

## **BYLAW & POLICY REPORT – COMMITTEE OF THE WHOLE – JUNE 9 2022**

The Bylaw & Policy Committee proposes and recommends the following changes:

**Bylaw #2001-10 - Sewer Connection Bylaw** – Draft changes are highlighted. The intent here is to allow a “Town Representative” meaning staff when appropriate to work on connections. The current policy states it must be an Engineer. This request was recommended by our Superintendent of Public Works. The bylaw has been reviewed and concurred by Town Solicitor.

**Policy 2014-37 – Fees** – Our Manager of Finance and Superintendent of Public Works has reviewed current fees and this draft policy reflects their proposed changes. This was last reviewed January 2016. Staff has advised we are still much lower or comparable to our neighbouring municipalities so we remain competitive. A comparison sheet is attached. In addition going forward fees will not be included in any policy except this one so more than one policy does not have to be changed. The fees policy can be reviewed annually as part of the budget process.

Thank you to Manager of Finance Randi Buchi and Superintendent of Public Works Jeff Sibley for their input on these proposed changes.

Respectfully submitted,

Councillor Susan Creelman, Chair Bylaw & Policy Committee

# **TOWN OF STEWIACKE**

## **BY-LAW NUMBER 2001 – 10**

### **1. Short Title**

This By-law may be cited as the ***“Sewer Connection By-law”***.

### **2. Interpretation**

In this By-law, unless the context otherwise requires, the expression:

- a) **“Combined Sewer”** means a sewer that is intended to conduct wastewater and stormwater;
- b) **“Council”** means the Town Council of the Town of Stewiacke;
- c) **“Engineer”** means the Engineer for the Town of Stewiacke as appointed by Council;
- d) **Person** shall mean any individual, firm, company, association, society, corporation or group;
- e) **“Sanitary Sewer”** means a sewer for the collection and transmission of domestic, commercial and industrial wastewater or any of them, and to which uncontaminated or cooling water, storm, surface, and groundwater are not intentionally admitted;
- f) **“Sewer”** means a pipe, conduit, drain, open channel, or ditch used for the collection and transmission of wastewater, stormwater, or uncontaminated process or cooling water;
- g) **“Sewerage System”** means all pipes, mains, equipment, buildings and structures for collecting, pumping or treatment of wastewater and operated by the Town of Stewiacke, but does not include a storm sewer;
- h) **“Storm Sewer”** means a sewer and all related structures designed exclusively for the collection and transmission of uncontaminated water, stormwater, drainage from land or from any watercourse or any of them;
- i) **“Town”** means the Town of Stewiacke or the area contained within its municipal boundaries, as the context requires;
- j) **“Town Representative”** means the Town’s Superintendent of Public Works or a person designated by the Superintendent of Public Works.

3. a) No person shall connect any private sewer or building sewer to a municipal sewer without first completing and filing, with the Municipal Town Office, an application form, as prescribed by the Town, and a plan or description of the work to be performed including but not limited to the position, size, kind and weight of all pipe.
- b) No connection to a municipal sewer shall be made except with approval from the Town and under the supervision of the Engineer or Town Representative.
- c) No connection shall be covered until it has been inspected and approved by the Engineer or Town Representative.
4. Every person connecting to a sewerage system shall construct the connection according to requirements of the Canadian Building and Plumbing Codes.
5. No person shall connect any storm sewer to any sanitary sewer.
6. a) The owner of a building, the nearest part of which is not more than three hundred feet from any portion of a municipal sewer shall be required at the owners expense to construct a building sewer therefrom and connect the same to the said municipal sewer; provided, however, Council may exempt therefrom any such building as appears to it:
  - i) to be adequately served with existing storm drainage and on-site sewage disposal systems;
  - ii) would not be adequately served by connection to the municipal sewerage system.
- b) The Council shall give the owner of an existing building which is located within 300 feet from any portion of a municipal sewer one year, from the passing of this By-law, to establish a sewer connection in accordance with Town by-laws.
- c) The Council may direct the owner of a building that does not have a proper or sufficient outlet for sewage to proceed, within thirty (30) days to cause the sewage disposal from such building to be properly deposited into the sanitary sewer of the Town.
7. Where a building has been connected to the municipal sewerage system or the Council has ordered a building to be so connected, the Council may by resolution order the owners of outhouses and septic tanks to remove such outhouses and to destroy or fill such septic tanks.

8. All costs associated with the installation, connection, maintenance or repair of a building sewer connection to the municipal sewerage system, whether in a street, highway or easement, including the costs of any necessary permits, are the sole responsibilities of the owner.

**9. Offenses**

Except as otherwise provided herein, any person who contravenes any section of this By-law is liable on conviction to a penalty of not less than \$200.00 and not more than \$1,000.00 and in default of payment to imprisonment for a term of not more than three (3) months

**10. Repeal**

This By-law repeals any and all By-laws regarding sewer connection.

