

Town of Bon Accord
AGENDA
Regular Council Meeting
February 6, 2024, 6:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Pink Shirt Day (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. Public Hearing and Regular Meeting of Council; January 16, 2024 (enclosure)
 - 4.2. Committee of the Whole Meeting; January 24, 2024 (enclosure)
 - 4.3. Special Meeting of Council; January 31, 2024 (enclosure)
- 5. DELEGATION**
 - 5.1. 6:10 p.m. Brad Reid and Matt Roblin – Sturgeon County – Annual Fire and Bylaw Services Reports (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Security Fee for Change of Registered Owner (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Council Community Connections (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Branded Apparel Policy Amendments (enclosure)
 - 8.2. Rescinding Outdated Policies (enclosure)
 - 8.3. Community Service Appreciation Policy Amendment (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. FCM Conference (enclosure)
- 10. CORRESPONDENCE**

GENERAL

 - 10.1. Minister Dreeschen – Engine Retarder Brakes Response (enclosure)
 - 10.2. Elisabeth Melvin – Sturgeon Victim Services Shared Funding Model (enclosure)
- 11. NOTICE OF MOTION**
 - 11.1. Distribution Charges – Deputy Mayor May (enclosure)
- 12. CLOSED SESSION**

Town of Bon Accord
AGENDA
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12.1. Arrow Utilities – *FOIP Act Sections 17 Disclosure harmful to personal privacy, 21 Disclosure harmful to intergovernmental relations, and 23 Advice from officials*

13. ADJOURNMENT

PROCLAMATION

PINK SHIRT DAY February 28, 2024

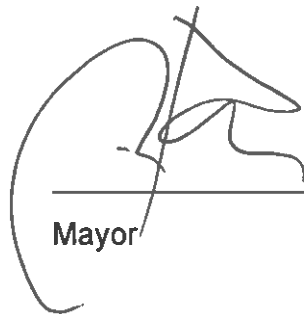
WHEREAS, Pink Shirt Day is observed on the last Wednesday of February each year across Canada and in countries around the world.

WHEREAS, the first Pink Shirt Day was established by Travis Price and David Shepherd of Berwick, Nova Scotia. In 2007, they bought and shared 50 pink shirts after Chuck McNeill, a male ninth grader, got bullied for wearing a pink shirt on the first day of school. The former Premier of Nova Scotia, Rodney MacDonald, then declared the second Thursday of September 'Stand Up Against Bullying Day' in commemoration of these events. The Premier of British Columbia in 2008, Gordon Campbell, finally announced February 27 to be the regional anti-bullying day, and that set the last Wednesday of every February as the national anti-bullying day in Canada. In 2009, Boys and Girls Clubs wore pink T-shirts that said 'Pink Shirt Day' and 'Bullying Stops Here' for Anti-Bullying Day.

WHEREAS, people wear pink shirts this day to signify the stand against bullying.

WHEREAS, Pink Shirt Day activities can take place at schools, workplaces, neighborhoods, or any peer group location. It usually involves abolishing bullying rallies, creating awareness, holding networking booths to help the community better understand the wrongs of bullying, and promoting anti-discrimination organizations. Other features include handouts, resources, and information promoting the message of the National Day of Action Against Bullying and Violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim February 28, 2024 as "Pink Shirt Day" in the Town of Bon Accord and encourage all citizens to observe this National Day of Anti-Bullying.



Mayor

FEBRUARY 2, 2024
Date

Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
January 16, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Economic Development and Planning Officer
Terry Doerkson – Infrastructure Manager
Jessica Caines – Legislative Services and Communications Coordinator
Brad MacDonald – Municipal Planning Services

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

There were no objections to the addition of item 14.2 Contract of Purchase and Sale – L2-P9022300 – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body.

COUNCILLOR LARSON MOVED THAT Council adopt the January 16, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-001

PUBLIC HEARING

Mayor Holden called the public hearing for the Municipal Development Plan Bylaw 2023-10 to order at 6:03 p.m.

Written Submissions: No written submissions were received.

Registered Submissions: No registered submissions were received.

Not Registered Submissions: None.

There were no objections to closing the public hearing at 6:13 p.m.

COUNCILLOR LARSON MOVED THAT Council schedule the matter for later Council deliberation on tonight's agenda.

Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
January 16, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

CARRIED UNANIMOUSLY RESOLUTION 24-002

ADOPTION OF MINUTES

Regular Meeting of Council; December 19, 2023

DEPUTY MAYOR MAY MOVED THAT Council adopt the December 19, 2023 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-003

DELEGATION

Lana McBride – Utility Bill

MAYOR HOLDEN MOVED THAT Council accept the delegation request as information and direct administration to waive any late fees for the utility account until the decision has been made AND FURTHER THAT administration bring back at the February 6, 2024 regular Council meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-004

DEPARTMENTS REPORT

COUNCILLOR LARSON MOVED THAT Council accept the departments report as information.

CARRIED UNANIMOUSLY RESOLUTION 24-005

BYLAWS/POLICIES/AGREEMENTS

Municipal Development Plan Bylaw 2023-06 – Second and Third Readings

COUNCILLOR LARSON MOVED THAT Council give second reading to 2023-10 Municipal Development Plan Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-006

COUNCILLOR LAING MOVED THAT Council give third and final reading to 2023-10 Municipal Development Plan Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-007

Council Remuneration Policy Amendments

DEPUTY MAYOR MAY MOVED THAT Council approve the amendments to the Council Remuneration Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-008

Utilities Bylaw 2024-01

COUNCILLOR LARSON MOVED THAT Council give first reading to Utilities Bylaw 2024-01 as amended.

Deputy Mayor May requested a recorded vote.

In favour: Mayor Holden, Councillor Bidney, Councillor Larson

Opposed: Deputy Mayor May, Councillor Laing

Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
January 16, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

CARRIED RESOLUTION 24-009

COUNCILLOR BIDNEY MOVED THAT Council give second reading to Utilities Bylaw 2024-01 as amended.

Deputy Mayor May requested a recorded vote.

In favour: Mayor Holden, Councillor Bidney, Councillor Larson

Opposed: Deputy Mayor May, Councillor Laing

CARRIED RESOLUTION 24-010

DEPUTY MAYOR MAY MOVED THAT Council give unanimous consent to hear all three readings of Utilities Bylaw 2024-01 in one meeting.

1 Opposed

DEFEATED RESOLUTION 24-011

DEPUTY MAYOR MAY MOVED THAT Council hold a Special Council Meeting on Jan 31 at 2 p.m. regarding Utilities Bylaw 2024-01.

CARRIED UNANIMOUSLY RESOLUTION 24-012

Waste Collection Bylaw 2024-02

DEPUTY MAYOR MAY MOVED THAT Council give first reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-013

COUNCILLOR BIDNEY MOVED THAT Council give second reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-014

DEPUTY MAYOR MAY MOVED THAT Council give unanimous consent to hear all three readings reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-015

COUNCILLOR LAING MOVED THAT Council give third and final reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-016

Municipal Borrowing - Operating Bylaw 2024-03

COUNCILLOR LAING MOVED THAT Council give first reading to Municipal Borrowing – Operating Bylaw 2024-03.

CARRIED UNANIMOUSLY RESOLUTION 24-017

Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
January 16, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

DEPUTY MAYOR MAY MOVED THAT Council give second reading to Municipal Borrowing – Operating Bylaw 2024-03.

CARRIED UNANIMOUSLY RESOLUTION 24-018

COUNCILLOR BIDNEY MOVED THAT Council give unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2024-03 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-019

COUNCILLOR LARSON MOVED THAT Council give third and final reading to Municipal Borrowing – Operating Bylaw 2024-03.

CARRIED UNANIMOUSLY RESOLUTION 24-020

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 24-021

CORRESPONDENCE

- ***Minister of Municipal Affairs – Assessment Model Review***
- ***Minister of Environment and Protected Areas – Drought Plan 2024***

DEPUTY MAYOR MAY MOVED THAT Council direct administration accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 24-022

Utility Safety Partners – Support Proposed Damage Prevention Legislation

COUNCILLOR LARSON MOVED THAT Council accept the proposal as information and direct administration to send a letter to our MLA in support of the Proposed Damage Prevention Legislation.

CARRIED UNANIMOUSLY RESOLUTION 24-023

CLOSED SESSION

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss Inspections Group Agreement – *FOIP Act Section 16 Disclosure harmful to business interests of a third party* and Contract of Purchase and Sale – L2-P9022300 – *FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body* at 7:48 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-024

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 8:17 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-025

Inspections Group Agreement – FOIP Act Section 16 Disclosure harmful to business interests of a third party

**Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
January 16, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR BIDNEY MOVED THAT Council directs administration to enter into an agreement with the Inspections Group for a 3-year term.

CARRIED UNANIMOUSLY RESOLUTION 24-026

Contract of Purchase and Sale – L2-P9022300 – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body

COUNCILLOR LAING MOVED THAT Council directs administration to proceed as directed with Option 2.

CARRIED UNANIMOUSLY RESOLUTION 24-027

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the January 16, 2024 Regular Meeting of Council adjourn at 8:21 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-028

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Committee of the Whole Meeting Minutes
January 24, 2024, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor May
Councillor Lynn Bidney – Chair
Councillor Lacey Laing

REGRETS

Councillor Larson

ADMINISTRATION

Jodi Brown – Town Manager
Jenny Larson – Economic Development and Planning Officer
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor Bidney called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

There were no objections to adding item 6.4 Resident Complaint – *FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials* to the agenda.

