case of petroleum derived mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;

- (u) Any matter in such quantities which exert excessive chlorine requirements so as to constitute a significant load on the wastewater treatment works;
- (v) Wastewater containing fish offal or pathologic wastes;
- (w) Septic tank sludge, wastes from marine vessels or vehicles or sludge from sewage treatment plants;
- (x) Any waters or wastes containing substances for which special treatment or disposal practices are required by applicable provincial or federal legislation.

4.3 No person shall connect a sump pump to a public sanitary sewer.

4.4 The presence in wastewater of any one of the matters in section 4.2 in a concentration in excess of its limits constitutes a separate offence.

4.5 Compliance with any limit is not attainable simply by dilution.

4.6 It shall be unlawful to discharge to any natural outlet within the Region or in any area under the jurisdiction of the said Regional Council any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this bylaw.

4.7 The owner of a building, shop, store, office, the nearest part of which is not more than one hundred feet from any portion of a public sewer shall be required at the owners expense to construct a building sewer connection therefrom and connect the same to the said public sewer in accordance with the provisions of this bylaw. The construction of the required building sewer and the connecting of same to the public sewer must be fully completed within one hundred and twenty (120) days after the date of the receipt of written notice from the Region to do so.

4.8 No person, firm or corporation shall damage, break or remove any portion of the public sewerage system, or its appurtenances.

4.9 Without limiting any of the foregoing, no person shall discharge or cause to be discharged any waters or wastes containing substances which are not amenable to treatment or reduction through the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the federal and provincial requirements;

4.10 If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters or wastes contain or possess the characteristics enumerated in section 4.2 of this bylaw, the Engineer may do any or all of the following:

- (a) Reject the wastes;
 - (b) Require pretreatment to an acceptable condition before discharge to the public sewers;
 - (c) Require control over the quantities and rates of discharge;
 - (d) Require payment from the party responsible for the discharge to cover the added cost of handling and treating the wastes not covered by existing taxes or sewage charges;
- 4.11 If the Engineer requires the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the engineer as well as subject to the requirements of all applicable codes, ordinances, laws and regulations.
- 4.12 Grease, oil, and sand interceptors shall be provided when, in the opinion of the Engineer, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any inflammable wastes, sand and all other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Engineer and shall be located as to be readily and easily accessible for cleaning and inspection.
- 4.13 Where preliminary treatment or flow equalizing facilities are provided for any waters or wastes, all facilities shall be maintained continuously so as to assure their effective operation. All costs associated with such facilities and their maintenance shall be the sole responsibility of the operator.
- 4.14 The provisions contained herein shall not be construed so as to prevent any special agreement or arrangements between the Council and any industrial concern or institution whereby an industrial or institutional waste of unusual strength or character may be accepted by the Council, for treatment subject to payment thereof by the Industrial concern.
- 4.15 **Discharges to Storm Sewers:**

Except as otherwise provided in this bylaw, no person shall discharge, release, place or cause to be placed, any substance other than stormwater or uncontaminated water into a storm sewer.

BUILDING SEWERS AND CONNECTIONS

- 5.1 No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a permit from the Engineer. The property owner seeking such a permit shall make application on a form furnished by the Engineer, which form shall have the content as given in Schedule "B" of this bylaw. The permit application shall be supplemented by plans, specifications and other information as is deemed

