

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**January 17, 2023 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; December 20, 2022 (enclosure)
  - 3.2. Special Meeting of Council; December 22, 2022 (enclosure)
- 4. DELEGATION**
  - 4.1. 9:15 a.m. Matt Roblin and Pat Mahoney – Year End Report (enclosure)
  - 4.2. 9:35 a.m. Dora L’Heureux – Fortis Franchise Agreement Report (enclosure)
  - 4.3. 9:55 a.m. Marissa Bennett – Utility Bill
- 5. DEPARTMENTS REPORT**
  - 5.1. January 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1. Organizational Chart Amendment (enclosure)
- 7. NEW BUSINESS**
  - 7.1. Council Community Connections 2023 Dates (enclosure)
  - 7.2. Policy Amendments (enclosure)
  - 7.3. Council Briefing: January 2023 (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 8.1. Utilities Bylaw 2022-20; Second and Third Readings (enclosure)
  - 8.2. Waste Collection Bylaw 2022-21; Second and Third Readings (enclosure)
  - 8.3. Municipal Borrowing – Operating Bylaw 2023-01; First Reading (enclosure)

**POLICIES**

  - 8.4. Rescinding Outdated Policies (enclosure)
  - 8.5. Rescind Performance Appraisals Policy (enclosure)
  - 8.6. Rescind Classification of Personnel Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Bidney (enclosure)
  - 10.3 Councillor Laing (enclosure)
  - 10.4 Councillor Larson (enclosure)
  - 10.5 Councillor May (enclosure)

**Town of Bon Accord**  
**AGENDA**  
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**11. CORRESPONDENCE**

**GENERAL**

**11.1.** Minister Ellis – Victim Services Response (enclosure)

**ACTION REQUIRED**

**11.2.** Military Family Resource Centre (enclosure)

**11.3.** Recognition for Retiring Canadian Armed Forces Member (enclosure)

**12. NOTICE OF MOTION**

**13. CLOSED SESSION**

**13.1.** Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations

**13.2.** Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials

**13.3.** Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy and 24(1)(d) Advice from officials

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 20, 2022 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lynn Bidney  
Councillor Lacey Laing – Virtual  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Lila Quinn – Community Services Manager  
Jenny Larson – Planning and Economic Development Officer  
Falon Fayant – Corporate Finance Manager  
Terry Doerkson – Operations Supervisor  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Mayor Holden called the meeting to order at 8:30 a.m.

**ADOPTION OF AGENDA**

COUNCILLOR MAY MOVED THAT Council adopt the December 20, 2022 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-531**

**ADOPTION OF MINUTES**

*Regular Meeting of Council Minutes – December 6, 2022*

COUNCILLOR LARSON BIDNEY MOVED THAT Council adopt the minutes of the December 6, 2022 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-532**

**DEPARTMENTS REPORT**

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the departments report as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-533**

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the attachments for the departments report as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-534**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 20, 2022 8:30 a.m.  
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**UNFINISHED BUSINESS**

***Engine Retarder Brakes***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the report as information.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor May

Opposed: Councillor Larson

**CARRIED RESOLUTION 22-535**

**NEW BUSINESS**

***Development Officer Appointment***

DEPUTY MAYOR BIDNEY MOVED THAT Council appoints Jennifer Larson as the Development Officer for the Town of Bon Accord.

**CARRIED UNANIMOUSLY RESOLUTION 22-536**

***Town Promotional Items***

COUNCILLOR LARSON MOVED THAT Council approves the purchase of the Town promotional items (coffee cups and pens) as presented for a total cost of \$652.50.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

**CARRIED RESOLUTION 22-537**

***Community Services Advisory Board Appointments***

COUNCILLOR MAY MOVED THAT Council appoint Chris Giles to the Community Services Advisory Board as a member at large for a two-year term ending December 20, 2024.

**CARRIED UNANIMOUSLY RESOLUTION 22-538**

COUNCILLOR LARSON MOVED THAT Council appoint Carol MacKay to the Community Services Advisory Board as a member at large for a two-year term ending December 20, 2024.

**CARRIED UNANIMOUSLY RESOLUTION 22-539**

**BYLAWS/POLICIES/AGREEMENTS**

***Utilities Bylaw 2022-20***

COUNCILLOR LAING MOVED THAT Council gives first reading to Utilities Bylaw 2022-20 as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-540**

***Waste Collection Bylaw 2022-21***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 20, 2022 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR BIDNEY MOVED THAT Council gives first reading to Waste Collection Bylaw 2022-21 with the amendment of 1.2.1.3 to change “in-camera” to “closed session”.  
**CARRIED UNANIMOUSLY RESOLUTION 22-541**

***Veterans’ Memorial Park Committee Bylaw***

COUNCILLOR LARSON MOVED THAT Council give second reading to the Veterans’ Memorial Park Committee Bylaw 2022-18 as presented and circulated.  
**CARRIED UNANIMOUSLY RESOLUTION 22-542**

COUNCILLOR MAY MOVED THAT Council give third and final reading to the Veterans’ Memorial Park Committee Bylaw 2022-18 as presented and circulated.  
**CARRIED UNANIMOUSLY RESOLUTION 22-543**

***Council Remuneration Policy***

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the Council Remuneration Policy 05-315 with the presented amendments to the honorarium fees of \$19,259 per annum to the Chief Elected Official and \$9,630 per annum to each Councillor, effective January 1, 2023.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Larson, Councillor May

Opposed: Councillor Laing

**CARRIED RESOLUTION 22-544**

***Rescinding Outdated Policies***

COUNCILLOR LARSON MOVED THAT Council rescind the Canvassing Policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-545**

COUNCILLOR LARSON MOVED THAT Council rescind the Election and Census Officials Remuneration Policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-546**

**COUNCIL REPORTS**

COUNCILLOR MAY MOVED THAT Council accept the Council reports as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-547**

**CLOSED SESSION**

- ***Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body***
- ***Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body***
- ***Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations***

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**December 20, 2022 8:30 a.m.**  
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- ***Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure Harmful to Intergovernmental Relations and 24(1)(c) Advice from Officials***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body, Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body, Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations, and Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure Harmful to Intergovernmental Relations and 24(1)(c) Advice from Officials* at 10:19 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-548**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 11:38 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-549**

***Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body***

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to complete survey of land for the water line reconnection at 5206 52<sup>nd</sup> Avenue at a cost not to exceed \$3,500 on the town's behalf.

**CARRIED UNANIMOUSLY RESOLUTION 22-550**

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts this report as information and directs administration to contact Hellinga Development Ltd. communicating:

- As per Schedule "D" – Additional Provisions, the Developer and the Town of Bon Accord will share costs 50/50 related to the removal of the water main meter and reconnection of the water main line from the road access to the new development as per received quotes, AND FURTHER THAT Council approves the final costs; and
- As per schedule "F" – Security, the Developer is required to provide 100% of total Municipal Improvements as described in the Development Agreement.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

**CARRIED RESOLUTION 22-551**

***Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LARSON MOVED THAT Council approves the utility billing process as discussed.

**CARRIED UNANIMOUSLY RESOLUTION 22-552**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 20, 2022 8:30 a.m.  
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***Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations***

COUNCILLOR MAY MOVED THAT Council approved the Multi-Municipal MOU as information and ask for clarification of costs to the town.

**CARRIED UNANIMOUSLY RESOLUTION 22-553**

***Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure Harmful to Intergovernmental Relations and 24(1)(c) Advice from Officials***

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the report as information and directs administration to ask the school board superintendent to provide more information.

**CARRIED UNANIMOUSLY RESOLUTION 22-554**

**ADJOURNMENT**

The December 20, 2022 Regular Meeting of Council adjourned at 11:47 a.m.

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Mayor Brian Holden

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Jodi Brown, CAO

**Town of Bon Accord  
Special Meeting of Council Minutes  
December 22, 2022 4:00 p.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lynn Bidney  
Councillor Lacey Laing – Virtual  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Services Manager  
Lila Quinn – Recreation and Community Services Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Deputy Mayor Bidney called the meeting to order at 4:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR MAY MOVED THAT Council adopt the December 22, 2022 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-555**

**NEW BUSINESS**

***Capital Borrowing Bylaw 2022-19 – Bon Accord Arena Ice Plant Project***

COUNCILLOR MAY MOVED THAT Council gives second reading to Bylaw 2022-19 Municipal Borrowing Bylaw – Capital – Arena.

**CARRIED UNANIMOUSLY RESOLUTION 22-556**

COUNCILLOR LARSON MOVED THAT Council gives third reading to Bylaw 2022-19 Municipal Borrowing Bylaw – Capital – Arena.

**CARRIED UNANIMOUSLY RESOLUTION 22-557**

**ADJOURNMENT**

The December 22, 2022 Special Meeting of Council was adjourned at 4:10 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

**Sturgeon County**

**BON ACCORD CITATION REPORT 2022** Statistics from: 1/1/2022 12:00:00AM to 12/31/2022 11:59:00PM

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**Citation Printout Report by Violation**

Total Citations of (76 (1)(A) TSA ABANDON MV ON HIWAY): 1  
Total Mandatory Appearances: 0

Total Citations of (76 (1)(B) TSA ABANDON MV ON PROPERTY W/O CONSENT): 1  
Total Mandatory Appearances: 0

Total Citations of (BAC P3 S3.1 FAIL TO PAY LICENSING FEE AS REQUIRED): 1  
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S1.1 PERMIT AN ANIMAL TO BE AT LARGE): 3  
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S6.1 DOMESTIC ANIMAL BITE/CHASE/HARASS/INJURE): 2  
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S5.2 UNSIGHTLY/ NUSIANCE PROPERTY): 2  
Total Mandatory Appearances: 0

Total Citations of (BAT S.3 PARK OVER 72 HRS): 1  
Total Mandatory Appearances: 0

Total Citations of (BAT S.7 UNATTACHED TRAILER): 4  
Total Mandatory Appearances: 0

Total Citations of (BAT S.8 PARK VEHICLE OVER 4800 KG OFF TRUCK ROUTE.): 1  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.20(2) FAIL TO MAKE APPLICATION TO UPDATE DL AFTER 14 DAYS): 3  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.71(1) DR MV W/O PLATE SEC ATTH/LEGIBLE/CLRLY VISIBLE): 3  
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(A) FAIL TO OBEY S/SIGN BEFORE ENTERING INTER): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(D) STOP/PARK ON S/WALK/BLVD): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(I) PARK W/IN 5 M FROM FIRE HYDRANT): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(N) PARK WHERE PROHIB BY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 11  
Total Mandatory Appearances: 0

**Total Citations of (ROR S.55(1)(C) HAVE VEH W/O H/LAMPS/TAIL/SIDE MARKER PROPERLY ALI): 1**  
**Total Mandatory Appearances: 0**

**Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 18**  
**Total Mandatory Appearances: 0**

**Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 4**  
**Total Mandatory Appearances: 0**

**Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 42**  
**Total Mandatory Appearances: 3**

**Total Citations of (TSA S.167(1)(B) FAILURE TO PROVIDE P.O. W/ CERT OF REG): 1**  
**Total Mandatory Appearances: 0**

**Total Citations of (TSA S.167(1)(C) FAILURE TO PROVIDE P.O. W/ FIN RESP CARD): 4**  
**Total Mandatory Appearances: 0**

**Total Citations of (TSA S.51(A) OPERATE MV W/O SUBSISTING OPERATORS LICENCE): 1**  
**Total Mandatory Appearances: 0**

**Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 2**  
**Total Mandatory Appearances: 0**

**Total Citations of (TSA S.53(1)(B) UNAUTHORIZED LIC PLATES): 1**  
**Total Mandatory Appearances: 0**

Total Citations of (TSA S.54(1)(A) OPERATE UNINSURED M.V. ON HIWAY): 1  
Total Mandatory Appearances: 1

Total Citations of (TSA S.65(1)(C) OWNER OPERATE M.V. NOT IN GOOD WORKING ORDER/COMP): 4  
Total Mandatory Appearances: 0

Total Citations of (TSA S.76(1)(A) ABANDON MV ON HIWAY): 4  
Total Mandatory Appearances: 0

Total Citations of (VEH S.13(4) TAIL LAMP NOT CAPABLE OF EMITTING RED 150 M TO REA): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.65(2) OPERATE MV TRANSPORTING GOODS W/O SECURING GOODS P): 1  
Total Mandatory Appearances: 0

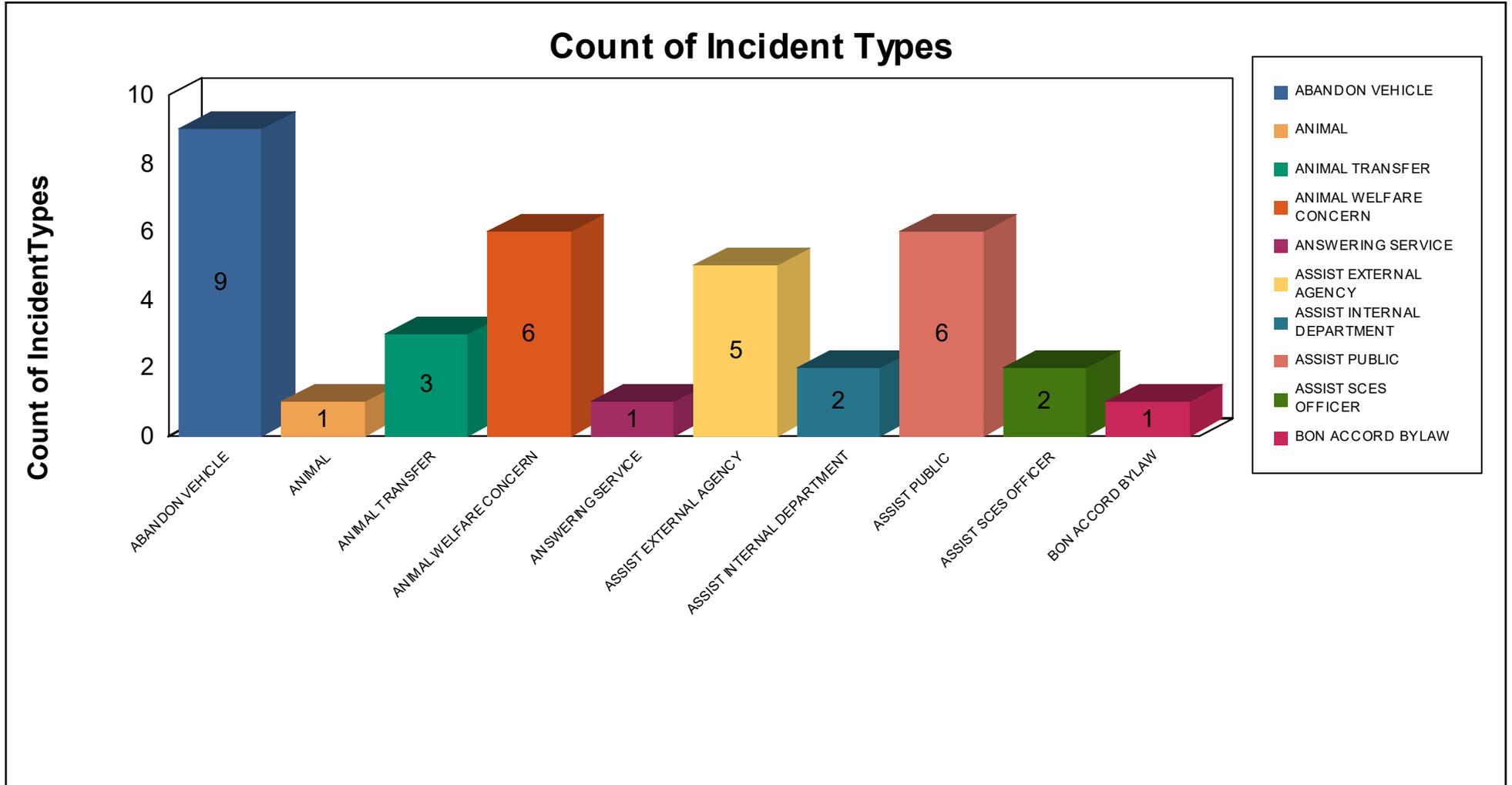
Total Citations of (VEH S.74(2) SIDE MIRRORS NOT GIVE CLEAR VIEW): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 3  
Total Mandatory Appearances: 0

### Grand Total

Total Number of Citations Reported: **128**  
Total Fine Amounts Reported: **\$15228.00**  
Total Money Collected:  
Total Money Still Due: **\$15228.00**  
Total Mandatory Appearances: **4**