DEPUTY MAYOR MAY MOVED THAT Council adopt the agenda for January 24, 2024, as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-029

NEW BUSINESS

Sturgeon Public Schools: Apprenticeship Programs

The presentation was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Rescinding Outdated Policies

The presentation was reviewed and discussed.

Branded Apparel Policy Amendments

The presentation was reviewed and discussed.

CLOSED SESSION

- **Development Updates – FOIP Act Section 24 Advice from officials and Section 27 Privileged information**
- **Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations**

**Town of Bon Accord
Committee of the Whole Meeting Minutes
January 24, 2024, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- **MCSnet Information – FOIP Act Section 16 Disclosure harmful to business interests of a third party**
- **Resident Complaint – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials**

COUNCILLOR LAING MOVED THAT Council enter Closed Session to discuss Development Updates – FOIP Act Section 24 Advice from officials and Section 27 Privileged information, Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, and MCSnet Information – FOIP Act Section 16 Disclosure harmful to business interests of a third party at 5:21 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-030

MAYOR HOLDEN MOVED THAT Council come out of Closed Session at 6:17 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-031

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the January 24, 2024 Committee of the Whole Meeting adjourn at 6:18 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-032

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Special Meeting of Council Minutes
January 31, 2024 2:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 2:00 p.m.

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT Council accept the addition of the Spring Municipal Leaders' Caucus to the Special Meeting agenda.

CARRIED UNANIMOUSLY RESOLUTION 24-033

COUNCILLOR BIDNEY MOVED THAT Council adopt the January 31, 2024 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-034

NEW BUSINESS

Spring Municipal Leaders' Caucus

DEPUTY MAYOR MAY MOVED THAT Council direct administration to register Mayor Holden, Councillor Bidney, Councillor Laing and Councillor Larson in person and Deputy Mayor May virtually for at the 2024 Spring Municipal Leaders' Caucus.

CARRIED UNANIMOUSLY RESOLUTION 24-035

COUNCILLOR LARSON MOVED THAT Council direct administration to RSVP to meet the Minister of Municipal Affairs during the 2024 Municipal Spring Leader's Caucus to discuss the following topics: transportation funding and Local Government Fiscal Framework funding.

CARRIED UNANIMOUSLY RESOLUTION 24-036

BYLAWS/POLICIES/AGREEMENTS

Utilities Bylaw 2024-01

**Town of Bon Accord
Special Meeting of Council Minutes
January 31, 2024 2:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR BIDNEY MOVED THAT Council give third and final reading to Utilities Bylaw 2024-01 as presented.

2 Opposed

CARRIED RESOLUTION 24-037

ADJOURNMENT

DEPUTY MAYOR MAY MOVED THAT the January 31, 2024 Special Meeting of Council adjourn at 2:29 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-038

Mayor Brian Holden

Jodi Brown, CAO

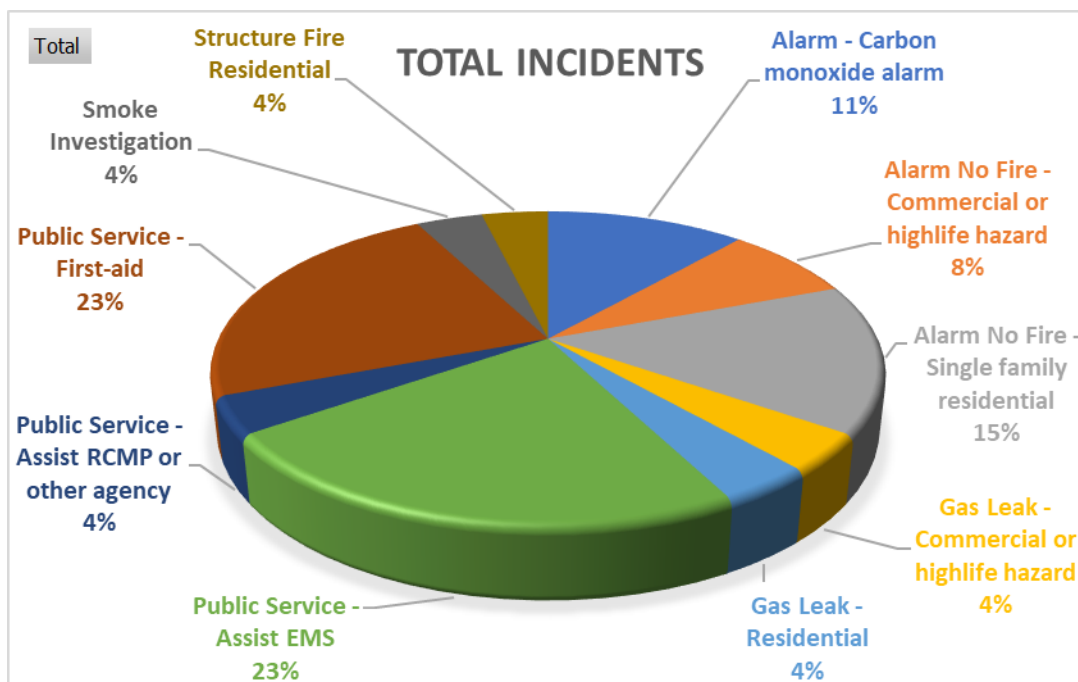


Sturgeon County Emergency Services Station 5 (Bon Accord) 2023 Incident and Staff Overview

Incidents - Town of Bon Accord

- Total Incidents- 26
 - Between 0600-1800 - 15
 - Between 1800-0600 - 11

Incidents	Total
Alarm - Carbon monoxide alarm	3
Alarm No Fire - Commercial or highlife hazard	2
Alarm No Fire - Single family residential	4
Gas Leak - Commercial or highlife hazard	1
Gas Leak - Residential	1
Public Service - Assist EMS	6
Public Service - Assist RCMP or other agency	1
Public Service - First-aid	6
Smoke Investigation	1
Structure Fire Residential	1
Grand Total	26





Sturgeon County Emergency Services Station 5 (Bon Accord) 2023 Incident and Staff Overview

Number of Personnel (17 Total)

- Two Captains
- Two Lieutenants
- 13 Firefighters
 - County average personnel per station is 15.6 personnel.
 - Full time staffing is provided from 6:00 am to 6:00 pm (1800) seven days a week.

Station 5 Town of Bon Accord Incident Averages

- Average Total Dispatch Time 00:01:52
- Average Chute Time 00:03:15
- Average Travel Time 00:02:21
- Average Response time 00:05:29
- Average # of Full Time Personnel at scene 1.27
- Average # of Part Time Personnel at scene 2.08
- Average # of Personnel at scene 3.35
- Average # of total Full Time Personnel 1.27
- Average # of total Part Time Personnel 2.65
- Average # of total Personnel 3.92
- Total Dollar Loss \$5,000.00
- Average reported Dollar Loss \$5,000.00 for 1 incident.
- Total Saved \$120,000.00
- Average reported Dollar Saved \$120,000.00 for 1 incident.

Statistics from: 1/1/2023 12:00:00AM to 12/31/2023 11:59:00PM

Citation Printout Report by Violation

Total Citations of (53(1)(A) TSA DRIVE/PARK MV/TRAILER WITH EXPIRED PLATES): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P3 S2.1 FAIL TO OBTAIN A DOG OR CAT LICENSE): 4
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S1.1 PERMIT AN ANIMAL TO BE AT LARGE): 2
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S5.1 PERMIT ANIMAL TO BARK OR MEOW EXCESSIVELY): 4
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 (MOVES/ROADS): 2
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.12(1) DRIVE LEFT OF CENTRE LINE): 3
Total Mandatory Appearances: 0

Total Citations of (ROR S.30(A)(I) U-TURN IN URBAN AREA BETWEEN INTERECTIONS): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(B) FAIL TO STOP FOR STOP SIGN AT CROSS WALK OR STOP LINE): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(I) PARK WITHIN 5 M FROM FIRE HYDRANT): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(K) PARK WITHIN 5 M OF CROSSWALK): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(N) PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE): 4
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 4
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 8
Total Mandatory Appearances: 0

Total Citations of (SCTB S.5(2) PARK CONTRARY TO TRAFFIC CONTROL DEVICE.): 2
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 54
Total Mandatory Appearances: 0

Total Citations of (TSA S.120(2)(B) DRIVE OHV ON HWY W/O AUTHORIZATION): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.166(2)(A) FAIL TO STOP FOR P.O.): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.167(1)(A) FAIL TO PROVIDE P.O. W/OPERATORS LIC): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.51(B) OPERATE M.V. WRONG CLASS LICENCE): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 7
Total Mandatory Appearances: 0

Total Citations of (VEH S.20(2) LIT BRAKE LAMP NOT CLEARLY VISIBLE FROM AT LEAST 250 M): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.61(1) EXHAUST MUFFLER - EXCESSIVE NOISE/ FLAMES/ SPARKS/): 2
Total Mandatory Appearances: 0

Total Citations of (VEH S.70 (1 TO 9) ILLEGAL GLAZING / STICKER): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.72(3) OPERATE MV W/ NON COMPLAINE WINDSHIELD/ WINDOW G): 3
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1
Total Mandatory Appearances: 0

