



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C23
SECTION: COUNCIL POLICY	POLICY TITLE: PHASE 1 & 2 WEDGEPORT SEWER CAPITAL AND OPERATING LEVIES

1. PURPOSE

1.1. The Municipality of Argyle is committed to treat all municipal sewer users in a fair and equitable manner. This policy recognizes that it is the individual's responsibility to ensure compliance with all municipal by-laws including the by-law respecting municipal sewer systems. This policy further recognizes that it is the Municipality of Argyle's responsibility to manage, monitor and maintain municipal infrastructure.

2. DEFINITIONS

2.1. In this policy document:

2.1.1. **"CAO"** means the Chief Administrative Officer of the Municipality;

2.1.2. **"Charges"** means the installation and maintenance charges;

2.1.3. **"Committee"** means the "Wedgeport Wastewater Management Committee appointed by council;

2.1.4. **"Council"** means the Council for the Municipality;

2.1.5. ~~"Director of Public Works"~~ **Director of Operational Services** means the ~~Director of Public Works~~ **Director of Operational Services** for the Municipality;

2.1.6. **"Municipality"** means the Municipality of the District of Argyle (MODA);

2.1.7. **"Municipal System"** or **"Municipal Wastewater Management System"** means a wastewater management system within the WWMD which has been registered by the owner pursuant to this By-law;

2.1.8. **"On-site Sewage Disposal System"** means a system for disposing of sewage that is not directly connected to a central sewage collection and treatment system or a municipal system;

2.1.9. **"Home Owner"** means an owner of real property within the WWMD who has registered his/her system as a Municipal Wastewater System;

2.1.10. **"Pilot Project"** means the Municipality's Wedgeport Wastewater Management Project to upgrade certain private sewage systems within the WWMD as set out herein;



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2.1.11. **“Regulations”** means the On-Site Sewer Disposal System Regulations pursuant to the Nova Scotia Environment Act, the On-Site Sewage Disposal Systems Technical Guidelines published by the Nova Scotia Department of Environment, and such further regulations as enacted by the Department of Environment, and such further regulations as enacted from time to time by the Governor in Council with respect to wastewater management, and the By-laws of MODA;

2.1.12. **“Sewage Disposal System”** means a private on-site sewage disposal system including any treatment component, within the WWMD, but does not include a Municipal System;

2.1.13. **“Wastewater Management District (WWMD)”** means an area established by a municipality within which it has powers to manage all wastewater disposal systems, both public and private (i.e. individual on-site sewage disposal systems).

2.1.14. **“Qualified Installer”** means a person who holds a valid certificate of qualification issued in accordance with Section 31 of the On-site Sewage Disposal Systems Regulations to install or construct systems.

2.1.15. **“Qualified Person”** means a level 1 qualified person or a level 2 qualified person under the On-site Sewage Disposal Systems Regulations.

3. WASTEWATER MANAGEMENT SYSTEM PROJECT

3.1. The municipality is carrying out a Project to upgrade wastewater management and demonstrate alternatives to centralized sewer collection and treatment plants within the WWMD.

3.2. The project is funded by the Federal and Provincial Government, namely the Clean Water and Wastewater funding initiative.

3.3. ~~The Municipality will be providing partial funding for installations and upgrades to improve the existing wastewater/sewage systems for those Owners who register under the By Law in Year One of the Pilot Project.~~

3.4. ~~The project and term of the funding, expire March 31, 2018.~~

4. CHARGES



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4.1. ONE TIME PAYMENT

4.1.1. Registrants for a Municipal System under the Pilot Project shall pay the following:

- 4.1.1.1. a one-time installation charge of \$4,700; and
- 4.1.1.2. an annual operation and maintenance charge of ~~\$250.00~~ or **that is determined by the Wedgeport Wastewater Committee each year.**

4.1.2. the one-time installation fee is fixed for the duration of the project.

4.1.3. the annual operating and maintenance fee is subject to change annually.

4.2. INSTALMENT CHARGES

4.2.1. At the option of the property owner, the installation charge may be paid either:

- 4.2.1.1. In full, after installation; or
- 4.2.1.2. By ten (10) consecutive, annual installments of \$550.98, including interest as described hereunder and as calculated.

