

**A By-law Regulating the Use of the Water and Sewer  
System of the Town of Woodstock and  
The Rates to be Charged Therefore**

The Town of Woodstock, under authority vested in it by Section 117 of the Local Governance Act, S.N.B. (2017), Chapter 18, enacts as follows:

**Title**

1. This by-law may be cited as a by-law to regulate the use of the water and sewer system of the Town of Woodstock and the rates to be charged therefore.

**Definitions**

2. For the purposes of this by-law, the following definitions apply:

"Assistance Benefit" means the discount received from the water & sewer rates.

"BOD" means biochemical oxygen demand as in the quantity of oxygen used in the biochemical oxidation of organic matter in a specified time, at a specified temperature, and under specific conditions.

"Levy" means the fee charged to residential customers for water and sewer.

"Service" means a water or sewer service pipe extending from a water or sewer main line to any building.

"Service connection" means a water or sewer service pipe extending from a water or sewer main line to the limits of the road or street.

"User" means any person or structure connected to the water or sewer system of the town of Woodstock.

"Owner" means the legal owner of the property or premises. "town" means the municipality of Woodstock

**Service Connections**

3. Where the Town has provided services to all or a portion of the frontage of any lot, the owner of such property will cause any building requiring water or sewer to connect to the system unless the Chief Administrative Officer or their designate, upon application by the said owner, waive the requirement for connection where alternate services existed at the time the Town commenced to provide services to the lot. Also, council may, upon application by the owner, approve alternate services as being advisable for the development or use of the property.

In the event that service connections shall be established for the buildings on the property, the owner shall be considered to be a user of the service and shall disconnect the buildings from any other water or sewer

services and no alternate water or sewer services shall thereafter be used on or in relation to the buildings or the property unless approved by the Council.

All connections will be made by the Town in accordance with the Schedule A - Water and Sewer Service Charges and Fees and the provision of section 11.

Any service connections required during the time the ground is frozen will be levied a surcharge equal to any additional costs incurred as a result of the frozen soil conditions. The aforementioned costs will be based upon extra time for manpower and equipment, materials and costs associated with removal and replacement of frozen soil. When a service is required, an application must be filed with the Director of Public Works on a prescribed form together with payment in full for the services required. Upon receipt of the application and payment, the Chief Administrative Officer will direct the work to be done unless, in the opinion of the Chief Administrative Officer, the work cannot be reasonably completed. The applicant, when notified by the Chief Administrative Officer, that the work cannot be completed shall have the right to appeal the decision of the Chief Administrative Officer. Said appeal shall be in writing and the appeal shall be heard by the Council.

All connections for water service shall be placed at sufficient depth and in such a manner as to prevent freezing.

#### **Water & Sewer Rates and Payments**

4. (a) The water and sewer rates, outlined in Schedule A hereto, may be amended by Council by resolution from time to time.
- (b) In regards to a residential property, a levy will be applied in June and will represent that calendar year. An opportunity to set up a monthly payment structure will be available.

In regards to a commercial property, payments for water and sewer rates are due and payable on the first day of March and the first day of September in each year.

- (c) Failure to pay water and sewer rates will result in discontinuance of service in accordance with sections 7 and 8. The legal owners of the property or building connected to the water or sewer service shall be responsible for payment of all service connection fees and water/sewer rates.
- (d) An individual who receives a water and sewer bill may qualify for an assistance benefit. Low income and seniors on a fixed low house hold income of \$47,700 or less will be offered a 15% discount once eligibility has been approved. This income amount will be adjusted annually according to the Canadian Revenue Agency standards.

#### **Water Meters**

5. All commercial property users of a water service shall install, and maintain, at their cost, a water meter of sufficient size to measure the consumption of water. The water meter shall be located in such a manner as to connect to the water service connection pipe at the first possible point after said pipe enters the building or structure. No person shall cause water to be taken from the connection pipe at a point before it enters the water meter. Water meters may be rented from the town in accordance with the rate structure as set forth in Schedule A - Water and Sewer Service Charges and Fees. Rental meters shall be maintained by the Town of

Woodstock except in the case where the meter is damaged, frozen or otherwise tampered with or altered. All meters shall be located to prevent damage from freezing. No meter may be removed without the written permission of the Chief Administrative Officer. The reading of the water meter shall be prima facie evidence of the quantity of water supplied. Any owner not satisfied with his/her meter reading may have the meter tested. Application for a meter test must be in writing to the Chief Administrative Officer. Upon the test being made, if the meter is found to be accurate, the cost of the test shall be the responsibility of the owner.