necessary by the Engineer

- 5.2 (a) No connection to a municipal sewer shall be made except under the supervision of the Engineer.
- (b) No connection to a public sewer shall be covered until it has been inspected and approved by the Engineer.
- 5.3 Every person connecting to a public sewerage system shall construct the connection according to requirements of the National Building and Plumbing Codes in force at the time of such connection.
- 5.4 No person shall connect any storm sewer to any public sanitary sewer.
- 5.5 Where a building has been connected to the public sewerage system or the Engineer has ordered, in writing, a building to be so connected, the Engineer may order the owners of outhouses or private sewage disposal systems to remove such outhouses and to destroy or fill such private sewage disposal systems within ninety (90) days of the giving of such order.
- 5.6 All costs associated with the installation, connection, maintenance or repair of a building sewer connection to the public sewer system, including the costs of any necessary permits, are the sole responsibility of the owner. The owner shall further indemnify the Region from any loss or damage that may be directly or indirectly occasioned by the installation, connection, maintenance or repair of the building sewer connection.
- 5.7 It shall be the duty of any person, firm or corporation who constructs any private sewer or building sewer connection, to securely protect the opening or excavation in accordance with the Nova Scotia Occupational Health and Safety Act and the Nova Scotia Department of Labour Regulations.
- 5.8 (a) Applications for building sewer permits shall be made to the Engineer
- (b) Building Sewer Connection permits shall be valid only when signed by the Engineer
- 5.9 A separate and independent building sewer shall be provided for every building, except where, in the opinion of the Engineer, it is impractical or un-economical to do so. Where a building sewer connection is to serve more than one building or property, the Engineer may prescribe terms and conditions respecting right-of-ways, easements and access that are reasonable in the circumstances.
- 5.10 Existing building sewers may be used in connection with new buildings only when they are found on examination and test by the Engineer to meet all the requirements of this bylaw.

- 5.11 In the connection of a building sewer connection, the size, slope, alignment, materials of construction of the building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, backfilling the trench, and connection to the public sewer shall all conform to the requirements set out by the Engineer.
- 5.12 Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. 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 an approved means 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.
- 5.13 The person who originally made application for the building sewer connection permit shall notify the Engineer when the building sewer is ready for inspection and connection to the public sewer.
- 5.14 All work performed shall be performed in the construction of a building sewer connection shall be performed under the supervision of an Engineer.

APPLICATION TO CONNECT

- 6.1 The construction and installation of any building service connection shall be conducted subject to the inspection and review by the Engineer and the specifications for labour and materials under which the public sewer was constructed are to be considered as part of the specifications for any such building service connection, modified, however, so as to be applicable to the building or buildings situate on the property to be served by such building service connection.
- 6.2 (a) Whenever any building sewer 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 public sewer.
- (b) Where the owner does not effectively block up a building sewer connection as required under the provisions of subsection 6.2(a) within thirty (30) days from receipt of a notice from the Engineer requiring him to do so, the Council may cause the same to be done and the cost of such work caused to be done by the Council may be recovered as a debt by the Region from the owner in an action in any court of competent jurisdiction.

POWERS AND AUTHORITY OF THE ENGINEER

- 7.1 The Engineer of the Region shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling and testing, in accordance with the provisions of the bylaw.
- 7.2 The owner or operator of industrial premises with one or more connections to a sewage works shall install and maintain in good repair in each connection a suitable manhole to allow observation and sampling of the wastewater and measurement of the flow of wastewater therein, provided that where installation of a manhole is not possible, an alternative device or facility may be substituted with the written approval of the Engineer.
- 7.3 The manhole or alternate device shall be located on the property of the owner or operator of the premises, unless the Engineer has given written approval for a different location.
- 7.4 Every manhole, device or facility installed as required by subsection 7.2 shall be designed and constructed in accordance with sound engineering practice and the requirements of the Engineer, and shall be constructed and maintained by the owner or operator of the premises at his expense.
- 7.5 The owner or operator of industrial premises shall at all times ensure that every manhole, device or facility installed as required by subsection 7.2 is at all times measuring the flow of wastewater therein.
- 7.6 Where a sample is required for the purpose of determining the characteristics or contents of the wastewater, uncontaminated water or stormwater to which reference is made in this bylaw:
- (a) one sample alone is sufficient and the sample or a composite sample, may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
 - (b) except as otherwise specifically provided in this bylaw, all tests, measurements, analyses and examinations of wastewater, uncontaminated water and stormwater, shall be carried out in accordance with Standard Methods; and
 - (c) for each of the metals whose concentration is limited in this bylaw the analysis shall be for the concentration of total metal, which includes all metal both dissolved and particulate.
- 7.7 Where testing of a sample is required for the purpose of determining the characteristics of contents of the wastewater, uncontaminated water or stormwater to which reference is made in this bylaw, said testing shall be conducted in

accordance with the method hereinafter described or by mechanical sampling devices:

Method of Sampling and Analysis

- 7.8 (a) A minimum of seven (7) grab samples shall be taken, one (1) each day at different days in any thirty (30) day period;
- (b) Analyses shall be conducted separately on each day's grab sample;
- (c) The final results of these tests shall be averaged for this period to determine the characteristics and concentration of the effluent being discharged into the sewerage system or storm sewer system.
- 7.9 The Engineer may from time to time conduct such tests as are deemed necessary at the manhole, or may enter the industrial premises and conduct the tests as deemed necessary.