Incident Report



ABANDON VEHICLE: 9 2%

**Incident Report**

**ANIMAL: 1 0%**

**ANIMAL TRANSFER: 3 1%**

**ANIMAL WELFARE CONCERN: 6 1%**

**ANSWERING SERVICE: 1 0%**

**ASSIST EXTERNAL AGENCY: 5 1%**

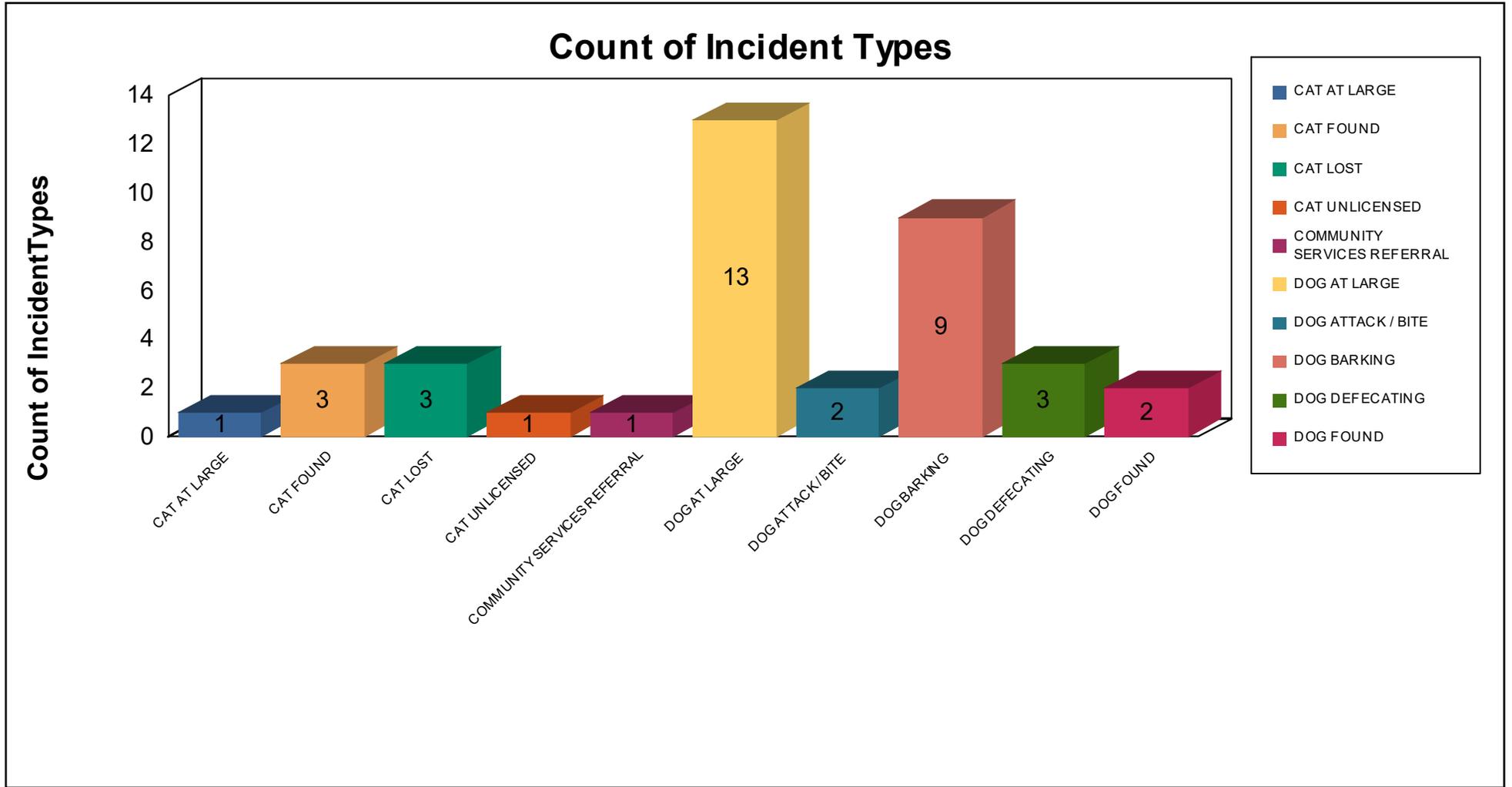
**ASSIST INTERNAL DEPARTMENT: 2 0%**

**ASSIST PUBLIC: 6 1%**

**ASSIST SCES OFFICER: 2 0%**

**BON ACCORD BYLAW: 1 0%**

Incident Report



CAT AT LARGE: 1 0%

CAT FOUND: 3 1%

CAT LOST: 3 1%

CAT UNLICENSED: 1 0%

**Incident Report**

**COMMUNITY SERVICES REFERRAL: 1 0%**

**DOG AT LARGE: 13 3%**

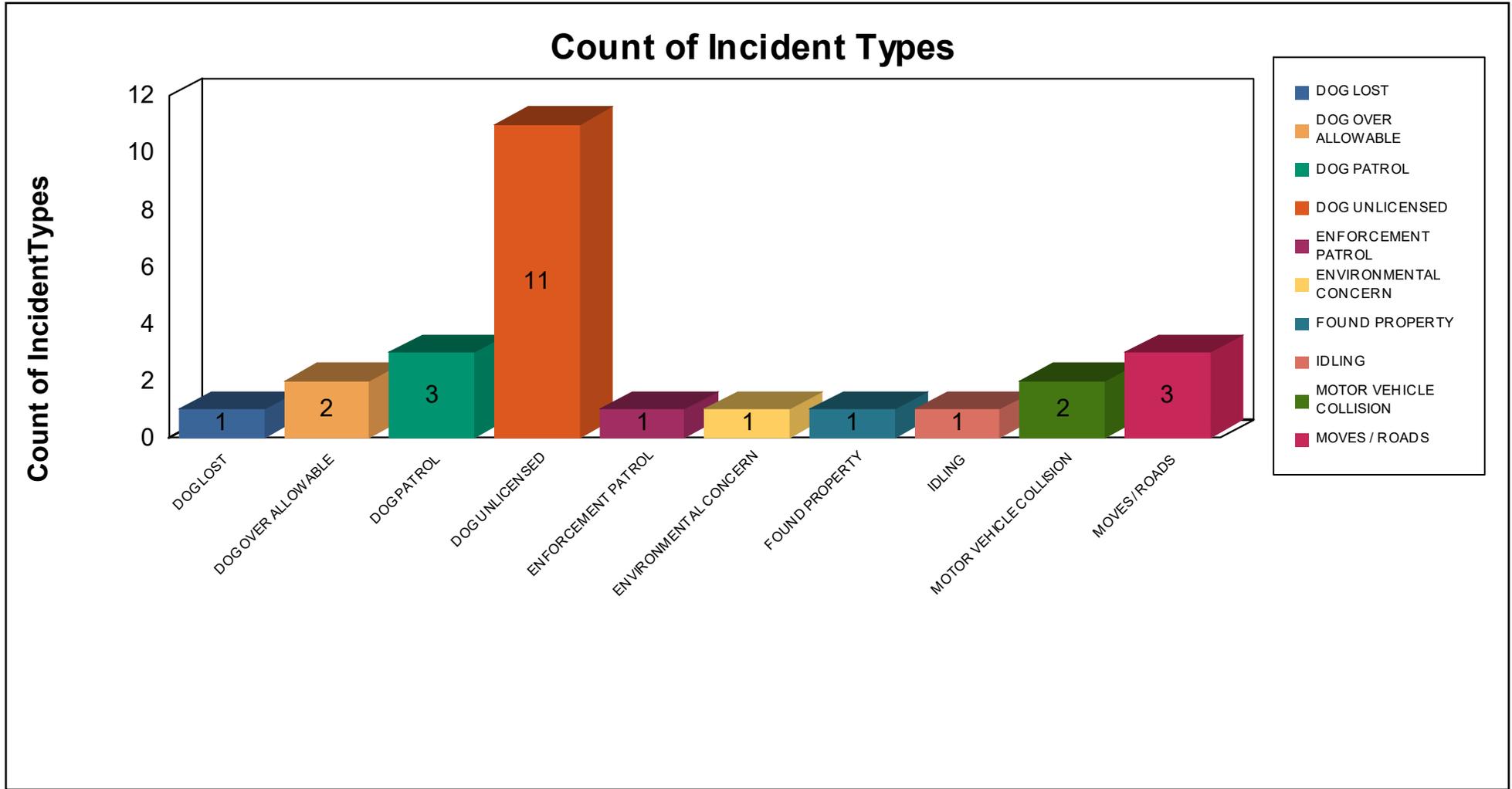
**DOG ATTACK / BITE: 2 0%**

**DOG BARKING: 9 2%**

**DOG DEFECATING: 3 1%**

**DOG FOUND: 2 0%**

Incident Report



**DOG LOST: 1 0%**

**DOG OVER ALLOWABLE: 2 0%**

**DOG PATROL: 3 1%**

**DOG UNLICENSED: 11 3%**

**Incident Report**

**ENFORCEMENT PATROL: 1 0%**

**ENVIRONMENTAL CONCERN: 1 0%**

**FOUND PROPERTY: 1 0%**

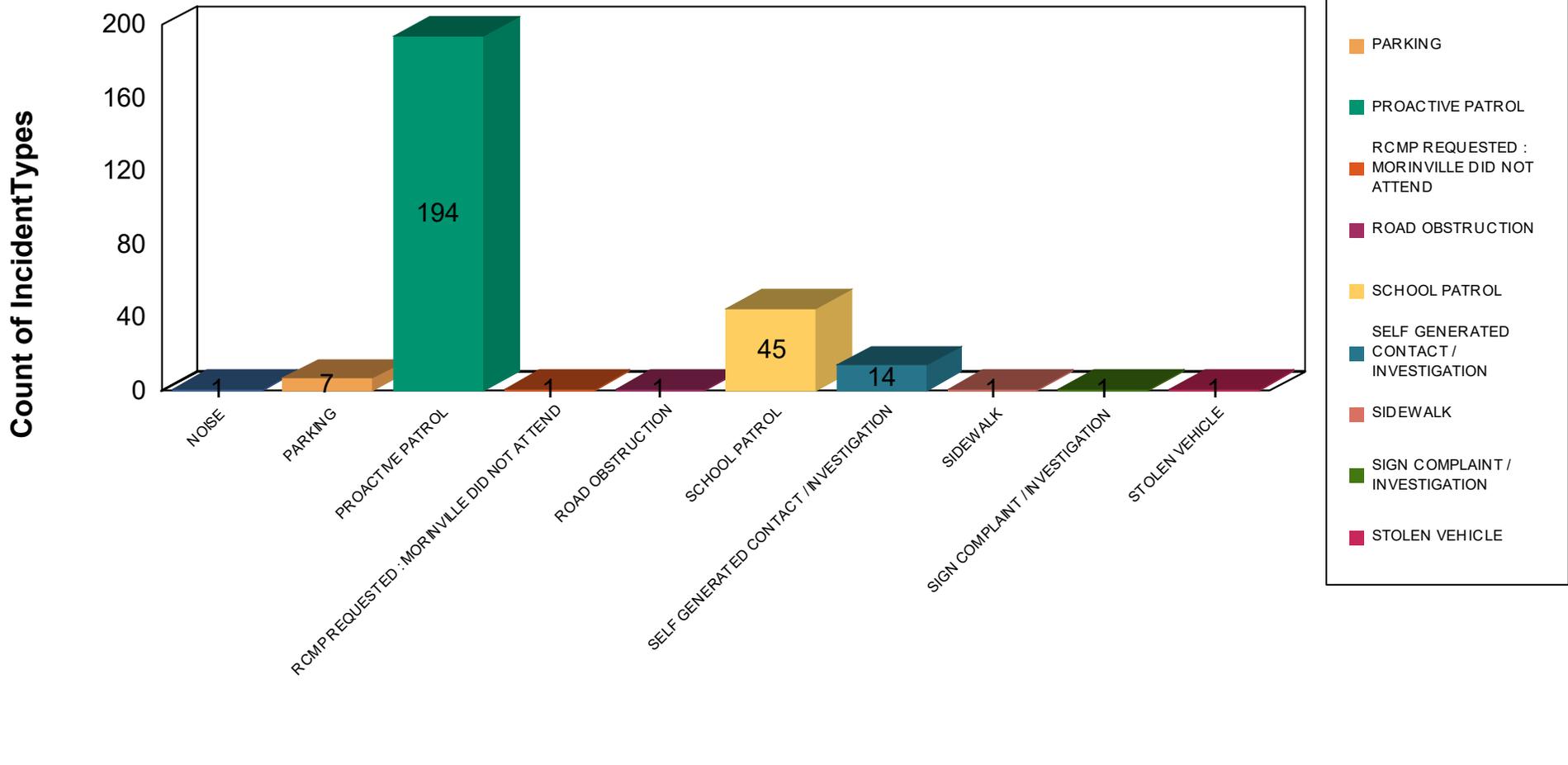
**IDLING: 1 0%**

**MOTOR VEHICLE COLLISION: 2 0%**

**MOVES / ROADS: 3 1%**

Incident Report

Count of Incident Types



NOISE: 1 0%

PARKING: 7 2%

PROACTIVE PATROL: 194 46%

RCMP REQUESTED : MORINVILLE DID NOT ATTEND: 1 0%

**Incident Report**

**ROAD OBSTRUCTION: 1 0%**

**SCHOOL PATROL: 45 11%**

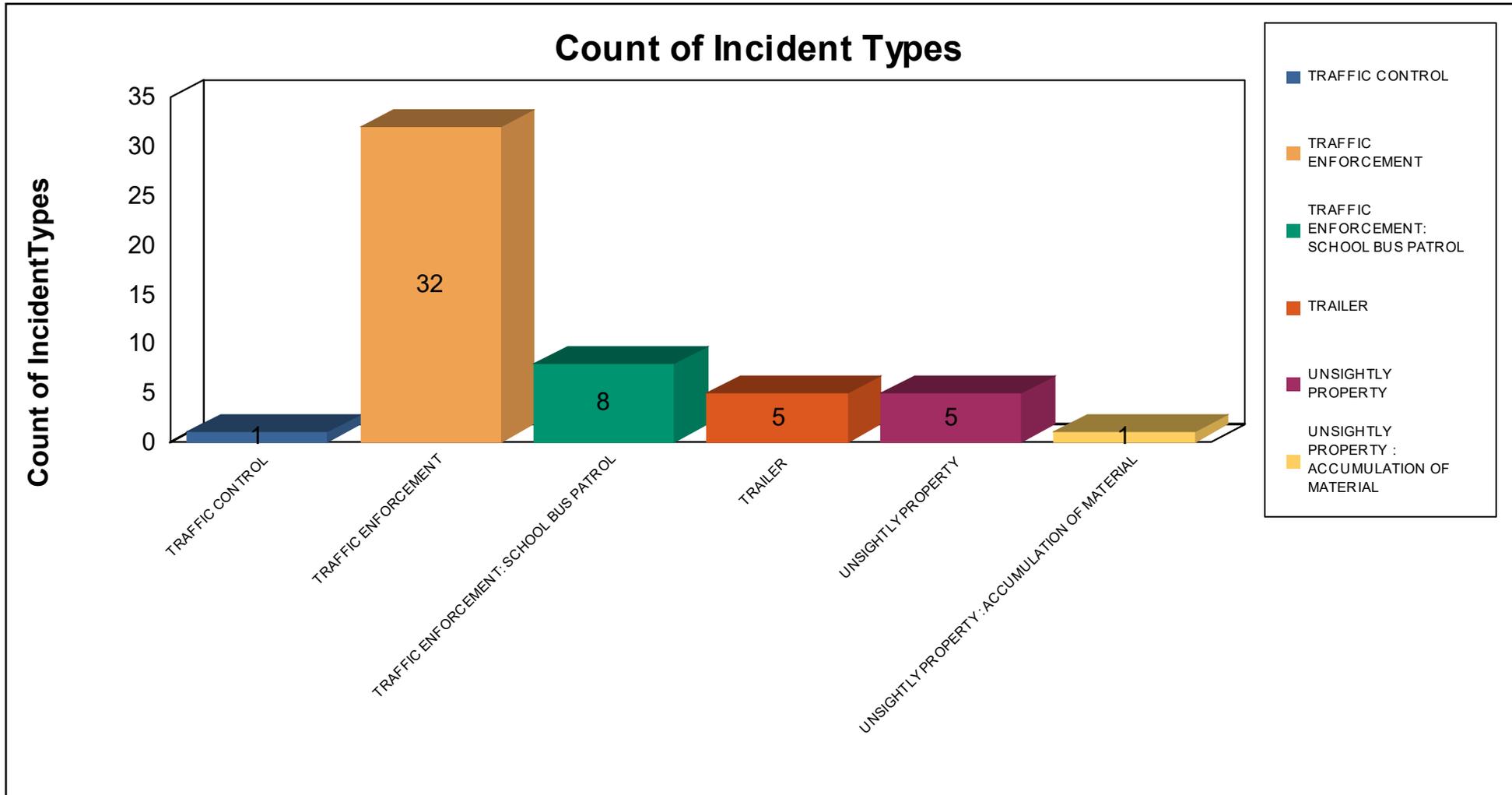
**SELF GENERATED CONTACT / INVESTIGATION: 14 3%**

**SIDEWALK: 1 0%**

**SIGN COMPLAINT / INVESTIGATION: 1 0%**

**STOLEN VEHICLE: 1 0%**

Incident Report



TRAFFIC CONTROL: 1 0%

TRAFFIC ENFORCEMENT: 32 8%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 8 2%

TRAILER: 5 1%

**Incident Report**

**UNSIGHTLY PROPERTY: 5 1%**

**UNSIGHTLY PROPERTY : ACCUMULATION OF MATERIAL: 1 0%**

**Grand Total: 100.00% Total # of Incident Types Reported: 418**

# Town of Bon Accord 2022 Franchise Presentation

Dora L'Heureux  
Stakeholder Relations Manager

**FORTIS**  
ALBERTA

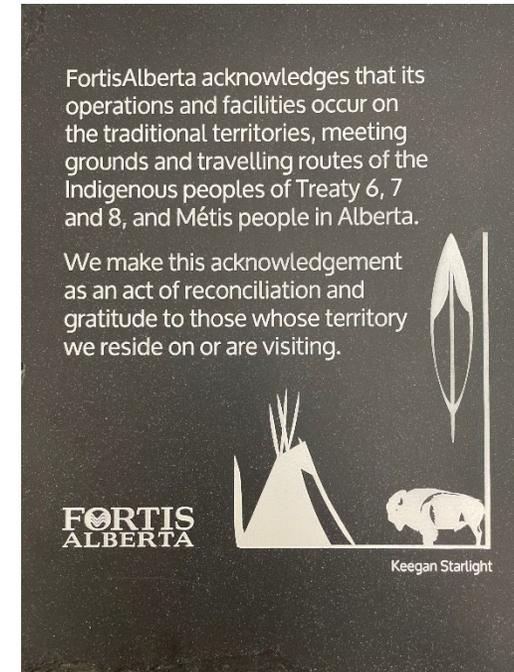
 Town of  
**Bon Accord**  
building for tomorrow

# Acknowledgement of Traditional Land

FortisAlberta acknowledges that its operations and facilities occur on the traditional territories, meeting grounds and travelling routes of the Indigenous Peoples of Treaty 6, 7 and 8, and Métis people in Alberta.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

[FortisAlberta's Indigenous Commitment Statement](#)



# Agenda

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- » Who we are & Where we fit in
- » Safety – Overhead and Underground Contacts
- » Reliability & Outages
- » Historical Information (Site Count, Consumption, Franchise Fees and Linear Tax)
- » Streetlights
- » System & Maintenance Planning
- » Link References

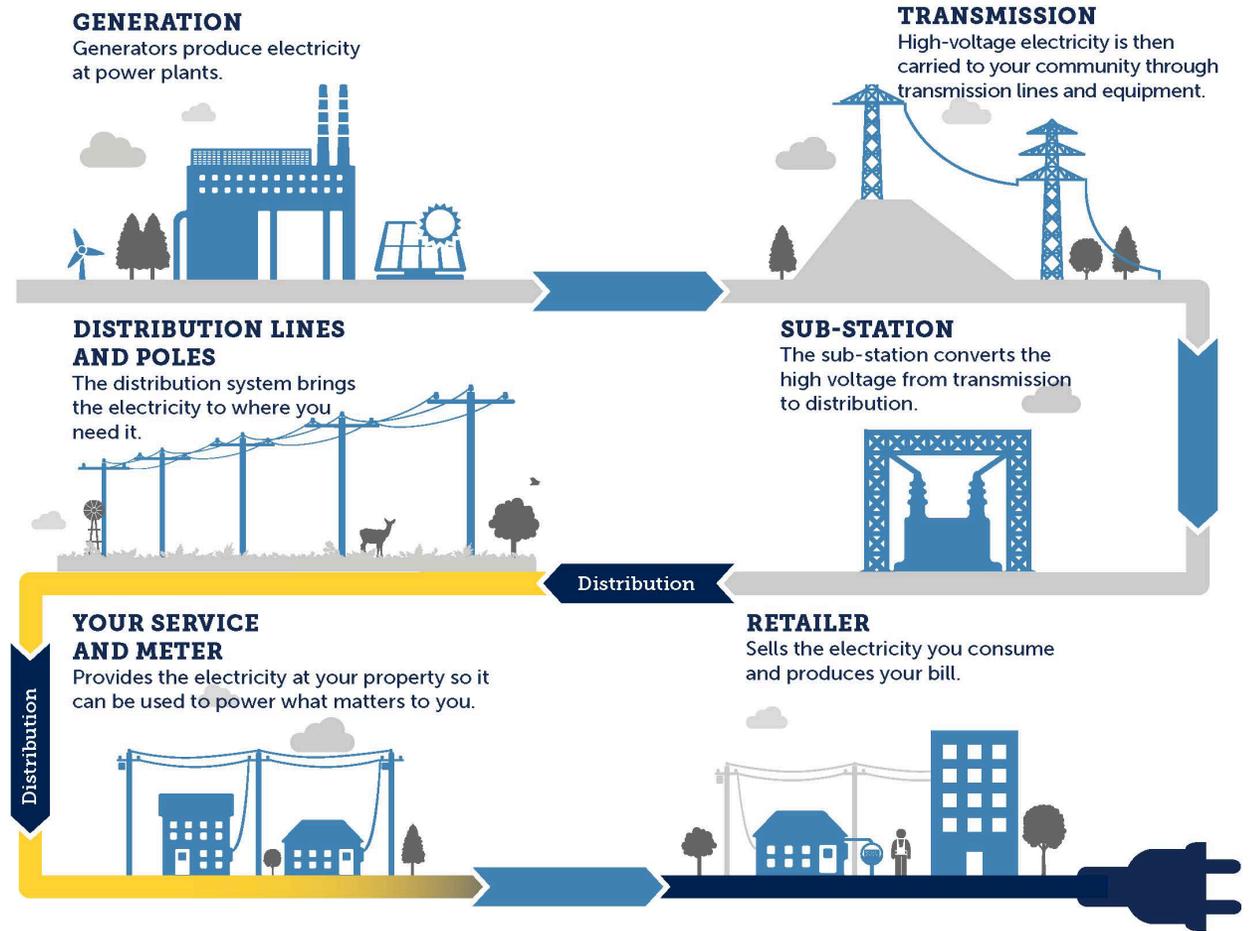
# Who we are

- » More than 1,100 employees who work and live in 240 communities we serve
- » Serving nearly two million Albertans (570,000 sites of which 43 per cent are rural) including 22 Indigenous communities
- » Regulated distribution-only utility
- » Deliver 45 per cent of electricity consumed in Alberta
- » Alberta Top 75 employer (2021 and 2022)
- » Electricity Canada Sustainability Designation
- » Significant annual capital and community investment in Alberta



**FORTIS**  
**ALBERTA**

# Alberta's Electricity System





# Overhead Contacts

Overhead Contacts	2019	2020	2021
Overhead Direct Contact on Conductor	192	237	297
Impact with Facility Causing an Overhead Contact	56	80	80
Contact with Communications Causing an Overhead Contact	0	0	0
<b>Total</b>	<b>248</b>	<b>317</b>	<b>377</b>

Equipment Involved Overhead Contacts	2019	2020	2021
Trackhoe	36	30	25
Large Truck/High Loads	63	54	52
Air Seeders/Sprayers	9	14	20
Crane Truck	2	5	6
Backhoe	5	8	9
Trees felled by humans	22	29	22
Airplane	2	2	5
Others	109	175	238
<b>Total</b>	<b>248</b>	<b>317</b>	<b>377</b>

# Underground Contacts

<b>Underground Contacts</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Underground Direct Contact on Conductor	91	96	149
Impact with Facility Causing an Underground Contact	26	19	13
<b>Total</b>	<b>117</b>	<b>115</b>	<b>162</b>

<b>Equipment Involved Underground Contact</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Backhoe	16	19	19
Trackhoe	14	14	19
Power Auger	8	3	4
Directional Drill	12	9	8
Others	67	70	112
<b>Total</b>	<b>117</b>	<b>115</b>	<b>162</b>

# Reliability Results

The SADI & SAIFI stats below are for the lines feeding the Town of Bon Accord over the last 3 years.

YEAR	SAIDI	SAIFI
2021	5.47	2.76
2020	0.96	3.29
2019	1.29	1.11

$$\text{SAIDI (System Average Interruption Duration Index)} = \frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$$

$$\text{SAIFI (System Average Interruption Frequency Index)} = \frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$$

	2019		2020		2021	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
FortisAlberta Average	1.88	1.23	1.82	1.20	2.42	1.42
Canadian Average	5.01	2.38	5.49	2.44	4.50	2.28

The Canadian and FortisAlberta Inc. Averages include significant events (i.e., hurricanes, floods, ice storms etc.)



# Outage Detail for the line feeding the town

Cause	Outage Date ▼	Customer Hours	Customer Interruptions
Equipment Failure	5/7/2021	2830	631
Foreign Interference	10/1/2021	116	32
	7/2/2021	749	568
Loss of Supply	7/7/2019	766	631
Tree Contacts	12/19/2020	183	40

# Street Light Outages

## Total Number of Reported Street Light Outages from January 1 – December 31, 2021

Total # of Street Light Repairs Reported	Total # of Street Light Repairs Met SLA	Total # of Street Light Repairs Missed SLA
5	5	0

### Street Light Penalties

Municipal Franchise Agreement - Schedule C – Section 1b:

#### “Lights- out”

The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks.

- If the reported light is not replaced or repaired within two (2) weeks, the company will provide a two (2) month credit to the Municipality based on the rate in Distribution Tariff for the failed lights.
- Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced.

The Company agrees to use good faith commercially reasonable efforts to replace or repair:

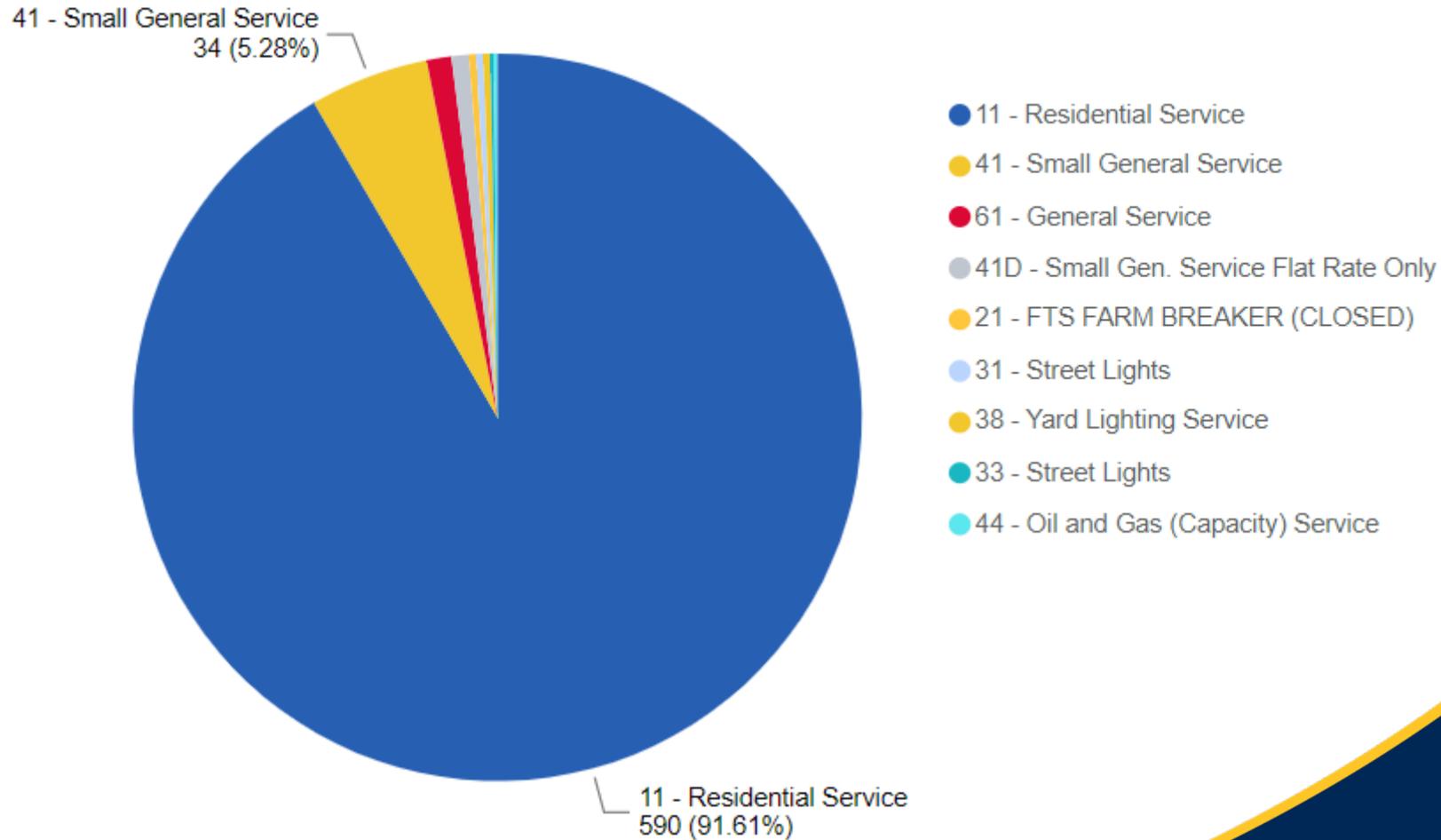
- Failed streetlights at critical locations; or
- Failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical streetlights will be agreed to by both Parties.

# Street Light Inventory

Rate Code	Description	Site ID	Quantity
3114	100 HPS CONNECT/UNMTRD INVEST	0040100078113	8
3180	100 LED EQ CONNECT/UNMTRD INVE	0040100078113	167
3182	150 LED EQ CONNECT/UNMTRD INVE	0040100078113	17
3110	70 HPS CONNECT/UNMTRD INVEST	0040100078113	6
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040100078113	4
<b>Total</b>			<b>202</b>

This inventory is as of December 31, 2021

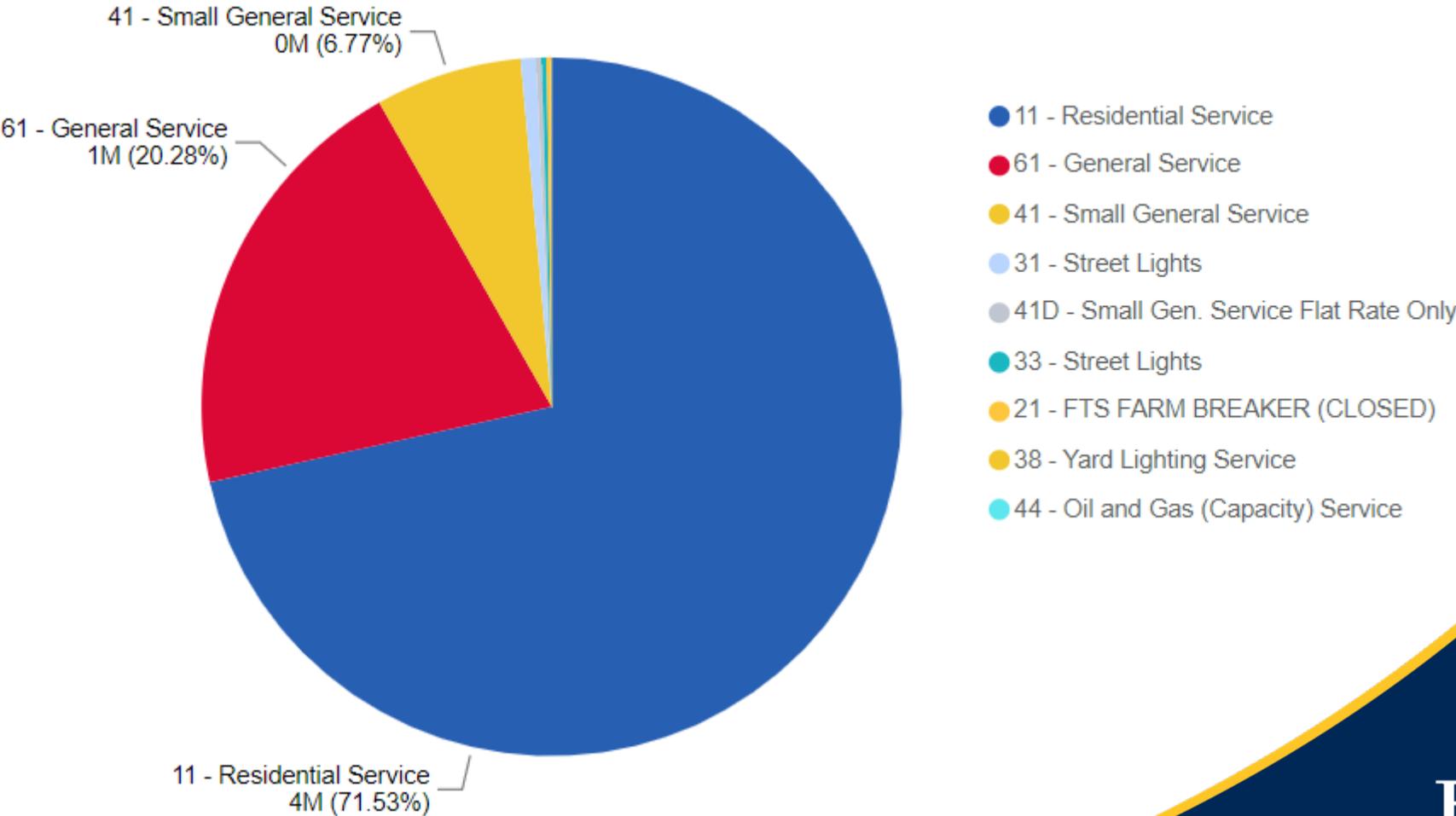
# Site Count



# Site Count 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	587	589	590
21 - FTS FARM BREAKER (CLOSED)	2	2	2
31 - Street Lights	2	2	2
33 - Street Lights	1	1	1
38 - Yard Lighting Service	3	3	2
41 - Small General Service	38	37	34
41D - Small Gen. Service Flat Rate Only	5	5	5
44 - Oil and Gas (Capacity) Service	1	1	1
61 - General Service	8	7	7
<b>Total</b>	<b>647</b>	<b>647</b>	<b>644</b>

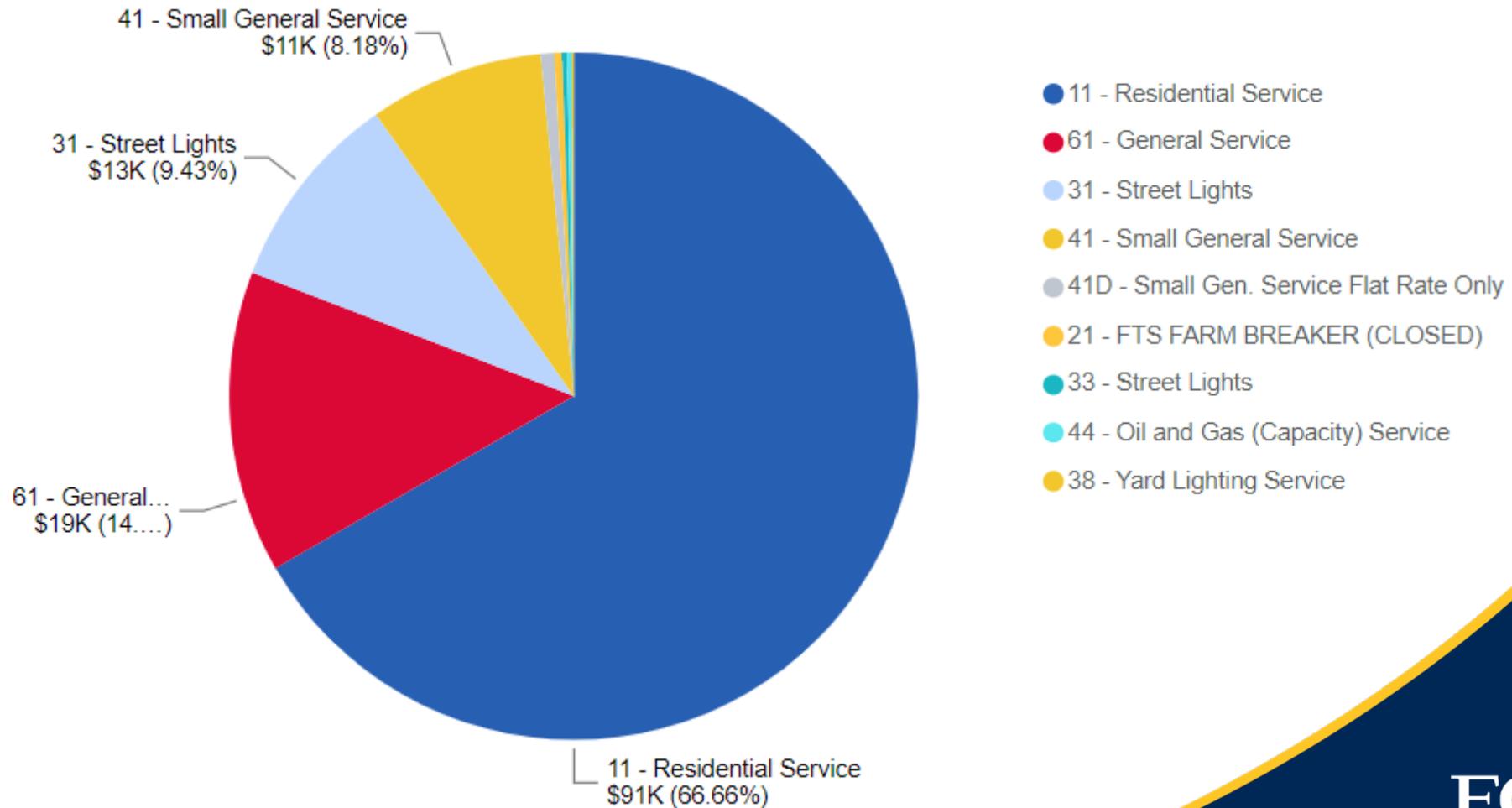
# Historical Consumption kWh



# Historical Consumption kWh 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	3,934,418	4,104,321	4,184,274
21 - FTS FARM BREAKER (CLOSED)	9,780	9,376	10,086
31 - Street Lights	64,176	41,921	41,248
33 - Street Lights	10,621	14,149	13,338
38 - Yard Lighting Service	6,992	4,939	2,875
41 - Small General Service	494,040	390,839	396,319
41D - Small Gen. Service Flat Rate Only	15,219	15,260	15,219
44 - Oil and Gas (Capacity) Service	673	455	237
61 - General Service	1,430,114	1,270,734	1,186,294
<b>Total</b>	<b>5,966,033</b>	<b>5,851,994</b>	<b>5,849,890</b>