Any residential user may, although not required, have a meter in place. Rental meters shall be maintained by the Town of Woodstock except in the case where the meter is damaged, frozen or otherwise tampered with or altered. All meters shall be located to prevent damage from freezing. Water meters may be rented from the town in accordance with the rate structure as set forth in Schedule A - Water and Sewer Service Charges and Fees

### **Repairs**

6. The owner shall be responsible for the cost of all repairs to water service connection pipe, fittings, valves and appurtenances that fall within their property. The owner shall be responsible for the cost of all repairs to the sewer service connection pipe that falls within their property and the portion on the municipal right-of-way. Work conducted within the municipal right of way must be completed by the Public Works Department.

The minimum fee shall be set at \$6,500.00. The maximum fee will be determined between the owner and the Town of Woodstock based on an assessment of the repairs.

### **Disconnection of Service**

7. If service is discontinued for any reason, the owner shall be responsible for the payment of any fees in Schedule A - Water and Sewer Service Charges and Fees. If repairs or other work is required in respect to shut-off valves or valve boxes, the owner shall be responsible for the cost of such repairs or work.

8. (a) Water and/or sewer service may be disconnected if payment for water and sewer service is unpaid for a period of more than 60 days. Water and/or sewer service may be disconnected if service connections rates, as stated in Schedule A - Water and Sewer Service Charges and Fees, cost of repairs to water and sewer service connections, as stated in section 6, are unpaid for a period of more than 60 days from invoice. Disconnection and reconnection fees as set forth in Schedule A - Water and Sewer Service Charges and Fees will be charged.

(b) Sewer Service may be discontinued if any provision of Section 11 is violated.

### **General Provisions**

9. No person shall be entitled to receive damages for the discontinuance of water or sewer services hereunder.

10. The Director of Public Works or designate shall have access at all reasonable times to any premises for the purpose of performing duties associated with the operation and maintenance of the water and sewer system.

11. (a) Whenever the town considers it necessary, it may require any person who is the owner of land used for industrial or commercial purposes and which is connected to the sanitary sewer system of the town to provide grease, oil, sand or other interceptors of a type and capacity required to ensure that levels of contaminants do not exceed the levels as set down by the town and set forth in section 11(b), (c), or (d).
- (b) No person shall discharge, cause to be discharged, or continue to discharge, any storm water, surface water, ground water, roof run-off, sub-surface drainage, or cooling water or unpolluted industrial water into any sanitary sewer.
- (c) No person shall discharge wastewater anywhere except into a public sewer, or an approved private sewer system.
- (d) No person shall drain or deposit anything in any public sewer main, or in any pipe leading thereto, which would be liable to impair or obstruct any such sewer, nor willfully damage any sewer pipe or any part of the sewer system. Including but not limited to the following:
- (1) Matter having a temperature in excess of 65 degrees Celsius.
  - (2) Matter which may contain any fat, oil or grease of more than 100 parts per million by weight (ppm), of animal or vegetable origin or 15 parts per million by weight of petroleum origin or lubricants of synthetic origin.
  - (3) Gasoline, benzene, naphtha, fuel, oil, acetone, solvents or other inflammable or explosive matter.
  - (4) Ashes, cinders, garbage, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, cellulose, paunch, manure or other solids of a type or quantity capable of causing an obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
  - (5) Matter having a pH lower than 6.0 or higher than 9.5.
  - (6) Any liquid matter containing suspended solids exceeding 350 milligrams per liter
  - (7) Matter that may cause the death of or injury to any person or capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
  - (8) Hydrogen sulfide, carbon bisulfide, ammonia, trichloroethylene and other halogen substituted hydrocarbons, sulfur dioxide, formaldehyde, chlorine, bromine, pyridine, or any other matter that has or may cause an offensive odor or is capable of creating a public nuisance or hazard.
  - (9) Any matter in which the bod exceeds 300 ppm.
  - (10) Animal waste, such as hair, wool or fur, feathers, intestines or stomach casings, paunch, manure or intestinal contents, hides or parts thereof, hooves, toenails, horns, bones and fleshing.

11 Matter containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process or which constitutes a hazard to humans or animals. The town may, as it deems necessary, set limits on toxic or poisonous substances as may enter the sewage system at some time in the future.