SPILLS

- 8.1 Every person who discharges or deposits or causes or permits the discharge or deposit of any matter in any public sewer that in nature or quantity is unusual or extraordinary shall immediately notify the "Engineer".
- 8.2 For any of the discharges in subsection 8.1 for which the person is required to immediately notify the Region, the notification shall include the following information.
- (a) name of the company and the address of location of spill;
- (b) name of person reporting the spill and telephone number where that person can be reached;
- (c) time of the spill;
- (d) type and volume of material discharged and any potential hazards; and
- (e) corrective actions being taken to control the spill.
- 8.3 Within five days following a spill, the person responsible for the spill shall submit to the Region a detailed written report describing the cause of the spill and the actions taken or to be taken to prevent a recurrence.

REPORTS

- 9.1 Any person who deposits, intends to deposit or permits or intends to permit the deposit of any wastes except domestic wastes into a sanitary or combined public sewer shall file a Waste Survey Report with the Engineer.
- 9.2 The Waste Survey Report shall contain the following information and shall be signed by an authorized representative of the owner or operator:
- (a) name and address of the premises, and names of its owner and operator;
 - (b) description of process operations, including waste discharge rates and contaminant concentrations, hours of operation and plans and reports certified by a professional engineer indicating proposed industrial expansion, addition, new construction, or proposed pre-treatment works; and
 - (c) a schematic process diagram indicating waste discharge points and waste descriptions.
- 9.3 The Waste Survey Report shall be in the form attached as Schedule "C".
- 9.4 Where a change occurs in any information described in a Waste Survey Report, the owner or operator of the premises shall submit a new Waste Survey Report setting out the changes.
- 9.5 No person shall deposit any wastes other than domestic waste in any sanitary or combined sewer until:
- (a) a Waste Survey Report has been filed with the Engineer; and
 - (b) the Engineer has confirmed, in writing, that the wastes will comply with the requirements of this bylaw.
- 9.6 As and when the Engineer deems it necessary any user of the public sewerage system may be required to enter into a compliance program and to thereafter submit a letter of compliance as referred to in Schedule "D" hereof.
- 9.7 A person to whom a compliance program has been issued shall not be prosecuted under this bylaw so long as the compliance program is being fully complied with.

SEWER CHARGES

- 10.1 Every owner of land on which any building is connected to a public sewer system, or on which a building is situate that the Engineer has ordered connected to a public sewer system, and the time allocated for such connection has expired shall pay to the Region an annual Sewer Service Charge.

