

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

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1.Regular Meeting of Council; December 6, 2022 (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
  - 5.1.December 2022 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1.Engine Retarder Brakes (enclosure)
- 7. NEW BUSINESS**
  - 7.1.Development Officer Appointment (enclosure)
  - 7.2.Town Promotional Items (enclosure)
  - 7.3.Community Services Advisory Board Appointments (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 8.1.Utilities Bylaw 2022-20 – First Reading (enclosure)
  - 8.2.Waste Collection Bylaw 2022-21 – First Reading (enclosure)
  - 8.3.Veterans Memorial Park Committee Bylaw 2022-18 – Second and Third Readings (enclosure)

**POLICIES**

  - 8.4.Council Remuneration Policy (enclosure)
  - 8.5.Rescinding Outdated Policies (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Bidney (enclosure)
  - 10.3 Councillor Laing (enclosure)
  - 10.4 Councillor Larson (enclosure)
  - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**
- 12. NOTICE OF MOTION**

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**December 20, 2022 8:30 a.m. in Council Chambers**  
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**13. CLOSED SESSION**

- 13.1. Helinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*
- 13.2. Utility Billing – *FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body*
- 13.3. Proposed Regional Multi-Municipal MOU – *FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations*
- 13.4. Sturgeon School Division – *FOIP Act Section 21(1)(b) Disclosure Harmful to Intergovernmental Relations and 24(1)(c) Advice from Officials*

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 6, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL**

**PRESENT**

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

**ADMINISTRATION**

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

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT Council add item 11.5 Sturgeon School Division – *FOIP Act—Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) advice from officials* to the December 6, 2022 agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-505**

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the December 6, 2022 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-506**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – November 15, 2022***

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the November 15, 2022 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-507**

**UNFINISHED BUSINESS**

***Dark Sky Designation Survey Results***

COUNCILLOR MAY MOVED THAT Council direct administration to maintain the Dark Sky designation, and work on future events and better exposure of the title of Canada's First Dark Sky Community.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 6, 2022 7:00 p.m.  
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In Favour: Mayor Holden, Councillor Laing, Councillor May, Councillor Larson. Opposed:  
Deputy Mayor Bidney  
**CARRIED RESOLUTION 22-508**

**DELEGATION**

***S. Sgt. Chris Palfy – Morinville RCMP – Quarterly Report***

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the delegation as information.  
**CARRIED UNANIMOUSLY RESOLUTION 22-509**

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

DEPUTY MAYOR BIDNEY MOVED THAT Council enter into closed session to discuss *Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body* at 7:42 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 22-510**

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 8:02 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 22-511**

COUNCILLOR LARSON MOVED THAT Council accepts the delegation as information.  
**CARRIED UNANIMOUSLY RESOLUTION 22-512**

Mayor Holden called a short recess at 8:04 p.m.  
Mayor Holden called the meeting back to order at 8:09 p.m.

**NEW BUSINESS**

***Christmas Tree Locations***

COUNCILLOR LARSON MOVED THAT Council accept this report as information and direct administration to bring back a plan and costs for repair or replacement of the Christmas tree and for hanging new lights on the east side of Town.  
**CARRIED UNANIMOUSLY RESOLUTION 22-513**

**BYLAWS/POLICIES/AGREEMENTS**

***Veterans Memorial Park Committee Bylaw 2022-18***

DEPUTY MAYOR BIDNEY MOVED THAT Council give first reading to the Veterans Memorial Park Committee Bylaw 2022-18.  
**CARRIED UNANIMOUSLY RESOLUTION 22-514**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 6, 2022 7:00 p.m.  
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***Website Terms of Use and Privacy Statement Policy***

DEPUTY MAYOR BIDNEY MOVED THAT Council approve amendments to the Website Terms of Use and Privacy Statement Policy as presented and circulated.