12. All connections to the water and sewer service pipes shall conform to the plumbing codes of the Province of New Brunswick.

13. All sewer connections are to have the appropriate apparatus, such as check valves and back flow devices to prevent the flow of any substance from the service connection pipes to enter the building or structure.

**Offence**

14. Every person who contravenes any of the provisions of this by-law is guilty of an offence and liable, on summary conviction, to a fine of not less than \$50.00, and not more than \$500.00 per day.

**By-laws Repealed**

15. By-law #160, a by-law regulating the use of the water and water and sewer system of the Town of Woodstock and the rates to be charged therefore, enacted on the 24<sup>th</sup> day of February, 2020, together with all amendments, are hereby repealed.

First Reading                  June 13, 2023

Second Reading                June 13, 2023

Third Reading                  June 27, 2023

Amended Schedule A on August 29, 2023

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Trina Jones, Mayor

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Laura Gaddas, Clerk

**By-Law #160 - Schedule A**  
**Water and Sewer Service Charges and Fees**

1. (a) the following rate structure shall apply to service connections:

Water Connections:

All connection fees will be billed at true costs. An estimate will be provided before work begins by the Director of Public Works and signed off by the owner.

Sewer Connections:

All connection fees will be billed at true costs. An estimate will be provided before work begins by the Director of Public Works and signed off by the owner.

All connections run from either the water or sewer main to the owner's property line. If the owner wishes to continue from the property line to the building a cost can be determined by the Director of Public Works and agreed upon before work begins.

- (b) The following user fees shall apply to water and sewer connections:

(i) Water Meter Rental Charge for Commercial Buildings:

5/8"	- \$ 10.00/six months
3/4"	- \$ 10.00/six months
1"	- \$ 15.00/six months
1 1/2"	- \$ 20.00/six months
2"	- \$ 30.00/six months
3"	- \$ 65.00/six months
4" or larger	- \$ 100.00/six months

(ii) Residential Water & Sewer Levy:

- Tier 1 - \$550/year flat rate (customers who paid \$450 and below)
- Tier 2 - \$725/year flat rate (customers who paid \$451-\$600)
- Tier 3 - \$825/year flat rate (customers who paid \$601-\$750)
- Tier 4 - \$925/year flat rate (customers who paid \$751)

\*\* Rates for new dwellings or transfers of ownership will be billed at Tier 2

Multi-dwellings will be billed at a single flat rate of \$350/unit/year

Residential home with a rental unit will be invoiced at the appropriate tier plus an additional \$350.00 per rental unit

Water only - \$225.00 annually

Sewer only - \$325.00 annually

(iii) Commercial Water Rates:

Low consumption commercial will be billed at a single flat rate of \$550/year (Tier 1). Staff to review and determine as required.

Water rates will be calculated at \$5.88 /1,000 igital or \$1.55 per m3.

Commercial Sewer Rates:

Low consumption commercial will be billed at a single flat rate of \$550/year (Tier 1)

The sewer rate will be a flat rate of \$325 per year.

(iv) School User Rates (Unmetered)

The following rates apply annually:

Water Rate: A charge of \$162.00 annually (Based on the new rate 5.88/1,000 igital) for every 15 students and staff or fraction thereof.

Sewer rate: A charge of \$325 for every 15 students and staff or fraction thereof.

(v) Industrial User Rates:

Water Rate: Will be the same as commercial rates

Sewer Rate: Will be the same as commercial rates

(vi) Minimum charges as set forth in section 1(b) shall be pro rated if service has been connected for less than four months.

(vii) The rates as set forth in section 1(b)(i), (ii), (iii), (iv) and (v) of this schedule shall apply to

consumption beginning January 1, 2023 and thereafter.

- (viii) Disconnection of Service
  - \$50.00 fee to discontinue the service
  - \$50.00 fee to restore the service
  - \$150 fee if after regular working hours
  
- (ix) Bulk Water:
  - Minimum charge of \$20.00
  - Rate of \$15 / 1000 igal
  
- (x) Opening / Closing Fees:

A fee of \$50 will be applied when calculating closing costs of a property.

Read a first time by title this 13<sup>th</sup> day of June, 2023.  
Read a second time by title this 13<sup>th</sup> day of June, 2023.  
Read a third time by title this 27<sup>th</sup> day of June, 2023.

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Trina Jones, Mayor

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Laura Gaddas, Clerk