**Annotations for Official Bylaw Book**

Date of first reading: March 22, 2001  
Date of advertisement of Notice of Intent to Consider: \_\_\_\_\_  
Date of second reading: April 26, 2001  
Date of advertisement of Passage of By-law: May 31, 2001  
Date of mailing to Minister a certified copy of By-law: \_\_\_\_\_

I certify that this ***Sewer Connection By-law*** was adopted by Council and published as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

**Sewer Connection Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Building Location: \_\_\_\_\_

Civic Number \_\_\_\_\_

Connection Fee: **See Fee Policy \$1,000.00**

Method of Payment:  Cash  Cheque  Other  
Please check one

\_\_\_\_\_  
Applicant Signature Date

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Town use only:

Approved  Not Approved

Comments:

Receipt Number: \_\_\_\_\_

Date approval issued for the Engineer: \_\_\_\_\_

\_\_\_\_\_  
CAO or Town Clerk Date

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**Policy:**            Fees

**Date Originally Approved:**    March 27<sup>th</sup> 2014

**Motion:**        *"That the Fees Policy 2014 – 37 be approved as presented; and*

*Further that the Policy be effective immediately."*

**Motion:**        *"That the Fees Policy 2014 – 37 be approved as amended with the  
inclusion of vending fees; and*

*Further that the Policy be effective immediately."*

**This Policy is current as of:**    January 28<sup>th</sup> 2016

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**Policy Number:** 2014 – 37

**Policy Subject:** Fees

### Policy Objective

To provide a convenient place to establish and amend a fee structure for the Town of Stewiacke charges for certain applications, approvals, permits, licenses and services.

### Policy

1. This policy applies except to the extent of any conflict with applicable provincial legislation, and where the fee amounts in this Policy differ from those set out in a By-law, Recorded Resolution, Policy or Resolution on the Town of Stewiacke in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.
2. The fees to be paid to the Town of Stewiacke for each of the following licenses, inspections, permits, applications, approvals, animal impoundments, or services are set out in, or amended to, the respective amounts shown in the following tables:

Description of Application, Approval, Inspection, License, Permit or Service	Fee
<b>Building Permits</b>	
Residential Development – New and additions (includes unfinished basements)	<del>\$25.00</del> plus <del>\$0.06</del> per sq ft
<1000 sq ft	\$50.00 plus \$0.08 per sq ft
>1001 sq ft	\$75.00 plus \$0.08 per sq ft
>5001 sq ft	\$250.00 plus \$0.08 per sq ft
Residential repairs or alterations	<del>\$50</del> plus \$2.00 per \$1,000.00 of construction value
Residential accessory structures >500 sq ft	<del>\$50</del> plus <del>\$0.04</del> per sq ft
Outdoor residential decks, verandas, stairs, barrier free ramps	<del>\$25</del> 50.00
Occupancy Permits	\$25.00
Residential demolition permit	\$25.00

Commercial, Industrial Development—New and additions under 2500sq ft \$50.00 plus \$0.10 per sq ft

**Description of Application, Approval, Inspection, License, Permit or Service**

**Fee**

Commercial, Industrial Development—New and additions

<2500 sq ft **Building Permits Continued**

>2501 sq ft Commercial, Industrial Development—New and additions

2500sq ft plus

>10,001 sq ft

>49,001 sq ft

\$150.00 plus \$0.12 per sq ft

\$1025.00 plus \$0.102 per sq ft

\$500.00 plus \$0.12 per sq ft

\$1,000.00 plus \$0.12 per sq ft

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Commercial, Industrial repairs or alterations

\$150.00 plus \$58.00 per \$1,000.00 of construction value

Non residential demolition permit

\$100.00

Permit renewal

\$25.00

Sewer/Water Connection

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Inspection to Existing Lateral

\$1,000.00

Installation of Sewer Lateral

\$3,500.00

Installation of Water Lateral

\$3,500.00

**Development Control Fees**

Application for an amendment to the planning documents ...

\$200.00 plus the cost of advertizing. \$500.00 payable in advance as a deposit on such costs

Application for a variance to the Land Use By-law

\$100.00

Signage Application

\$25.00

Zoning confirmation letter

\$25.00

Tax Certificate

\$25.00

**Description of Application, Approval, Inspection, License, Permit or Service**  
**Subdivision Fees**

**Fee**

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**Subdivision Fees**

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Preliminary	\$750.00
Tentative	\$25.00 per lot
Final	\$750.00
Plan Repeal	\$750.00

**Other Fees**

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**Other Fees**

Burning permits	\$10.00
Administration Fee	\$25.00
<del>Advertising Sign-on Pavilion/Town property</del>	<del>\$200.00</del>
<del>Annual (signage) maintenance fee by agreement</del>	<del>\$75.00</del>

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**Description of Application, Approval, Inspection, License, Permit or Service**

**Fee**

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<del>Non Sufficient Fund (NSF) cheques returned by the bank</del>	<del>\$50.00</del>
<del>Non Sufficient Fund (NSF) cheques returned by the bank</del>	<del>\$50.00</del>
<del>Vending Fees</del>	<del>\$25.00</del>
Special Event Permit	\$75.00
Fire Inspection	\$50.00
Plotter Printing	\$25.00/set
Vending Fees	\$25.00
<b>Dog Control</b>	
<del>Dog Control</del>	
Dog License/tag Fee	\$25.00 lifetime
Dog License/tag Fee	\$15.00
Replacement tag	\$10.00

Replacement tag \$10.00

Administration Fee \$25.00

**Annotation's For Official Policy Book**

Date of Council members Review: January 28<sup>th</sup> 2016

Date of Passage of Current Policy: January 28<sup>th</sup> 2016

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
CAO / Clerk

January 29<sup>th</sup> 2016  
Date

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