- 10.2 Equivalent User Units are set out in Schedule "A" of this bylaw. Each user property connected to the public sewer system shall be assigned an Equivalent User Unit by the Region and it shall be the responsibility of the property owner to ensure that the Region is notified of any changes that affect the Equivalent User Unit.
- 10.3 The annual sewer service charge for an Equivalent User Unit of 1.0 as referred to in Schedule "A" shall be two hundred sixty-one dollars thirty-six cents (261.36).
- 10.4 Hospitals, homes with medical care facilities and public schools shall pay an annual sewer charge based on an Equivalent User Unit as set out in Schedule "A" of this bylaw, but in no case shall hospitals, homes with medical care facilities and public schools pay more than three thousand twenty-five dollars (\$3025.00) for their annual sewer service charge.
- 10.5 Laundromats shall pay an annual sewer service charge based on an Equivalent User Unit as set out in Schedule "A" of this bylaw, but in no case shall laundromats pay more than nine hundred sixty-eight dollars (\$968.00) for their annual sewer service charge.
- 10.6 Community Facilities shall pay an annual sewer service charge based on an Equivalent User Unit as set out in Schedule "A" of this bylaw, but in no case shall any of the community facilities listed in Schedule "E" of this bylaw, pay more than the equivalent of one (1) Equivalent User Unit for their annual sewer service charge.
- 10.7 Sewer service charges shall be levied on the owners of all properties liable to pay the same commencing four months from the date on which a property owner was notified in writing that municipal sewerage services are now available to his / her property or the date on which a building on the property has been connected to the sewer, whichever is the earlier.
- 10.8 For the purposes of this bylaw, a public sewer has been installed when the Engineer has notified the Council that the system or project of which the sewer forms part is complete and ready for use.
- 10.9 The Clerk shall forward a notice to each person who is to be liable for the payment of a sewer service charge, that a sewer system has been installed, and is available to service his / her property.
- 10.10 The annual sewer service charge shall be payable in four equal installments and shall be billed quarterly.
- 10.11 The sewer service charge shall be due and payable 30 days after billing.

- 10.12 The sewer service charge, if not paid by due date, shall bear interest at the same rate as charged on unpaid taxes.
- 10.13 The sewer service charge is a lien on the whole of the property subject to the sewer charge and may be collected in the same manner and with the same effect as unpaid rates and taxes under the *Assessment Act*.
- 10.14 Unpaid sewer service charges and interest thereon may be collected in the same manner as other rates and taxes.
- 10.15 Any real property in respect of which there are unpaid sewer service charges is liable to be sold in the same manner as is provided for the sale of land for unpaid rates and taxes pursuant to the *Assessment Act*.
- 10.16 Every person connecting to the public sewer system shall pay the building sewer connection charge therefor as may from time to time be set by the Council of the Region.
- 10.17 The sewer connection charge shall constitute a lien on the real property being serviced and this charge includes interest thereon may be collected in the same manner as the sewer service charge.
- 10.18 The Region is not responsible for any part of a building sewer connection that is not in a public street, highway or sewer easement.

APPEALS

- 11.1 Where, under any provision of this bylaw, approval or permission of the Engineer is required before any work or thing may be done and that approval or permission is denied, an appeal shall be addressed to the Engineering and Works Committee of the Region.
- 11.2 The right of appeal provided in subsection 11.1 must be exercised within thirty (30) days from the date the Engineer provides his decision in writing to the owner.
- 11.3 A further appeal shall be addressed to the Regional Council from the decision of the Engineering and Works Committee of the Region.
- 11.4 The right of appeal provided in subsection 11.3 must be exercised within thirty (30) days from the date the Engineering and Works Committee of the Region renders its decision in writing to the owner.

OFFENSES

- 12.1 Any person who contravenes any section of this bylaw is liable on conviction to a penalty of not less than \$100.00 and not more than \$1,000.00 and in default of payment to imprisonment for a term of not more than ninety (90) days.

VOLUNTARY PAYMENT

- 13.1 A person who is alleged to have violated this bylaw and where the notice so provides, may pay a penalty in the amount of \$100.00 to the office of the Region provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for a voluntary payment, said payment shall be in full satisfaction, releasing and discharging all penalties incurred by the person for said violation.

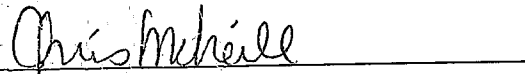
REPEAL

- 14.1 The Bylaw Respecting the Regulation of Discharges to the Public Sewer Systems of the Region of Queens Municipality adopted by the Council of the Region of Queens Municipality on the 15th day of May, 2006, is hereby repealed.

THIS IS TO CERTIFY that the foregoing bylaw was passed at a duly called meeting of the Council of the Region of Queens Municipality held on the 15th day of January, 2007.