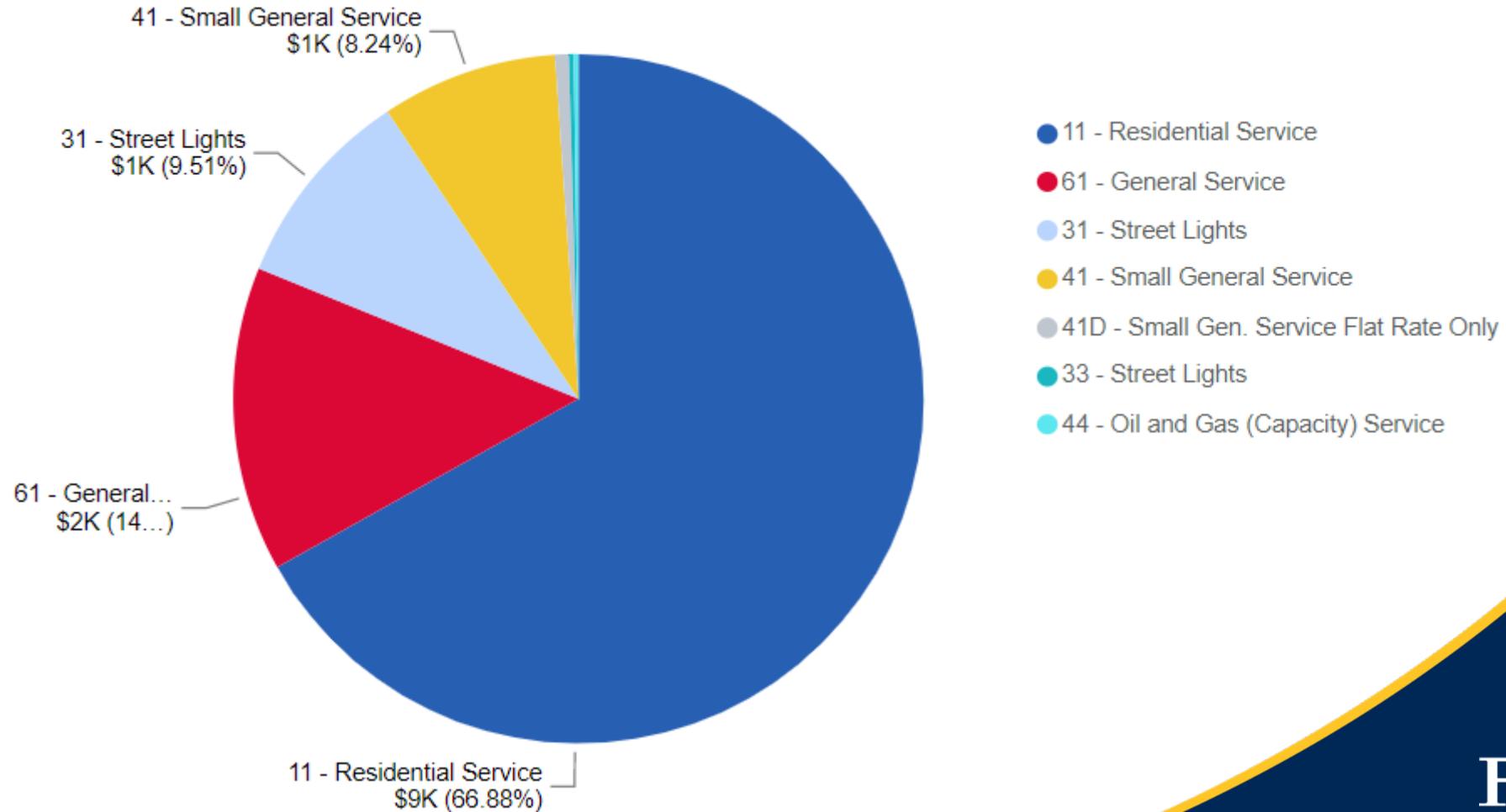
# Franchise Fees



# Franchise Fees 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	\$83,422	\$86,387	\$90,870
21 - FTS FARM BREAKER (CLOSED)	\$454	\$475	\$498
31 - Street Lights	\$12,151	\$12,643	\$12,849
33 - Street Lights	\$262	\$287	\$304
38 - Yard Lighting Service	\$426	\$253	\$132
41 - Small General Service	\$12,284	\$10,899	\$11,154
41D - Small Gen. Service Flat Rate Only	\$811	\$825	\$871
44 - Oil and Gas (Capacity) Service	\$267	\$274	\$295
61 - General Service	\$19,798	\$18,207	\$19,354
<b>Total</b>	<b>\$129,875</b>	<b>\$130,252</b>	<b>\$136,328</b>

# Linear Tax



# Linear Tax 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	\$12,223	\$10,116	\$9,235
31 - Street Lights	\$1,745	\$1,453	\$1,313
33 - Street Lights	\$38	\$33	\$31
41 - Small General Service	\$1,782	\$1,270	\$1,138
41D - Small Gen. Service Flat Rate Only	\$117	\$95	\$89
44 - Oil and Gas (Capacity) Service	\$39	\$32	\$30
61 - General Service	\$2,891	\$2,117	\$1,972
<b>Total</b>	<b>\$18,834</b>	<b>\$15,116</b>	<b>\$13,809</b>

# Linear Tax

**Linear Tax by Rate Class** – the A-1 Municipal Assessment Rider is the collection of taxes assessed to FortisAlberta by each municipality for its distribution facilities (poles, wires, and transformers) within their boundaries, which is administered in accordance with the Municipal Government Act. FortisAlberta’s distribution facilities are classified as “regulated property” within the Alberta taxation model and fall into the “linear property” category. The A-1 Municipal Assessment Rider is commonly referred to as “linear taxes”. The linear taxes are determined by a taxation authority working on behalf of the municipality.

**Linear Taxes** (why was there a fluctuation in revenues)? See calculation information below:

Basically, it’s based on the info provided regarding tax and revenue amounts. Tax and revenue amounts had varied from year to year and may involve under- or over-collection from the previous year.

## Calculation

The A-1 Municipal Assessment Rider is calculated annually based on updated tax and revenue amounts. Any under- or over-collection from the previous year would be included as an adjustment to the current year’s calculation. This rider is calculated as a percentage of the distribution component of the tariff.

# Maintenance Activities

FortisAlberta spent over \$108M in capital maintenance activities in 2021 and has forecasted to spend over \$90M\* for 2022. \* this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Bon Accord	191S-338LN	2022	2023	2022
Town of Bon Accord	191S-460L	2024	2025	2022

# System Planning

Municipality	Feeder	Planned Projects/Upgrades & details for 2022/2023	Back-up Guidelines	Transmission Project	Neutral/Line Loss Project	Transformer Size (or Substation Limiting Element)	2031 Estimated Transformer Capacity remaining by substation (MVA)	2031 Estimated Capacity Remaining by Feeders (MVA)*
Town of Bon Accord	191S-338LN	For the 2022/2023 year there are no planned projects to increase backup capability to the system.	Based on the current backup guidelines for the system under peak system conditions, full-service restoration requires the use of a mobile substation.	N/A	Connect the Bon Accord urban area multi-grounded neutral to 191S in 2022	25.0	6.13	4.43

All Capacity values are based on a 10-year planning horizon and terminal ampacity. Distance, voltage, local thermal capacity, etc. must be determined through individual load application studies. Capacity available is the lower of the transformer feeder capacity values. Capacity values include small aggregate load growth as well as secured forecasted growth.

\*Feeder Capacity is based on a 10-year planning horizon and 13 MVA feeder loading – temporary loading >13 MVA may be available.

Required Capacity Increases are planned and constructed when required  
All Municipalities will be notified of any construction within their boundaries.

For current up to date capacity planning information please contact your Stakeholder Relations Manager.

# Link References

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[FortisAlberta Website](#)

[Check Project Status](#)

[Community Investment](#)

[Grants](#)

[Hosting Capacity](#)

[Indigenous Engagement](#)

[Meters](#)

[Outage Map](#)

[Rates & Billing](#)

[Street Light Repair Map](#)

[Street Light Updates](#)



**Thank you.**

## News | Projects | Events

### News

- Drop-in pickleball returned January 10 – Tuesdays, 6:30-8:00 p.m. Thank-you to Lillian Schick School and to the volunteer program host for making this community recreation program possible.

### Projects

- Arena ice plant project continues to progress on schedule. Six organizations attended a pre-tender site visit and tour on January 10. This was mandatory for those wishing to submit a bid for the project.
- The Town received notification that our application to the 2022 Alberta Blue Cross Built Together Funding for the replacement of the center set equipment at the Skateboard Park was not successful. This is a very competitive grant program with only five recipients selected for funding in 2023. Thank you to our staff for their work on the grant application and to the community volunteers and community organizations that supported our efforts.

### Events

- Home Alone – Thursday, February 9, 9:30-2:00 p.m.
- Babysitting Course – Friday, February 10, 9:30-3:30 p.m.
- Family Day – Monday, February 20, 11:00-3:00 p.m. (tentative time)
- Pink Shirt Day- Wednesday, February 22, 2023 (Anti-Bullying Initiative)
- Town Office Closure – Monday, January 16<sup>th</sup> from 9:30 – 2 pm  
Planned power outage for infrastructure upgrades to support EV Charging Stations.

### Key Meetings

- Pre-tender contractor site visit at arena – January 10
- Sturgeon Public Schools Joint Use Committee Meeting – January 11
- North Central Emergency Social Services (ESS) – January 12
- Meeting in Bon Accord with the SREMP Emergency Management Coordinator— Jan 09
- Meeting with St. Albert Recreation Department—January 05

### Conferences and Training

- Monthly safety topics and safe work practices to be reviewed for all work sites effective December 2022.

## Department Highlights

### Administration | Town Manager

- Met with the City of St. Albert regarding possible ICF agreement for recreation and potential partnership opportunities.
- Working with department staff to implement new and proactive approaches to working with bylaw services to address snow removal on sidewalks complaints.
- Supporting staff with the revision of policies, new policy development and the update to the Procedural Bylaw based on changes to the Municipal Government Act and the recent education session with a certified Parliamentarian.
- Working with the Sturgeon School Division to develop a new Joint Use and Planning Agreement (JUPA) as required by the Municipal Government Act.

### Community Services

- Continue to work with user groups to ensure ice is booked as much as possible and wait lists are utilized to fill any open ice time.
- Asbestos testing was completed at the arena as part of the new asset retirement obligations required of all municipalities and in preparation for the renovations to place in 2023.
- Working on the development of the Arena Operational Policy which will come to Council at the February meeting for consideration.

### Corporate Services

- A 15% penalty was applied to all outstanding taxes as of December 31, 2022. The Town collected \$7,499 in penalty revenue.
- Assessments for use to determine the 2023 municipal tax levies should be received by February 28<sup>th</sup>.
- Audit scheduled for February 2023; We have been working on year end entries and associated documents and tasks in preparation.
- Training is going well and is on-going for our new Administration and Community Services Assistant.
- Working on a water meter testing procedure as well as communication to residents about water leaks – potential ways to identify and mitigate.
- ACFA application for the debenture for the Arena – Capital project is due January 31<sup>st</sup>, working on this submission.

## Department Highlights

### Planning | Economic Development | Bylaw

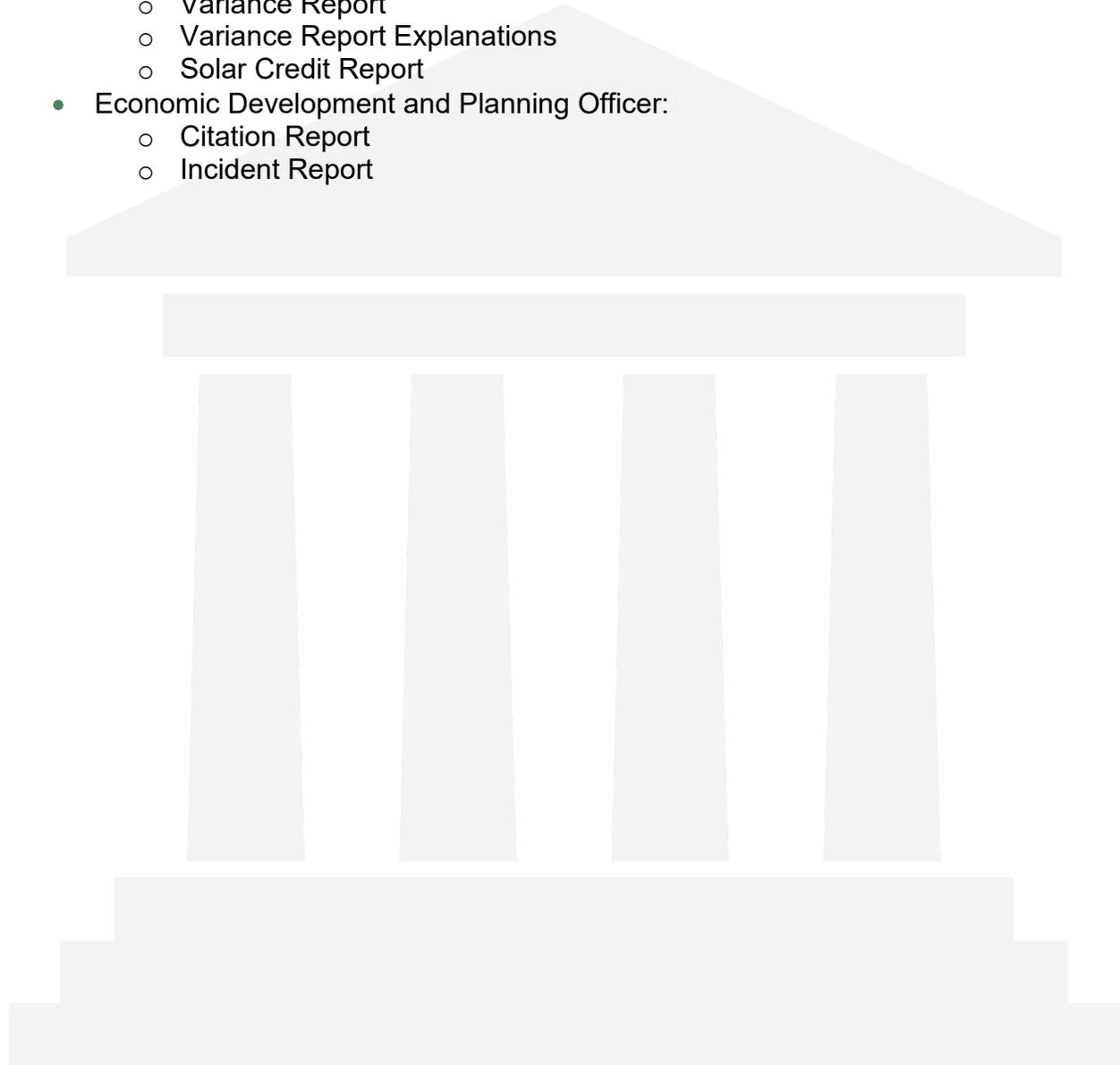
- Working on finalizing the New Business Welcoming Policy for Council approval.
- Addressed the following complaints:
  - 1 snow clearing – parked cars
  - 1 animal control – dog barking
  - 2 residential sidewalk snow clearing
- Contacted 8 residents regarding the 4-day (96 hours) requirement to clear snow from sidewalks as per the Town's Community Standards Bylaw.
- Safe Sidewalk initiative: working on developing a proactive public information campaign to encourage residential snow clearing on sidewalks.
- Working on Bylaw Services Presentation for Council Briefing Jan. 25.
- Ordered Town of Bon Accord promotional items (pens and coffee mugs) for Town events or visitors.
- Assisted with training new front desk staff.
- Completed proactive monitoring drive throughs of the community to assist with bylaw enforcement.
- Communicated no parking zones for snow removal to bylaw services to assist with snow removal operations.
- Began working on plans for revitalizing the Dark Sky promotional activities
- Working on the Go East annual publication advertisement and information about the Town to be included in this publication.
- Working on gathering quotes for land surveys required to locate property lines for utility improvements.
- Requested quotes from two companies to work on revitalizing the Town's logo.

### Operations | Public Works

- A pop-up section has been added to the Town website regarding snow removal schedules and updates. Snow removal "no parking" signs have been placed at the entrances of snow removal zones. Bylaw services notified of no parking zones in advance. Thank-you to residents that moved their vehicles for snow removal.
- Staff have been dealing with equipment maintenance issues in early January. These have been resolved and snow removal schedules were not impacted.
- Working on public communications regarding removal of snow curbs and/or other objects that may impede snow removal or cause damage to Town equipment.
- A casual support staff hired in late 2022 was brought in for training and is now assisting with hauling snow and other snow removal operations as needed.
- Working with the Town Manager to review the new Winter Maintenance Policy for presentation to Council in early February.

## Attachments

- Town Manager:
  - Action List
  - Letter to Minister Copping re: Ambulance Crisis
- Corporate Services Manager:
  - Variance Report
  - Variance Report Explanations
  - Solar Credit Report
- Economic Development and Planning Officer:
  - Citation Report
  - Incident Report



# Town Manager Action List

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**Date:** January 17<sup>th</sup>, 2023  
**Reporting Period:** December 21<sup>st</sup>, 2022 – January 17<sup>th</sup>, 2023  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran's Memorial Park Committee Volunteer Appointments	February 2023
Update to New Business Welcome Policy	February 2023
Citizens on Patrol Funding	COP funding to be returned Forwarded contact information for Legal COP to local volunteer
Dark Sky Revitalization Plan	February 2023
Town Manager to initiate negotiations with Sturgeon County (Arena Upgrades)	Letter to be drafted
Helinga Development	Communicated as directed Land survey scheduled
Alberta Capital Region Wastewater Commission	Administration to bring back additional information in 2023
Administration to create a timeline for playground maintenance for a special meeting or workshop on the Town's Playgrounds in spring 2023.	Scheduled for April or May 2023
Communities in Bloom Project at the Cemetery	Location confirmed/installation next spring (install concrete base)

OHV Vehicle Survey Question	Future Survey
School Division Communication	January 17th, 2023, RCM Agenda
Intermunicipal MOU Clarification of Costs	January 17 <sup>th</sup> , 2023, RCM Agenda
Repair or replacement of Town Christmas Tree	2023

#### **OTHER PROJECTS:**

- Procedural Bylaw Update
- Municipal Development Plan Update
- New Fees and Charges Bylaw
- Arena Operational Policy
- New Winter Maintenance Policy
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)

#### **ACTION ITEM LIST: COMPLETED**

- Arena Ice Plant Borrowing Bylaw Complete/RFP process underway
- Town promotional items (pens and coffee mugs) have been ordered
- Chris Giles and Carole MacKay notified of appointment to the Community Services Advisory Board
- Council Remuneration Policy updated to reflect COLA increase
- Christmas Lights were added to the east entrance highway sign as directed
- Brownlee's Emerging Trends Seminar: Registrations completed for Councillor May (virtual attendance), Deputy Mayor Bidney (in-person), and Mayor Holden (in-person).
- Letter to Minister Copping in support of rural ambulance service sent (see attached).

January 12<sup>th</sup>, 2023

The Honourable Jason Copping  
Minister of Health  
204, 10800 – 97 Avenue  
Edmonton, AB T5K 2B6

VIA EMAIL [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

**Re: Ambulance Crisis**

Dear Minister Copping:

At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,

Mayor Brian Holden  
Town of Bon Accord

cc: Premier Danielle Smith  
Rachel Notley, Leader of the Opposition  
Alberta Municipalities  
Dale Nally, MLA – Morinville-St. Albert  
Pat Mahoney, Fire Chief – Town of Bon Accord



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2022  
 Reporting period: up to December 31, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,289,240	2,269,433	19,807	304,535	406,494	- 101,959	1,984,705	1,862,939	121,766	7%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,289,240.00</b>	<b>\$ 2,269,433.00</b>	<b>\$ 19,807.00</b>	<b>\$ 304,535.00</b>	<b>\$ 406,494.00</b>	<b>-\$ 101,959.00</b>	<b>\$ 1,984,705</b>	<b>\$ 1,862,939</b>	<b>\$ 121,766</b>	<b>7%</b>
Election	-	-	-	1,239	5,500	- 4,261	(1,239)	(5,500)	4,261	77%
Council	-	-	-	102,954	114,369	- 11,415	(102,954)	(114,369)	11,415	10%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,193</b>	<b>\$ 119,869</b>	<b>-\$ 15,676</b>	<b>-\$ 104,193</b>	<b>-\$ 119,869</b>	<b>\$ 15,676</b>	<b>13%</b>
Administration	5,379	4,000	1,379	469,043	498,295	- 29,252	(463,664)	(494,295)	30,631	6%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 5,379</b>	<b>\$ 4,000</b>	<b>\$ 1,379</b>	<b>\$ 469,043</b>	<b>\$ 498,295</b>	<b>-\$ 29,252</b>	<b>-\$ 463,664</b>	<b>-\$ 494,295</b>	<b>\$ 30,631</b>	<b>6%</b>
Fire Services	9,945	9,471	474	44,096	47,007	-2,911	(34,151)	(37,536)	3,385	9%
Emergency Services	3,003	-	3,003	9,499	19,946	-10,447	(6,496)	(19,946)	13,450	67%
Bylaw	50,605	44,719	5,886	41,220	99,739	-58,519	9,385	(55,020)	64,405	117%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 63,553</b>	<b>\$ 54,190</b>	<b>\$ 9,363</b>	<b>\$ 94,815</b>	<b>\$ 166,692</b>	<b>-\$ 71,877</b>	<b>-\$ 31,262</b>	<b>-\$ 112,502</b>	<b>\$ 81,240</b>	<b>72%</b>
Municipal Planning	6,218	9,750	- 3,532	154,610	221,690	- 67,080	(148,392)	(211,940)	63,548	30%
Economic Development	5,850	5,850	-	90,519	112,945	- 22,426	(84,669)	(107,095)	22,426	21%
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 12,068</b>	<b>\$ 15,600</b>	<b>-\$ 3,532</b>	<b>\$ 245,129</b>	<b>\$ 334,635</b>	<b>-\$ 89,506</b>	<b>-\$ 233,061</b>	<b>-\$ 319,035</b>	<b>\$ 85,974</b>	<b>27%</b>
Public Works - Roads	9,412	9,964	- 552	353,546	433,157	- 79,611	(344,134)	(423,193)	79,059	19%
Storm Sewer & Drain	-	-	-	39,321	34,986	4,335	(39,321)	(34,986)	(4,335)	12%
Water	557,849	513,294	44,555	461,495	562,380	-100,885	96,354	(49,086)	145,440	296%
Sewer	339,026	319,805	19,221	285,240	354,044	-68,804	53,786	(34,239)	88,025	257%
Garbage	87,990	91,822	- 3,832	110,654	115,779	-5,125	(22,664)	(23,957)	1,293	5%
Cemetery	14,650	7,000	7,650	11,252	9,114	2,138	3,398	(2,114)	5,512	261%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,008,927</b>	<b>\$ 941,885</b>	<b>\$ 67,042</b>	<b>\$ 1,261,508</b>	<b>\$ 1,509,460</b>	<b>-\$ 247,952</b>	<b>-\$ 252,581</b>	<b>-\$ 567,575</b>	<b>\$ 314,994</b>	<b>55%</b>
FCSS	45,649	43,481	2,168	62,517	60,183	2,334	(16,868)	(16,702)	(166)	1%
<b>TOTAL FCSS</b>	<b>\$ 45,649</b>	<b>\$ 43,481</b>	<b>\$ 2,168</b>	<b>\$ 62,517</b>	<b>\$ 60,183</b>	<b>\$ 2,334</b>	<b>-\$ 16,868</b>	<b>-\$ 16,702</b>	<b>-\$ 166</b>	<b>1%</b>
Parks	83,976	77,255	6,721	105,697	138,649	- 32,952	(21,721)	(61,394)	39,673	65%
Arena	180,719	215,587	- 34,868	238,549	274,795	- 36,246	(57,830)	(59,208)	1,378	2%
Recreation	173,861	174,450	- 589	198,571	229,263	- 30,692	(24,710)	(54,813)	30,103	55%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 438,556</b>	<b>\$ 467,292</b>	<b>-\$ 28,736</b>	<b>\$ 542,817</b>	<b>\$ 642,707</b>	<b>-\$ 99,890</b>	<b>-\$ 104,261</b>	<b>-\$ 175,415</b>	<b>\$ 71,154</b>	<b>41%</b>
Library	-	-	-	54,168	57,546	- 3,378	(54,168)	(57,546)	3,378	6%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,168</b>	<b>\$ 57,546</b>	<b>-\$ 3,378</b>	<b>-\$ 54,168</b>	<b>-\$ 57,546</b>	<b>\$ 3,378</b>	<b>6%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,574,132</b>	<b>\$ 1,526,448</b>	<b>\$ 47,684</b>	<b>\$ 2,834,190</b>	<b>\$ 3,389,387</b>	<b>-\$ 555,197</b>	<b>-\$ 1,260,058</b>	<b>-\$ 1,862,939</b>	<b>\$ 602,881</b>	<b>32%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,863,372</b>	<b>\$ 3,795,881</b>	<b>\$ 67,491</b>	<b>\$ 3,138,725</b>	<b>\$ 3,795,881</b>	<b>-\$ 657,156</b>	<b>\$ 724,647</b>	<b>\$ 0</b>	<b>\$ 724,647</b>	

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

The reporting period for this variance report includes revenues and expenses up to December 31, 2022. Please note that due to year end, entries may be outstanding and will affect the final numbers.