Grand Total

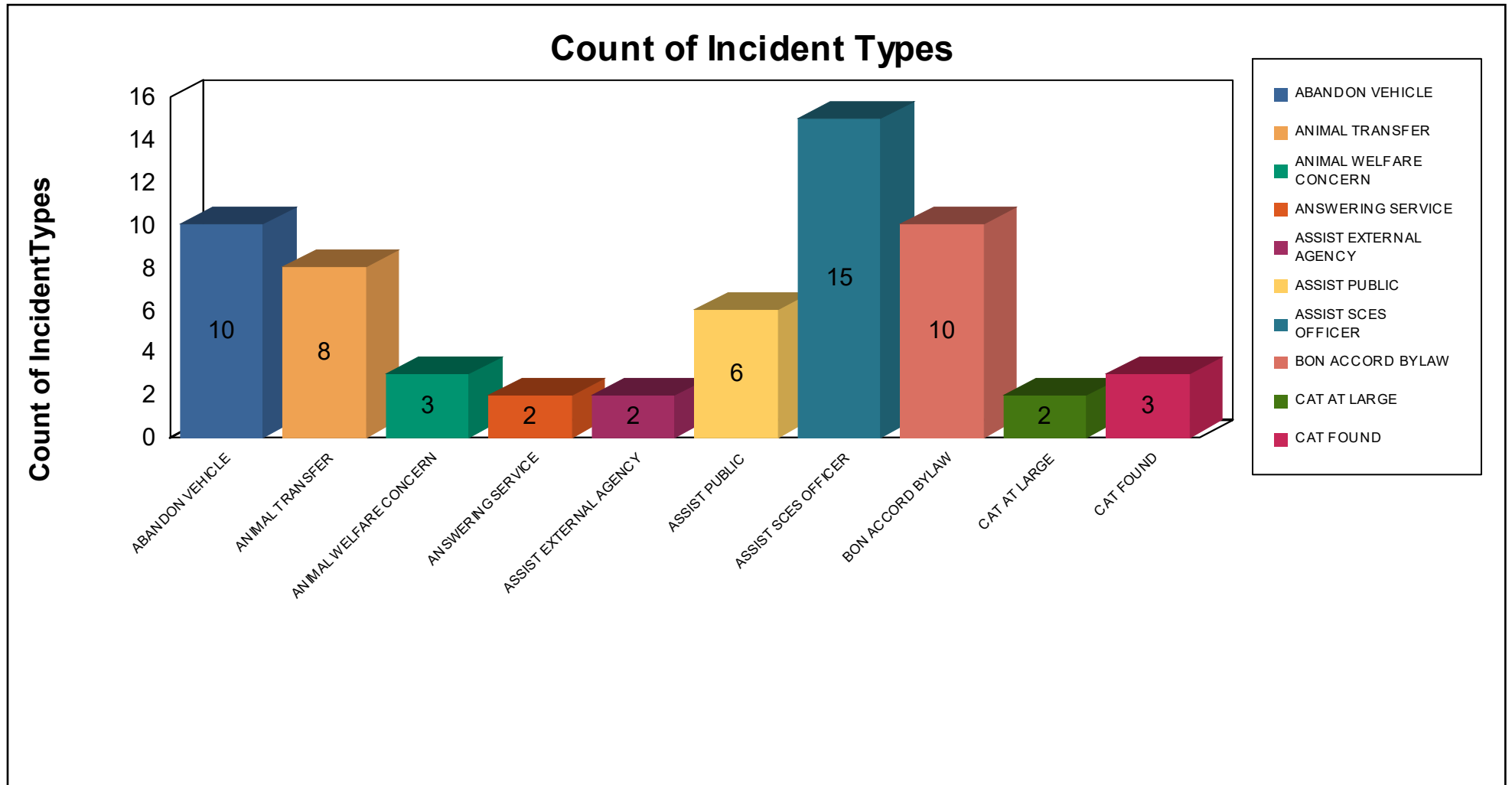
Total Number of Citations Reported: **114**
Total Fine Amounts Reported: **\$16,330.00**
Total Mandatory Appearances: **0**

Sturgeon County

Statistics from Occurred Date: 1/1/2023 12:00:00AM to 12/31/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT

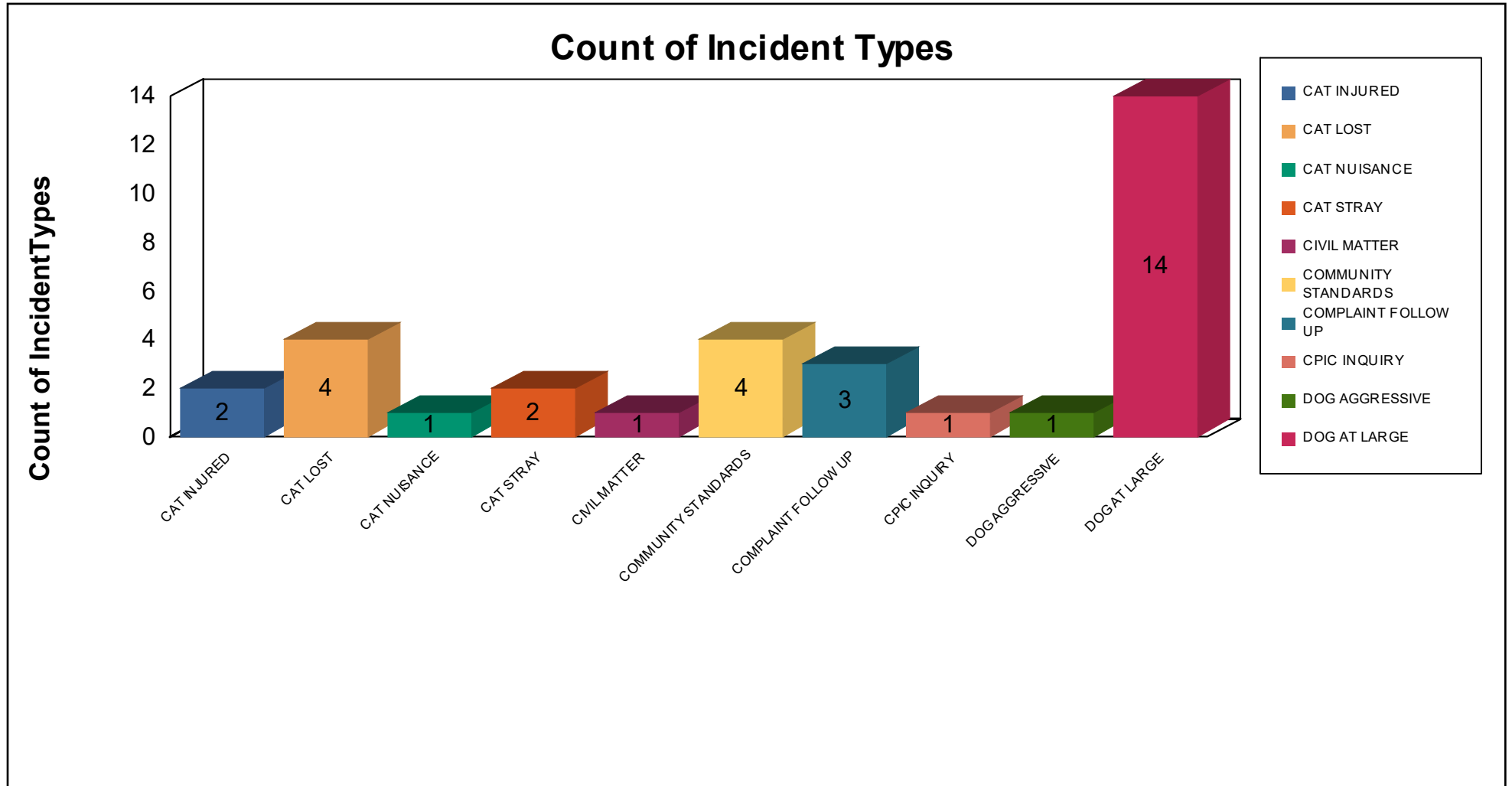


ABANDON VEHICLE: 10 2%

Incident Report

STURGEON COUNTY ENFORCEMENT

ANIMAL TRANSFER:	8	1%
ANIMAL WELFARE CONCERN:	3	1%
ANSWERING SERVICE:	2	0%
ASSIST EXTERNAL AGENCY:	2	0%
ASSIST PUBLIC:	6	1%
ASSIST SCES OFFICER:	15	3%
BON ACCORD BYLAW:	10	2%
CAT AT LARGE:	2	0%
CAT FOUND:	3	1%