**CARRIED UNANIMOUSLY RESOLUTION 22-515**

***Rescinding Outdated Policies***

COUNCILLOR LARSON MOVED THAT Council rescind the Attendance – Conventions, Refresher Courses, Seminar policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-516**

COUNCILLOR MAY MOVED THAT Council rescind the Organic Waste policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-517**

***Purchasing Policy***

COUNCILLOR MAY MOVED THAT Council approves the Purchasing Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-518**

COUNCILLOR LARSON MOVED THAT Council rescinds Policy #09-248 Unbudgeted Expenditures.

**CARRIED UNANIMOUSLY RESOLUTION 22-519**

***Health and Safety Policies***

COUNCILLOR MAY MOVED THAT Council rescind the Health and Safety Policy #114 – 201.

**CARRIED UNANIMOUSLY RESOLUTION 22-520**

DEPUTY MAYOR BIDNEY MOVED THAT Council rescind the Covid-19 Protocol Policy #21-068.

**CARRIED UNANIMOUSLY RESOLUTION 22-521**

COUNCILLOR LARSON MOVED THAT Council approve the new Health and Safety Policy as presented and circulated.

**CARRIED UNANIMOUSLY RESOLUTION 22-522**

**WORKSHOPS\MEETINGS\CONFERENCES**

***Brownlee's 2023 Emerging Trends in Municipal Law Seminar***

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor May virtually, and Mayor Holden and Deputy Mayor Bidney in-person for Brownlee's 2023 Emerging Trends in Municipal Law seminar.

**CARRIED UNANIMOUSLY RESOLUTION 22-523**

**Town of Bon Accord**  
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**CORRESPONDENCE**

**GENERAL**

***Minister of Municipal Affairs – Library Funding Response***

***Minister Public Safety and Emergency Services – Sturgeon Victim Services Response***

COUNCILLOR LARSON MOVED THAT Council accept general correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-524**

**ACTION REQUIRED**

***Town of Ponoka – Volunteer Fire Department***

COUNCILLOR LARSON MOVED THAT Council direct administration to write a letter in support of the Town of Ponoka to Minister Copping.

**CARRIED UNANIMOUSLY RESOLUTION 22-525**

**CLOSED SESSION**

- ***Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body***
- ***Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body***
- ***Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations***
- ***Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act section 25(1)(d) Disclosure Harmful to Economic and other Interests of a Public Body***
- ***Sturgeon School Division – FOIP Act—Section 21 (1)(b) Disclosure Harmful to Intergovernmental Relations and 24(1)(c) Advice from Officials***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Helinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body, Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body, Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations, Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act section 25(1)(d) Disclosure harmful to economic and other interests of a public body and Sturgeon School Division – FOIP Act—Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials at 9:00 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-526**

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 10:12 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-527**

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

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the report as information and direct administration to bring back more information at the December 20, 2022 Regular Council Meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-528**

***Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act section 25(1)(d) Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the report as information and direct administration to bring back more information in the new year.

**CARRIED UNANIMOUSLY RESOLUTION 22-529**

- ***Utility Billing – FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body***
- ***Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations***
- ***Sturgeon School Division – FOIP Act—Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials***

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to bring back more information on these topics at a future council meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-530**

**ADJOURNMENT**

The December 6, 2022 Regular Meeting of Council adjourned at 10:17 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

## News | Projects | Events

### News

- The Administration and Community Services Assistant position has been filled. Please join us in welcoming Christina Fedorak to our team on January 3, 2023.
- Arena renovations to include a new changeroom will begin in the new year.
- New score clock for the arena will be arriving in February 2023.
- Congratulations to Jennifer Larson on starting her new position as the Economic Development and Planning Officer with the retirement of Dianne Allen. The Town thanks Dianne for her service to the Town over the past 5 years and we wish her all the best for this new chapter in her life.
- The Dark Sky Designation survey results were strongly in favor of maintaining this designation. Therefore, Town staff will be working on a plan to revitalize our activities and promotional initiatives related to this designation. Results of the survey are available on the Town website <https://bonaccord.ca/p/dark-sky-community>

### Projects

- Continue to work on the funding for the new Ice Plant Project and other Arena upgrade projects.
- The EV Charging stations at the arena and Town office are expected to be operational by the end of January 2023.
- The Municipal Development Plan update that was initiated in 2022 will continue in early 2023.