### MUNICIPAL

At the time of preparing the tax bylaw for 2022, the ASFF requisition was expected to be higher than budgeted, while the Homeland Housing requisition was anticipated to be lower, affecting the actuals versus budget. Return on investments (interest received from the bank) is over budget by \$48,000. The last ASFF withdrawal occurred in December and is still to be recorded with the year end entries, and is expected to be slightly under budget by \$10,000. Franchise fees are expected to be slightly under budget by approximately \$13,000 with December fees received in January to be recorded with year end entries.

### COUNCIL & ELECTION

Council is projected to be on par or slightly under budget overall, with some expenses for year-end still forthcoming (i.e. Christmas party and supplies). Election is under budget due to Town staff running the by-election.

### ADMINISTRATION

The administration department is projected to remain under budget for the year. Legal fees are over budget by \$3,925. Assessments are over budget by \$1,702 due to an increase in permits and associated costs from CRASC.

### PROTECTIVE SERVICES

The SREMP invoice was received at the beginning of January for \$5,325 and the budget was \$5,747; this will be entered for 2022. The Town also received surplus revenue from SREMP of \$3,300, and the budgeted \$3,500 for Covid related expenses was not spent. The RCMP Police funding invoice will be accrued for 2022 as the invoice is not received until Spring 2023. Fire services is under budget, mainly due to the fire hall revenue being \$474 over budget (from a higher CPI rate), the telephone budget being under budget due to a contract renewal, and a higher credit of \$2,000 received from the solar power allocation.

### PLANNING & DEVELOPMENT

Planning: Revenue is under budget for permits and business licenses, receiving less than expected. Costs for the MDP review of approx. \$25,000 will be accrued for 2022 – this project began in 2022 but is not yet completed. Advertising is under budget by \$3,480 and legal is over budget by \$11,624 due to increased legal fees from development and dog-related bylaw situations. Debenture payments are under budget as the debenture for the electronic sign was completed in June. Planning overall is under budget.

Development: Development revenue is from the trade partnership with Mix 107.9, with this revenue being offset by a matching expense. Memberships and registrations are under budget by \$13,855 and a development Plan/Strategy is ongoing, so the \$3,500 expense was unspent for 2022. The solar power credit was \$2,300 higher than anticipated.

## PUBLIC WORKS

Roads: The MSI Operating Grant allocation was \$248 higher than expected, while sales of goods and services are lower than budget. Fuel expenses are still forthcoming from year end. Contracted services and snow removal are under budget. Power is underbudget due to a higher than expected solar credit.

Storm Water: Over budget by \$4,336 due to an allocation of sidewalk repairs related to storm/sewer.

Water: Water sales are over budget by \$20,272; actual consumption was 86,318 m<sup>3</sup> for the year versus the budgeted consumption of 80,146 m<sup>3</sup>. 2021 consumption was 81,858 m<sup>3</sup>. Bulk water sales are \$24,244 over budget. Actual consumption for 2022 was 34,486 m<sup>3</sup> versus a budget of 29,266 m<sup>3</sup>. Contracted services and supplies are underbudget due to no major water leaks. Power is under budget by \$18,312 due to a higher than expected solar credit.

Sewer: Sales are over budget by \$18,757 due to the higher than budgeted consumption. Contracted services and supplies are under budget due to no major sewer issues.

Garbage: Sales are \$3,388 under budget due to less than expected landfill usage. Garbage contracted services is expected to be \$10,600 over budget due to the fuel surcharge for the 2022 year. The last garbage invoice has yet to be entered for December. It was received beginning of January.

Cemetery: Sales are over budget by \$7,650, while contracted services is also over budget due to the insurance claim (headstone).

Parks: Parks is under budget mainly due to hiring a summer staff versus a contract seasonal staff. Contracted services and supplies are under budget.

## COMMUNITY SERVICES

FCSS: As a department, FCSS is \$165 over budget. Revenue is \$2,135 over budget due to summer program fees while contracted services are over budget by \$1,636. Salaries and wages are over budget due to the allocation – originally the Administration and Community Services position had no allocation under FCSS, however this position does applicable work for the department, therefore an allocation was accounted for in FCSS.

Recreation: Salaries and wages are under budget due to the above mentioned allocation to FCSS. Contracted services and supplies are under budget and the donation to CNN (Resolution #22-114 & #22-115) for the scoreboard and changerooms will need to be accrued for 2022, a total of \$3,500.

Arena: Sales are under budget by \$35,819. The Covid expense related budget is under budget by \$7,314. Power is also under budget due to a higher than expected solar credit.

**Town of Bon Accord**

Solar Credit Energy Savings

year ending December 31, 2022 compared to year ending December 31, 2021

TIME PERIOD	VOLUME (kWh)	VOLUME (kWh)	VOLUME (kWh)	ENERGY (\$)	ENERGY (\$)	ENERGY (\$)	DELIVERY (\$)	DELIVERY (\$)	DELIVERY (\$)	TOTAL (\$)	TOTAL (\$)	TOTAL (\$)	TOTAL
Month	2022	2021	Variance (kWh)	2022	2021	Variance (\$)	2022	2021	Variance (\$)	2022	2021	Variance (\$)	Variance (%)
JANUARY	6310.92	5588.70	722.22	-2045.56	-787.52	-1258.04	292.67	358.81	-66.14	-1840.54	-450.15	-1390.39	309
FEBRUARY	6713.08	5398.80	1314.28	-590.75	-1249.02	658.27	407.91	366.98	40.93	-191.98	-926.14	734.16	-79
MARCH	6272.73	6922.26	-649.53	-3512.22	-3013.38	-498.84	449.3	370.82	78.48	-3216.07	-2774.69	-441.38	16
APRIL	4454.72	3665.26	789.46	-5729.53	-5712.17	-17.36	392.47	364.62	27.85	-5603.91	-5614.93	11.01	0
MAY	3274.51	3137.04	137.47	-9546.92	-10283.86	736.94	402.78	355.9	46.88	-9601.35	-10424.36	823.01	-8
JUNE	1510.51	1715.35	-204.84	-13474.00	-11550.44	-1923.56	363.77	317.29	46.48	-13765.74	-11794.81	-1970.94	17
JULY	989.48	1342.99	-353.50	-16223.00	-21869.65	5646.65	309.18	279.03	30.15	-16709.51	-22670.15	5960.64	-26
AUGUST	1205.33	1263.36	-58.03	-19181.30	-22032.80	2851.50	214.44	279.63	-65.19	-19912.70	-22840.83	2928.12	-13
SEPTEMBER	1660.48	1648.85	11.64	-43380.00	-12266.91	-31113.09	234.25	262.26	-28.01	-45300.54	-12604.88	-32695.66	259
OCTOBER	1663.40	2344.33	-680.94	-31717.14	-9340.95	-22376.19	220.14	267.33	-47.19	-33069.35	-9527.30	-23542.05	247
NOVEMBER	2577.64	3138.79	-561.16	-9434.51	-6992.73	-2441.78	210.68	272.91	-62.23	-9682.52	-7055.82	-2626.70	37
DECEMBER	5069.08	4554.59	514.48	-1587.70	-3695.29	2107.59	260.29	290.72	-30.43	-1391.28	-3574.80	2183.52	-61
<b>Totals</b>	<b>41701.87</b>	<b>40720.31</b>	<b>981.56</b>	<b>-\$ 156,422.63</b>	<b>-\$ 108,794.72</b>	<b>-\$ 47,627.91</b>	<b>\$ 3,757.88</b>	<b>\$ 3,786.30</b>	<b>-\$ 28.42</b>	<b>-\$ 160,285.48</b>	<b>-\$ 110,258.84</b>	<b>-\$ 50,026.65</b>	<b>45</b>

\*\* totals include GST

This report shows the solar credit site only. Overall, energy credits received for 2022 were \$47,628 higher than those received in 2021.

**Sturgeon County**

BON ACCORD CITATION REPORT 2022 Statistics from: 12/1/2022 12:00:00AM to 12/31/2022 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BAT S.3 PARK OVER 72 HRS): 1  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.20(2) FAIL TO MAKE APPLICATION TO UPDATE DL AFTER 14 DAYS): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 3  
Total Mandatory Appearances: 0

Total Citations of (TSA S.76(1)(A) ABANDON MV ON HIWAY): 4  
Total Mandatory Appearances: 0

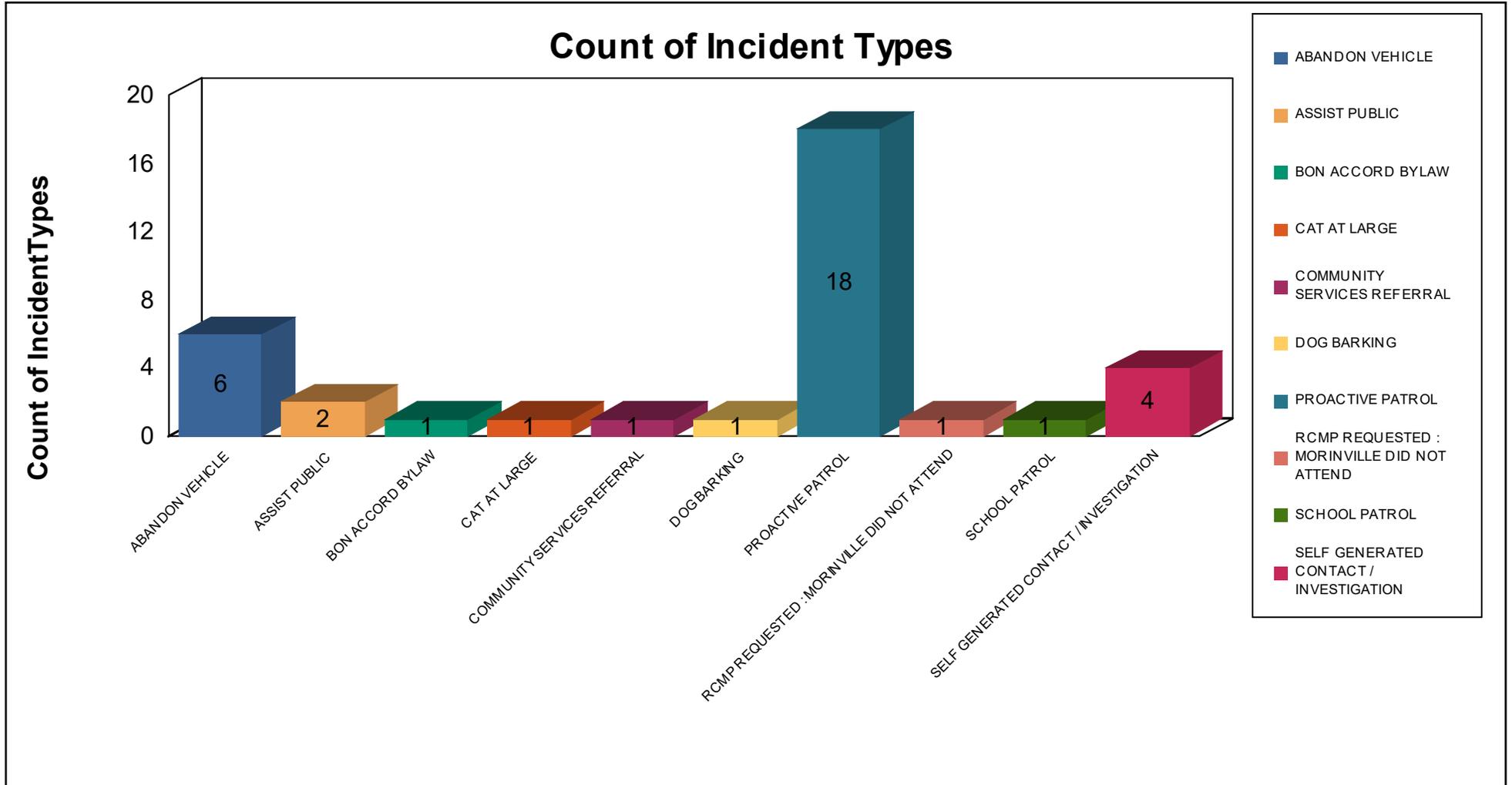
**Grand Total**

Total Number of Citations Reported: 11  
Total Fine Amounts Reported: \$624.00  
Total Money Collected:  
Total Money Still Due: \$624.00  
Total Mandatory Appearances: 0

# Sturgeon County

BON ACCORD INCIDENT COUNT DECEMBER 2022 Statistics from Occurred Date: 12/1/2022 12:00:00AM to 12/31/2022 11:59:00PM

## Incident Report



ABANDON VEHICLE: 6 15%

**Incident Report**

**ASSIST PUBLIC: 2 5%**

**BON ACCORD BYLAW: 1 3%**

**CAT AT LARGE: 1 3%**

**COMMUNITY SERVICES REFERRAL: 1 3%**

**DOG BARKING: 1 3%**

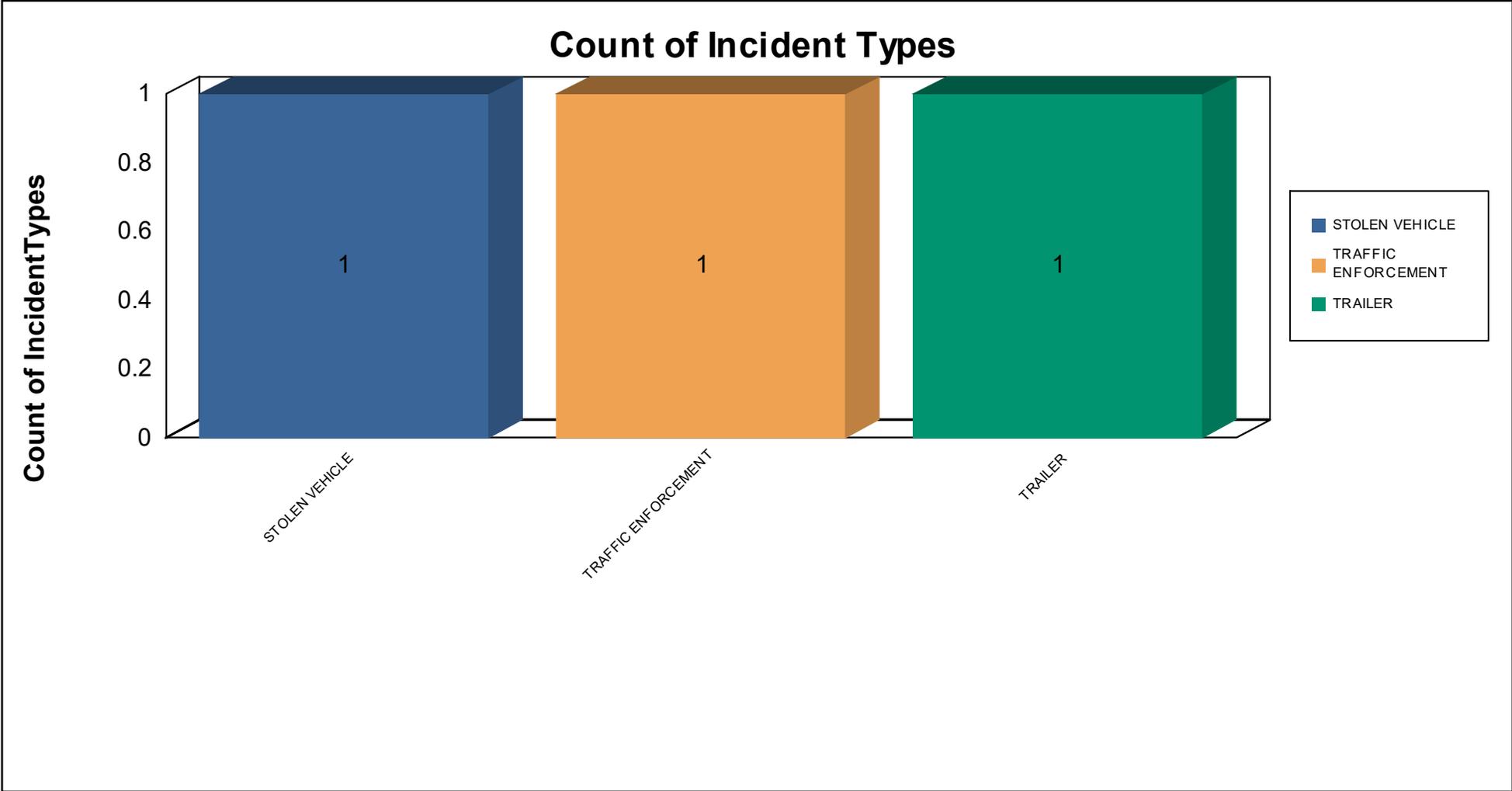
**PROACTIVE PATROL: 18 46%**

**RCMP REQUESTED : MORINVILLE DID NOT ATTEND: 1 3%**

**SCHOOL PATROL: 1 3%**

**SELF GENERATED CONTACT / INVESTIGATION: 4 10%**

Incident Report



STOLEN VEHICLE: 1 3%

TRAFFIC ENFORCEMENT: 1 3%

TRAILER: 1 3%

Incident Report

Grand Total: 100.00% Total # of Incident Types Reported: 39

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Organizational Chart Amendment</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

The Public Works department structure was changed in September 2022 to eliminate the department manager position and create an Operations Supervisor position reporting directly to the Town Manager.

This new structure was piloted for a period of 4 months (September – December 2022).

This new structure creates the opportunity to hire an additional, full time Operator.

These changes were incorporated in to the 2023 approved budget.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration recommends moving forward permanently with the new structure and proceeding with the hire of an additional operator.

The attached Organization Chart (Schedule A of the Organizational Chart Policy) is enclosed and reflects the proposed changes.

**STRATEGIC ALIGNMENT**

*Value Statement: Stewardship*

- Administration and Council embody the responsible planning and management of our resources.

*Value Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

**COSTS/SOURCES OF FUNDING**

The proposed changes were included in the approved 2023 budget.

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. THAT Council approve the proposed amendments to the Organizational Chart (Schedule A of the Organizational Chart Policy) as presented and circulated.
2. THAT Council direct administration to...

## ORGANIZATIONAL CHART

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**SECTION:** Administration / Council

**DEPARTMENT:** Administration / Public Works / Finance / Recreation and Community Services

**COUNCIL APPROVAL DATE:** November 1, 2022

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### POLICY STATEMENT

The Organizational Chart is a visual representation of the Town's administrative structure and is based on achieving the service levels expected by Council and within the approved budget.

### PURPOSE

The purpose of this policy is to establish a consistent approach to modifying the Organizational Chart as well as the approval of the related position descriptions.

### SCOPE

This policy will be enacted whenever the Town Manager conducts an organizational review and/or changes the Organizational Chart (structure).

### DEFINITIONS

"Organizational Chart" means the visual chart that represents the structure of the Town of Bon Accord as a corporate organization.

"Position Description" means a detailed document outlining a position's primary duties and responsibilities within the organization as well as education, or skill requirements.

### RESPONSIBILITIES

1. The Town Manager is responsible to ensure that the Town's Organizational Chart is current and brought before Council for review and approval as needed.

### Organizational Chart Approval:

1. The Organizational Chart shall form Schedule A of this Policy.
2. Any additions or deletions to the Organizational Chart are to be approved by Council. This does not include minor title changes that do not change the placement of a position on the salary grid.

### Position Description Approval:

1. The Town Manager approves all position descriptions as an administrative function and in alignment with the Organizational Chart.
2. All position descriptions will be updated when required to ensure service delivery is maximized and that the direction of Council is fulfilled.
3. The Town Manager position description shall be approved by Council as prescribed in the CAO Bylaw.

Schedule "A"

# Mayor and Council

## Town Manager/Chief Administrative Officer

### Fire and Bylaw Services: Sturgeon County

### Development Authority: Municipal Planning Services

#### Corporate Services Manager/Acting CAO

- Corporate Services
- Finance
- Utilities
- HR/Payroll
- Administration
- Taxes
- Cemetery

#### Community Services Manager

- FCSS
- Community Liaison
- Recreation Administration
- Arena Operations
- Floral Displays

#### Operations Supervisor

- Operations
- Public Works
- Parks, Playgrounds and Greenspaces
- Building Maintenance
- Recreation Infrastructure Support

#### Economic Development & Planning Officer

- Economic Development
- Planning
- Bylaw Liaison

#### Legislative Services & Communications Coordinator

- Legislative Services
- Communications
- IT Liaison
- Insurance Liaison
- FOIP
- Records Management

Corporate Services  
Assistant

Administration and  
Community  
Services Assistant

1 Lead Hand/Operator  
1 Arena/Parks Operator  
3 Casual/Winter  
2 Summer Students

1 Lead Hand/Operator  
2 Operators

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Community Connections 2023 Dates</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

The attached Public Participation Policy includes the provision for quarterly Council Community Connections events as noted below:

*Council Community Connections Events:*

- 1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections".*
- 2. Council Community Connections Events will be held 4 times per calendar year.*
- 3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.*

Historically, these events have been held outdoors in Centennial Park in the summertime (weather permitting) and in Council Chambers during the cooler months.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration is seeking direction from Council to plan events for the upcoming 2023 year.

All events would be held in-person unless extenuating circumstances arise.

**Factors for Consideration:**

**Date/Time:**

Previous Council Community Connections have been held on a weekday evening. If the day and time of the event varies throughout the year, it may enable more residents to attend and connect with Council. This would align with the policy's Public Participation Standards that "Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility."

During the Public Engagement Training session provided by Municipal Affairs, it was recommended that engaging public in informal settings like entertainment events could

glean more interest and feedback. Council may wish to consider holding one of their Council Community Connections events during one of the Tuesday evenings in the summer when Music in the Park takes place, as noted in August's options below.

## **Topics**

Council Community Connections offers residents the opportunity to bring forward any topic of their choosing and this informal, open dialogue format has worked well. Hence, administration recommends continuing with this practice and not choosing specific topics for each session.

## **Proposed Dates**

The following are presented for Council consideration and times may vary as per Council's direction.

### **March 2023**

- Date Options (March Break for Sturgeon School Division is March 24-31, 2023):
  - Wednesday, March, 1
  - Thursday, March, 9
- Location: Council Chambers

### **June 2023**

- Date Options:
  - Thursday, June 8
  - Wednesday, June 13
- Location: Centennial Park (weather permitting). Alternate Location: Council Chambers

### **August 2023**

- Date Options:
  - Tuesday, August 22
  - Tuesday, August 29
- Location/Time: Centennial Park evening during Music in the Park (weather permitting). Alternate Location: Council Chambers

### **December 2023:**

- Date Options:
  - Wednesday, December 6
  - Thursday, December 7
- Location: Council Chambers

Once plans are confirmed by Council, administration will develop and circulate event communications closer to each date.

## STRATEGIC ALIGNMENT

### *Value Statement: Transparency*

- Open and accountable to our residents and encourage open communications.

### *Value Statement: Collaboration*

- Discussion is welcome from all levels of government, neighbouring municipalities, residents and businesses in the Town, the place we call home.

## COSTS/SOURCES OF FUNDING

Annual Budget

### RECOMMENDED ACTION (by originator)

Each of the following:

#### Resolution #1 for March

1. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **March**] from [selected times].

#### Resolution #2 for June

1. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **June**] from [selected times].

#### Resolution #3 for August

2. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **August**] in conjunction with Music in the Park or \_\_\_\_\_.

#### Resolution #4 for December

1. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **December**] from [selected times].

**PUBLIC PARTICIPATION POLICY**

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**SECTION:** Administration / Council**DEPARTMENT:** Administration**COUNCIL APPROVAL DATE:** July 3, 2018

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**POLICY STATEMENT**

Council and Administration recognize that quality Public Participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of Public Participation undertaken. The Town is committed to Public Participation activities that are founded on the following principles:

- **Shared Responsibilities and Commitment:** Public Participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Transparent and Accountable:** The Town communicates clearly and openly about Public Participation opportunities and processes, providing factual and evidence-based information. It shares the outcomes of Public Participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community.
- **Inclusive and Accessible:** The Town endeavors to provide opportunities for Public Participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Appropriate and Responsive:** Public Participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information.
- **Evaluation and Continual Improvement:** Public Participation is a dynamic and evolving process that needs frequent evaluation and adjustment to continuously improve and address the changing needs of the community.

## **PURPOSE**

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of Public Participation and create opportunities for meaningful Public Participation in decisions that directly impact the public.

## **SCOPE**

This policy will be enacted on a case-by-case basis.

## **DEFINITIONS**

“Town Manager” means the chief administrative officer of the Municipality or their delegate.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality.

“Municipality” means the Town of Bon Accord.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;

- Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- Written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- Representative participation which may include being appointed to an advisory committee, ad hoc committee, or citizen board.

## **COUNCIL RESPONSIBILITIES**

Council shall:

1. Review and approve Public Participation Plans developed by the Town Manager in accordance with this policy or as directed by Council;
2. Consider input obtained through Public Participation;
3. Review this policy to ensure the policy complies with all relevant legislation, municipal policies, and the spirit and intent of Public Participation;
4. Ensure appropriate resources are available to solicit Public Participation in accordance with this policy;
5. Promote and support Public Participation; and
6. Request and review information from the Town Manager on the scope, timing, appropriate methods, and resources required for Public Participation prior to directing the development of a Public Participation Plan.

## **ADMINISTRATION RESPONSIBILITIES**

The Town Manager shall:

1. In accordance with this policy or as directed by Council, develop Public Participation Plans, for Council approval;
2. Implement approved Public Participation Plans; ~~and~~
3. Report the findings of the Public Participation to Council;
4. Consider timing, resources and engagement when developing and modifying Public Participation Plans;
5. Evaluate the effectiveness of the Public Participation Plan and the Public

Participation Tools used in a particular circumstance;

6. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
7. Develop the necessary procedures to implement this policy; and
8. Assess this policy and make recommendations to Council about the Public Participation and resourcing.

## **PUBLIC PARTICIPATION OPPORTUNITIES**

The Town Manager may develop and implement a Public Participation Plan in the following circumstances or as directed by Council:

1. When new programs or services are being established;
2. When existing programs and services are being renewed;
3. When identifying Council priorities;
4. When gathering input or formulating recommendations with respect to budget;
5. When gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
6. When gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan;

## **COUNCIL COMMUNITY CONNECTIONS EVENTS:**

1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections".
2. Council Community Connections Events will be held 4 times per calendar year.
3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.

## **POLICY EXPECTATIONS**

### **1. Legislative and Policy Implications**

- a. All Public Participation will be undertaken in accordance with the Municipal

Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.

- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This policy shall be available for public inspection and shall be posted to the Municipality's website.
- d. This policy will be reviewed at least once every four years.

## **2. Public Participation Standards**

- a. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b. Public Participation activities will be conducted in a professional and respectful manner.
- c. Public Participation plans will consider early, ongoing, and diverse opportunities to provide input.
- d. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate, or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

## **3. Public Participation Plans**

- a. When so directed by this policy or Council, the Town Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. The nature of the matter for which Public Participation is being sought;
  - ii. The impact of the matter on Municipal Stakeholders;
  - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, the level of engagement,

- and time for input;
  - iv. The timing of the decision and time required to gather input;
  - v. What information is required, if any, to participate; and
  - vi. Available resources and reasonable cost.
- b. Public Participation Plans will, at minimum, include the following:
- i. A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
  - ii. Identification of which Public Participation Tools will be utilized;
  - iii. Timelines for participation;
  - iv. Information about how input will be used; and
  - v. The location of information required, if any, to inform the specific Public Participation.