Mayor



Regional Clerk

First Reading:	December 18, 2006
Newspaper:	December 27, 2006
Second Reading:	January 15, 2007
Date of Publication:	January 23, 2007
<u>Filed</u> / Approved	February 28, 2007
Minister of Service Nova Scotia & Municipal Relations	

Schedule "A"

TYPE OF USER	NUMBER OF EQUIVALENT USER UNITS
Single Family Dwelling	1.0
for each doctor or dentist in a private home, add	1.0
for each beauty or barber shop in a private home, add	0.75
Mobile Home	1.0
Individual Apartment	0.6
Senior Citizens Home, per unit	0.5
Hospitals and Homes with Medical Care Facilities	0.75
without laundry facilities, per bed	0.5
with laundry facilities, per bed	0.75
Schools, per classroom	1.0
without cafeteria or gym	1.5
with cafeteria or gym	0.5
with second gym, add	2.0
with both cafeteria and gym	1.0
Doctor's Office, Dentist's Office, Beauty or Barber Shop	1.0
Tourist Trailer Park with hook-up facilities	1.0
dump station	0.75
per space	0.3
each additional bathroom	0.3
Hotels, Motels, and Tourist Cottages	0.5
with housekeeping facilities, per room or unit	0.3
without housekeeping facilities, per room or unit	1.0
with a swimming pool, add	1.0
Tourist Home/Bed and Breakfast	1.2
with one bathroom	0.3
each additional bathroom, add	0.3
Stores, Banks, Clubs, Recreational Facilities, and places of business	1.0
including Industrial premises	0.5
first washroom facility	0.3
each additional washroom facility, add	0.3
Churches, Church Halls, each washroom facility	0.3
Buildings owned by Fraternal Organizations, Clubs, Halls	0.3
each washroom facility	0.3
Fire Halls and Fire Stations	1.0
with washroom facilities	1.0
Laundromat	0.5
each machine, add	1.0
Service Stations with washroom facilities	1.0
with dump station	1.0
Car wash facilities, each bay	2.0
Restaurant, cafeteria, snack bar	2.0
Premises licensed by N.S. Liquor Commission: Restaurant, Lounge, Dining Room or Club	2.0

**REGION OF QUEENS MUNICIPALITY
WATER/SEWER CONNECTION PERMIT**

Schedule "B"

I hereby make application to connect to the Region of Queens Municipality Water/Sewer System according to the information given below.

Owner of Building _____
 Address _____
 Proposed Location _____
 Intended Use of Building _____

DETAILS

Size of Sewer Outlet _____
 Size of Water Lateral _____
 Number of Units _____
 Material _____

A Fee of _____ is payable prior to connection being made.

I hereby agree to comply with the Water/Sewer By Laws/Regulations of the Region of Queens Municipality and the Canadian Plumbing Code. When the connection is made I will notify the Region for their inspection and approval.

Date _____
 Signature of Applicant _____

Permission is hereby granted to connect to the sewer as outlined above.

Date _____
 Region of Queens Municipality _____

Receipt No. _____ Date _____ Initials _____

CENTRELINE OF HIGHWAY

Civic No. _____

NOTES OR COMMENTS:

SHOULD BE RETURNED WITH APPLICATION FOR PERMIT

SCHEDULE "C"

WASTE SURVEY REPORT
REGION OF QUEENS MUNICIPALITY

SECTION 1 - General Information

(a) Name of Person Submitting Report: _____
(Name)

(Company Name, Corporation, Owner) (Telephone Number)

(Postal Address) (Postal Code)

(b) Company Officer responsible for effluent control:

(Name) (Telephone
Number)

(c) Location of Premises:

(Name, Street or Road, Municipality)

THE INFORMATION CONTAINED IN THIS REPORT IS TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(Authorized Representative)

(Title) (Date)

SECTION 2 - Product or Service Information

(a) Canadian or Standard Industrial Classification Codes (SIC):

These are [] Canadian SICs or [] SICs.