CAT INJURED: 2 0%

CAT LOST: 4 1%

CAT NUISANCE: 1 0%

CAT STRAY: 2 0%

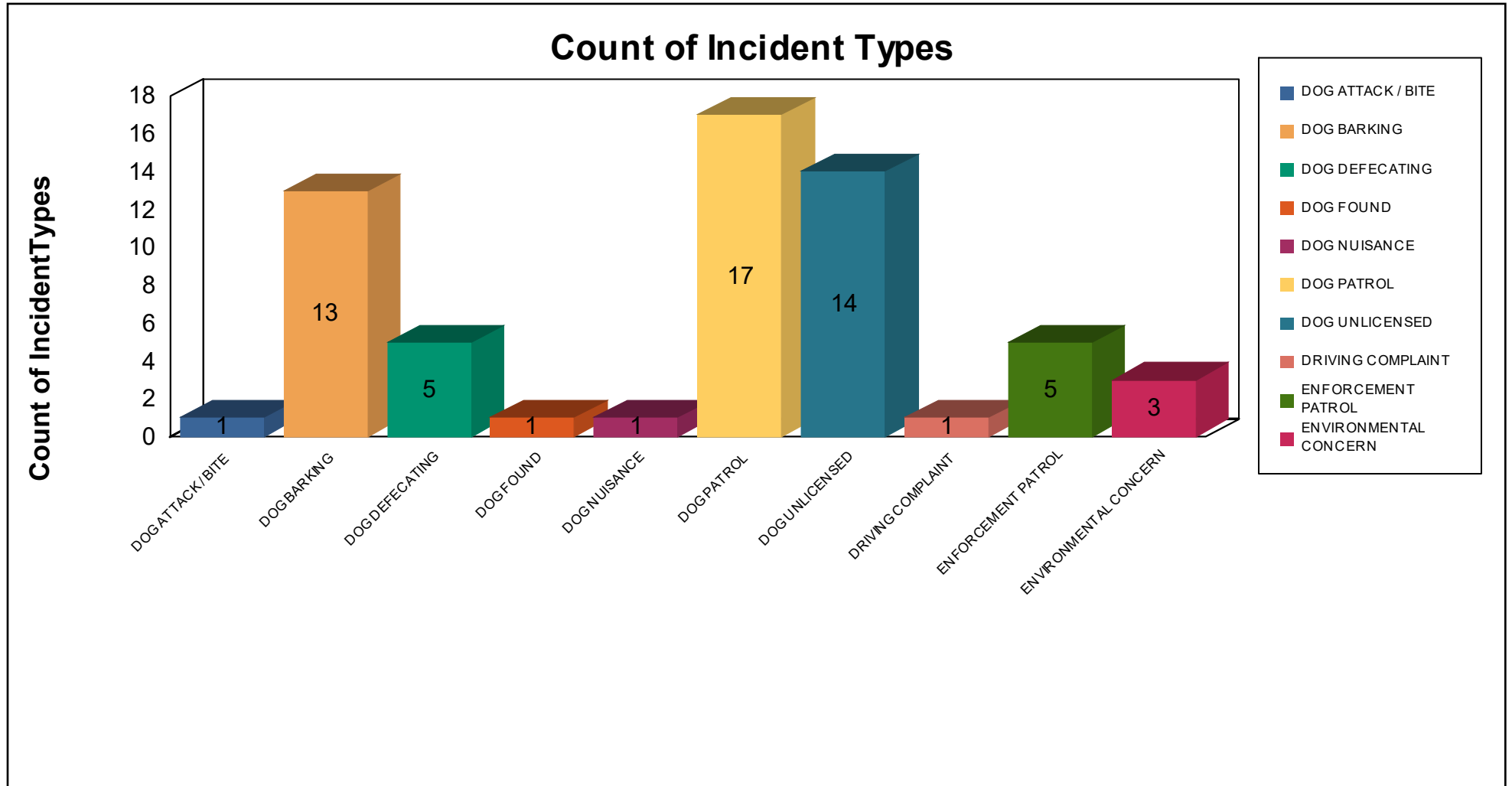
Incident Report

STURGEON COUNTY ENFORCEMENT

CIVIL MATTER:	1	0%
COMMUNITY STANDARDS:	4	1%
COMPLAINT FOLLOW UP:	3	1%
CPIC INQUIRY:	1	0%
DOG AGGRESSIVE:	1	0%
DOG AT LARGE:	14	2%

Incident Report

STURGEON COUNTY ENFORCEMENT



DOG ATTACK / BITE: 1 0%

DOG BARKING: 13 2%

DOG DEFECATING: 5 1%

DOG FOUND: 1 0%

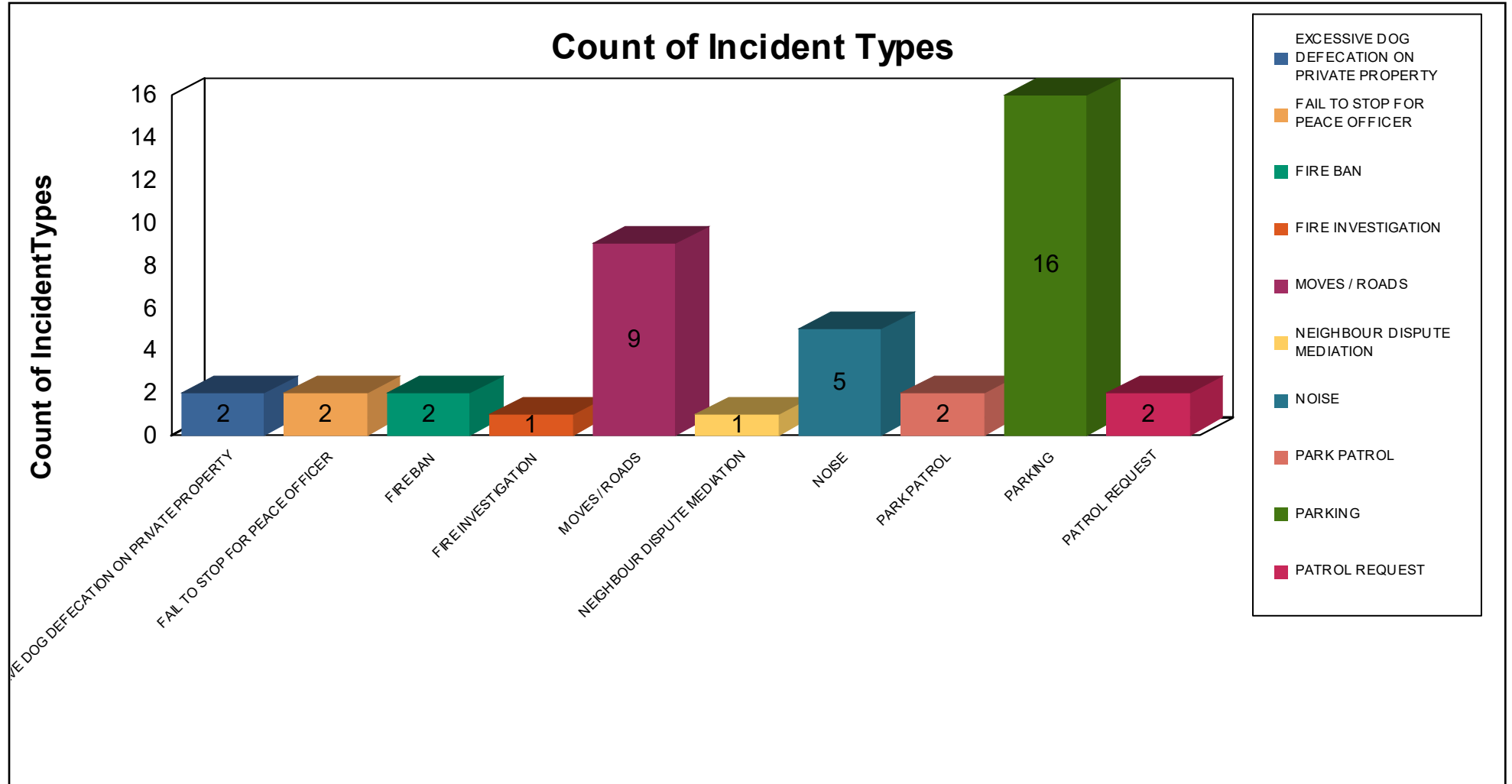
Incident Report

STURGEON COUNTY ENFORCEMENT

DOG NUISANCE:	1	0%
DOG PATROL:	17	3%
DOG UNLICENSED:	14	2%
DRIVING COMPLAINT:	1	0%
ENFORCEMENT PATROL:	5	1%
ENVIRONMENTAL CONCERN:	3	1%