#### **4. Reporting and Evaluation**

- a. Information obtained in Public Participation will be reviewed by the Town Manager and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
  - i. An overview of the Public Participation Plan and how it was developed;
  - ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. A summary of the input obtained; and
  - iv. May include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Policy Amendments</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Administration revised the policy template in November 2021 (example attached). This template is used by administration for new and updated policies for consistent structure and cohesive design for all departments.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has reviewed the template and found the “Council Approval Date”, which is the date the policy was initially approved, can sometimes be confused with the date the policy was last reviewed. Although all policy changes are provided in the footnotes, providing the date “Last Reviewed By Council” at the top of the first page will ensure clarity at-a-glance.

This change has been made to the internal template and circulated to all departments. To update previously approved policies with these changes, administration has proposed a resolution below that would allow administration to make this small change to each active policy.

Administration is only requesting to amend policies that were approved since the new template was created, as many older policies are currently under review and changes/updates would be transferred to the new template once approved by Council.

**STRATEGIC ALIGNMENT**

***Value Statement: Professionalism***

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. THAT Council direct administration to amend all policies that were approved since November 2021 to include the date “Last Reviewed By Council” under the “Council Approval Date” at the top of the first page.
2. THAT Council direct administration to...

## TITLE OF POLICY HERE

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**SECTION:** Administration / Council

**DEPARTMENT:** Administration / Public Works / Finance / Recreation and Community Services

**COUNCIL APPROVAL DATE:** June 17, 2017

**LAST REVIEWED BY COUNCIL:** January 7, 2020

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### **POLICY STATEMENT**

Employer paid cell phones and/or other communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line. Employees may be granted the use of personal communication devices for business purposes.

### **PURPOSE**

To facilitate the details related to the use and administration of cellular phones and communication devices by Town of Bon Accord employees.

### **SCOPE**

This policy will be enacted on a case-by-case basis.

### **DEFINITIONS**

“Communication device” includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie-talkies, telephone pagers, PDAs, smart phones, or wireless devices).

### **RESPONSIBILITIES**

Numbering starts with 1, 2, 3 etc. UNLESS there are SUB sections, then the main section starts with I, II, III, etc. and subsections are 1, 2, 3 etc.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Briefing: January 2023</b>
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

Schedule A of the Town of Bon Accord Procedural Bylaw covers procedures relative to the Council Briefing Committee Meetings.

As per Schedule A, these meetings are “Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

Additionally, as per Schedule A of the Procedural Bylaw, meetings of the Council Briefing Committee are public meetings and therefore shall be governed and advertised accordingly (including a public agenda package).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration would like to provide an information briefing for Council on the following documents and topics:

- Procedural Bylaw Amendments
- Bylaw Services Review
- New Winter Maintenance Policy

Proposed Date: Wednesday, January 25<sup>th</sup> from 5 -7 pm.

**STRATEGIC ALIGNMENT**

*Value Statement: Transparency*

- Open and accountable to our residents and encourage open communications

*Value Statement: Professionalism*

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on \_\_\_\_\_ (date) from \_\_\_\_\_ time.
2. That Council direct Administration to...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Utilities Bylaw – Bylaw 2022-20</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

At the December 20<sup>th</sup> Regular Meeting of Council, Council gave first reading to the Utilities Bylaw 2022-20 Resolution #22-540.

The utility water and wastewater bylaws require updating due to the changing utility rates approved within the 2023 Operating Budget. Upon review, it was also determined that combining the water and wastewater bylaws into one Utility Bylaw is more efficient and effective and eliminates redundancy. The new Bylaw also updates grammar, content, and structure, providing a clearer and more concise document.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Highlighted changes/updates are as follows:

- Updated definitions – combined definitions, adding necessary definitions and removing definitions for words that did not actually appear in the body of the Bylaw.
- The previous General Section (S4) has been replaced with Conditions (S2).
- Added Section 3 Administration and Management, which combines previous sections from both Bylaws.
- Section 4 provides information for Construction, Installation, and Repair of Services, which combines sections from the previous Bylaws. This information is not in any other Town Bylaws.
- The Utilities Bylaw has a section each for the Water System, Wastewater System, and Storm Water System keeping key elements from the previous Bylaws.
- The Wastewater section adds a statement that the homeowner is responsible for clearing blockages or plugs up to the sewer utility main.
- Section 19 Utility Rates and Charges, Opening and Closing of Accounts describes the information for utility accounts and charges, and is the same for water and wastewater. The following has been included or changed:
  - Clearer statement that the consumer is responsible for all service consumption, including but not limited to leaks.

- Clearer information for opening and closing accounts.
- A statement that the Owner is responsible for ensuring the Town has accurate contact information.
- Clearer statements regarding billing and arrears process.
- A statement regarding utility billing errors and corrections.
- Clearer information regarding Consumer requests for service disconnection and reconnection.
- The rates have been included in a Schedule, as a Schedule is easier to amend rather than the whole Bylaw when the rates are updated.
  - Per the budget, the water rate charged to residents was expected not to increase due to no flow through increase charge from Capital Regional Northeast Water Services Commission. On November 29, Administration received notification that there would be a reduction in the water rates by \$0.125 per cubic meter. The Utility Bylaw *reflects the budgeted no increase or decrease*.
  - Per the budget, the wastewater rate charged to residents was expected to increase by a flow through increase of \$0.05 from ACRWC. On November 21<sup>st</sup>, Administration received notification that there would be an increase in the wastewater rates from Alberta Capital Region Wastewater Commission of \$0.08, from \$1.42 to \$1.50 per cubic meter for 2023. The Utility Bylaw *reflects the budgeted rate increase of \$0.05 only*.
  - The budgeted capital rate rider has been added to the Schedule of Utility Rates and Other Charges.
  - Other Charges – updated to reflect clearer arrears process and charges, as well as the charges for service disconnection, reconnection, and meter testing charges.
- The updates and information included within the Draft Utilities Bylaw 2022-20 will allow for rescinding Policy 95.316 Correction of Utility Billing Errors (passed in 1995) and Policy 11.307 Utility Accounts – Remaining Balances (reviewed in 2011) as the content for these policies is now covered within the Utilities Bylaw 2022-20. As well, utility billing accounts as a section of Accounts Receivable is covered within Policy 16-161 Accounts Receivable Collections and Allowances for Doubtful Accounts.

## **STRATEGIC ALIGNMENT**

### ***Values Statement: Professionalism***

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**Values Statement: Stewardship**

- Administration and Council embody the responsible planning and management of our resources.

**Priority #3: Infrastructure**

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

**COSTS/SOURCES OF FUNDING**

2023 Operating Budget

**RECOMMENDED ACTION (by originator)**

**Resolution #1**

THAT Council gives 2<sup>nd</sup> reading to Utilities Bylaw 2022-20 as presented.

**Resolution #2**

THAT Council gives 3<sup>rd</sup> reading to Utilities Bylaw 2022-20 as presented.

**Resolution #3**

THAT...Council rescinds Policy 95.316 Correction of Utility Billing Errors.

**Resolution #4**

THAT...Council rescinds Policy 11.307 Utility Accounts – Remaining Balances.

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BYLAW 2022-20  
UTILITIES BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION, OPERATION, AND MAINTENANCE OF A WATER SYSTEM, SEWER SYSTEM, AND STORM SEWER SYSTEM, AND TO PROVIDE FOR THE AUTHORIZATION TO LEVY RATES AND CHARGES THEREOF IN THE TOWN OF BON ACCORD.**

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WHEREAS the *Municipal Government Act* gives the Municipalities the power to establish charging and collecting of water, sewer, and storm rates to meet the cost of maintaining and operating its utilities distribution systems;

AND WHEREAS the *Municipal Government Act* gives the Municipalities the power to set forth the terms and conditions for the supply and provisions of water, wastewater, and storm systems;

NOW THEREFORE, the Municipal Council of the Town of Bon Accord, duly assembled, hereby enacts as follows:

This Bylaw maybe be cited as the “Utilities Bylaw”,

**1.0 DEFINITIONS**

- 1.1 “Abut” means, in relation to a physical object, to be next to or to have a common boundary with;
- 1.2 “ACRWC” means the Alberta Capital Region Wastewater Commission.
- 1.3 “Appurtenance” means anything that is attached to the Utility System;
- 1.4 “Backflow Prevention Valve” means a device or mechanism that prevents backflow to avoid untreated or potentially contaminated water/wastewater migration into the waterworks system, approved by the Town or the Government of Alberta;
- 1.5 “Best Management Practices (BMP)” means an integrated plan to control and reduce the release of restricted and Prohibited Waste into the wastewater works to a practicable extent, through methods including physical controls, pre-treatment processes, operational procedures and staff training;
- 1.6 “Biological Waste” means waste from a hospital, medical clinic, health care facility, mortuary or biological research laboratory;
- 1.7 “Bulk Water Outlet” means the Town overhead standpipe capable of dispensing potable water; and does not include the Town’s barrel that is located on the premises
- 1.8 “CC” or “Curb Cock” means a shut off valve constructed in line on the Water Service enabling shutting off water supply to a property or section of properties;
- 1.9 “Code of Practice” means a set of practices applicable to specific industrial, commercial, or Institutional sector operations; a Code of Practice identifies mandatory procedures, equipment, training, or other provisions required as a condition of wastewater discharge into the wastewater works system by the specified sector discharger. A Code of Practice may be included in approved Best Management Practices;
- 1.10 “Compliance Program” means the necessary steps undertaken by a discharger to bring wastewater discharged into the wastewater works into compliance with the terms and conditions of this Bylaw or related permit. Compliance Programs are applicable to existing dischargers only; new dischargers must fully comply with the requirements of this bylaw.

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- 1.11 "Consumer" means any Person who has applied for or actively holds an Account or Service Connection, has received any Utility Service or is otherwise responsible for paying for the Utility Services;
- 1.12 "Council" means the Municipal Council of The Town of Bon Accord;
- 1.13 "Disconnection" means the cessation or turning off of utility service for a building or a property and may include a final meter reading;
- 1.14 "Emulsifier" means any ingredient used to bind together normally non-combinative substances, such as oil and water;
- 1.15 "Facilities" means any physical Facilities and infrastructure including transmission and distribution pipelines, valves, reservoirs, lagoons, pumping stations, fire hydrants, chambers and pressure reducing valves, meters, and measurement devices owned and operated by the Town, used to supply potable water, and to collect and dispose of wastewater;
- 1.16 "Flashpoint" means the temperature at which enough vapour collects on the surface of a liquid to become flammable. The lower the Flashpoint, the more flammable the material is.
- 1.17 "Institutional" shall mean a hospital, nursing home, hotel, or school;
- 1.18 "Meter Pit" means a pit-like enclosure that protects Water Meters installed outside of buildings and allows access for reading the Meters;
- 1.19 "Municipal Servicing Standards" means the Town's engineered servicing standards as approved by Council;
- 1.20 "Overstrength" means wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Schedule "D" of this Bylaw;
- 1.1. "Overstrength Surcharge" means the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the sewer that exceeds one or more constituent concentrations set out in Schedule "D";
- 1.21 "Owner" means the Person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the Owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 1.22 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 1.23 "Planning and Development Services" means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 1.24 "Point of Delivery" means the point where the Service Connection occurs, which is, in most cases, at or near the property line that defines the point that the Owner has the responsibility for ownership, maintenance and repair to the Private Service Line;
- 1.25 "Private Service" means all the utility Facilities serving the premises downstream of the Point of Delivery and includes the pipes, fittings, valves and Appurtenances owned by the Owner but does not include the Meter;
- 1.26 "Prohibited Waste" means matter set out in Schedule "B" of this Bylaw;
- 1.27 "Public Health Inspector" means the medical health officer of the Capital Health Authority, or their authorized representative;
- 1.28 "Publication" means Publication of a notice in a newspaper in general circulation with the Town or the mailing or delivering of a notice to a Person or Persons, due to immediate

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- needs the Town, as an interim measure, may post a notice on the Town's webpage or social media;
- 1.29 "Reconnection" means the process where the delivery of potable water to the private system is activated after Disconnection.
- 1.30 "Remote Meter Reading Device" means equipment installed to remotely read the Water Meter without obtaining access into the premise.
- 1.31 "Residential" means any detached single-family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 1.32 "Restricted Waste" means matter set out in Schedule "C" of this Bylaw;
- 1.33 "Service Connections" means the lateral water and wastewater Service Pipes which connect an Owner's premises to the Town's Utility System with the Owner owning that portion of the Service Pipe lying within the boundaries of the Owner's premises excluding any Service Pipe lying within the boundaries of the any easement area granted to the Town for its Utility System;
- 1.34 "Service Pipe" means a pipe which carries water from the Town Water System onto or across private property - from and within the Owners premise to the CC and a pipe which carries wastewater from the dwelling, onto or across private property, to the Town Facilities;
- 1.35 "Spills" means a direct or indirect discharge into the wastewater system, Storm Sewer or the natural environment which is abnormal in quantity and quality in light of all the circumstances of the discharge;
- 1.36 "Shut-Off" means the cessation or turning off of Utility service for a building or a property and may include a final meter reading;
- 1.37 "Storm Sewer" means a natural drainage system or a sewer for the collection and transmission of uncontaminated water, storm water, and drainage from land or from a Watercourse or any combination thereof but excluding any portion of a combined sewer for the combined collection of wastewater and uncontaminated water or storm water;
- 1.38 "Town" means The Town of Bon Accord, or its delegate;
- 1.39 "Town Manager" means the Chief Administrative Officer as appointed by the Council of the Town of Bon Accord;
- 1.40 "Utility Bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for Utility Services provided by the Town;
- 1.41 "Utility Mains" means the water and sewer pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town water distribution and wastewater collection networks and delivers services to and from the Service Connections;
- 1.42 "Utility Services" means the provision of water, sewer, and storm systems;
- 1.43 "Utility System" means the Municipality's Storm Sewer system, sewage or wastewater system, and water system;
- 1.2. "Watercourse" means a natural or artificial channel through which water flows;
- 1.44 "Wastewater Discharge Permit" means a permit issued through ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer;
- 1.45 "Water Demand Management Measures" means restrictions upon the use of water for non-essential purposes, including but not limited to irrigation, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a

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residence, place of business or any other premise located within the Town on any certain day for a certain period of time;

- 1.46 “Water Meter” or “Meter” means any Approved device installed by the Town which is designed to measure the quantity of water used by a Consumer and which may have attached to it a Remote Reading Device;

**2.0 CONDITIONS**

- 2.1 The Town will supply Utility Services to any Owner with an approved connection to the Town’s Utility System.
- 2.2 The Town operates the wastewater service in compliance with the Bylaws and regulations of the Alberta Capital Region Wastewater Commission (ACRWC).
- 2.3 The Town does not guarantee or warrant the continuous supply of Utility Services, and the Town reserves the right to change the operating pressure, restrict the availability of water services, change the capacity of wastewater services, or to disconnect Utility Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- 2.4 In providing a Service Connection to the Town Utility Mains, the Town will provide and install all Facilities up to the Point of Delivery or Service Connection subject to the terms of this Bylaw. The Town will remain the Owner of all Facilities provided by the Town for a Service Connection up to the Point of Delivery unless the Town and the Consumer have expressly agreed in writing otherwise. Any payment made by the Consumer for reimbursing costs incurred by the Town for installing Facilities does not entitle the Consumer to ownership of any such Facilities unless an agreement in writing between the Town and the Consumer specifically provides otherwise.
- 2.5 An Owner is responsible for providing such Facilities as considered necessary to have a continuous and uninterrupted service of water or wastewater collection for the Owner’s specific needs provided such Facilities are approved by Planning and Development Services and provided that such Facilities do not interfere with the operation of the Utility System.
- 2.6 No Consumer will prevent or hinder the Town’s access to the Town’s utility Facilities, including but not limited to the Water Meter. Prevention or hinderance of access may result in the Consumer being liable for the Interference or Tampering Penalty as set in Schedule “A” Utility Rates and Other Charges as attached to this Bylaw. Consumers must allow or arrange for access by the Town’s personnel to inside or outside utility Facilities for the purposes of:
- 2.6.1 Installation, inspection, testing or sampling, repair, replacement, or removal of Town Facilities.
  - 2.6.2 Reading of the meter.
  - 2.6.3 Maintenance of Town Facilities.
  - 2.6.4 Investigation of a Consumer complaint or query.
  - 2.6.5 Surprise inspection relating to a concern of unauthorized use of water or tampering with Town Facilities including but not limited to the Meter and Services.
- 2.7 Before entering a premise, the Town will make all reasonable effort to notify the Consumer or other authorized Persons on the premise, except:
- 2.7.1 In the case of emergency.

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- 2.7.2 Where entry is permitted by order of a court or administrative tribunal or where otherwise legally empowered to enter.
- 2.7.3 Where the purpose of entry is in accordance with Section 2.6.5.
- 2.8 No Person will connect, or allow connection of, any other source of water or wastewater disposal to the Utility System, either directly or indirectly.
- 2.9 In all cases where the Town's Utility System supplies water to boilers or equipment of a similar nature, the Owners of the boilers or equipment will ensure the following:
  - 2.9.1 The boiler or other equipment has at least one safety valve, vacuum valve, or other device to prevent collapse and/or explosion.
  - 2.9.2 The boiler or other equipment is equipped with backflow prevention.
- 2.10 Any Person obtaining water service from the Town will only use the water supplied for that Person's own use and will not vend, sell, dispose, or distribute the water supplied to third parties.
- 2.11 An Owner will be responsible to thaw out frozen Service Pipes, including and up to the distribution main. The Town may provide the service and the Owner will be liable for the cost.
- 2.12 The Town will not be liable for damages, including building losses caused by a break within the Town's Water System or caused by the interference or cessation of the water supply necessary in connection with the repair and proper maintenance of the Town's Water System, or caused by any accident due to the operation of the Town's Water System.

**3.0 ADMINISTRATION AND MANAGEMENT**

- 3.1 The Town Manager is responsible for the administration and enforcement of this Bylaw.
- 3.2 The Town Manager may delegate the administration of this Bylaw to the Operations Supervisor or the Corporate Services Manager, or other delegate as directed.
- 3.3 In addition to the Municipal Servicing Standards, the Town may establish standards, guidelines, and specifications for the design, construction, and maintenance of the Utility System.

**4.0 CONSTRUCTION, INSTALLATION, AND REPAIR OF SERVICES**

- 4.1 No Persons will connect to the Town's Utility System without first obtaining permission and any required permits from the Town. All applications and contracts are hereby subject to the terms and conditions of this bylaw. Permit applications must be accompanied by a detailed plan including connection information, location, elevation, scope of work, size of pipes, and the locations and type of all fittings.
- 4.2 Neither the Town nor any of its employees will be liable for the damages caused either directly or indirectly by a Utility connection and the applicant will be responsible for all backfill, surface replacement, safety, etc.
- 4.3 All new construction and installation, and all renewals, alterations, or changes and repairs to old construction will be conducted in accordance with the provisions of the Safety Codes Act and applicable regulations, and the Municipal Servicing Standards. The applicant will be liable for all damages caused while making such connections.

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- 4.4 No Person will install or permit to be installed, an additional Service Pipe between a Water Meter and the CC, located at or near the property line.
- 4.5 The Owner of multiple housing and commercial developments will submit service design plans, duly signed by a professional engineer to the Town Manager, or their delegate, for review and approval prior to the start of construction.
- 4.6 An Owner will provide to the Town Manager, or their delegate, two (2) sets of "As Built" plans, together with a letter, duly signed by a professional engineer, indicating that the Private Service is fully operational and satisfactory bacteria sampling results have been provided.
- 4.7 Neither the Town employees, nor their agents, will carry out any work pertaining to the construction or repair or renewal of Service Pipe on private property, except with the authority of the Town Manager or their delegate, and then only after satisfactory arrangements have been made with the Owner for payment for doing such work.
- 4.8 Unless the Town Manager, or their delegate, determines otherwise, at the request of the Owner, a Service Pipe will be constructed only to those properties, which Abut directly on the Town Utility System.
- 4.9 A Service Pipe will not be extended from one lot to another, unless determined by Council.
- 4.10 Upon written notice to any Owner that an existing Private Service fails to meet the requirements of the Bylaw, or for any reason is unsatisfactory to the Town Manager, or their delegate, the Owner will affect the changes required in the notice by the date specified at the expense of the Owner.
- 4.11 For development on private property, all additional construction costs on the Service Pipe after Point of Delivery, including additional costs required for repairing of disturbed streets, will be borne by the Owner on whose property the development is occurring.
- 4.12 When a Service Pipe passes through an excavation or backfill, or through a basement way, finished or unfinished, or through a retaining wall, the Town will not be responsible for any damage due to displacement, settlement, or any cause due to the Owner's operations, whether the damage occurs during construction or afterwards.
- 4.13 If mains are required to provide services for the applicant, the applicant will be required to pay the cost of the said mains.
- 4.14 Council may refuse to make any new connection, installation, or changes to any existing service at any time for any reason which it may consider sufficient. Council may revoke or annul any permit granted to connect to the Town Utility System if it is found that the work is not being completed in accordance with the provisions of this bylaw, and the Person(s) making such connections or their successors in interest, will have no right to demand or claim any damages in consequence of permits being revoked or annulled.
- 4.15 The Point of Delivery to private property for a Service Pipe, as agreed to at the time of application, will be strictly adhered to; costs arising from non-adherence will be borne by the Owner.
- 4.16 No Person, other than Town employees or agents, or those authorized to complete new installations or repairs to existing services will operate, handle, or interfere with the Town's provision of Services and/or Facilities. Any Person found in violation of this is subject to the Interference and Tampering Charge as provided for in Schedule "A" Utility Rates and Other Charges attached to this Bylaw.

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- 4.17 No unauthorized Person will cut, break, pierce, tap, impede, or obstruct, or otherwise tamper or interfere in any manner with the Town Wastewater System including manhole covers and ventilators.
- 4.18 No Person will make or cause to be made any connection with any Town Utility system or house drain, or Appurtenance thereof for the purpose of conveying, or which may convey, a flammable or explosive material, storm water, roof drainage cistern, tank overflow, condensing, or cooling water.
- 4.19 Where deemed necessary to prevent or reduce basement or cellar flooding, the Town may require the Owner to install and operate a suitable Backflow Prevention Valve or other mechanical device for the purpose of controlling the connection between the sewage system and the basement or cellar. The cost of such installation will be the responsibility of the Owner or applicant.
- 4.20 Grease traps of sufficient size and approved design will be placed on the waste pipe from all hotels, restaurants, laundries, and other such places as the Town may direct, under advisement from Municipal Service Standards.

**WATER SYSTEM**

**5.0 WATER METERS**

- 5.1 The Town will remain the owner of all metering Facilities it provides to serve the Consumer unless the Town and the Consumer have agreed otherwise. This agreement must be in writing. The Town Manager, or their delegate, will determine the size and type and number of Water Meters to supply and install. The Town Manager, or their delegate, will approve the Metering requirements where water is supplied for fire protection purposes.
- 5.2 The Town will supply, install, maintain, and retain ownership of all Water Meters and Meter Pits in accordance with manufacturers' specifications, except those privately owned or in a separate agreement for ownership and operation with the Town on the understanding that the Owner will supply every facility for the introduction, placing, and inspection of such Water Meter and Meter Pit and the reading of such Water Meter.
- 5.3 No Person, other than an employee or representative of the Town will install, test, remove, repair, replace, or disconnect a Water Meter.
- 5.4 No Person will interfere or tamper with the operation of any Water Meter or Remote Meter Reading Device, subject to 5.3. Any Person interfering or tampering with any meter seal, meter reading equipment, or water Shut-Off equipment, will be liable for the Interference or Tampering Penalty as provided for in Schedule "A" Water Rates and Charges.
- 5.5 The Town may charge for and recover from the Owner the cost of supplying, installing, altering, repairing, relocating, or replacing a Water Meter. Any such charge may be collected in the same manner as utility rates.
- 5.7 No Owner will relocate, alter, or change any existing Water Metering Facilities. The Owner will submit plans and specifications for any proposed relocation of Water Metering Facilities and, if approved by the Town Manager, or their delegate, the Owner will pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration, or change unless agreed otherwise between the Owner and Council.
- 5.8 The Owner/Consumer of a premise in which a Meter is located will:

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- 5.8.1 Comply with all directions of the Town to prevent Meter damage due to frost, heat, or other causes.
- 5.8.2 Promptly notify the Town of any condition or event which has resulted in any meter damage for any reason.
- 5.8.3 Promptly notify the Town if they feel their Water Meter is operating incorrectly.
- 5.9 If a Meter is damaged or destroyed, the Owner of the premise will pay for the entire cost of the removal, repair or replacement, and re-installation.
- 5.10 Should the Town Manager, or their delegate, determine that a Meter should not be positioned inside a premise to which Service is provided, the Owner will construct a Meter Pit on the Owner's property near the property line at the Owner's expense and in accordance with the Municipal Servicing Standards unless agreed otherwise between the Owner and Council.
- 5.11 Unless otherwise determined by Council, for single-family dwellings and for single unit commercial or industrial buildings, a single Water Service Connection will be constructed, and a single Meter will be installed by the Town.
- 5.12 Water Meters will be read at the discretion of the Operations Supervisor, or their delegate. If a Meter reader cannot gain access to the premise to read the Water Meter, a notice may be left requesting the Owner allow Town personnel access as soon as possible to obtain a meter reading. If a Meter cannot be read or ceases to operate between meter readings, the Town will send estimated bills. In the event a Consumer refuses to allow a Meter to be read for a period more than two (2) months, the Operations Supervisor, or their delegate, may shut off the supply of water to that Meter and charges for interference as per Schedule "A" Utility Rates and Other Charges may apply.
- 5.13 If required for any reason, Town employees may request to have a Town Bylaw Enforcement Officer accompany them to any Consumer's residence or business.
- 5.14 In the event of a discrepancy between the Remote Meter Reading Device and the Meter, the Meter will be deemed correct.
- 5.15 If an Owner doubts the accuracy of the meter installed, the Owner may provide the Town with a written notice and request for Meter testing. The Town will have the Meter tested by an approved external agency. The Owner will be notified of the test results and receive a copy.
  - 5.15.1 If the test shows the meter is recording between 98.5% and 101.5% of true consumption, the Owner will be liable for the full costs of the test and any Town related costs, including but not limited to Service Call charges. The costs will be charged to the Owner's Account.
  - 5.15.2 If the test shows the meter is not recording between 98.5% and 101.5% of true consumption, the meter will be repaired or replaced, and all expense will be borne by the Town. The rates for the previous two (2) meter readings periods will be adjusted by the same percentage as the meter found to be in error. No rate will be reduced below a minimum rate normally charged if one has been established.

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**6.0 HYDRANTS AND VALVES**

- 6.1 No Persons other than Town employees or Persons authorized by the Town will open, close, or interfere with any valve, hydrant, or fireplug, or draw water therefrom.
- 6.2 The Chief of the Town Fire Department, their assistants , officers and members of that Department, are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for fire protection, for equipment testing, and for fire training practices, but all such uses must be under the direction and supervision of the said chief or his/her duly authorized assistants, and in no event will any inexperienced or incompetent Person be permitted to manipulate or control in any way, hydrants or plugs.
- 6.3 No Persons will in any matter whatsoever obstruct or interfere with the free access to any hydrant, valve or curb stop. No vehicle, building, rubbish, or any other matter which would cause such obstruction or interference will be placed nearer to a hydrant than the property line of the street where the hydrant is located nor within five (5) meters of either side of the hydrant in a direction parallel with the property line. Costs of repairs required because of obstruction or damage to any hydrant, valve or curb stop are the responsibility of the Person who caused the obstruction or damage.