### Events

- Another Coffee with a Cop session was held on November 23<sup>rd</sup>, 2022, with 16 participants attending the event. Thank-you to Staff Sgt. Palfy for meeting with residents to discuss community safety. The next Coffee with a Cop session will be held in January. Details to be announced soon.
- Winter Wonderland was held on December 3, 2022, from 2:00 p.m. – 4:00 p.m. at the Bon Accord Arena. This free event included photos with Santa, goodie bags, public skating, hot chocolate (sponsored by Bon Accord Community Church), popcorn (sponsored by Bon Accord Library). We also had games/crafts hosted by 4H.



- The final Council Community Connections event of 2022 was held on December 07<sup>th</sup>. Approximately 7 participants attend this informal session to meet with Council and share their input on Town projects and/or community needs. The next event will be held in March 2023.
- The annual Council Workshop was held on December 12<sup>th</sup>, 2022, with a presentation on Council procedures by a certified parliamentarian and Municipal Affairs. The afternoon sessions were live streamed and included important information on snow removal, storm water management strategies and a review of the strategic plan.
- On December 16, the following staff were recognized for their long-term service with the Town:
  - Andrea Owen – 15 Years
  - Terry Doerkson – 5 Years (retroactive recognition) and 10 Years
  - Steven Brown – 10 Years
  - Falon Fayant – 5 Years
  - Dianne Allen – 5 Years

## Key Meetings

- Senior Citizen's Advisory Meeting  
Nov. 24
- Sturgeon Region Emergency  
Management Program Meeting Nov.  
28
- Community Services Advisory Board  
Meeting Dec.13
- CAO Regional Meeting Dec. 14
- Dandelion Renewables Teams  
meeting Dec. 15
- Intermunicipal Collaboration  
Framework discussions with City of St.  
Albert Dec. 22

## Conferences and Training

- Alberta Parks and Recreation  
Conference (1staff attended)
- FCSS Conference (1 staff, 1 member  
of Council, and 1 board member  
attended)
- FCSS Outcomes Measure Refresher  
training (1 staff member)
- WHMIS Training completed (6 staff)
- Wireless Broadband Virtual Session  
by Fortis (1 staff person and 2  
members of Council)

## Department Highlights

### Administration | Town Manager

- Assisted staff to review and develop presentations for the annual Council Workshop, finalizing presenters for the educational sessions
- Working with the communications team member to develop an annual report template
- Assisting with the ice plant replacement project including meeting with the engineering team overseeing the project
- Provided training and orientation for the new Economic Development and Planning Officer position
- Enjoyed meeting with residents at the Coffee with a Cop session, Council Community Connections event (Dec. 07) and Winter Wonderland event (Dec 03)
- Assisted the Public Works team with policy revisions and planning for future projects.

### Community Services

- Completed the required Annual Dark Sky Report for the International Dark Sky Association (available on the Town website <https://bonaccord.ca/p/dark-sky-community>)
- Planning Family Day event for Monday, February 20. Watch for event details in January 2023.
- Completed a federal Heritage Grant application for additional funding to expand Canada Day activities.
- Completed Canada Summer Jobs grant application to assist with funding for four summer positions planned for 2023 in parks, FCSS and administration.