Incident Report

STURGEON COUNTY ENFORCEMENT



EXCESSIVE DOG DEFECACTION ON PRIVATE PROPERTY: 2 0%

FAIL TO STOP FOR PEACE OFFICER: 2 0%

FIRE BAN: 2 0%

FIRE INVESTIGATION: 1 0%

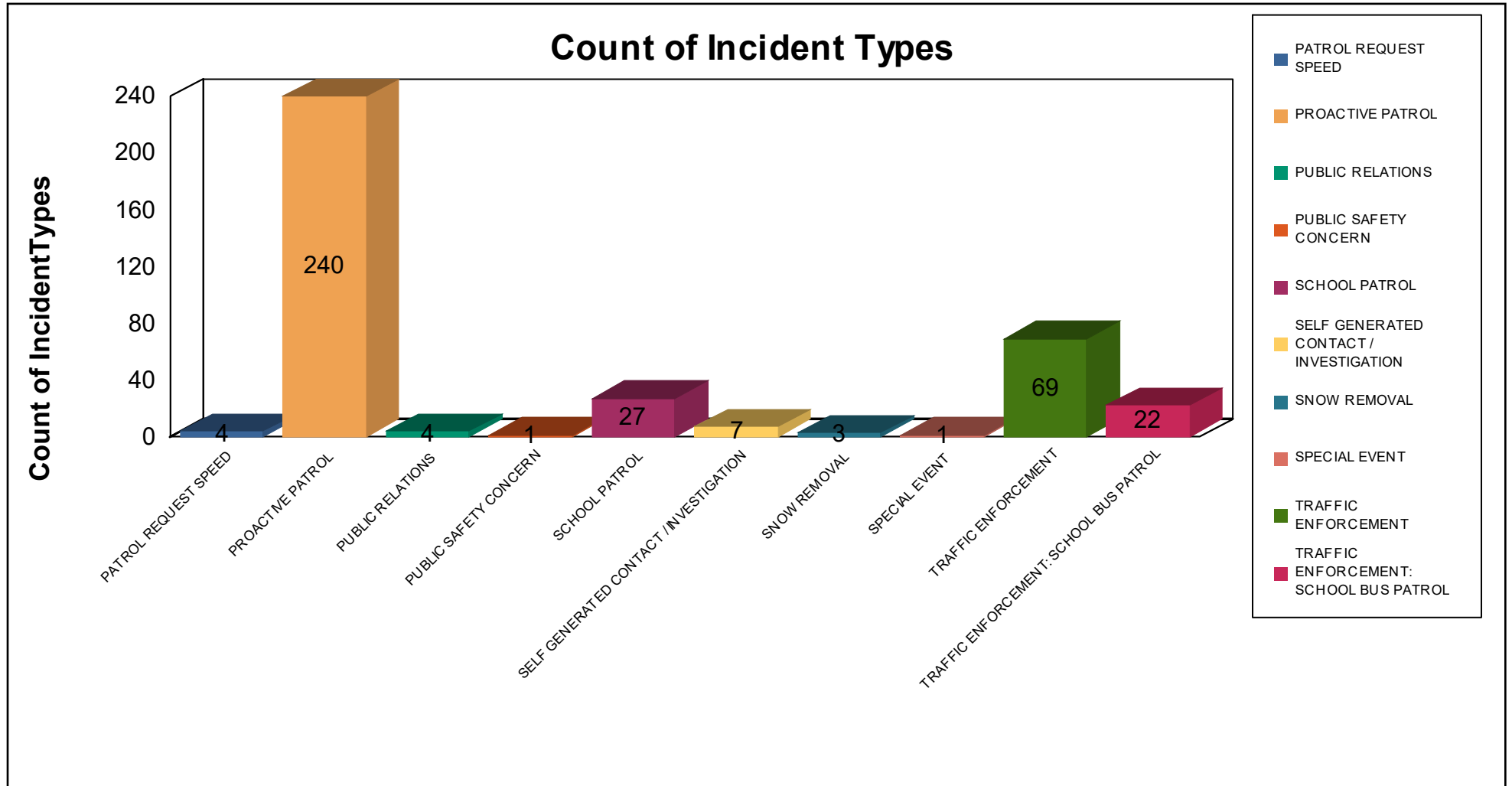
Incident Report

STURGEON COUNTY ENFORCEMENT

MOVES / ROADS:	9	2%
NEIGHBOUR DISPUTE MEDIATION:	1	0%
NOISE:	5	1%
PARK PATROL:	2	0%
PARKING:	16	3%
PATROL REQUEST:	2	0%

Incident Report

STURGEON COUNTY ENFORCEMENT



PATROL REQUEST SPEED: 4 1%

PROACTIVE PATROL: 240 41%

PUBLIC RELATIONS: 4 1%

PUBLIC SAFETY CONCERN: 1 0%

Incident Report

STURGEON COUNTY ENFORCEMENT

SCHOOL PATROL: 27 5%

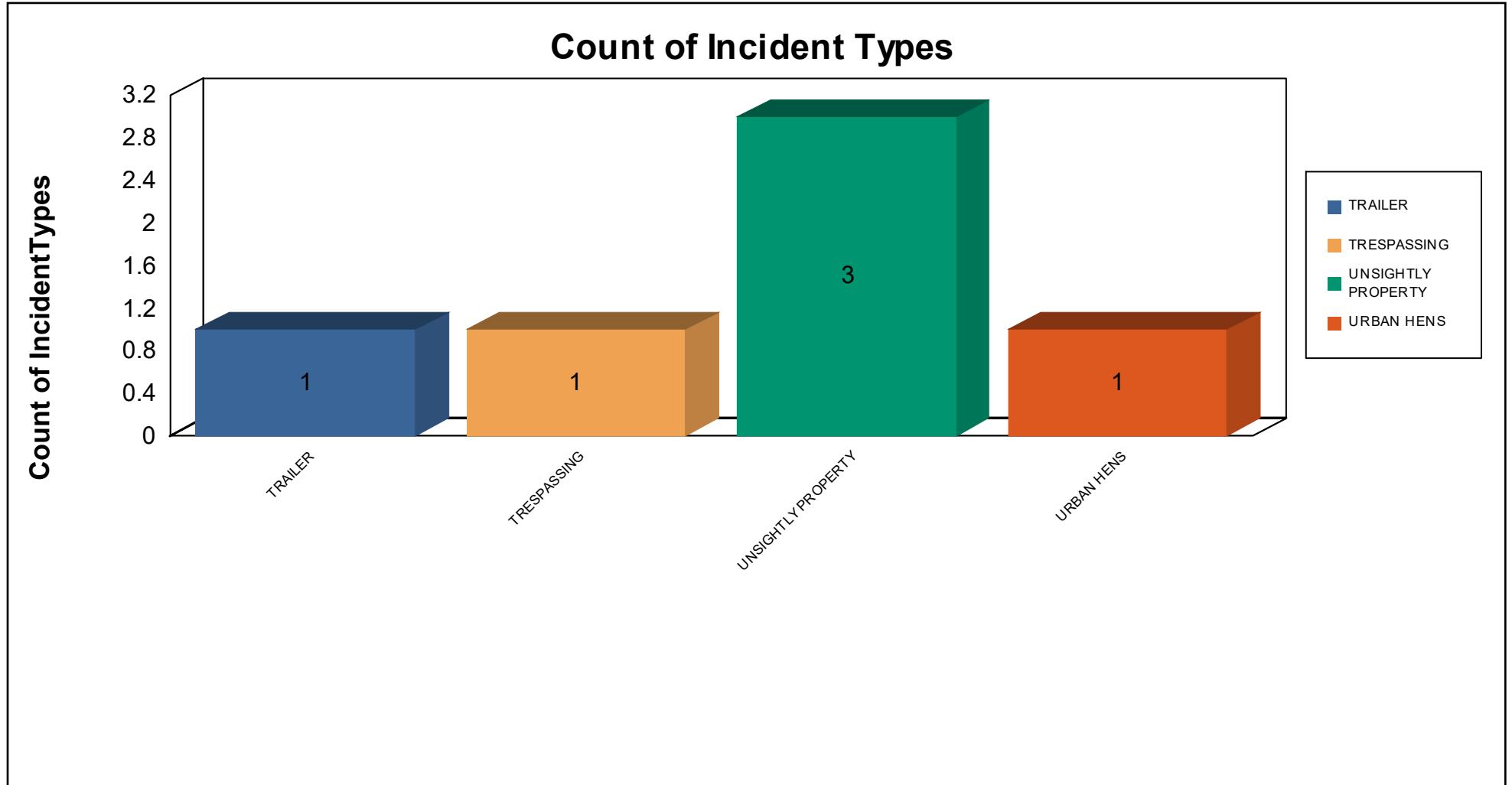
SELF GENERATED CONTACT / INVESTIGATION: 7 1%

SNOW REMOVAL: 3 1%

SPECIAL EVENT: 1 0%

TRAFFIC ENFORCEMENT: 69 12%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 22 4%



TRAILER: 1 0%

TRESPASSING: 1 0%

UNSIGHTLY PROPERTY: 3 1%

URBAN HENS: 1 0%

Incident Report

STURGEON COUNTY ENFORCEMENT

Grand Total: 100.00% Total # of Incident Types Reported: 581

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 6, 2024
Presented by:	Kaitie Blackwell, Corporate Services Supervisor
Title:	Security Fee for Change of Registered Owner
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the Regular Meeting of Council January 16, 2024, the delegation, Lana McBride, presented to Council her request to have the Security Fee waived from her utility account. Mayor Holden moved that Council accept the delegation request as information and direct administration to waive any late fees for the utility account until the decision has been made and further that administration bring back at the February 6, 2024, regular Council meeting. Resolution 24-004.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please refer to the enclosed bylaw, "2024-01 Utilities Bylaw", for relevant sections highlighted in blue. They can be found on pages 2, 20, 21, and 26 of the bylaw.

As stated in the Utilities Bylaw 2024-01, the Town of Bon Accord utilizes its right under the Water, Gas, and Electric Companies Act to charge a security deposit of \$200 for properties with a meter between the size of ½" and up to 1",

Section 23: Before supplying water...to a building or as a condition of continuing to supply it, a company may require any consumer to give reasonable security for the payment of the proper charges of the company for it or for the carrying of the water...into the building.

This Security Fee enables the Town of Bon Accord to ensure the collection of outstanding amounts for utility accounts. A final bill for an account is sent out after the owner has moved in order for us to capture their final water meter reading and bill accurately. When final bills are left unpaid, and the person no longer owns property within Bon Accord, there are fewer tools available to us to recover those outstanding amounts.

When ownership changes, based on the registered land title, a new utility account is created and the previous is final billed. This process ensures that the parties entitled to have their Security Deposit returned will receive it. The new owner is then charged based on the current fees set out in the bylaw.

As the Security Fee is intended to 'give reasonable security for payment' as described in the Water, Gas and Electric Companies Act, this amount has increased over time.

This process does not currently discriminate based on independent circumstances; it solely relies on land title ownership changes.

The Security Fee has proven to be a simple but effective way of minimizing loss through utility billing and ensures the appropriate parties receive the refund they are entitled to. If an alternative to this process is to be considered for case-by-case situations, it is of the utmost importance that the process could be administered in a fair and efficient manner.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

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.

COSTS/SOURCES OF FUNDING

2024 Annual Budget

When collected, the security deposit remains in a liability account on the balance sheet, as this fee is refundable or owed back to the owner if or when they move out, excluding any necessary use or deductions per the bylaw or allowable by the MGA that may have occurred. For example, a meter replacement or amounts owing. The security deposit is not collected as revenue.

RECOMMENDED ACTION (by originator)

THAT Council directs Administration to...

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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.

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 “Arrow Utilities” is the organization that provides responsible transmission and treatment for member municipalities.
- 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 it's 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 ARROW UTILITIES 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,

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driveways or sidewalks, and any other purpose where water is utilized externally to a 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 Arrow Utilities.
- 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:

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- 2.7.1 In the case of emergency.
- 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 Infrastructure Manager or the Corporate Services Manager, or positions similar thereof.
- 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

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Codes Act and applicable regulations, and the Municipal Servicing Standards. The applicant will be liable for all damages caused while making such connections.