4.2.2. Where the owner opts to pay by installment pursuant to section **4.2.1.2** above:

- 4.2.2.1. The first installment shall be included in the 2018 tax billing and shall be due by July 31st, 2018.
- 4.2.2.2. Annual payments will then continue to be included in the tax billing and will be due on July 31st or the last Friday in July in the event that July 31st is on a weekend.
- 4.2.2.3. Interest shall be charged at an annual rate of 3.0 % on the entire amount of the installation charge outstanding and unpaid.
- 4.2.2.4. Interest shall be due and payable annually together with each installment payment.
- 4.2.2.5. Notwithstanding the foregoing, a property owner paying by installment pursuant to section **4.2** may choose to pay off the total amount earlier than the ten (10) year term.
 - 4.2.2.5.1. Such early pay out shall be made at any time and shall include all interest calculated to the date of that final payment.

4.3. ANNUAL OPERATION AND MAINTENANCE CHARGES



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4.3.1. The annual operation and maintenance charges shall be billed and payable annually.

4.4. LIEN

4.4.1. The charges here above are first liens on a property.

4.4.2. Unless the installation charge is paid in full at the time of installation, a lien for the installation charge becomes effective on the date of billing.

4.5. INTEREST PAYABLE

4.5.1. Without limiting any of the foregoing, missed payments on charges herein shall be subject to interest at the same rate as for other outstanding taxes as determined by Council from time to time.

5. UPGRADING AND INSTALLATION

5.1. The Municipality will arrange for the installation of on-site septic systems for the treatment of residential wastewater at the premises of registered Owners.

5.2. The Municipality will have installations carried out by Qualified Installers hired by the Municipality for that purpose.

5.3. On receipt of completed application, the Municipality will have a Qualified installer (QP1) contact the Owner to arrange a site visit, interview the Owner, and prepare a detailed site Assessment Report determining the location and layout of the replacement system or necessary upgrades.

5.4. The Qualified Installers hired by the Municipality will supply and install at the Owner's premises the Wastewater Management System (the Municipal System) described in the Assessment Report.

5.5. The Qualified Installers will connect the Municipal System to the existing system.

6. CERTIFICATION

6.1. On final completion of the installation, the Director of Public Works shall file with the Municipality a certificate confirming the improvement has been carried out and that the subject system is a Municipal System for purposes of the By-law.

7. DISQUALIFICATION



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7.1. While undertaking installation the Qualified Installers or the Municipality may determine in its sole discretion not to install the Municipal System for reasons including but not limited to structural deficiencies, hazardous material, environmental risks, violation of regulations or codes.

7.2. The Municipality and/or Qualified Installers shall report such violation, hazards, risks or deficiencies to the appropriate regulatory authority unless the Owner takes necessary remedial action within 60 days of notification by the Municipality or its agent, and remedial action shall be carried out wholly at the Owner's expense.

8. OWNER RESPONSIBILITIES

8.1. The Owner shall provide reasonable access to the Owner's property during normal business hours for the Qualified Person (QP1) and for the Qualified Installers to carry out the installation work.

8.2. Failure by the Owner to provide reasonable access may result in termination of registration at the Municipality's discretion.

8.3. The Owner shall provide full disclosure to the Municipality in advance of any installation commencing on any structure or other deficiencies or hazards at or in the subject property which may be material to the installation and operation of a Municipal System.

8.4. The Owner shall cooperate with and attend for such training and information session as provided and required by the Municipality with respect to the operation and maintenance of the Municipal System.

8.5. The Owner shall be responsible to notify the Owner's insurer and to secure and maintain Homeowner's insurance coverage appropriate to the installation and operation of the Municipal System.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	June 6, 2017
Date of Passage of Current Policy	June 13, 2017
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

Version Log		
Version #	Amendment	Date
1	Original Policy	November 22, 2016
2	Updated charges and payment procedures	June 13, 2017



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SCHEDULE "A"

WEDGEPORT WASTEWATER IMPROVEMENT PROJECT LOAN REPAYMENT SCHEDULE

Year of Payment	Principal	Interest	Total Payment	Loan Outstanding
Opening Balance				\$4,700.00
2018-2019	\$409.98	\$141.00	\$550.98	\$4,290.02
2019-2020	\$422.28	\$128.70	\$550.98	\$3,867.74
2020-2021	\$434.95	\$116.03	\$550.98	\$3,432.79
2021-2022	\$448.00	\$102.98	\$550.98	\$2,984.79
2022-2023	\$461.44	\$89.54	\$550.98	\$2,523.35
2023-2024	\$475.28	\$75.70	\$550.98	\$2,048.07
2024-2025	\$489.54	\$61.44	\$550.98	\$1,558.53
2025-2026	\$504.22	\$46.76	\$550.98	\$1,054.31
2026-2027	\$519.35	\$31.63	\$550.98	\$534.96
2027-2028	\$534.96	\$16.05	\$551.01	-