**7.0 BULK WATER**

- 7.1 The Town Manager, or their delegate, at their discretion and with just cause, may restrict, or deny use of Bulk Water Facilities to any Person if receiving tanks, trucks, or hoses are in a condition deemed unsanitary for the transference of water, or for misuse of the facility and/or surrounding area.
- 7.2 A minimum air gap of twice the pipe diameter of the downspout piping will be always maintained while transferring water from the Bulk Water Outlet.
- 7.3 Commercial tanks and vessels used for Bulk Water transportation to offsite locations for human consumption must be inspected approved and have a permit issued by the local Public Health Inspector, water use and maintenance of the tanks, etc. are at the responsibility of the Commercial operator.

**WASTEWATER SYSTEM**

**8.0 SANITARY SEWER REQUIREMENTS**

- 8.1 No Person will release, or permit the release of, any matter into the sanitary sewer system wastewater works expect:
  - 8.1.1 Domestic wastewater.
  - 8.1.2 Non-domestic wastewater that complies with the requirements of this bylaw.
  - 8.1.3 Hauled wastewater, including septage, that complies with the requirements of this bylaw, or where a Wastewater Discharge Permit has been issued by the Town.
  - 8.1.4 Storm water, clear-water waste, subsurface water, or other water where permission has been granted by the Town Council.

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- 8.2 No Person will release, or permit the release of, any prohibited substance listed in Schedule "A" of this bylaw.
- 8.3 No Person will release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule "C" of this bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- 8.4 If required by the Town, non-domestic and hauled wastewater dischargers will not discharge to the wastewater works system until the discharger has obtained a Wastewater Discharge Permit from the Town. The completion of a Wastewater Discharge Permit by dischargers to the ACRWC wastewater transmission system is required under certain circumstances by the ACRWC Sewers Bylaw addressing sewer use in the ACRWC service area in conjunction with the Town.
- 8.5 The Town may issue and amend a Wastewater Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as the Town considers appropriate and without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
  - 8.5.1 Place limits and restrictions on the quantity, compositions, frequency, and nature of the waste permitted to be discharged.
  - 8.5.2 Require the holder of a Wastewater Discharge Permit to repair, alter, remove, or add to works or construct new works, and,
  - 8.5.3 Provide that the Wastewater Discharge Permit will expire on a specified date.
- 8.6 Should a Homeowner's wastewater line become blocked or plugged the following applies:
  - 8.6.1 The Homeowner must notify the Town of the blockage or plug.
  - 8.6.2 If the Utility Main is not blocked or plugged, it is then the responsibility of the Homeowner to clear the line up to the Utility Main, and the Homeowner will be responsible for all associated costs.

**9.0 STORM WATER REQUIREMENTS**

- 9.1 No Person will discharge or deposit or cause or permit the discharge or deposit into any Storm Sewer, land drainage works, or Watercourse whether added directly or indirectly any wastewater:
  - 9.1.1 That may interfere with the proper operation of a Storm Sewer.
  - 9.1.2 That may damage a Storm Sewer.
  - 9.1.3 That could obstruct or restrict a Storm Sewer or the flow therein.
  - 9.1.4 That could result in a hazard or adverse impact to any Person, animal, property, or vegetation.
  - 9.1.5 That may impair the quality of water in any well, lake, river, pond, spring, stream, reservoir other water of Watercourse.
  - 9.1.6 That may result in the contravention of an approval, requirement, direction, or other order issued by Alberta Environment or other enforcing agency with respect to the Storm Sewer or its discharge.
  - 9.1.7 That has a temperature greater than 40 degrees Celsius.
  - 9.1.8 Having a pH of less than 6.5 or greater than 9.0.

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- 9.1.9 Containing more than 20 milligrams per liter of suspended solids.
  - 9.1.10 Containing more than 20 milligrams per liter of BOD.
  - 9.1.11 Containing more than 100 milligrams per liter of COD.
  - 9.1.12 Containing dyes or coloring material which discolors the wastewater.
  - 9.1.13 That has two or more separate liquid layers.
  - 9.1.14 That contains solvent-extractable matter of vegetable, mineral or synthetic origin which causes a visible film, sheen, or discoloration on the water surface.
  - 9.1.15 Containing and ignitable waste or explosive matter which, by itself or in combination with other substances, can cause or contribute to any explosion or supporting combustion.
  - 9.1.16 Containing E. coli (fecal coliform) colonies more than 200 per 100 ml.
  - 9.1.17 Containing concentrations of various chemicals as indicated in the Environmental Quality Guidelines for Alberta Surface Waters (EQGASW).
  - 9.1.18 Containing the following matter, material, or waste in any amount:
    - i) Floating debris
    - ii) Sewage
    - iii) Once-through cooling water
    - iv) Blowdown
    - v) Automotive or machine oils and greases
    - vi) Fuels
    - vii) Paints and organic solvents
    - viii) Substances and contaminants from raw materials, intermediate or final products used or produced in, through or from an industrial process
    - ix) Substances used in the operation or maintenance of an industrial site
    - x) Waste disposal site leachate
    - xi) Hazardous wastes
    - xii) Biological wastes, and
    - xiii) Reactive wastes
- 9.2 Notwithstanding the above, once-through cooling water or blowdown may be released when:
- 9.2.1 A once-through cooling water or blowdown is being discharged pursuant to a certificate of approval or order relating to the premises issued by Alberta Environment.
  - 9.2.2 The Owner or tenant of the premises has written approval from the Town which expressly authorizes the discharge from the premises, and
  - 9.2.3 A copy of the certificate of approval or order referred to in subsection 9.2.1, herein, has been provided to and approved by the Town.

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**10.0 PROHIBITION OF DILUTION**

- 10.1 No Person will discharge directly or indirectly or permit the discharge or deposit of wastewater into a sanitary sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "B" or Schedule "C" of this bylaw.
- 10.2 No Person will discharge directly or indirectly or permit the discharge or deposit of sanitary sewer matter or any other matter in a Storm Sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with this bylaw.

**11.0 SAMPLING**

- 11.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:
  - 11.1.1 Be collected manually or by using an automatic sampling device, and
  - 11.1.2 Contain additives for its preservation.
- 11.2 For the purposes of determining compliance with Schedule "B", "C", or "D", discrete wastewater streams within the premises may be sampled, at the discretion of the Town.
- 11.3 Any single grab sample may be used to determine compliance with Schedules "B", "C", or "D".
- 11.4 All tests, measurements, analyses, and examinations of wastewater, its characteristics, or contents pursuant to this Bylaw will be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Town as agreed in writing prior to sample analysis.

**12.0 DISCHARGER SELF-MONITORING & COMPLIANCE PROGRAMS**

- 12.1 The discharger will complete any monitoring or sampling of any discharge to a wastewater works as required by the Town and provide the results to the Town in the form specified.
- 12.2 The obligations set out in or arising from 12.1 will be completed at the expense of the discharger.
- 12.3 When required as a condition of a Wastewater Discharge Permit, a discharger will provide the Town with a Compliance Program setting forth activities to be undertaken by the discharger that will result in the prevention or reduction and control of a non-compliant discharge from the premises.
- 12.4 The discharger will ensure that:
  - 12.4.1 The Compliance Program is provided and, if necessary, amended within the period specified by the Town.
  - 12.4.2 The final completion date for all activities in the Compliance Program is within the period established within the applicable Wastewater Discharge Permit, and
  - 12.4.3 The Compliance Program meets all requirements specified by the Town. Each Compliance Program shall include:

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- i A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
- ii A description of those processes as the premises which are to be the subject of the Compliance Program.
- iii A list of non-complying pollutants present at the premises at any stage of the premise's operations.
- iv A description setting out the types, quantities, and concentrations of all non-complying pollutants discharge, directly or indirectly, to a sewer.
- v A description of current wastewater reduction, recycling, wastewater treatment and compliance activities at the premises with respect to discharges to a sewer from the premises.
- vi A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
- vii A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
- viii A declaration from an authorized Person that the content of the Compliance Program is, to the best of that Person's knowledge, true, accurate, and complete.

- 12.5 Following the approval and during the term of a Compliance Program, a discharger will:
- 12.5.1 Submit a progress report within fourteen (14) days after the scheduled completion date of each activity listed in the Compliance Program.
  - 12.5.2 Revise and update the Compliance Program as required by the Town, and
  - 12.5.3 Always keep an updated copy of the Compliance Program and progress reports at the subject premises and make copies to the Town upon request.
- 12.6 The Town may suspend or terminate a Wastewater Discharge Permit if the discharger fails or neglects to carry out or diligently pursue the activities required under a Compliance Program.

**13.0 ADDITIONAL REQUIREMENTS**

**13.1 FOOD WASTE GRINDERS**

In the case of industrial, commercial, or Institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule "B" and Schedule "C".

**13.2 FOOD-RELATED GREASE INTERCEPTORS**

- 13.2.1 Every Registered Owner of a restaurant or other commercial or Institutional premises where food is cooked, processed, or prepared, for which the premises is connected directly or indirectly to the Wastewater system, will take all necessary measures to ensure that oil and grease are prevented from entering the Wastewater system in excess of the provisions of this bylaw. Oil and grease interceptors will not discharge to Storm Sewers.
- 13.2.2 The Registered Owner of a premises described in Subsection 13.2 (1) will install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The

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oil and grease interceptors will be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor will meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.

- 13.2.3 All oil and grease interceptors must be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor must meet the requirements of CAN/CSA B-481. Traps must be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency must not be less than every four weeks. Maintenance requirements must be available at the workplace where the grease interceptor is installed. Maintenance and clean out must be documented at the time of completion.
- 13.2.4 Emulsifiers will not be discharged to the Wastewater system from interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through a grease interceptor.
- 13.2.5 A maintenance schedule and record of maintenance carried out must be submitted to the Town upon request for each interceptor installed.
- 13.2.6 The Owner or operator of the restaurant or other industrial, commercial or Institutional premises where food is cooked, processed or prepared, must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

**13.3 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS**

- 13.3.1 Every Registered Owner of a vehicle or equipment service station, repair shop or garage or of a commercial or Institutional premises or any other establishment where motor vehicles or equipment are repaired, lubricated, or maintained and where the wastewater is directly or indirectly connected to the Wastewater System must install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the wastewater system in excess of the limits in this bylaw.
- 13.3.2 The Registered Owner of the premises described this section must install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).
- 13.3.3 All oil and grease interceptors and separators must be maintained in good working order and according to the manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and inspected to ensure the surface oil and sediment levels do not exceed the recommended level. In the absence of manufacture's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time they are performed.
- 13.3.4 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each oil and grease interceptor installed.

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- 13.3.5 The Owner or operator of the premises as set out in this section must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.
- 13.3.6 Emulsifiers must not be discharged to the Wastewater system into interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

**13.4 SEDIMENT INTERCEPTORS**

- 13.4.1 Every Registered Owner of the premises from which sediment may directly or indirectly enter the Wastewater system, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, must take all necessary measures to ensure that such sediment is prevented from entering the drain or the Wastewater system in excess of the limits in this bylaw.
- 13.4.2 Catch basins installed on private property for the purposes of collecting storm water and carrying it into Storm Sewers must be equipped with an interceptor and the installation of these catch basins on private property must comply with the requirements of the Town.
- 13.4.3 All sediment interceptors must be maintained in good working order and according to manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance. In the absence of manufacturer's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time it is performed.
- 13.4.4 The Owner or operator of a premises as referred to in this section must, for 2 years, keep the records which document interceptor clean-out and sediment disposal.
- 13.4.5 A schedule and record of maintenance must be submitted to the Town upon request for each sediment interceptor installed.

**13.5 DENTAL WASTE AMALGAM SEPARATOR**

- 13.5.1 Every Owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, must install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dentistry - Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:
- i Orthodontics and dentofacial orthopedics
  - ii Oral and maxillofacial surgery
  - iii Oral medicine and pathology
  - iv Periodontics or,
  - v A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.

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13.5.2 Notwithstanding compliance with Subsection 13.5.1, all Persons operating or carrying on the business of a dental practice shall comply with Schedules “B” and “C” of this Bylaw.

- i All dental waste amalgam separators must be maintained in good working order and according to the manufacturer’s recommendations.

13.5.3 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each dental amalgam separator installed.

**13.6 PRE-TREATMENT FACILITIES**

13.6.1 When not adhering to the requirements and prohibitions to the bylaw or where required by the Town, the Owner or operator must install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.

13.6.2 The Owner or operator must ensure the design, operation, and maintenance of the pre-treatment facility achieves the treatment objectives and operates and is maintained in accordance with the manufacturer’s recommendations.

13.6.3 The Owner or operator must not deposit the waste products from the pre-treatment facility in a wastewater works and must ensure any waste products from the pre-treatment facility are disposed of in a safe manner.

13.6.4 The maintenance records and waste disposal records must be submitted to the Town upon request.

13.6.5 The Owner and operator must keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

**13.7 HAULED WASTEWATER/WASTE**

13.7.1 No Person will discharge hauled wastewater/waste to the wastewater works unless:

- i The carrier of the hauled wastewater/waste, operating as a waste management system is certified according to all applicable Federal and Provincial legislation, as amended from time to time, and haul wastewater/waste meets the conditions set out by all applicable Federal and Provincial environmental protection regulations, as amended from time to time.
- ii The carrier meets all conditions for discharge that are or may be set from time to time with respect to the discharge of hauled wastewater/waste by ACRWC and,

13.7.2 No Person will discharge or permit the discharge of hauled wastewater/waste to the wastewater works:

- i At a location other than a hauled wastewater/waste discharge location approved by the Town.
- ii Without a manifest, in a form approved by the Town, completed and signed by the carrier prior to the discharge, and
- iii Without the use of a discharge hose placed securely in the discharge port at the approved location.

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**13.8 NON-CONTACT COOLING WATER**

The discharge of non-contact cooling water or uncontaminated water to a sanitary sewer for from any Residential property is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

**13.9 WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY**

The discharge of water originating from a source other than the Town's water supply, including storm water or groundwater, directly or indirectly to a sanitary sewer is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

**14.0 SPILLS**

In the event of a spill to a wastewater works and/or Storm Sewer works, the Person responsible or the Person having the charge, management, and control of the spill will immediately notify and provide any requested information regarding the spill to:

14.1 If there is any immediate danger to human health and/or safety:

14.1.1 911 emergency

14.1.2 The Operations Supervisor via the On-Call Emergency Phone Number (780) 975-0770

14.1.3 ACRWC's Wastewater Treatment Plant Control Room (780)416-9967

Or

14.2 If there is no immediate danger:

14.2.1 The Town on-call staff (780) 975-0770

14.2.2 The Owner of the premise where the spill occurred

14.2.3 ACRWC's Wastewater Treatment Plant Control Room (780)416-9967, and

14.2.4 Any other Person whom the reporting Person knows or ought to know may be directly affected by the spill

14.3 The Person responsible for the spill will provide a detailed report on the spill to the Town within five working days after the spill. The detailed report must contain the following information to the best of their knowledge:

14.1.1 Location where the spill occurred.

14.1.2 Name and telephone number of the Person reporting the spill, and the location and time, where and when they can be contacted.

14.1.3 Date and time of the spill.

14.1.4 Material spilled, including characteristics and composition of the material.

14.1.5 Volume of the material spilled.

14.1.6 Duration of the spill event.

14.1.7 Work completed and any work still in progress in the mitigation of the spill.

14.1.8 Preventative actions being taken to ensure a similar spill does not reoccur.

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14.1.9 Copies of applicable spill prevention and spill response plans.

- 14.4 The Person responsible for the spill and the Person having the charge, management, and control of the spill will do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- 14.5 Nothing in this Bylaw relieves any Persons from complying with any notification or reporting provisions of other government agencies, including Federal and Provincial agencies as required and appropriate for the material and circumstances of the spill, or any other Bylaw of the Town.
- 14.6 The Town may invoice the Person responsible for the spill to recover costs of time, materials, and services arising because of the spill. The Person responsible for the spill must pay the costs invoiced.
- 14.7 The Town may require the Person responsible for the spill to prepare and submit a spill contingency plan to the Town to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

**15.0 AUTHORITY TO INVESTIGATE**

The Town, or their authorized agent, has the authority to carry out any inspection reasonably required to ensure compliance with this Bylaw, including but not limited to:

- 15.1 Inspecting, observing, sampling, and measuring the flow in any private:
- 15.1.1 Sewer
  - 15.1.2 Wastewater disposal system
  - 15.1.3 Storm water management facility and
  - 15.1.4 Flow monitoring point
- 15.2 Taking samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises of flowing within a sewer system.
- 15.3 Performing on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment Facilities, and storm water management Facilities.
- 15.4 Collecting and analyzing samples of hauled wastewater coming to a discharge location into the wastewater works.
- 15.5 Inspecting the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or Watercourse.
- 15.6 Requiring information from any Person concerning a matter.
- 15.7 Inspecting and copying documents or removing documents from the premises to make copies.
- 15.8 Inspecting chemical storage areas and spill containment Facilities and requesting Safety Data Sheets (SDS) for materials stored or used on site.
- 15.9 Inspecting the premises where a release of prohibited or Restricted Wastes or of water containing prohibited or Restricted Wastes has been made or is suspected of having been made, and to sample.

No Person will hinder or prevent the Town or their authorized agent from carrying out any of their powers or duties.

**16.0 OVERSTRENGTH SURCHARGE**

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- 16.1 The Town or their authorized agent may assess Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set in accordance with Schedule “D” of this Bylaw.
- 16.2 Any Overcharge Surcharge will be added to a monthly Utility Bill.

**17.0 BEST MANAGEMENT & CODES OF PRACTICE**

- 17.1 ACRWC has adopted one or more Best Management Practices which includes Codes of Practice that apply the Designated Sector Operations, as outlined in ACRWC’s Code of Practice Registration Form for Designated Sector Operations, available on ACRWC’s website at [www.acrwc.ab.ca](http://www.acrwc.ab.ca).
- 17.2 A Code of Practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the permit.
- 17.3 A Code of Practice does not apply to the discharge of domestic wastewater.
- 17.4 Nothing in a Code of Practice relieves a Person discharging wastewater from complying with this Bylaw, a Wastewater Discharge Permit of any other applicable enactment.
- 17.5 If a Code of Practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this Bylaw, the requirement in the Code of Practice prevails.

**18.0 AUTHORITY TO RESTRICT OR SHUT-OFF UTILITY SUPPLY**

- 18.1 The Town Manager, or their delegate, may without notice Shut-Off the Utility Service to any part of the Town or any Service in the case of an emergency.
- 18.2 The Town Manager, or their delegate, in a non-emergent situation for any reason deemed necessary including but not limited to repairing and maintaining the Utility System, may shut-off the Utility Service to any part of the Town or Service provided reasonable notice of such intended Shut-Off is given to all affected Owners, except in the event of routine maintenance with Shut-Off not to exceed thirty (30) minutes. The Town Manager, or their delegate, will have the sole discretion to determine what reasonable notice is in the circumstance.
- 18.3 The Town Manager, or their delegate, may Shut-Off the Utility Service if the Consumer’s Facilities are deemed to be unsafe or defective, leak excessively or cause contamination or deterioration of the Utility System.
- 18.4 The Town Manager, or their delegate, may restrict and regulate the hours or time during which water may be used for any purpose other than for firefighting.
- 18.5 The Town Manager, or their delegate, may, by Publication upon reasonable notice, implement Water Demand Management Measures to restrict water usage to any or all parts of the Town. Such measures include but are not limited to a restriction on the watering of lawns, gardens, streets, yards or grounds, or the use of a hose or similar device to wash vehicles, or the exteriors of houses or other buildings. Other measures include but are not limited to varying the hours and days of the use of water.
- 18.6 After Publication of any Water Demand Management Measures, it will be an offence for a Person to use water in contravention of the declared Water Demand Management Measures. A Consumer who is not adhering to the Water Demand Management Measures may have their service Shut-Off with reasonable notice.
- 18.7 No Persons will have any claim for compensation or damages because of the Town shutting off the water with or without notice for any reason or from failure of the water supply from any cause whatsoever.

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18.8 Failure to adhere to this Bylaw may result in service Disconnection.

**19.0 UTILITY RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

19.1 The Consumer will pay to the Town the utility distribution and other charges as applicable as set out in Schedule "A" Utility Rates and Other Charges as attached to this Bylaw..

19.2 New account requests or changes for Utility Services must be in the name of the Owner(s) registered on the property title only, other than those accounts specific to Bulk Water use.

19.3 Prior to Utility use, an Owner must open an account, and is subject to the application fee and security deposit fees as in Schedule "A" Utility Rates and Other Charges as attached. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.

19.4 The Security Fee will be fully refundable, less any outstanding Account balances, upon termination of the Account.

19.5 Should there be a disagreement of the classification of any service, Council will have the final, binding decision.

19.6 Persons who use Utility Services without opening an account will be liable for the cost of utility consumption based upon reasonable estimation. Failure to open an Account may result in Utility service being Shut Off.

19.7 The Town will take readings from the Water Meters monthly. The Utility Bill, based on consumption in accordance with the rates set out in Schedule "A" hereto, will be mailed or emailed every month to Consumers.

19.8 A Utility Bill showing the current service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for Utility Services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.

19.9 In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and shall form part of the unpaid Utility Bill.

19.10 In the event any utility charges remain unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:

- i Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.
- ii Shut off Utility Services. An Arrears Fee as set out in Schedule "A" will be applied to the Account if the Account is scheduled for shut off. Any properties that cannot have the Utility Service Shut-Off (i.e. Condominiums, malfunctioning CC, etc.) may have unpaid Accounts transferred to the Owner's Property Tax Roll and may be subject to all other applicable charges.
- iii Transference of outstanding account balance to the Owner's Property Tax Roll.
- iv By action, in any court of competent jurisdiction.

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- 19.11 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:
- i If the correction results in an under billing for utility consumption charges to the Consumer, the Utility Bill correction will be made for a period of not more than three (3) months immediately preceding the date of discovery of error, or,
  - ii If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.
- 19.12 A Consumer may contact the Town for temporary or permanent Service Disconnection of Utilities. Service Call charges per Schedule "A" will apply to disconnect the service as well as a Service Disconnection charge. To reconnect the service upon request of the Consumer, Service Call charges per Schedule "A" will apply as well as a Service Reconnection Charge. Charges will be applied to the Consumer's account and make up part of the Utility Bill.
- 19.13 Consumers who wish to close their account must make a request with the Town at least two working days before the request is to become effective. All fees up to the date of closure remain the responsibility of the Consumer. The Town may continue to levy Utility Service fees until the Account is formally closed by the Consumer. A refund will be issued for closed Accounts with a final credit balance of \$5.00 or more.
- 19.14 Any Bulk Water Consumer who transacts online, requiring no administrative assistance for adding funds to their Bulk Water account, will receive a 10% bonus of water.

**20.0 PENALTIES**

- 20.1 Offence Tag
- 20.1.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
- 20.1.2 An Offence Tag shall be in a form approved by the Council and will state:
- i The name of the offender; and,
  - ii The offence.
  - iii The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and
  - iv That the fine must be paid within 30 days of the issuance of the offence tag.
- 20.2 Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Bylaw Enforcement Officer, provided however, that no more than one offence tag will be issued for each day that the contravention continues.
- 20.3 Violation Ticket

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- i If the fine specified on an offence tag is not paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.
- ii The Violation Ticket must be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
- iii Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

**21.0 SEVERABILITY**

Should any provision of this Bylaw be invalid, then such provision will be severed, and the remaining Bylaw will be maintained.

**22.0 GENERAL**

22.1 Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.

22.2 Bylaw 2020-25, Bylaw 2022-01, Bylaw 2020-26, and Bylaw 2022-02 are hereby repealed.

22.3 This Bylaw will come into full force and effect on January 1, 2023.

READ A FIRST TIME THIS 20<sup>th</sup> day of December 2022.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD  
BYLAW 2022-20  
UTILITIES BYLAW**

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**Bylaw 2022-20 SCHEDULE “A” – UTILITY RATES AND  
OTHER CHARGES**

**1.0 DEFINITIONS OF UTILITY RATES**

- 1.1 “Service Charge” means a flat fee charge intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, Facilities, and administration of Consumer accounts.
- 1.2 “Capital Rate Rider” means a flat fee charge intended to reflect each Consumer’s share of costs of capital program related assets, such as equipment and infrastructure replacement (i.e. Defective pipes or installation of new pipes.)
- 1.3 “Consumption Charge” means a variable volumetric charge, unless water is un-metered, that reflects the cost of utility supply.

**2.0 WATER RATES**

	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
<b>Residential</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.50	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
<b>Commercial</b>	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.50	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

**TOWN OF BON ACCORD  
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<b>Institutional</b>	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.50	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

<b>Bulk Water (Truckfill) Pre-paid</b>	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
	Consumption Charge	\$5.84	per cubic meter consumed during each billing period
	Consumption Charge – 10% discount for online only customers	\$5.26	per cubic meter consumed during each billing period

**3.0 WASTEWATER RATES**

<b>Residential</b>	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.03	per cubic meter of water consumed during each billing period

<b>Commercial</b>	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$2.98	per cubic meter of water consumed during each billing period

**TOWN OF BON ACCORD  
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	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
<b>Institutional</b>	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$2.98	per cubic meter of water consumed during each billing period

**4.0 DEFINITIONS OF OTHER UTILITY CHARGES**

- 4.1 “Application Fee” means a one-time flat fee applicable to new service account requests and split between water and wastewater services.
- 4.2 “Arrears Fee” means a flat fee charge intended to reflect the cost of managing and processing the administration and collection of utility accounts that are scheduled for shut off due to arrears and non-payment.
- 4.3 “Connection to Main” means a charge for a new service request where a new physical connection is required to the Utility Main System.
- 4.4 “Interference or Tampering Penalty” means a charge issued to anyone who has been found to have interfered with Town Facilities including any meter, meter seals, meter reading, or water Disconnection equipment.
- 4.5 “Late Payment Penalty” means a penalty of twenty-four percent (24%) per annum or two percent (2%) per month that is added to the outstanding amount of Utility Bills that remain unpaid after the date fixed for payment.
- 4.6 “Meter Testing Charge” means a charge intended to reflect the cost of removing, testing, and re-installing a Water Meter that the Consumer believes is faulty.
- 4.7 “Security Fee” means a one-time flat fee applicable to new utility account holders. The fee is added to the account at the time of account activation and is refundable less any outstanding amounts owing upon termination of service.
- 4.8 “Service Calls” means a per hour charge applicable to those Consumers who require service over and above that the of Basic Services provided for non-emergent issues, including Consumer request for Disconnection and Reconnection.
- 4.9 “Service Disconnection” means an option for Consumers who wish to have their service temporarily Disconnected. This is a one-time charge applied to the account at the time of Disconnection.
- 4.10 “Service Reconnection” means the option for Consumers to have their service turned back on after having requested for a temporary service Disconnection.