### Corporate Services

- Working on completion of the Utility Bylaw – combining the Water and Wastewater Bylaws into one Utility Bylaw. The first reading is set for the December 20<sup>th</sup> RCM.
- Working on the Waste Collection Bylaw updates. The first reading is set for the December 20<sup>th</sup> RCM.
- Finished Council Workshop Presentation.
- On November 29<sup>th</sup>, Capital Region Northeast Water Services Commission sent notification that their water rate for 2023 was approved at \$1.6125, a \$0.125 reduction in the rate from 2022 to 2023. This reduction was attributed to an increase in the water rates back in 2016 to address capital requirements in the CRNWSC Master Plan. A new water supply agreement has been negotiated with Strathcona County, negating the capital upgrade requirements for a potential of 15 or more years.
- On November 18<sup>th</sup>, Alberta Capital Region Wastewater Commission approved the rate for wastewater for 2023 at \$1.50 per cubic meter, a \$0.08 increase from 2022.



- Year-end entries are still forthcoming prior to the audit in February. These include reserves and expense accruals as well as tangible capital assets.
- 95% of outstanding municipal taxes have been collected compared to 94% at this time last year. A 15% penalty will be applied to ALL outstanding balances after December 31<sup>st</sup>.
- The outstanding taxes have been paid for the parcel previously set to be auctioned on March 22, 2023. The caveat will be discharged, and the auction has therefore been cancelled. (Resolutions 22-331 to 22-334).

## Planning | Economic Development | Bylaw

- Finalized Council Workshop presentation
- Research into Economic Development and Planning courses (NACLAA & U of A)
- Campaign started to have non-compliant recreational vehicles removed
- Introductions made to major stakeholders (MPS, Associated Engineering, Dandelion Renewables, etc.)
- Received an inquiry about a new residential dwelling
- Working closely with Dandelion Renewables to finalize grant requirements
- Updated weekly arena schedules and scheduled new rentals

## Operations | Public Works

- Worked with the Town Manager to complete presentations for the annual Council Workshop and review of the Strategic Plan
- Worked with the Town Manager to develop plans for maintenance of the Town's aerated holding cell (commonly referred to as the lagoon) and plans/requirements for continued reclamation or re-purpose to the old lagoon cell site
- Reviewing of the snow removal policy and procedures to bring forward changes to the existing policy for Council approval in early 2023
- Replacement of damper motors needed for the lift stations
- Participating in leadership meetings and Council meetings to assist with ongoing projects
- Ongoing seasonal maintenance

## Attachments

- Town Manager Action List (November – December 2022)
- Variance Report
- Citation Report
- Incident Report

# Town Manager Action List

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**Date:** December 20<sup>th</sup>, 2022  
**Reporting Period:** November 15<sup>th</sup> – December 19<sup>th</sup>, 2022  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran’s Memorial Park Committee New bylaw	2 <sup>nd</sup> and 3 <sup>rd</sup> Reading of new bylaw scheduled for December 20 <sup>th</sup> RCM
Arena Ice Plant Borrowing Bylaw	2 <sup>nd</sup> and 3 <sup>rd</sup> Reading December 22 <sup>nd</sup> Special Meeting
Update to New Business Welcome Policy	January 2023
Citizens on Patrol Funding	COP funding to be returned Gibbons—no longer has an active COP group Legal – contacted
Engine Retarder Brakes Enforcement	Information to be brought forward to Council at the December 20 <sup>th</sup> RCM
Administration to develop revitalization plan for the Dark Sky designation (Canada’s First Dark Sky) community and bring back to Council.	January 2023
Town Manager to initiate negotiations with Sturgeon County (Arena Upgrades)	Letter to be drafted
Draft letter to Minister Copping in support of rural ambulance service	Letter drafted and under review

Helinga Development Administration to bring back additional information.	Information to be provided to Council at December 20 <sup>th</sup> RCM
Alberta Capital Region Wastewater Commission	Administration to bring back additional information in 2023
Administration to create a timeline for playground maintenance for a special meeting or workshop on the Town's Playgrounds in spring 2023.	Scheduled for April or May 2023
Communities in Bloom Project at the Cemetery	Location confirmed/installation next spring (install concrete base)
OHV Survey Question	Future Survey Discuss at Council Workshop on November 28 <sup>th</sup>