- 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 Infrastructure Manager or position similar thereof, 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 Infrastructure Manager or position similar thereof, 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 ARROW UTILITIES wastewater transmission system is required under certain circumstances by ARROW UTILITIES bylaws addressing sewer use in the ARROW UTILITIES 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 ARROW UTILITIES 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 Infrastructure Manager or position similar thereof, or delegate, via the On-Call Emergency Phone Number (780) 975-0770

14.1.3 ARROW UTILITIES'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 ARROW UTILITIES'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.

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16.0 OVERSTRENGTH SURCHARGE

- 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 ARROW UTILITIES has adopted one or more Best Management Practices which includes Codes of Practice that apply the Designated Sector Operations, as outlined in ARROW UTILITIES's Code of Practice Registration Form for Designated Sector Operations, available on ARROW UTILITIES's website at www.arrowutilities.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.

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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.

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 for all service consumption, including but not limited to leaks up to the utility mains.

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.

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- iii Transference of outstanding account balance to the Owner's Property Tax Roll.
 - iv By action, in any court of competent jurisdiction.
- 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

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no more than one offence tag will be issued for each day that the contravention continues.

20.3 Violation Ticket

- 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 2022-20 is hereby repealed.

22.3 This Bylaw will come into full force and effect on January 1, 2024.

READ A FIRST TIME THIS 16th day of January 2024.

READ A SECOND TIME THIS 16th day of January 2024.

READ A THIRD TIME THIS 31st day of January 2024.

SIGNED AND PASSED THIS 31st day of January 2024.

ORIGINAL SIGNED

Mayor Brian Holden

ORIGINAL SIGNED

Chief Administrative Officer Jodi Brown

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**Bylaw 2024-01 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

Residential	Billing Item	Rate	Application
	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

Commercial	Billing Item	Rate	Application
	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

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Institutional	Billing Item	Rate	Application
	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

Bulk Water (Truckfill) Pre-paid	Billing Item	Charge	Application
	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

Residential	Billing Item	Rate	Application
	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.38	per cubic meter of water consumed during each billing period

Commercial	Billing Item	Rate	Application
	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.33	per cubic meter of water consumed during each billing period

**TOWN OF BON ACCORD
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Institutional	Billing Item	Rate	Application
	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.33	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 of the 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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UTILITIES BYLAW**

4.0 OTHER UTILITY CHARGES

Billing Item	Charge	Application
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 <input type="text"/> Utility <input type="text"/> service application – based on Water Meter size <div> <div>1/2" up to 1" meter</div> <div>\$200.00</div> </div> <div> <div>1.5" meter</div> <div>\$750.00</div> </div> <div> <div>2" meter</div> <div>\$1000.00</div> </div>	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.

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

5.0 PENALTIES

	1 ST OFFENCE	2 ND 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

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

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 ARROW UTILITIES 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.

TOWN OF BON ACCORD
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- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent.
 - (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 ARROW UTILITIES; and
 - (c) All requirements of Section 13 of this Bylaw, Additional Requirements, have been fully satisfied.

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

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

1. Table A – CONVENTIONAL CONTAMINANTS

Substance	Concentration Limit– [mg/L, except as noted]
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

Substance	Concentration Limit– [mg/L]
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

**TOWN OF BON ACCORD
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3. Table C – INORGANIC CONTAMINANTS

Substance	Concentration Limit– [mg/L]
Arsenic (As)	1.0
Cadmium (Cd)	0.10
Chlorine, Total (Cl ₂)	5.0
Chromium (Hexavalent) (Cr ⁺⁶)	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 ⁼)	3.0
Thallium (Tl)	1.0
Zinc (Zn)	2.0

4. Table D – PHYSICAL PARAMETERS

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

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

**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.

	Column A	Column B
Substance	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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 6, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the December 19, 2023 RMC,

*DEPUTY MAYOR MAY MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on Saturday, January 13, 2024 from 1 – 3 p.m. **Carried resolution # 23-541***

Unfortunately, this public engagement required cancellation due to extreme cold.

Public Participation Policy

The 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.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Hot Chocolate Event

Our Community Services department had planned to incorporate a hot chocolate event with the January CCC. Council may wish to include this option in the next CCC. If Council would like to include hot chocolate, Saturday dates are recommended.

Timeline Considerations

Although the Public Participation Policy indicates the CCC will be held quarterly, Council may wish to cancel the CCC for the last quarter of 2023 via resolution, as it has been

postponed 2 months and another CCC is due to be scheduled in March to maintain the quarterly schedule in accordance with the policy.

Location

Council Community Connections would be held in-person unless extenuating circumstances arise. Historically, these events have been held in Council Chambers during the cooler months.

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. Council may wish to select a topic for consideration or leave the topic open.

Once plans are confirmed by Council, administration will develop and circulate event communications.

Dates

The following dates are based on calendar availability of Council and administration for March:

- Wed, March 6
 - 6 - 8p.m.
 - 5 - 7 p.m.
- Thu, March 7
 - 6 - 8p.m.
 - 5 - 7 p.m.
- Fri, March 8
 - 6 - 8p.m.
 - 5 - 7 p.m.
- Sat, March 9
 - 1 - 3 p.m.
 - 2 - 4 p.m.

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

THAT Council cancel the Council Community Connections for the last quarter of 2023 due to unforeseen circumstances.

Resolution #2

THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in March] from [time].

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 6, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Branded Apparel Policy Amendments
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Branded Apparel for Employees and Council Policy was approved in 2022. At the October 3, 2023 RMC, Deputy Mayor May brought forward a Notice of Motion regarding this policy, requesting the option for Council to bring in their own clothing to have it embroidered as well as revising the Council member allowance.

*DEPUTY MAYOR MAY MOVED THAT Council direct administration to create a Council Branded Apparel Policy. **Carried resolution 23-427***

At the December 5, 2023 RMC, administration brought forward a draft Branded Apparel Policy for council's consideration.

*DEPUTY MAYOR MAY MOVED THAT Council direct administration to review the Branded Apparel for Employees and Council Policy and bring back to Council for the next regular meeting. **Carried resolution 23-528***

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration found that much of the information in the policy was the same for Council and administration, therefore, separating employee and Council provisions in the existing policy would avoid redundancies.

The amended Branded Apparel for Employees and Council Policy is attached for Council's review. Changes include:

- 4-year term allowance for Council in the amount of \$200, which equates to \$50 per year and is consistent with the \$50 per year allowance employees receive.
- The procedure will be separated into one for each: Employees and Council for ease of use and understanding, including revised Schedule "A" forms for payment.

Further revisions from the December 5 RMC include:

- Provisions that allow each Council member the ability to spend their full \$200 allowance at once anytime within their 4-year term.
- Provisions that address payments required should a Council member be unable to complete their full 4-year term
- Provisions that outline how to facilitate the annual allowance should a Council member be elected or appointed to complete the remainder of a 4-year term.

The revised policy was also brought forward at the January 24, 2024 Committee of the Whole Meeting for Council's review.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Annual operating budget.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council approve the amendments to the Branded Apparel for Employees and Council Policy as presented.

OR

THAT Council direct administration to...

BRANDED APPAREL FOR EMPLOYEES & COUNCIL

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: January 18, 2022

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town shall encourage Employees and Council to promote Bon Accord by providing them with Branded Apparel displaying the Town logo and/or name.

PURPOSE

To provide consistent guidelines for the Town of Bon Accord's contribution towards the purchase of Branded Apparel for Employees and Council.

DEFINITIONS

"Branded Apparel" means clothing, tote bags, backpacks and laptop bags that prominently display the Town of Bon Accord logo and name.

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer for the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible for ensuring that administrative procedures are established to administer the policy effectively.

I. STANDARD REQUIREMENTS

1. Branded Apparel orders must be submitted by the Town in order to access bulk ordering discounts.

2. Branded Apparel shall include clothing, tote bags, backpacks, and/or laptop bags.
3. A Town of Bon Accord logo and/or name must be prominently displayed on Branded Apparel ordered through the Town.

II. COUNCIL GUIDELINES

1. Council members are eligible upon being sworn in as a member of Council.
2. Council members may purchase clothing from their merchant of choice to be affixed with the Town's logo.
3. The Town of Bon Accord will authorize the payment of a maximum of \$200.00 (exclusive of GST and shipping) per Council member per Council term towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to subsequent terms.
4. If a Council member wishes to purchase Branded Apparel over the \$200.00 limit, the Council member shall pay the balance.
5. Council members may use their full \$200.00 allowance within the first year of their term, or at any time during their term.
6. If a Council member is unable to fulfill their term, all outstanding funds, including the sum of \$50 per year for each year not served, if spent, will be due and payable immediately to the Town of Bon Accord.
7. If a Council member is fulfilling any remainder of a 4-year term, that Council member will receive an allowance of \$50 per year for the remainder of the term, and provision 6, above, will apply.
8. Council may, at its discretion, waive the refund of annual allowances in extenuating circumstances.

III. EMPLOYEE GUIDELINES

1. Eligible Employees must be permanent members of staff.
2. If Employees have not completed their probation period, they are entitled to order Branded Apparel but are subject to payroll deductions for the amount of the

Branded Apparel if the probation is not successfully completed.

3. The Town of Bon Accord will authorize the payment of a maximum of \$50.00 (exclusive of GST and shipping) per Employee per calendar year towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to the following year.
4. If Employees wish to purchase Branded Apparel over the \$50.00 limit, the Employee shall pay the balance.