SECTION 3 - Water Characteristics

(a) List all sources of water supply: _____

(b) Type of water discharged (check all that apply):

<u>TYPE</u>	<u>AVERAGE FLOW/DAY (cubic meters/day)</u>	
<input type="checkbox"/> sanitary	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> noncontact cooling	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> contact cooling	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> process	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> other	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured

(c) Wastes are discharged to (check all that apply):

<u>TYPE</u>	<u>AVERAGE FLOW/DAY (cubic meters/day)</u>	
<input type="checkbox"/> sanitary #1	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> sanitary #2	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> storm water #1	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> storm water #2	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> groundwater	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> surface water	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured
<input type="checkbox"/> evaporation	_____	<input type="checkbox"/> estimated <input type="checkbox"/> measured

(attach additional list as necessary)

(d) Expected characteristics of wastes discharged to sanitary and storm sewers (complete Pollutant Information Sheets for the discharge of each sewer).

<u>PARAMETER</u>	<u>KNOWN PRESENT</u>	<u>SUSPECTED PRESENT</u>	<u>KNOWN ABSENT</u>	<u>SUSPECTED ABSENT</u>	<u>CONCENTRATION</u> <u>Mg/litre</u>
1) Chlorides	[]	[]	[]	[]	
2) Sulphates	[]	[]	[]	[]	
3) Aluminium	[]	[]	[]	[]	
4) Iron	[]	[]	[]	[]	
5) Fluoride	[]	[]	[]	[]	
6) Phosphorus	[]	[]	[]	[]	
7) Antimony	[]	[]	[]	[]	
8) Bismuth	[]	[]	[]	[]	
9) Chromium	[]	[]	[]	[]	
10) Cobalt	[]	[]	[]	[]	
11) Lead	[]	[]	[]	[]	
12) Manganese	[]	[]	[]	[]	
13) Molybdenum	[]	[]	[]	[]	
14) Selenium	[]	[]	[]	[]	
15) Silver	[]	[]	[]	[]	
16) Tin	[]	[]	[]	[]	
17) Titanium	[]	[]	[]	[]	
18) Vanadium	[]	[]	[]	[]	
19) Copper	[]	[]	[]	[]	
20) Cyanide	[]	[]	[]	[]	
21) Nickel	[]	[]	[]	[]	
22) Zinc	[]	[]	[]	[]	
23) Arsenic	[]	[]	[]	[]	
24) Cadmium	[]	[]	[]	[]	
25) Phenolic compound	[]	[]	[]	[]	
26) Mercury	[]	[]	[]	[]	
27) BOD	[]	[]	[]	[]	
28) TSS	[]	[]	[]	[]	
29) COD	[]	[]	[]	[]	
30) Oil & Grease (Animal & vegetable)	[]	[]	[]	[]	
31) Oil & Grease (Mineral/syn.)	[]	[]	[]	[]	
32) Kjeldani nitrogen	[]	[]	[]	[]	

SECTION 7 - Pollutant Information Sheet (No Discharge)

Information for: [] sanitary sewer number _____

Indicate by placing an "x" in the appropriate box for each listed parameter whether it is "suspected to be absent", "known to be absent", "suspected to be present" or "known to be present" and the known or expected quantity in kg/month.

<u>PARAMETER</u>	<u>KNOWN PRESENT</u>	<u>SUSPECTED PRESENT</u>	<u>KNOWN ABSENT</u>	<u>SUSPECTED ABSENT</u>	<u>CONCENTRATION</u> <u>Mg/litre</u>
33) Pesticides	[]	[]	[]	[]	_____
34) Acute hazardous waste chemicals	[]	[]	[]	[]	_____
35) Fuels	[]	[]	[]	[]	_____
36) Hazardous industrial wastes	[]	[]	[]	[]	_____
37) Hazardous waste chemicals	[]	[]	[]	[]	_____
38) Ignitable wastes	[]	[]	[]	[]	_____
39) Pathological wastes	[]	[]	[]	[]	_____
40) PCB wastes	[]	[]	[]	[]	_____
41) Reactive wastes	[]	[]	[]	[]	_____
42) Severely toxic wastes	[]	[]	[]	[]	_____
43) Waste radioactive materials	[]	[]	[]	[]	_____

SCHEDULE "D"