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

- Regional New Councillor Orientation held November 17<sup>th</sup>
- Annual Council Workshop held December 12<sup>th</sup>
- Christmas Lights installed on the east entrance Welcome sign
- Joint Use Committee Meeting scheduled for January 11<sup>th</sup>, 2023
- Engineers engaged to develop RFP and provide technical oversight of ice plant project.
- Sturgeon Victim Services Board advised of Councillor May's appointment to the Board with Deputy Mayor Bidney as alternate.
- CRASC notified of Council resolution to approve Sunset Point application for membership
- Members of Council registered for Brownlee Emerging Trends (Councillor May, Mayor Holden, and Deputy Mayor Bidney)
- Response Letter to Minister Copping regarding replacement of the x-ray equipment at the Morinville Health Clinic completed (see attached).

November 16, 2022

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

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

**Re: Morinville X-Ray Machine**

Dear Minister Copping:

At the Regular Bon Accord Council Meeting on November 15, 2022, Council received a copy of the correspondence from Mayor Boersma of the Town of Morinville to the Ministry of Health along with your letter of response regarding their request to keep x-ray services at the Alberta Health Services Clinic in Morinville.

The Town of Bon Accord Council wholeheartedly stands behind our Morinville neighbours in their desire to keep x-ray services in their community and in our region. Without this service in Morinville, residents across the Sturgeon region (including Bon Accord) are forced to access this service in larger urban centres, further away from home. With limited transportation options in our rural area for seniors or differently abled individuals that are not able drive, the cost and complexity of accessing critical medical services can become a significant barrier to the health and wellbeing of our community members. Is this the level of service you would have the seniors who built our communities endure? The indifference and lack of understanding of the barriers individuals face in accessing medical services in larger urban centres is disheartening.

It is our understanding that this x-ray machine has been inoperable since February 2020 and the province has not replaced it as it has reached the “end of its life”. All equipment will reach this stage – are we to understand the remainder of equipment in the Morinville Clinic will go unreplaced when it, too, reaches its end of life? This is very concerning and, in our opinion, does not align with the Ministry’s values of “compassion, accountability, respect, excellence, and safety”.

In the same way you stood with Morinville to keep their clinic open, we ask that you listen with the same openness and understanding. We must not assume that those who require health services are capable of driving or have family or friends nearby. Patients in both our community and that of our neighbours deserve more respect, independence, and dignity.



Although Alberta Health Services' mission of "patient-focused...accessible and sustainable" services is commendable, failure to replace critical medical equipment does not achieve this important mission statement for all Albertans. We urge you to stand together with rural communities once again and show them we are valued. All it takes is one step in the right direction!