**TOWN OF BON ACCORD  
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**4.0 OTHER UTILITY CHARGES**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application Fee	\$30.00	Per new utility account – applied to account at time-of-service application; split between water and wastewater.
Arrears Fee	\$65.00	Applied to account during any instance of account being scheduled for Shut-Off due to non-payment.
Connection to Main	\$200.00Residential \$250.00Commercial & Institutional	tapping into main for new service
Interference, Tampering or Unauthorized Use Penalty	\$500.00	Per event
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Meter Testing Charge	Flow through of costs + service call	per Consumer request, flow through of testing charge plus Service Call
Security Fee	Cost determined at time of Utility service application – based on Water Meter size  ½" up to 1" meter \$200.00 1.5" meter \$750.00 2" meter \$1000.00	Per new utility account, applied at time-of-service application and refunded upon service termination less any monies outstanding.
Service Calls	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours	Per hour plus any additional costs that may be incurred in attending to non-emergent issues
Service Disconnection	Service Call Charge plus \$65.00	Per request, per utility account.
Service Reconnection	Service Call Charge plus \$65.00	Per request, per utility account.

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**5.0 PENALTIES**

	1 <sup>ST</sup> OFFENCE	2 <sup>ND</sup> OFFENCE
Release of any matter not in accordance with Schedule "C"	\$500	\$1,000
Release of any matter not in accordance with Schedule "D"	\$500	\$1,000
Diluting wastewater	\$500	\$1,000
Connection of storm water, roof drains etc. to sanitary sewer	\$500	\$1,000
Tampering with manhole covers or Appurtenances	\$500	\$1,000
Cutting or tapping into Town sewers	\$500	\$1,000
Obstructing the flow of sewage	\$500	\$1,000

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**TOWN OF BON ACCORD  
BYLAW 2022-20  
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## **Bylaw 2022-20 SCHEDULE “B” – PROHIBITED WASTES**

No Person will discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer or municipal sewer connection or private sewer connection, to any wastewater works in circumstances where:

- (1) To do so may cause or result in:
  - (a) A health or safety hazard to a Person authorized by the ACRWC or a Member Municipality to inspect, operate, maintain, repair, or otherwise work on a wastewater works.
  - (b) An offence under any applicable federal or provincial legislation, as amended from time to time, or any regulation made thereunder from time to time.
  - (c) Wastewater sludge from the wastewater treatment facility to which wastewater discharges, either directly or indirectly, to fail to meet the objectives and criteria as listed in any applicable federal or provincial legislation, as amended from time to time.
  - (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process.
  - (e) A hazard to any Person, animal, property, or vegetation.
  - (f) An offensive odour emanating from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour.
  - (g) Damage to wastewater works.
  - (h) An obstruction or restriction to the flow in wastewater works.
- (2) The wastewater has two or more separate liquid layers.
- (3) The wastewater contains:
  - (a) Hazardous substances.
  - (b) Combustible liquid.
  - (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in “Risk Group4” as defined in “Laboratory Biosafety Guidelines” published by Health Canada, dated 2004, as amended.
  - (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord, and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.
  - (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent.

**TOWN OF BON ACCORD  
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- (f) Fuel.
  - (g) Ignitable waste.
  - (h) Pathological waste.
  - (i) PCBs.
  - (j) Pesticides which are not otherwise regulated in this Bylaw.
  - (k) Reactive waste.
  - (l) Toxic substances which are not otherwise regulated in this Bylaw.
  - (m) Waste radioactive substances in concentrations greater than those specified for release to the environment under the Nuclear Safety and Control Act and Regulations or amended versions thereof.
  - (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a wastewater works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.
- (4) The wastewater contains a concentration, expressed in milligrams per litre, more than any one or more of the limits in Schedule "C" of this Bylaw, unless:
- (a) The discharge is in accordance with a valid Wastewater Discharge Permit;
  - (b) The discharge is authorized in a Code of Practice approved by ACRWC; and
  - (c) All requirements of Section 13 of this Bylaw, Additional Requirements, have been fully satisfied.

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**Bylaw 2022-20 SCHEDULE “C” – RESTRICTED WASTES  
– SANITARY SEWER DISCHARGES**

1. Table A – CONVENTIONAL CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L, except as noted]</b>
Biochemical Oxygen Demand	10,000
Chemical Oxygen Demand	20,000
Nitrogen, Total Kjeldahl	500
Oil and Grease, Total – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	500
Phosphorus, total	200
Suspended Solids, Total	5,000

2. Table B – ORGANIC CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L]</b>
Benzene	0.5
Ethylbenzene	0.5
Oil and Grease – Mineral and Synthetic/Petroleum Hydrocarbons	100
Phenols, Total (or phenolic compounds)	1.0
Toluene	0.5
Xylene	0.5

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3. Table C – INORGANIC CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L]</b>
Arsenic (As)	1.0
Cadmium (Cd)	0.10
Chlorine, Total (Cl <sub>2</sub> )	5.0
Chromium (Hexavalent) (Cr <sup>+6</sup> )	2.0
Chromium, Total (Cr)	4.0
Cobalt (Co)	5.0
Copper (Cu)	2.0
Cyanide (CN)	2.0
Lead (Pb)	1.0
Mercury (Hg)	0.10
Molybdenum (Mo)	5.0
Nickel (Ni)	4.0
Selenium (Se)	1.0
Silver (Ag)	5.0
Sulphide (S <sup>=</sup> )	3.0
Thallium (Tl)	1.0
Zinc (Zn)	2.0

4. Table D – PHYSICAL PARAMETERS

<b>Parameter</b>	<b>Limit</b>
Flashpoint	Not ≤60.5° C
Lower Explosive Limit (LEL) in headspace	10% of the LEL
Ph	6.0 – 11.5 (unitless)
Temperature	60° C

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**Bylaw 2022-20 SCHEDULE “D” – WASTEWATER  
OVERSTRENGTH LIMITS**

Concentrations that do not exceed the constituent concentration limits listed in Schedule “C” are permitted for discharge, however, they may be subject to an Overstrength Surcharge.

<b>Substance</b>	<b>Column A</b>	<b>Column B</b>
	Overstrength Surcharge Concentration Limits, mg/L	Additional Overstrength Concentration Limits, mg/L
Biochemical Oxygen Demand (BOD)	300	3000
Chemical Oxygen Demand (COD)	600	6000
Nitrogen, Total Kjeldahl (TKN)	50	200
Oil and Grease, Total (O&G) – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	100	400
Phosphorus, Total (TP)	10	75
Suspended Solids, Total (TSS)	300	3000

## **CORRECTION OF UTILITY BILLING ERRORS**

**Resolution #.** 95.316

**Date Passed:** July 18, 1995

**Effective Date:** July 18, 1995

**Reviewed:** September 20, 2005

**Bylaw(s):** None

**Purpose:** To set time limit for corrections.

**Policy Statement:**

If it is determined that a utility account has been billed incorrectly, a one year time limit will apply to adjustments that are required to correct the billing error.

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration - Finance

**POLICY NO.:** 11.307

**SUBJECT:** UTILITY ACCOUNTS – REMAINING BALANCES

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

December 20, 2011 - Council Meeting - Resolution 11.307  
October 15, 1996 - Council Meeting - Resolution 96.412  
July 2, 1996 – Council Meeting – Resolution 96.282

**PURPOSE AND INTENT:** To provide criteria and timelines for utility account refunds.

**POLICY STATEMENT:** Refunds will be issued when accounts are overpaid and meets the criteria for re-imbursement.

**PROCEDURE:**

1. A refund for overpaid utilities, as determined at the point of final billing, will be identified.
2. If the credit balance amount remaining on the utility account is \$5.00, or more, a refund will be issued.
3. Final and closing utility accounts with a credit balance amount less than \$5.00 will be retained by the Town of Bon Accord and recorded as general revenue.
4. Final and closing utility accounts with a deficit balance of less than \$5.00, and the party owing the Town is non-contactable, will be identified to be written off.
5. Council will be provided a listing annually of those accounts with credit balances that the Town will be assuming and those with deficit balances requiring to be written off.
6. Resolution of Council will be required to accept the recommendations of Administration (per item 5 above).

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Waste Collection Bylaw – 2022-21</b>
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

At the December 20 Regular Meeting of Council, Council gave first reading to Waste Collection Bylaw 2022-21, Resolution #22-541.

The waste collection rates require updating due to the changing rates approved within the 2023 Operating Budget. The Waste Collection Bylaw has been updated for improved grammar and structure to ensure the Bylaw is clearer, more concise, and easier to read and follow. Redundancy in content has been eliminated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Highlighted changes/updates to the Waste Collection Bylaw are as follows:

- Updated definitions – added necessary definitions and removed definitions for words that did not actually appear in the body of the Bylaw.
- Added Sections for important information regarding Household Waste Collection, Recyclable Material Collection, and Organic Waste Collection.
- Clearer instruction for opening and closing accounts, as well as utility billing and arrears.
- Rates for Waste Collection Service and the collection dates are in Schedules, as schedules to the Bylaw are easier to amend rather than the entire Bylaw.
- The rate for Waste Collection reflects a budgeted update of the flow-through cost from the 2% CPI increase from the Solid Waste Collector per the agreement. Rates also reflect landfill costs.

**STRATEGIC ALIGNMENT**

***Values Statement: Professionalism***

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

***Values Statement: Stewardship***

- Administration and Council embody the responsible planning and management of our resources.

***Priority #3: Infrastructure***

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

**COSTS/SOURCES OF FUNDING**

2023 Operating Budget

**RECOMMENDED ACTION (by originator)**

**Resolution #1**

THAT Council gives 2<sup>nd</sup> reading to Waste Collection Bylaw 2022-21 as presented.

**Resolution #2**

THAT Council gives 3<sup>rd</sup> reading to Waste Collection Bylaw 2022-21 as presented.

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD TO ESTABLISH TERMS AND CONDITIONS FOR THE  
PROVISION OF WASTE COLLECTION AND RECYCLING SERVICES IN THE TOWN OF BON ACCORD**

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WHEREAS the *Municipal Government Act* provides that a Council may pass bylaws respecting public utilities; and

WHEREAS it is deemed advisable and expedient to set out the terms and conditions applicable to the collection and disposal of solid waste and the provision of recycling and organic services within the Town of Bon Accord;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

This Bylaw may be referred to as "The Waste Collection Bylaw".

The services provided by the Town shall be pursuant to the terms, conditions, and provisions of this Waste Collection Bylaw, the contents of which will be binding upon and form part of an agreement between the Town and any Person who receives the services.

**1.0 DEFINITIONS**

- 1.1. "Ashes" means the powdery residue left after the combustion of any substance and includes partially burnt wood, charcoal or coal;
- 1.2. "Automated Bin Service" means a collection service where Waste Materials are stored in a bin constructed to be emptied mechanically into a collection vehicle;
- 1.3. "Building Material" means:
  - 1.3.1. board lumber, such as 2 x 4's, 2 x 6's, 2' x 10's, baseboards, etc., which are limited to lengths of 0.9m (36"); or
  - 1.3.2. sheet lumber, such as plywood, paneling and drywall, limited to 0.9m x 0.3m (36"x 12") sheets with maximum thickness of 25mm (1"); or
  - 1.3.3. insulation, plastic, or other such material used in the construction or re-construction of a building or facility;
- 1.4. "Bylaw Enforcement Officer" means an officer appointed by the Town pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 1.5. "Collection Day" shall mean the day or days during each week on which waste is collected from a specific premise;
- 1.6. "Commercial Bin" means secure container used for the purposes of storing and disposing of commercial or sizeable waste;
- 1.7. "Cart" will be one or a combination of the following:
  - 1.7.1. Waste collection cart, supplied to eligible premises for use by the Householder
  - 1.7.2. Aerated organics collection cart supplied to eligible premises by the Town

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- 1.8. "Container Recyclables," means glass bottles and jars, aluminum, steel and tin cans, margarine and yogurt containers, grocery and retail bags, plastic bottles with twist off top, beverage containers, polycoat milk cartons, plastic milk jugs and juice cartons, tetra packs and mini-sip containers or other items designated by Council from time to time;
- 1.9. "Council" means the Municipal Council of The Town of Bon Accord;
- 1.10. "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 1.11. "Industrial / Commercial / Institutional Waste" or "ICI Waste" means material of similar composition as mixed waste collected within the Town other than by Town Collection;
- 1.12. "Institutional Facilities" shall mean a hospital, nursing home, hotel, or school;
- 1.13. "Multi-Family Complex" means a building or private community containing three or more units, including apartment buildings, townhouses, condominiums or manufactured home parks;
- 1.14. "Owner" means the person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 1.15. "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 1.16. "Recommencement of Service" means a point in time in which Collection Services and billing for such service will resume.
- 1.17. "Roadway" means a roadway within the meaning of the Traffic Safety Act, RSA 2000, c. T-6, as amended or replaced from time to time;
- 1.18. "Solid Waste Collector" means the Person or Persons appointed by the Town for the purpose of collecting and disposing of Waste Materials, Organic Materials, Fibre, Recyclables and Container Recyclables;
- 1.19. "Town" means The Town of Bon Accord;
- 1.20. "Town Manager" means the Chief Administrative Officer as appointed by Council;
- 1.21. "Utility Bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for utility services provided by the Town;
- 1.22. "Waste Collection Service" means the curbside or roadside collection of Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables;
- 1.23. "Waste Materials" means any material discarded from a Dwelling or Multi-Family Complex that is not Fibre Recyclables or Container Recyclables or Organic Materials;
- 1.24. "Yard Waste" means, stumps, tree trunks, sod, and other similar materials.

**2.0 CONDITIONS**

- 2.1 No Person will collect, dispose of, or remove refuse except in accordance with the provisions of this Bylaw.
- 2.2 No Person will operate a vehicle in the Town while it is carrying solid waste or industrial waste unless the portion of the vehicle in which the material is being carried is securely

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covered or the material is secured to prevent any part of such material from falling off, or out of, the vehicle while in transit.

- 2.3 No person will allow solid waste to spill over or accumulate on any lane, street, or adjoining public or private property. Every person will ensure that all solid waste is always kept within their waste cart.
- 2.4 No person will allow their waste cart to fall into disrepair or become noxious, offensive, or dangerous to public health.
- 2.5 No person will pick over, interfere with, disturb, remove, or scatter any solid waste put out for collection or removal.
- 2.6 No person other than the approved Solid Waste Collector will collect solid waste from eligible premises.
- 2.7 No person will vandalize or willfully damage any solid waste cart.

**3.0 ADMINISTRATION AND MANAGEMENT**

- 3.1 The Town Manager may delegate the administration of this Bylaw to the following employee positions:
  - 3.1.1 Operations Supervisor
  - 3.1.2 Corporate Services Manager or position similar thereof.

**4.0 COLLECTION, RECYCLING, AND ORGANICS SERVICES**

- 4.1 Every Householder to which this Bylaw applies must obtain proper Waste Material and Organic Material carts provided for by the Solid Waste Collector.
- 4.2 Organic waste carts not required may be returned to the Town; no reduction or adjustment will be made to the Utility Bill as a result.
- 4.3 A Householder may request a replacement waste or organics cart should their cart be damaged or stolen. Per Schedule "A" of this Bylaw, the Householder will be responsible for the cost to replace carts damaged by misuse and/or carts lost or stolen.
- 4.4 A Householder may request an additional waste or organics cart for an additional charge per Schedule "A" of this Bylaw.
- 4.5 The Householder will maintain all carts supplied in a clean and sanitary condition, and will immediately notify the Town of lost, stolen, or damaged carts.
- 4.6 Waste and organic carts and recycling will be collected at the times specified by the Solid Waste Collector per Schedule "B" of this Bylaw.
- 4.7 All solid waste must be placed for collection on the road adjacent to the eligible premises prior to 7:00 am on the Collection Day as specified in Schedule "B" of this Bylaw. No cart will be located to encroach on any roadway, highway, boulevard, lane, or public place except as expressly required by this Bylaw.
- 4.8 Waste and organic carts must be removed from the curbside by 9:00 pm of the Collection Day. Any materials not collected must be removed from the curbside by 9:00 pm of the

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WASTE COLLECTION BYLAW**

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- Collection Day unless rescheduling for the next day has occurred due to an unscheduled service interruption by the Solid Waste Collector.
- 4.9 Subject to section 4.9.1 of this Bylaw, no Person other than the Town of Bon Accord, will provide Collection Services or Supplementary Collection Services.
- 4.9.1 If a Person, who at the date of passage of this Bylaw, was providing or receiving Collection Services or Supplementary Collection Services within the Town subsequently discontinues providing such services, that Person may not recommence providing such services later unless approved by Council.
- 4.10 Every person who operates a private Collection Service must:
- 4.10.1 Comply with requirements of this Bylaw.
- 4.10.2 Obtain any permit required by this Bylaw or any Provincial statute and regulations.
- 4.10.3 Refuse to collect Waste Materials, Organic Materials, and/or Recyclables from premises whose Householders do not comply with the requirements of this Bylaw. Notwithstanding any other provision in this Bylaw to the contrary, a Person who operates a private Collection Service may select whatever Cart of Container suitable to their operation to use for placing Waste Materials, Organic Materials, and Recyclables for collection at each eligible premises.
- 4.10.4 Provide all services as offered by the Town with respect to Collection Services to maximize diversion from the landfill.
- 4.11 Householders within the Town who receive a water and/or sewer Utility Bill will automatically receive Waste Collection Services, and an account will be established and effective as of the date of ownership or occupancy whichever first occurs. This excludes all apartments, multi-family complexes, institutional, and commercial facilities.
- 4.12 Householders residing within a Multi-Family Complex may apply for Waste Collection Service as a group in accordance with Section 5 of this Bylaw. Upon approval, all Householders within the site will be provided and billed for Waste Collection Services.
- 4.4.14.12.1 Householders within a Multi-Family Complex may opt-out of Waste Collection Service from the Town as a group, only if the Householders have contracted for an Automated Bin Service. Upon written confirmation to the Town that such a contract exists, the Waste Collection Service will be discontinued.
- 4.13 Owners within the Town who do not receive a water and/or sewer Utility Bill from the Town may apply for Waste Collection Service and upon approval will be provided and billed for Waste Collection Services.
- 4.14 A Householder may opt-out of Waste Collection Services followed by application to and approval by Council. Householders may only opt-out of Waste Collection Services provided one or more of the following conditions exist:
- 4.14.1 A Householder resides on a property greater than 0.81 ha (2 acres) in the area.
- 4.14.2 The premises is not occupied for cooking, eating, sleeping, or living purpose for a consecutive period of three (3) months or more.
- 4.15 The effective date of Opt-Out for Waste Collection Services will be the date upon which the application is approved. All Householders who opt-out of Waste Collection Service will be subject to a Services Fee as described in Schedule "A" of this Bylaw for discontinuation of service.

**TOWN OF BON ACCORD**  
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**WASTE COLLECTION BYLAW**

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- 4.16 Householders who wish to recommence their Waste Collection Service following a discontinuation will be subject to a Service Fee as described in Schedule "A" of this Bylaw for recommencement of service.
- 4.17 No person or business/commercial entity will construct a new building or facility without the provision of a Commercial Bin (at their own expense) on site to provide for the storage and removal of new construction waste, including that of Building Material waste.

**5.0 PREPARATION OF MATERIALS FOR COLLECTION**

- 5.1 Prepare yard waste for collection by compacting and tying in secure bundles not more than 1 metre (3.3 ft.) in length and placing in the designated Waste Materials Cart.
- 5.2 Package Ashes cold in biodegradable bags and place in the designated Organic Materials Cart.
- 5.3 Place sawdust in the Cart designated for Organic Materials.
- 5.4 All pet related feces and cat litter must be packaged in plastic bags and placed in the Cart designated for Waste Materials.
- 5.5 Building Materials, for purposes other than new construction, will be limited to 1 m (3.3 ft) in length and placed in the Cart designated for Waste Materials.
- 5.6 New construction Building Material must be placed in a Commercial Bin (i.e. container) that has been provided for by the entity conducting the new construction.
- 5.7 Place grass clippings and leaves in the Cart designated for Organic Materials.
- 5.8 Deposit all other waste materials in the Cart designated for Waste Materials but limited to the capacity of the Cart with the lid closed.
- 5.9 No Owner will place, permit to be placed, or mix any of the following materials for removal:
  - 5.9.1 Industrial waste.
  - 5.9.2 Any highly combustible or explosive or toxic waste, including but not limited to such materials as fuels or lubricants, gun powder or bullets, dynamite, blasting caps, hot Ashes, ignitable waste, motion picture film or toxic materials.
  - 5.9.3 Household hazardous waste or dangerous goods including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any other material commonly referred to as household, commercial, or industrial hazardous waste.
  - 5.9.4 Any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal.
  - 5.9.5 Hypodermic needles.
  - 5.9.6 Sharp objects or broken glass unless packaged to allow safe handling.
  - 5.9.7 Luminescent gas filled tubes unless such tubes are encased in a container of sufficient size and strength to protect such tubes from breakage and thereby allowing safe handling.
  - 5.9.8 Dead animals or animal parts.

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- 5.10 Any person who mixes an item from Section 5.9 into their waste Cart will be responsible for any costs associated with the cleanup and will be liable to a penalty as set forth in Schedule "A" of this Bylaw.

**6.0 HOUSEHOLD WASTE COLLECTION**

~~a)6.1~~ Every person is required to place all household waste in the waste cart designated for waste collection. Loose material will not be collected.

~~6.1~~ Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the garbage cart or bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.

~~6.2~~

~~6.2~~ Waste carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.

~~6.3~~

~~6.3~~ Waste carts must not be overloaded. The lid must be closed.

~~6.4~~

~~6.4~~ Only waste contained within the waste cart provided by the Solid Waste Collector will be collected.

~~6.5~~

~~b)6.6~~ Waste carts not prepared or placed in accordance with this Bylaw will not be collected.

**7.0 RECYCLABLE MATERIAL COLLECTION**

~~6.5~~ Every person is required to place all recyclable materials in a blue bag.

~~7.1~~

~~6.6~~ Blue bags must be kept at a minimum of 4 feet from regular waste carts or bins or other obstacles.

~~7.2~~

~~a)7.3~~ Recyclable products include the following:

~~6.6.1~~ Newspaper

~~7.3.1~~

~~6.6.2~~ Mixed papers (including office paper, magazines, flyers)

~~7.3.2~~

~~6.6.3~~ Corrugated cardboard

~~7.3.3~~

~~6.6.4~~ Box board

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7.3.4

~~6.6.5~~ Metal cans (ie. Food tins)

7.3.5

~~6.6.6~~ Milk containers

7.3.6

~~6.6.7~~ Deposit beverage containers

7.3.7

~~7.3.8~~ Rigid, screw top and snap on lidded containers labeled #1 or #2 only

~~b)7.4~~ Recyclable materials not prepared or placed in accordance with this Bylaw will not be collected.

## 8.0 ORGANIC WASTE COLLECTION

~~6.7~~ Every person is required to place all organic waste in the organics waste cart for collection.

8.1

~~6.8~~ Every person will ensure that no household waste, recycling, tires, plastics, or anything except organic waste is placed into the organics waste cart. If such waste is placed in the organics waste cart, it will not be picked up by the Solid Waste Collector.

8.2

~~6.9~~ Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the organics waste bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.

8.3

~~6.10~~ Organic carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.

8.4

~~6.11~~ Organic carts must not be overloaded. The lid must be closed.

8.5

~~6.12~~ Only organic waste contained in the organics waste cart provided by the Solid Waste Collector will be collected.

8.6

~~a)8.7~~ Organic products include the following:

~~6.12.1~~ Grass clippings

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8.7.1

~~i)8.7.2~~ Fallen leaves

~~ii)8.7.3~~ Small tree or garden trimmings (no branches over 1cm in diameter)

~~iii)8.7.4~~ Small quantities of pet waste

~~iv)8.7.5~~ Soiled paper

~~v)8.7.6~~ Small quantities of sod

~~vi)8.7.7~~ House and garden plants and flowers

~~vii)8.7.8~~ Kitchen food waste (fruits, vegetables, and peelings, nuts and seeds, bread and grains, pasta, eggshells, coffee grounds.

~~b)8.8~~ Organic materials not prepared or placed in accordance with this Bylaw will not be collected.

**9.0 LANDFILL DISPOSAL**

~~a)9.1~~ Every person can dispose of any extra solid waste generate from their eligible premises through their landfill pass.

~~b)9.2~~ Every person with a landfill pass will be charged for solid waste taken to the Roseridge Landfill through the Utility Bill monthly.

**~~6.0~~10.0 — WASTE COLLECTION RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

~~10.1~~—The Consumer will pay to the Town the Waste Collection Service rates and other charges as applicable as set out in Schedule “A” Waste Collection Service Rates and Other Charges as attached to this Bylaw.

10.1

~~10.2~~—New account requests of changes to Waste Collection Services must be in the name of the Owner(s) registered on the property title only.

10.2

~~10.3~~—Prior to Waste Collection Service, an Owner must open an account. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.

10.3

~~10.4~~—Persons who use the Waste Collection Service without opening an account will be liable for the cost of the services. Failure to open an Account may result in service disruption.

10.4

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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~~40.5~~—A Utility Bill showing the current Waste Collection Service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.

10.5

~~40.6~~—In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and will form part of the unpaid Utility Bill.

10.6

~~6.4~~~~10.7~~ In the event any Utility Bill remains unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:

~~6.7.1~~—10.7.1 Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.

~~6.7.2~~—Discontinue or disrupt Waste Collection Services.

10.7.2

~~6.7.3~~—Transference of outstanding account balance to the Owner's Property Tax Roll.

10.7.3

~~10.7.4~~ By action, in any court of competent jurisdiction.

~~6.8~~—10.8 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:

~~6.8.1~~—10.8.1 If the correction results in an under billing for utility consumption charges to the Consumer, the Utility Bill correction will be made for a period of not more than three (3) months immediately preceding the date of discovery of error, or,

~~10.8.2~~ If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.

**TOWN OF BON ACCORD  
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WASTE COLLECTION BYLAW**

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**11.0 ~~7.0~~ PENALTIES**

~~11.1~~ Offence Tag

~~11.1~~

~~7.1.1~~ A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.

~~11.1.1~~

~~11.1.1~~ An Offence Tag shall be in a form approved by the Council and will state:

~~11.1.2~~

~~i.~~ The name of the offender; and,

~~i.~~

~~ii.~~ The offence.

~~ii.~~

~~iii.~~ The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and

~~iii.~~

~~iv.~~ That the fine will be paid within 30 days of the issuance of the offence tag.

~~7.11.2~~ Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Bylaw Enforcement Officer, provided however, that no more than one offence tag will be issued for each day that the contravention continues.

~~7.311.3~~ Violation Ticket

~~i)11.3.1~~ If the fine specified on an offence tag is not paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.

~~ii)11.3.2~~ The Violation Ticket will be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.

~~iii)~~ Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

~~11.3.3~~

**12.0 ~~8.0~~ SEVERABILITY**

~~8.412.1~~ Should any provision of this bylaw be invalid then such provision will be severed, and the remaining bylaw will be maintained.

**13.0 ~~9.0~~ GENERAL**

~~9.413.1~~ Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.

~~9.213.2~~ Bylaw 2020-27 and Bylaw 2022-03 are hereby repealed.

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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~~9.3~~13.3 This Bylaw will come into full force and effect on January 1, 2023.