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 6, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Rescinding Outdated Policies
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

At the December 19, 2023 regular Council meeting,

COUNCILLOR LAING MOVED THAT Council approve the Communications Policy as amended. Carried resolution #23-370

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is now bringing the following policies forward to be rescinded, as they are incorporated into the recently approved Fees and Charges Bylaw (attached):

- Fees for Service Delivery Policy (attached)
 - Now known as the “Fees and Charges Bylaw”.
- Facility Rentals Policy (attached)
 - Now in schedule “H” of the Fees and Charges Bylaw.
- Business License Fees and Penalties Policy (attached)
 - Now in schedule “D” of the Fees and Charges Bylaw.
- Tax Penalties Policy (attached)
 - Provisions addressed through delegation process as per our Procedural Bylaw.
- Release of Information Policy (attached)
 - Provisions covered in the Municipal Government Act or our Compliance Certificate Policy.

These policies were brought forward at the January 24, 2024 Committee of the Whole meeting for Council’s review.

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)

All five (5) of the following:

Resolution #1:

THAT Council rescind the Fees for Service Delivery Policy.

Resolution #2:

THAT Council rescind the Facility Rentals Policy.

Resolution #3:

THAT Council rescind the Tax Penalties Policy.

Resolution #4:

THAT Council rescind the Release of Information Policy.

Resolution #5:

THAT Council rescind the Business License Fees and Penalties Policy.

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

2. DEFINITIONS

2.1. The following terms shall have the following meanings in this Bylaw:

- a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.
- b. "Council" means the municipal Council for the Town of Bon Accord.
- c. "Town" mean the municipal corporation of the Town of Bon Accord.

3. APPLICATIONS

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- e. Schedule "E" Commercial Electronic Sign
- f. Schedule "F" Community Event Sign
- g. Schedule "G" Safety Codes Permits
- h. Schedule "H" Facility Rentals

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

- 3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.
- 3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.
- 3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.
- 3.5. Safety Code Permit fees shall be prescribed by the Inspections Group Service Agreement.
- 3.6. Method of payment for fees, rates, and charges are at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

- 4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.
- 4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.
- 4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

- 5.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 5th day of December 2023.

READ A SECOND TIME THIS 19th day of December 2023.

READ A THIRD TIME THIS 19th day of December 2023.

SIGNED AND PASSED THIS 19th day of December 2023.

Original Signed
Mayor Brian Holden

Original Signed
Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Schedule “A”: Administration

All prices include GST unless otherwise stated.

PHOTOCOPYING	
<p>The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.</p> <p>Free use will also be provided for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.</p> <p>Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:</p>	
Black & white (non-profit) – Letter or Legal	\$0.10/page
Black & white (general public) – Letter or Legal	\$0.30/page
Colour (non-profit) – Letter or Legal	\$0.25/page
Colour (general public) – Letter or Legal	\$0.50/page
FAXING	
<p>Faxing services will be free for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.</p>	
Local Fax (non-profit)	\$0.60/page
Local Fax (general public)	\$1.00/page
Long Distance Fax (non-profit)	\$1.10/page
Long Distance Fax (general public)	\$2.00/page
Receiving a Fax	\$1.00/page
SCANNING	
Scan to email	\$0.50/page
LAMINATING	
Letter or smaller	\$2.00/page
Legal	\$2.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
Master Servicing Plan	\$250.00/copy
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Schedule "B" Taxation & Assessment

GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST exempt)
Verbal Tax Search	\$15.00/property (GST exempt)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works

GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	\$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

Schedule "D" Planning and Development

Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full.

RESIDENTIAL DEVELOPMENT	
Single Family	\$110.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$55.00
Garage	\$82.50
Basement Development	\$93.50
Discretionary Uses	\$150.00 plus regular permit fees
Signage	\$110.00
Residential/Home Based Business	\$150.00
Demolition	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$220.00
Discretionary Use	\$200.00 plus regular permit fees

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Accessory Development/Buildings	\$100.00
Temporary Development/Structure	\$100.00
Demolition	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1100.00 plus advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
*The fee payable for a business license issued after the 30 th day of September in any year shall be one-half of the fee listed above.	

Schedule “E” Commercial Electronic Sign

GST to be added on all items. These fees are in accordance with the Town’s Business License Bylaw.

COMMERCIAL ELECTRONIC SIGN FEES	
Bon Accord business license holder (local or non-local)	Free 2 weeks per month per year
Local business with valid Bon Accord business license	\$50 per week
Non-local business with valid Bon Accord business license	\$75 per week
Changes to text or graphics after annual renewal or new license issued (local or non-local)	\$50 per change

Schedule "F" Community Event Sign

GST to be added on all items. These fees are in accordance with the Town’s Community Event Sign Policy.

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local non-profits	\$10 per week
Local business	\$10 per week
Non-local** business	\$20 per week

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Schedule "G" Safety Codes Permits

GST to be added on all items.



TOWN OF BON ACCORD

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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**



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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
Over 2,000,000 Add \$ 15.75 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)

Temporary Propane/Natural Gas Heating (Includes Tank Set)

Gas/Propane Cylinder Refill Centers

Replacement Commercial or Industrial Appliances (per unit)

1 - 400,000 BTU Input

400,001 - 3,000,000 BTU Input

Over 3,000,000 BTU Input

\$94.50 Per Appliance

\$94.50 Per Appliance

\$299.25 Per Appliance

\$131.25 per Unit

\$183.75 per Unit

\$341.25 per Unit

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**



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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$614.25
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**



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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Schedule “H” Facility Rentals

GST to be added on all items. A damage deposit of \$500 is required at the time of booking for **each** rental. “Local” refers to a resident of either Bon Accord or Sturgeon County. Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (I.e.: amphitheatre, arena and sportsgrounds).

	TOWN OFFICE BASEMENT		ARENA MEZZANINE		ARENA MEETING ROOM	
Room Capacity	45 pp		120 pp		25 pp	
	Local	Non-Local	Local	Non-Local	Local	Non-Local
Per Day	\$125	\$150	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$250 includes Friday evening	\$300	\$200	\$250

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 59 th Avenue)	
Local*	\$20/hr. \$180/day \$570/weekend+
Local with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit**	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local	\$25/hr. \$225/day \$712.50/weekend
Non-Local with Power	\$30/hr. \$270/day \$855/weekend

BALL DIAMONDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament/game	\$100 per tournament/game

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

ARENA ICE RENTAL FEES	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
Local*	\$100/hr. \$750/day
Non-Profit**	\$100/hr. \$750/day
Non-Local	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY NO.: 15.121

SUBJECT: Fees for Service Delivery Policy

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: May 5, 2015

Updated: June 20, 2018

Updated: August 21, 2018

PURPOSE AND INTENT: To establish fee guidelines for services provided by the Town of Bon Accord.

POLICY STATEMENT: To recover fees for services provided by the Town of Bon Accord as listed in 'Schedule A' of the Fees for Service Procedure.

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION: <i>Community Services</i>
POLICY NO.: <i>20.230</i>
SUBJECT: Facility Rental Usage
RESPONSIBLE AUTHORITY: Community Services
REVIEWED & APPROVED BY COUNCIL: July 7, 2020 Regular Meeting of Council – Resolution # 20-230

PURPOSE AND INTENT: To establish clear guidelines and procedures for the rental of Town facilities.

POLICY STATEMENT: The Town of Bon Accord has several facilities to serve Bon Accord and the surrounding area's community groups, residents, and organizations. The Town aims to provide a safe, inviting, and protective environment that promotes recreation and culture in support of a healthy, viable, and vibrant community.

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Planning & Economic Development

POLICY NO.: 2012-45

SUBJECT: BUSINESS LICENCE FEES & PENALTIES

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

January 17, 2017

July 3, 2018

June 4, 2019

Council Meeting – Resolution 17.016

Council Meeting – Resolution 18-173

Council Meeting – Resolution 19-156

PURPOSE AND INTENT:

To provide business licence fees and penalties allowing individuals or companies to conduct business.

POLICY STATEMENT:

To regulate and set business licence fees and penalties for any person engaged in any business, call trade, firms, occupation, professions or industry within the corporate limits of the Town of Bon Accord.

SCHEDULE 'A'
LICENCE FEES

<u>Business Type</u>	<u>Fee</u>
Storefront	\$50.00* (Fifty Dollars)
Home Occupation	\$35.00* (Thirty-Five Dollars)
Non-Resident Business	\$150.00* (One Hundred Fifty Dollars)
Non-Resident Contractor	\$300.00* (Three Hundred Dollars)
Resident Contractor	\$150.00* (One Hundred Fifty Dollars)
Hawker & Peddlers	\$50.00/day (Fifty Dollars/day)
Hawker & Peddlers	\$75.00/per week (Seventy-Five Dollars/week)
Student	Free

* The fee payable for a business licence issued after the 30th day of September in any year shall be one-half of the fee listed above.

SCHEDULE 'B'
Penalties

1. Failure to purchase a licence within 30 days after the 31st of December of each calendar year. \$100.00
2. For a second offence. \$200.00
3. For a third offence. \$500.00

TAX PENALTIES POLICY

Resolution #. 07.004

Date Passed: January 9, 2007

Effective Date: January 9, 2007

Reviewed: January 9, 2007

Bylaw(s): None

Definitions: None

Purpose: None

Policy Statement:

Any ratepayer who disagrees with the penalty assessed to his yearly taxes must make a written submission or appear as a delegation (having made previous arrangements to be included on the agenda) before Council.

Council will address each case on its own merit.

RELEASE OF INFORMATION

Resolution #. 89.259
06.120

Date Passed: June 20, 1989
June 20, 2006

Effective Date: June 20, 2006

Reviewed: June 20, 2006

Bylaw(s): None

Purpose: To provide a uniform standard for release of information.