Sincerely,

Brian Holden  
Mayor  
Town of Bon Accord





**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2022  
 Reporting period: up to December 12, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,268,230	2,269,433	- 1,203	304,535	389,557	- 85,022	1,963,695	1,879,876	83,819	4%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,268,230.00</b>	<b>\$ 2,269,433.00</b>	<b>-\$ 1,203.00</b>	<b>\$ 304,535.00</b>	<b>\$ 389,556.75</b>	<b>-\$ 85,021.75</b>	<b>\$ 1,963,695</b>	<b>\$ 1,879,876</b>	<b>\$ 83,819</b>	<b>4%</b>
Election	-	-	-	1,239	5,271	- 4,032	(1,239)	(5,271)	4,032	76%
Council	-	-	-	98,402	109,604	- 11,202	(98,402)	(109,604)	11,202	10%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,641</b>	<b>\$ 114,874</b>	<b>-\$ 15,233</b>	<b>-\$ 99,641</b>	<b>-\$ 114,874</b>	<b>\$ 15,233</b>	<b>13%</b>
Administration	5,246	3,833	1,413	435,921	477,533	- 41,612	(430,675)	(473,699)	43,024	9%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 5,246</b>	<b>\$ 3,833</b>	<b>\$ 1,413</b>	<b>\$ 435,921</b>	<b>\$ 477,533</b>	<b>-\$ 41,612</b>	<b>-\$ 430,675</b>	<b>-\$ 473,699</b>	<b>\$ 43,024</b>	<b>9%</b>
Fire Services	9,945	9,471	474	33,269	47,007	-13,738	(23,324)	(37,536)	14,212	38%
Emergency Services	3,003	-	3,003	9,499	19,115	-9,616	(6,496)	(19,115)	12,619	66%
Bylaw	49,565	44,719	4,846	41,220	95,584	-54,364	8,345	(50,865)	59,210	116%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 62,513</b>	<b>\$ 54,190</b>	<b>\$ 8,323</b>	<b>\$ 83,988</b>	<b>\$ 161,705</b>	<b>-\$ 77,717</b>	<b>-\$ 21,475</b>	<b>-\$ 107,515</b>	<b>\$ 86,040</b>	<b>80%</b>
Municipal Planning	5,423	9,344	- 3,921	142,005	212,453	- 70,448	(136,582)	(203,110)	66,528	33%
Economic Development	5,850	5,850	-	86,846	108,239	- 21,393	(80,996)	(102,389)	21,393	21%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 11,273</b>	<b>\$ 15,194</b>	<b>-\$ 3,921</b>	<b>\$ 228,851</b>	<b>\$ 320,693</b>	<b>-\$ 91,842</b>	<b>-\$ 217,578</b>	<b>-\$ 305,499</b>	<b>\$ 87,921</b>	<b>29%</b>
Public Works - Roads	9,412	9,549	- 137	317,341	415,109	- 97,768	(307,929)	(405,560)	97,631	24%
Storm Sewer & Drain	-	-	-	22,284	33,528	-11,244	(22,284)	(33,528)	11,244	34%
Water	517,117	491,907	25,210	433,293	538,947	-105,654	83,824	(47,039)	130,863	278%
Sewer	310,204	306,480	3,724	257,265	339,293	-82,028	52,939	(32,813)	85,752	261%
Garbage	80,898	87,996	- 7,098	101,519	110,955	-9,436	(20,621)	(22,959)	2,338	10%
Cemetery	14,650	6,708	7,942	10,791	8,734	2,057	3,859	(2,026)	5,885	290%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 932,281</b>	<b>\$ 902,640</b>	<b>\$ 29,641</b>	<b>\$ 1,142,493</b>	<b>\$ 1,446,566</b>	<b>-\$ 304,073</b>	<b>-\$ 210,212</b>	<b>-\$ 543,926</b>	<b>\$ 333,714</b>	<b>61%</b>
FCSS	45,649	41,669	3,980	58,771	57,675	1,096	(13,122)	(16,006)	2,884	18%
<b>TOTAL FCSS</b>	<b>\$ 45,649</b>	<b>\$ 41,669</b>	<b>\$ 3,980</b>	<b>\$ 58,771</b>	<b>\$ 57,675</b>	<b>\$ 1,096</b>	<b>-\$ 13,122</b>	<b>-\$ 16,006</b>	<b>\$ 2,884</b>	<b>18%</b>
Parks	83,976	77,255	6,721	101,022	132,872	- 31,850	(17,046)	(55,617)	38,571	69%
Arena	180,719	208,920	- 28,201	223,916	263,345	- 39,429	(43,197)	(54,425)	11,228	21%
Recreation	173,861	174,450	- 589	94,366	219,711	- 125,345	79,495	(45,261)	124,756	276%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 438,556</b>	<b>\$ 460,626</b>	<b>-\$ 22,070</b>	<b>\$ 419,304</b>	<b>\$ 615,928</b>	<b>-\$ 196,624</b>	<b>\$ 19,252</b>	<b>-\$ 155,303</b>	<b>\$ 174,555</b>	<b>112%</b>
Library	-	-	-	54,168	57,546	- 3,378	(54,168)	(57,546)	3,378	6%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,168</b>	<b>\$ 57,546</b>	<b>-\$ 3,378</b>	<b>-\$ 54,168</b>	<b>-\$ 57,546</b>	<b>\$ 3,378</b>	<b>6%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,495,518</b>	<b>\$ 1,478,152</b>	<b>\$ 17,366</b>	<b>\$ 2,523,137</b>	<b>\$ 3,252,521</b>	<b>-\$ 729,384</b>	<b>-\$ 1,027,619</b>	<b>-\$ 1,774,369</b>	<b>\$ 746,750</b>	<b>42%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,763,748</b>	<b>\$ 3,747,585</b>	<b>\$ 16,163</b>	<b>\$ 2,827,672</b>	<b>\$ 3,642,078</b>	<b>-\$ 814,406</b>	<b>\$ 936,076</b>	<b>\$ 105,508</b>	<b>\$ 830,568</b>	<b>787%</b>