READ A FIRST TIME THIS 20<sup>th</sup> day of December 2022.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, ~~2022~~2023.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

**Bylaw 2022-21 SCHEDULE “A” WASTE COLLECTION  
SERVICE RATES AND OTHER CHARGES**

**WASTE COLLECTION SERVICE RATES**

	Billing Item	Rate	Application
<b>Residential</b>	<b>Solid Waste Collection</b> <i>(Single/Duplex Unit/Dwelling)</i>	\$13.49	per billing month per utility account
	Extra Waste Cart	\$4.08	per billing month per utility account
	Extra Organic Cart	\$3.06	per billing month per utility account

**OTHER CHARGES**

Billing Item	Charge	Application
Landfill Usage	Flow-through charge - Permit holders will be charged at the rate established and invoiced by the Roseridge Waste Commission.	Applied to Utility Bill monthly.
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Replacement Carts	\$100	Applied to Utility Bill at the time of replacement request.
Service Charge	\$15	One time application to Utility Bill per event.

\*\*Seniors self-contained units, apartments, 4-plexes, and commercial / industrial pickups must use other service provider.

**PENALTIES**

	1 <sup>ST</sup> OFFENCE
Improper materials for removal as waste, recycling, or organics.	\$100
Improper location of Waste or Organics Carts	\$100
Improper storage of Waste or Organics carts (not on private property or obstructing a roadway, highway, boulevard, lane, or public property)	\$100
Improper Waste or Organics cart	\$500

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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**Bylaw 2022-21 SCHEDULE “B” WASTE COLLECTION  
SERVICES SCHEDULE**

**COLLECTION FREQUENCY**

Waste Material Collection: The frequency for household waste collection for all eligible premises is weekly on Friday. Collection of household waste placed in accordance with this Bylaw will commence at 7:00 am.

Organic Material Collection: The frequency for organic waste collection for all eligible premises is weekly on Friday from May 15<sup>th</sup> to November 15<sup>th</sup> of each year. Collection of organic waste placed in accordance with this Bylaw will commence at 7:00 am.

Recyclable Material Collection: The frequency for recyclable material collection for all eligible premises is bi-weekly on Friday. Collection of recyclable materials placed in accordance with this Bylaw will commence at 7:00 am.

DRAFT

**TOWN OF BON ACCORD  
BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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**Bylaw 2022-21 SCHEDULE "C" STATUTORY  
DECLARATION FOR WASTE COLLECTION SERVICE**

**STATUTORY DECLARATION**

CANADA ) IN THE MATTER OF the current  
Waste Collection Bylaw providing for the  
PROVINCE OF ALBERTA ) levying and collection of service charges, rates, and  
TO WIT: ) penalties in connection with Collection Services.

I \_\_\_\_\_, of \_\_\_\_\_

in the Province of Alberta DO SOLEMNLY DECLARE:

1. THAT the building(s) located at the following service address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is not occupied for cooking, eating, sleeping, or living purposes for a consecutive period of three (3) months, or more, or that a significant extenuating circumstance exists that would generate a need for approval, from the Town of Bon Accord Council, to opt out of Waste Collection services.

2. THAT I understand I will not be eligible to receive Collection Services from the Town of Bon Accord for the specified and approved period of time upon which either the Chief Administrative Officer or Town Council approves my application for opting-out from Collection Services. I also understand that upon Recommencement of Service (i.e. resumption of waste collection services upon completion of opt out period) that I must retain the Collection Service for a minimum of six (6) months.

3. THAT the opt out period is determined as follows:

Service interruption effective: \_\_\_\_\_

Service recommencement effective: \_\_\_\_\_

4. THAT should a recommencement date not be provided at time of application all waste totes will be removed from the landowner property at or near the date of service interruption. Upon Recommencement of Service, waste totes will be provided to the above noted service address and a delivery charge of \$15.00 will be applied to the Utility Bill.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "THE CANADA EVIDENCE ACT".

DECLARED before me at the )  
\_\_\_\_\_ of \_\_\_\_\_ )  
in the Province of Alberta ) \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ )

\_\_\_\_\_  
Commissioner for Oaths

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Municipal Borrowing - Operating Bylaw 2023-01</b>
<b>Agenda Item No.</b>	8.3

**BACKGROUND/PROPOSAL**

The Municipal Borrowing – Operating Bylaw 2023-01 gives the Town authorization to borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$230,000 for emergency operating expenditures if necessary, repayable upon demand at the rate of interest of 7.45% per annum from time to time as established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.

Currently the Town has a Municipal Revolving Loan with a zero (0) balance owing.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Municipal Borrowing – Operating Bylaw 2023-01 is a standard document that is updated yearly and submitted to the bank as part of their documentation requirements.

Per Section 256 in the Municipal Government Act:

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

## **STRATEGIC ALIGNMENT**

*Values statement: Stewardship*

- Administration and Council embody the responsible planning and management of our resources.

## **COSTS/SOURCES OF FUNDING**

2023 Operating Budget

## **RECOMMENDED ACTION (by originator)**

### **Resolution #1**

THAT ...Council gives 1<sup>st</sup> reading to Municipal Borrowing – Operating Bylaw 2023-01.

### **Resolution #2**

THAT ...Council gives unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2023-01 in one meeting.

### **Resolution #3**

THAT ...Council gives 2<sup>nd</sup> reading to Municipal Borrowing – Operating Bylaw 2023-01.

### **Resolution #4**

THAT ...Council gives 3<sup>rd</sup> and final reading to Municipal Borrowing – Operating Bylaw 2023-01.

**TOWN OF BON ACCORD  
BYLAW 2023-01  
MUNICIPAL BORROWING - OPERATING**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT**

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WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, 2023.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation may borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$230,000.00 repayable upon demand at a rate of interest per annum of 7.45% established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB
  - b. As security for any money borrowed from ATB
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promise and ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfer to and in favor of ATB of all or any property, real or personal; moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: taxes, reserves, or grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extensions, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.
6. Bylaw 2022-04 is hereby repealed.

**TOWN OF BON ACCORD  
BYLAW 2023-01  
MUNICIPAL BORROWING - OPERATING**

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7. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME THIS 17<sup>th</sup> day of January 2023.

READ A SECOND TIME THIS 17<sup>th</sup> day of January 2023.

READ A THIRD TIME THIS 17<sup>th</sup> day of January 2023.

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

DRAFT

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Rescinding Outdated Policies</b>
<b>Agenda Item No.</b>	8.4

**BACKGROUND/PROPOSAL**

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In an effort to keep the Town’s policies up-to-date and consistent, administration recommends that Council rescind the following policies for the reasons noted below:

Council for the Public Information Posting Policy (attached)

- This policy was first approved in 2007 and has not been reviewed since. The policy outlines the procedures for advertising bylaws, policies and agreements which may be of public interest. Administration has reviewed legislation and found that the Municipal Government Act, the Town’s Procedural Bylaw, Delegation Policy, and Council Agenda Policy provide comprehensive, up-to-date procedures and legislative requirements for the items covered in this outdated policy. Therefore, this policy is redundant and no longer required.

Licencing Policy (attached)

- This policy was approved in 1996 and last reviewed in 2006. It provides for licensing requirements for employees of the Town of Bon Accord who operate motor vehicles during their employment. These provisions are outlined on p. 57 of the newly approved Employment Policy and section 9.1(a) of the supplementary Appendix #3 Employment Agreement (excerpts attached). Therefore, this policy is no longer required.

**STRATEGIC ALIGNMENT**

***Value Statement: Professionalism***

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

Each of the following:

Resolution #1:

THAT Council rescind the Council for the Public Information Posting Policy.

Resolution #2:

THAT Council rescind the Licensing Policy.

# COUNCIL, FOR THE PUBLIC INFORMATION POSTING POLICY

**Resolution #** 07.308

**Date Passed:** December 4, 2007

**Effective Date:** December 4, 2007

**Reviewed:**

**Bylaw(s):** None

**Purpose:** To allow Electors input on Town Bylaws, Policies and Agreements that are put forward to Council for update and ratification. Councils desire to show transparency to their electors.

**Definition:**

**Policy Statement:**

Council has the discretion, with two-thirds (2/3) consent to dispense with posting requirements and present bylaws for the third (3<sup>rd</sup>) reading consideration at one (1) meeting, agreements for signature or policies for ratification.

**Process:**

1. Upcoming issues, such as bylaws, policies and agreements are to be included on the bottom of each Council / Public agenda for Regular Council Meetings. Such items are to be placed on agendas two (2) meetings in advance, when possible. Council agendas will include current copies of issues under/up for review.
2. Council gives first (1<sup>st</sup>) and second (2<sup>nd</sup>) readings to bylaw.
3. Bylaw posted on Town website within seventy-two (72) hours of the second (2<sup>nd</sup>) reading.
4. Electors come forth with input to bylaw.
5. Bylaw goes for third (3<sup>rd</sup>) reading at next regular Council Meeting.
6. Agreements and policies will be posted on the Town website prior to going to Council for ratification and signature. These will be posted, where possible for 5 days prior to Council Meeting date.
7. Public input must be received in writing by the CAO (or designate) prior to the appropriate meeting (electronic input allowed).

## LICENSING POLICY

**Resolution #.** 96.282  
06-032

**Date Passed:** July 2, 1996  
March 7, 2006

**Effective Date:** March 7, 2006

**Reviewed:** March 7, 2006

**Bylaw(s):** None

**Purpose:** To establish a policy with regard to licensing requirements for employees who are required to operate vehicles during the course of their employment.

### **Policy Statement:**

1. Employees who are required to operate a vehicle, are required to possess at minimum a valid Province of Alberta Class 5 Driver's license.
2. License requirements for each department are established at the discretion of the Department Head.
3. Prospective employees, must produce at their own expense, an official driver's transcript (driver's abstract) from Alberta Registries.
4. An employee will not be permitted to operate a vehicle unless he is licensed in the appropriate category.

# Excerpt from Employment Policy

formal and informal evaluations, resumes, letters of reference, and reference checks. It specifically excludes information that is not related to an individual's employment.

### **Consent Not Required**

The Town is not required to obtain the consent of an employee to collect, use, or disclose personal information where the information is for recruitment purposes. The Town is not required to obtain the consent of an employee to collect, use, or disclose personal information where the information relates to a work-related investigation. Investigations include investigations relating to a breach of employment agreement, common law principles of employment, legislation, or regulations. The Town will not undertake any investigations without first having reasonable grounds to believe that the suspected breach is likely to occur or has already occurred. As well, the method of investigation will be reasonable regarding the circumstances.

### **Job Applications**

Personal information collected in the job application process may include job applications (letters or forms), questionnaires, and personal interviews. The express consent of an applicant is not required for the collection of this information; however, such information must be for the purpose of establishing the employment relationship and relevant to the job application process. Information collected in the application process of non-successful applicants will be kept in accordance with the Town's [Records Retention Bylaw 2020-08](#).

### **Reference Checks**

The Town will obtain the express consent of an applicant before collecting information from listed references unless the applicant has included such information in the job application. Also, the Town will not disclose information about a current or former employee to a potential employer in the future without express consent.

### **Criminal Record Check and Driver's Abstract**

The Town may require a criminal record check and/or driver's abstract upon employment.

The criminal record check must be obtained from an RCMP station and cannot be completed online unless the online document contains a link to verify the contents,

however this will be at the discretion of the Town Manager. The Town will not disclose the contents of the criminal record check or driver's abstract without express consent.

### **E-Mail and Internet Use and Monitoring**

The Town may monitor employee's e-mail and internet use strictly for employment related purposes such as measuring productivity and compliance with the Town Computer, E-mail, and Internet Use Section of the Employment Policy. The Town may use monitoring, which is transparent, appropriately consented to, and reasonable, for the purpose of establishing, managing, or terminating the employment relationship.

### **Employee Benefit and Pension Plan Information**

For an employee to participate in these programs, if eligible, the Town collects information from employees and discloses the information to the insurers and/or administrators of these plans. These programs have privacy policies and are bound by the same privacy legislation. This is reasonable and necessary disclosure to facilitate coverage in these programs.

## **33.COMPUTER, E-MAIL, INTERNET, ELECTRONIC DEVICE, AND CELL PHONE USE**

### **Computer Use**

Computers are provided to employees for business use only. Although an employee may need to use such computer for personal reasons, such use should be brief and infrequent. Employees are required to adhere to the following:

- To not store personal documents on the computer hard drive.
- To not play or install computer games on the computer hard drive.

8.6 Upon termination of this Agreement as set forth in this Section 8, the Employee's employment shall conclude and the Employee shall have no further claims against or be entitled to any further remuneration or compensation from the Municipality, other than amounts owed pursuant to this Agreement.

**9. Pre-Conditions**

9.1 The Employee will be responsible for providing to the Municipality prior to commencement of employment, at no cost to the Municipality, the following:  
a) Drivers' Abstract  
b) Criminal Record Check

**10. Miscellaneous**

10.1 The Municipality retains the right to enact, invoke or amend policies and procedures' governing its employees and the Employee agrees to be bound by all such policies and procedures, except where they specifically contradict the terms of this Agreement.

10.2 The Employee shall at no time conduct them self, either professionally or personally, in such a manner as to bring the Municipality, or its representatives or officers, into public disrepute or ridicule and the parties hereto agree that breach of this Section constitutes just cause for immediate termination of this Agreement in accordance with Section 8.1 hereof.

10.3 The Employee shall devote their full time and attention to properly and competently fulfill the duties set out in this Agreement.

10.4 The Employee shall not commence any employment for or with any other person during the Term unless specifically authorized to do so in advance, in writing, by the Municipality at its absolute discretion.

10.5 The Employee acknowledges that any information whatsoever of which the Employee may become aware during the course of his/her employment with the Municipality shall be held by him/her in strictest confidence and shall not be released without the prior written approval from the CAO (i.e. Town Manager) of the Municipality.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Rescind Performance Appraisals Policy</b>
<b>Agenda Item No.</b>	8.5

**BACKGROUND/PROPOSAL**

The intention of the Performance Appraisals Policy is to provide a means for provision of regular and documented performance related feedback to employees; this feedback is conducted on an annual basis.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Performance Appraisals Policy's contents are covered in the new Employment Policy #22-476 in Section 24 Performance Appraisal. Therefore, the Performance Appraisals Policy is redundant and no longer required.

**STRATEGIC ALIGNMENT**

Values Statement: Service Excellence

- Administration and Council strive for the highest standard of service delivery and governance.

**COSTS/SOURCES OF FUNDING**

No cost

**RECOMMENDED ACTION (by originator)**

THAT ... Council rescinds the Performance Appraisals Policy.

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration

**POLICY NO.:**

**SUBJECT:** PERFORMANCE APPRAISALS

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

September 15, 2009 - Council Meeting-Resolution 09.288

**PURPOSE AND INTENT:** To provide a means for provision of regular and documented performance related feedback to employees

**POLICY STATEMENT:** Performance appraisals are to be conducted on all employees annually

**PROCEDURE:**

1. The Town of Bon Accord believes that providing employees with regular feedback relative to their performance is critical to maintaining positive employee relations and high quality service.
2. Performance Appraisals are intended to be a constructive tool for recognizing areas of exceptional performance as well as identifying areas in need of improvement.
3. Performance shall be measured regarding the duties of the position described in the Employee's job description and/or position overview, compliance with policies, procedures and regulations, the Employee's interrelationship with others inclusive of staff and members of the Public, and overall effectiveness.
4. The CAO will conduct performance appraisals of all direct reports while Supervisors, Directors and or Managers will conduct the performance appraisals of their direct reports on an annual basis on the Employee's anniversary date (or of January of each year).
5. Feedback on performance will be provided both verbally and in writing and the written appraisal will form part of the Employee's personnel file.
6. The Employee will be provided with a copy of the written performance appraisal and will be required to acknowledge receipt of the same.

7. Where areas in need of improvement are identified, the Employee will be made aware of the precise expectations relative to improvement and a strategy will be developed and communicated to the Employee.
8. Nothing in this policy prevents the Town of Bon Accord from conducting performance appraisals of any employee more frequently than annually if it is deemed appropriate.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	January 17, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Rescind Classification of Personnel Policy</b>
<b>Agenda Item No.</b>	8.6

**BACKGROUND/PROPOSAL**

The intention of the Classification of Personnel Policy is to classify personnel in a grid system for the purpose of identification, evaluation, and re-grading.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Organizational Chart Policy #22-477 covers the “Staff Establishment” and “Classification” content of the Classification of Personnel Policy and provides a visual representation of the Town’s administrative structure as well as provides for the approval of related position descriptions. Employment Policy #22-476 provides governance for the “Pay Administration”, “Salary”, and “Employee Performance Review” sections of the Classification of Personnel Policy. As well, salary and pay administration are covered within the employment agreements, which are also governed by the Employment Policy.

Considering all the above information, the Classification of Personnel Policy is therefore redundant and no longer required.

**STRATEGIC ALIGNMENT**

*Values Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

**COSTS/SOURCES OF FUNDING**

No cost

**RECOMMENDED ACTION (by originator)**

THAT ... Council rescinds the Classification of Personnel Policy.

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration

**POLICY NO.:**

**SUBJECT:** CLASSIFICATION OF PERSONNEL

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

October 6, 2009 - Council Meeting-Resolution 09.323

**PURPOSE AND INTENT:** To classify personnel in a grid system for the purpose of identification, evaluation, and re-grading

**POLICY STATEMENT:** All personnel positions approved by Council shall constitute the official organization

**PROCEDURE:**

The following personnel classification and pay administration guide is to be used by senior administration when evaluating personnel. All staff evaluations are to be conducted annually.

1. Staff Establishment

- a. The CAO/Town Manager shall be responsible for determining the organization structure, number of positions and organizational relationships required to carry out the work within the municipalities operations.
- b. The CAO/Town Manager shall recommend approval of all full-time and part-time permanent positions to Town Council (typically through the budgeting process).
- c. Once approved by Town Council, the positions shall constitute the official establishment of the applicable organization.
- d. All additions to, deletions from or other changes in position establishment shall be approved by the Town Council.

2. Classification

- a. Town Council is responsible for approving any alterations, additions to or deletions from the classifications (including that of Cost of Living Adjustments – i.e. COLA) based on advice received from the CAO/Town Manager.

- b. Where any significant change is made in the organization of positions or the assignment of duties to positions the CAO/Town Manager shall ensure that a new job description is prepared for each position affected.
- c. The CAO/Town Manager may initiate a classification review of any position in the organization.
- d. Any classification review that results in an increase in classification (i.e. allocation of the position to a different class with a higher maximum salary) shall be approved by Town Council.

### 3. Pay Administration

- a. An employee is entitled to be paid for services rendered in accordance with the rate of pay specified in the classification to which the employee has been appointed.
- b. All other aspects of pay administration are to be conducted according to the Towns Administrative Policy

### 4. Salary

- a. On initial appointment to the Town an employee shall be paid not less than the minimum and not more than the maximum rate of pay for the class of position to which the employee has been appointed.
- b. Where an employee is appointed to a position having a higher maximum salary than his or her present position or occupies a position which is re-classified to a class having a higher maximum salary the employee shall receive the minimum rate for the new position.
- c. Where an employee occupies a position which is reclassified resulting in its having a maximum salary less than that previously applicable to the position, the salary payable to the employee shall remain unchanged.
- d. When an employee's salary exceeds the maximum for the applicable class, the employee shall not be entitled to receive further salary increases for the class until such time as the maximum salary assigned to the class exceeds the employee's present salary.

### 5. Employee Performance Review

- a. An employee shall have his/her job performance evaluated in writing annually per the Performance Appraisal Policy.
- b. The salary of an employee may be increased annually within the applicable pay range for the position; one "Step" within the pay grid (i.e. three percent) for satisfactory performance as defined by the performance appraisal.
- c. The salary of an employee whose performance is evaluated at less than satisfactory will not receive an annual increase in that given year.
- d. Where a salary increase has been withheld per 5.c, the salary adjustment may be granted up to six months after the date upon which the increase was withheld.

6. Where areas in need of improvement are identified, the Employee will be made aware of the precise expectations relative to improvement and a strategy will be developed and communicated to the Employee.
7. Nothing in this policy prevents the Town of Bon Accord from conducting performance appraisals of any employee more frequently than annually if it is deemed appropriate.

**TOWN OF BON ACCORD**

*Mayor's Report – December 14, 2022 – January 10, 2023*

<i>December 16, 2022</i>	<i>Attended Staff Christmas Party</i>
<i>December 20, 2022</i>	<i>Attended Regular Meeting of Council</i>
<i>December 22, 2022</i>	<i>Attended Special Meeting of Council</i>
<i>January 10, 2023</i>	<i>Attended Joint Use Preparation Meeting</i>

*Brian Holden*  
Mayor  
Town of Bon Accord

## **TOWN OF BON ACCORD**

### *Deputy Mayor Report – for December 14, 2022 – January 11, 2023*

December 15      Attended Homeland Housing Board meeting and Christmas luncheon.

December 16      Attended the Town of Bon Accord staff Christmas party. Thank you to everyone who organized this.

December 20      Attended the Regular Meeting of Council.

December 22      Attended the Special Meeting of Council.

Note:              I hope that everyone had a relaxing holiday and was able to enjoy with family and friends.

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councilor Report – for the period of December 13, 2022, to January 11, 2023*

*December 13      Attended Community Services meeting via teams*

*December 20      Attended Regular Meeting of Council via Microsoft Teams virtually*

*December 22      Attended Special Meeting of council via Microsoft Teams virtually*

Note: Here is to a fresh New Year and I hope our residents had a good holiday break, are safe and healthy.

Lacey Laing  
Councilor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Larson Report – December 14, 2022 – January 11, 2023*

<i>December 16, 2022</i>	<i>Attended Staff Christmas Party</i>
<i>December 20, 2022</i>	<i>Attended Regular Meeting of Council</i>
<i>December 22, 2022</i>	<i>Attended Special Meeting of Council</i>
<i>January 10, 2023</i>	<i>Attended Joint Use Preparation Meeting</i>
<i>January 11, 2023</i>	<i>Attended Joint Use Meeting</i>

*Timothy LARSON*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*December 14 – January 11, 2023*

*December 16      Attended Staff Christmas Party.*

*December 20      Attended Regular Meeting of Council.*

*December 22      Attended Special Meeting of Council.*

*January 9          Missed Library Board Meeting (Sick).*

Notes:

Tanya May  
Councillor  
Town of Bon Accord



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

**Is victim services being removed from your community?**

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

**How will our communities be represented at the regional level?**

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

**Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?**

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

**Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?**

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

**Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?**

The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at [Trent.Forsberg@gov.ab.ca](mailto:Trent.Forsberg@gov.ab.ca). He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, sweeping flourish at the end.

Honourable Mike Ellis, ECA  
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives



Management Team  
Town of Bon Accord  
5025 50 Ave  
Bon Accord AB T0A 0K0

Dear Management Team ,

**The Edmonton Garrison MFRC is the only local non-profit charitable organization nationally mandated as the frontline service provider to Canadian military families.** For 32 years, the MFRC has been providing programs and services that enhance the strength and resilience of military families as they face the unique challenges of military life.

The MFRC can help make a difference in the lives of military families, whether they are wishing to feel connected in a new community, looking for peer-support, seeking tools to cope during a deployment, living away from family support systems, solo parenting, or coping with an injury or loss.

The MFRC would like to request your consideration of supporting our **17<sup>th</sup> annual Yellow Ribbon Gala Dinner and Silent Auction** on April 22, 2023, at the Edmonton Garrison Officers' Mess. There are a variety of ways to support this event including:

- Being an event sponsor (see attached opportunity sheet),
- Donating an item from your business
- Purchasing tickets to the event.

This event is not only our largest annual fundraiser, but also a means of heightening public awareness about the importance of supporting military families – the Strength behind the Uniform.

Your support puts your organization front and center with the Edmonton military community and demonstrates your commitment to military families. Proceeds from this event will enable the MFRC to continue to provide programs and services that our military rely upon in the areas of Mental Health and Wellness, Deployment Support, Child/Youth and Parenting Development, and Community Development and Integration.

We are continually inspired by the dedication and generosity of our donors and sponsors. Thank you for taking the time to consider this request. Should you have any further questions please do not hesitate to contact our Fund Development Coordinator Doyin Ademokunwa at [funddev@mfrcedmonton.com](mailto:funddev@mfrcedmonton.com) or at 780-973-4011 ext. 2285.

Sincerely,

Roza Parlin  
Executive Director



## Yellow Ribbon Gala Dinner and Silent Auction Sponsorship Opportunities

### **Title Sponsor: \$20,000**

- Twelve tickets to Gala dinner
- Company name and logo (66% size) recognition on event invitations, programs, and signage
- Verbal recognition as presenting sponsor by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Company name, logo, and recognition on the MFRC website with contact link
- Acknowledgement on MFRC social media pages
- Company pull-up banner at the event (provided by sponsor)

### **Platinum Sponsor: \$15,000**

- Ten tickets to Gala dinner
- Company name and logo (33% size) recognition on event program and signage
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Company name, logo, and recognition on the MFRC website with contact link
- Acknowledgement on MFRC social media pages

### **Gold Sponsor: \$10,000**

- Six tickets to Gala dinner
- Company name and logo (25% size) recognition on event program
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

### **Silver Sponsor: \$5,000**

- Four tickets to Gala dinner
- Company name and logo (10% size) recognition on event program
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

### **Table Sponsor: \$1,500**

- Company name and logo displayed on one table of ten at the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement in the MFRC's Annual General Report and Community Guide

### **Bronze Sponsor: \$1,000**

- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement of your company in the MFRC's Annual General Report

Mayor Brian Holden  
5025 - 50th Avenue  
PO Box 779  
Bon Accord, AB

10 January 2023

Retirement of Master Corporal Paul Shapka, CD

Dear Mayor Holden,

I am writing to you today with the hope that your office will recognize the distinguished career of a Canadian Armed Forces soldier who is retiring on Feb. 24, 2023, and is a constituent of your municipality.

A formal retirement ceremony for Master Corporal Paul Shapka will take place on Feb. 16, 2023, so that we have the opportunity to say farewell to this individual in a manner commensurate with their rank and in keeping with the many contributions and achievements throughout their career.

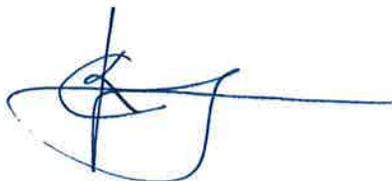
Master Corporal Shapka joined the Canadian Armed Forces and completed Basic Military Qualifications in December 2003 as a rifleman, and deployed on Op ARCHER in 2005 and Task Force Afghanistan (roto 8) in 2009. In 2013 MCpl Shapka remustered to imagery technician, and deployed on Op LENTUS in 2014.

In his last posting, MCpl Shapka is in charge of the 3<sup>rd</sup> Canadian Division Support Base (3 CDSB) Edmonton imagery section, where he managed a staff of at least 4 personnel, and reports directly to me. I've had the pleasure of working with MCpl Shapka since April 2022 and in my experience he has been a great asset to the team.

I would very much appreciate if you could acknowledge MCpl Shapka's 19 years in the CAF with a letter signed by yourself as Mayor of the Town of Bon Accord. The letter would be presented to the member who will attend the ceremony with his partner Megan, and their children Colton and Jesse.

Your consideration and support is appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to be 'C.S. King', with a long horizontal line extending to the right.

C.S. King  
Acting Sub-Lieutenant  
3 CDSB Ops Svcs Public Affairs Officer  
587-337-5714