Policy Statement:

Upon request in writing, any interested person may:

- Upon payment of applicable fee, request tax certificate showing taxes outstanding and arrears outstanding.
- Upon payment of applicable fee and including the legal or other description of the parcel, receive a statement showing the latest assessed value of land and improvements.
- Upon payment of applicable fee, and including the legal or other description of the parcel, receive a statement of assessment or the assessments year by year, as set out in the assessment roll.
- Upon payment of applicable fee and including the description of parcel receive a statement showing the description of the parcel as set out in the assessment roll.
- Upon payment of applicable fee and including the legal or other description, a Zoning and Compliance certificate shall be issued.
- Upon request in writing, an owner or purchaser of any parcel shall receive a copy of the assessment records or particulars as to the assessment value of the parcel.

Telephone information will be provided free of charge to: Banks with interest in parcel, Government agencies, R.C.M.P., utility companies, other Municipal officers. (Take phone number and return call).

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 6, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Community Services Appreciation Award Policy Amendment
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

The Community Services Appreciation Award Policy was last revised in 2022. Submissions for this award must be submitted annually by February 28 or 29.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This policy is being brought forward to Council for a small amendment to remove the requirement that the person being nominated must sign the nomination form. Although the nominee must be aware of their nomination, the signing requirement may be a deterrent or barrier in submitting the form for those members of the community who are most deserving but are not present when the form is completed.

The revised policy is attached for Council's consideration.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

Annual operating budget.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council approve the amendment to the Community Services Appreciation Award Policy as presented.

OR

THAT Council direct administration to...

COMMUNITY SERVICES APPRECIATION AWARD POLICY

SECTION: Administration/Council

DEPARTMENT: Recreation and Community Services

COUNCIL APPROVAL DATE: December 2, 1997

LAST REVIEWED BY COUNCIL: March 15, 2022

POLICY STATEMENT:

The Town of Bon Accord is committed to the acknowledgement and appreciation of outstanding volunteer service, dedication to the community and/ exceptional citizenship.

PURPOSE:

To establish the criteria for the Community Service Appreciation Award.

SCOPE

Residents of Bon Accord or the surrounding area that meet the criteria established in this policy shall be eligible for consideration for the Community Service Appreciation Award.

DEFINITIONS

“Award” means a plaque presented to the Community Services Award recipient and placed in the community.

“Community Service” means voluntary, unpaid service that contributes substantially to the benefit of the community.

“Deputy Mayor” the deputy chief elected official of the Town of Bon Accord.

“Employee” means a person employed by the Town for wages or salary.

“Mayor” the chief elected official of the Town of Bon Accord.

“Nomination” means the act of formally nominating an individual for the Community Services Appreciation Award by completing a nomination form.

“Nominee” means the person formally nominated for a Community Services Appreciation Award.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer (CAO) of the Town of Bon Accord.

I. RESPONSIBILITIES

The Town Manager or delegate(s) is responsible to ensure that administrative procedures including a Nomination process and Nomination form are established to administer and manage the Community Services Appreciation Award Policy.

II. COMMUNITY SERVICES APPRECIATION AWARD ELIGIBILITY AND CRITERIA

1. Nominees must be a resident of Bon Accord. Nominated individuals that reside outside of Bon Accord may be considered if contributions to be recognized took place in Bon Accord and demonstrate direct benefit to Bon Accord.
2. Town of Bon Accord Employees are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
3. The Community Services provided must have been performed on a wholly volunteer basis and not for pay.
4. Nominations must clearly and sufficiently describe and demonstrate outstanding volunteer service, dedication to the community and/ exceptional citizenship.
5. Nominees must be aware of the Nomination. If the Nominee is deceased, a family member may give permission on behalf of the Nominee.

III. PROCEDURES

1. Nomination forms are available at the Town office and on the municipal website.
2. Nominations will be accepted on an on-going basis.
3. Nominations shall be made in writing on an approved Nomination form.
4. Nominations must be submitted annually on or before February 28 or 29.

IV. SELECTION

1. All eligible nominations will be reviewed by Council.

2. The decision of Council will be final.

V. COMMUNITY SERVICE APPRECIATION AWARD OPTIONS

1. Plaque (MAXIMUM: \$200)
2. Location of plaque to be approved by Council.
3. Nominations may include a recommendation to Council for consideration of alternate options for Community Service Appreciation Award recognition.

VI. COMMUNITY SERVICES APPRECIATION AWARD PRESENTATION

1. Awards will be presented by the Mayor, Deputy Mayor or his/her designate.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 6, 2024
Presented by:	Jodi Brown, Town Manager
Title:	2024 Federation of Canadian Municipalities Conference
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Federation of Canadian Municipalities (FCM) unites governments of all sizes with more than 2000 members representing 90% of Canadians as the trusted and respected national voice of Canadian municipalities. The Town of Bon Accord is a member of FCM.

The 2024 annual FCM Conference is being held in-person in Calgary at the Calgary Telus Convention Centre June 6-9, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Elected officials' registration includes:

- All sessions, workshops, and plenaries
- Trade show—full access, including opening reception
- Study tours (a single tour reserved at time of registration)
- Daily breakfasts, refreshment breaks, and lunches
- The Mayor's Welcome Reception and the Host City Closing Gala
- Other networking opportunities
- Voting in FCM Board elections (accredited FCM Member - Elected Official delegates only)
- Access to the event app

Please see the following link for study tour details: <https://fcm.ca/en/events-training/conferences/annual-conference-and-trade-show/program/study-tours>.

Council may wish to note that the Seniors' Week BBQ is scheduled for the evening prior to day 1 of the conference.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

- Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Expenses for two Council members to attend the annual FCM Conference have been included in the annual budget, including hotel and registration fees.

Registration Fees (per person):

Early Bird: \$1,095

After Early Bird Deadline (April 20): \$1,295

Hotels Near Convention Centre (subject to change at time of booking)

Dates selected for rates were as close as possible to the dates of the conference but rates are likely higher, since room block information is not yet available.

Hyatt Regency Hotel – starting at \$403 per night per person

Fairmont Hotel – starting at \$657 per night per person

Calgary Marriott Downtown – starting at \$605 per night per person

RECOMMENDED ACTION (BY ORIGINATOR)

Choose one of the following:

Resolution Option #1:

THAT Council direct administration to register [names of attendees] for the 2024 FCM Conference in person in Calgary AND FURTHER THAT administration book accommodations for conference attendee(s).

Resolution Option #2:

THAT Council direct administration to...



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

December 5, 2023

AR 95349

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
5025 - 50 Avenue
Bon Accord, AB T0A 0K0
bholden@bonaccord.ca

Dear Mayor Holden:

Thank you for your October 23, 2023 letter regarding engine retarder brakes. As Minister of Transportation and Economic Corridors, I am able to provide the following information.

I recognize that traffic noise can impact the lives of those living along provincial highways. Engine retarder brakes are used in many heavy trucks to provide increased driving safety in normal and difficult weather and road conditions. Restricting the use of engine retarder brakes have a safety implication since truck drivers often rely on engine retarder brakes in controlling their vehicles under various situations.

As you mentioned, there are no provincial regulations against the use of engine retarder brakes, and installing the signs asking drivers to avoid their use is strictly voluntary. If commercial vehicle drivers feel the engine retarder brakes are beneficial, they will continue to use them regardless of the posted signs.

While I am sympathetic to the people subjected to the noise created by engine retarder brakes, there are legal/liability concerns with prohibiting the use of what are considered part of the vehicle's safety equipment and more efficient braking performance. As such, the department is not considering modifying the existing province-wide practice.

Alternatively, to further support noise reduction in the Town of Bon Accord, you may want to consider placing other noise reduction buffers (noise barrier wall, dirt berm, planting of large trees etc.) outside of the highway right-of-way to help reduce noise for residents.

.../2

If you have any further questions, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached toll-free by first dialing 310-0000, then 780-305-2405, or at michael.botros@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,



Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Dale Nally, MLA for Morinville-St. Albert
Michael Botros, Regional Director, Transportation and Economic Corridors

January 17, 2024

Attention: Naleen Narayan CAO Town of Morinville, Farrel O'Malley CAO Town of Gibbons,
Reegan McCullough CAO Sturgeon County, Jodi Brown CAO Town of Bon Accord,
Robert Proulx CAO Town of Legal

Re: Shared Funding Model Sturgeon Victim Services

Funding Request

On December 1, 2023, Sturgeon Victim Services submitted a letter of request for a grant extension to secure finances for a period of six months. This would commence April 01, 2024, to September 30, 2024, resulting in 50% of previous annual funding.

On December 12, 2023, the Provincial Government proposed a four-month transition of Sturgeon Victim Services to the new zonal model commencing April 1, 2024, to July 31, 2024. This proposal includes provincial funding for all existing budgeted expenses. Sturgeon Victim Services accepted the proposal. Therefore, Sturgeon Victim Services is no longer requesting a grant extension from the municipalities that we serve that being: Sturgeon County, Morinville, Bon Accord, Legal and Gibbons.

It is with deep gratitude that we acknowledge the generous support consistently provided by our local municipalities.

As our organization transitions, our commitment to support victims of crime and trauma is paramount and we foresee no service delivery interruptions.

Sincerely,

A handwritten signature in black ink that reads 'Elisabeth Melvin'.

Elisabeth Melvin
Executive Director
Sturgeon Victim Services

I, Deputy Mayor May, would like to put forward a notice of motion to Council to direct administration to write a letter to the appropriate government minister and further for council to submit a resolution to the Alberta Municipalities Association to advocate to government for better regulation of distribution charges.

A handwritten signature in cursive script, appearing to read 'J. May', is located in the upper right portion of the page.