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



**Comments & Variance Explanations:**

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Municipal --> Return on Investments (interest received from bank accounts) is over budget by \$34,505. Last ASFF withdrawal is in December.

Council --> Council is projected to be on par or under budget. Fees and per diems are still being posted, as well as the Council Workshop costs will be forthcoming.

Election --> This is under budget due to Town staff running the by-election

Administration --> Department as a whole projected to be on par with budget by year end. Legal fees over budget by \$3,925.

Protective Services --> SREMP invoice will be forthcoming. RCMP Police funding invoice to be accrued for year end. Will not receive until spring 2023. Fire hall door repair complete, \$1,000.

Planning & Development --> Expected to be on par with budget by year end. Costs still coming in for MDP Review.

Public Works --> Snow removal has \$9,395 budget remaining mainly used for fuel expenses. Cemetery sales over budget, both plots and open/close fees.

Cemetery expenses are over budget due to insurance deductible of \$2,500. This is offset by the revenue being over budget. Garbage contracted services will be slightly over budget due to fuel surcharge.

FCSS --> Expect to be on par with budget overall. Revenue over budget due to summer programs fees.

Community Services --> Expected to be on par or under budget by year end.

**Sturgeon County**

**BON ACCORD CITATION REPORT NOVEMBER 2022** Statistics from: 11/1/2022 12:00:00AM to 11/30/2022 11:59:00PM

**Citation Printout Report by Violation**

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

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

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 5  
Total Mandatory Appearances: 3