LETTER OF COMPLIANCE PROGRAM

**Region of Queens Municipality
P.O. Box 1264, Liverpool, NS
B0T 1K0**

Address: _____ Date: _____

Attention of: _____

COMPLIANCE PROGRAM NUMBER: _____

In accordance with the provision of Section _____ of _____
Bylaw _____, you are hereby granted a compliance program for the
attached program identified in Appendix 1 subject to the following conditions:

- 1) During the period covered by this compliance program only, the quality of the

_____ (sewage, uncontaminated water, or storm water) discharge by your Company from
the said premises to the _____
(sanitary, combined or storm) sewer system or land drainage works may exceed the
limits set in the Sewer Bylaw with respect to the following limits at any time:

	<u>Parameter</u>	<u>Limit (mg/litre)</u>
a)	_____	_____
b)	_____	_____
c)	_____	_____
d)	_____	_____
e)	_____	_____
f)	_____	_____

- 2) The discharge _____ (sewage,
uncontaminated water or storm water) by your Company from the said premises
containing the parameters listed in Item 1 in excess of the limits listed in Item 1
shall constitute a contravention of the said Bylaw.

- 3) The compliance program may be terminated at any time on thirty (30) days written
notice sent by registered mail addressed to the Company at the said premises, if:

- (a) The sewer is causing a health or safety hazard to a sewage works employee;
or

- (b) The sewage is causing damage to the sewers, materially increasing their maintenance costs or causing a dangerous condition; or
 - (c) The sewage is causing damage to the sewage treatment process or causing a dangerous condition in the treatment works; or
 - (d) The sewage is causing the sludge from the sewage works to fail to meet the criteria relating to contaminants for spreading the sludge on agricultural lands under Nova Scotia's guidelines for sewage sludge utilization on agricultural lands; or
 - (e) The sewage is causing the sewage works effluent to contravene any requirements by or under the Water Act or the Environment Protection Act; or
 - (f) The sewage is causing a hazard to any person, animal, property, or vegetation; or
 - (g) The sewage is contrary to the Sewer Bylaw in any way other than as provided herein.
4. The compliance program may be terminated at any time where there is an emergency situation of immediate threat or danger to any program, property, plant or animal life, or waters.
5. This compliance program shall remain in force until _____ timetable is adhered to:

COMPLIANCE PROGRAM ACTIVITIES	SCHEDULED COMENCEMENT DATE	SCHEDULED COMPLETION DATE
a) Select Engineer	_____	_____
b) Engineering Investigation of Plant Conditions (Industrial Process Review & Wastewater Characterization)	_____	_____
b) Select Treatment Process & Design Criteria (Treatability Studies)	_____	_____
c) Detailed Design of Treatment System (Design and Specifications)	_____	_____
e) Preparation of Operations Manual	_____	_____
f) Select Contractor for Installation/ Construction	_____	_____
b) Commence Construction	_____	_____
(i) Site Preparation (survey, excavation, etc.)	_____	_____

(ii) Foundation Work & Underground Utilities (slabs, sewer, etc.)	_____	_____
(iii) Structural Work (buildings, etc.)	_____	_____
(iv) Mechanical Work (control panels, etc.)	_____	_____
(v) Electrical Work (control panels, etc.)	_____	_____
(vi) Site Finish Work (fences, cleanup, etc.)	_____	_____
h) Pretreatment System Start Up	_____	_____

6. You must, however, take all necessary steps to ensure that all other conditions and parameters listed in the Bylaw are not exceeded, as there are no other exemptions.
7. You must acknowledge your acceptance of this compliance program by returning a signed copy of this letter of compliance program within thirty (30) days of your receipt of the letter.

Municipal Officer

Operating Authority of STP

Signed and Accepted By:

Authorized Representative

Company Name

Schedule "E"

SEWER FEES for COMMUNITY FACILITIES

Milton Community Hall

Milton Blacksmith Shop

Milton Canoe and Camera Club

Prince of Wales Lodge 29

North Queens Heritage House

Mechanics Lodge #78 AF & AM

North Queens Medical Centre

Zetland Lodge #9

Strathcona Lodge #90 IOOF

Lions Hall

Hank Snow Museum

Astor Theatre

Queens Memorial Arena

Liverpool Curling Club