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

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

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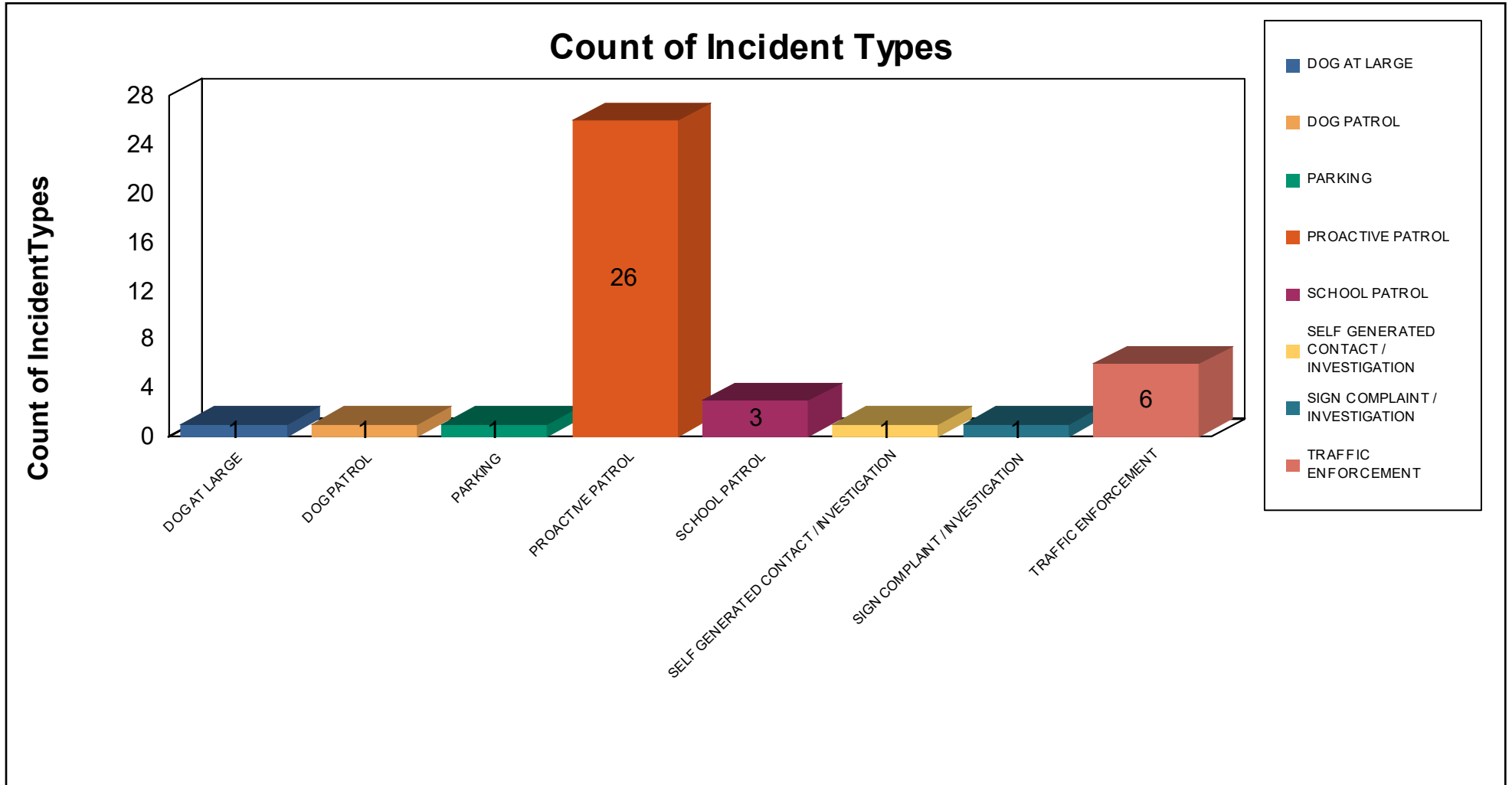
## Grand Total

Total Number of Citations Reported: **11**  
Total Fine Amounts Reported: **\$1034.00**  
**Total Money Collected:**  
**Total Money Still Due: \$1034.00**  
**Total Mandatory Appearances: 3**

# Sturgeon County

BON ACCORD INCIDENT COUNT NOVEMBER 2022 Statistics from Occurred Date: 11/1/2022 12:00:00AM to 11/30/2022 11:59:00PM

## Incident Report



DOG AT LARGE: 1 3%

**Incident Report**

**DOG PATROL: 1 3%**

**PARKING: 1 3%**

**PROACTIVE PATROL: 26 65%**

**SCHOOL PATROL: 3 8%**

**SELF GENERATED CONTACT / INVESTIGATION: 1 3%**

**SIGN COMPLAINT / INVESTIGATION: 1 3%**

**TRAFFIC ENFORCEMENT: 6 15%**

**Grand Total: 100.00% Total # of Incident Types Reported: 40**

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Jenny Larson – Officer, Economic Development & Planning
<b>Title:</b>	<b>Engine Retarder Brakes</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

**On October 18, 2022, Regular Meeting of Council a Notice of Motion was made regarding Engine Retarder Brakes – Highway 28**

COUNCILLOR LARSON MOVED THAT Council direct administration to research the possibility for action concerning vehicle owners who use their brake retarder or J-brake through Town on Highway 28 at all hours of the day.

**CARRIED UNANIMOUSLY RESOLUTION 22-448**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

According to the Transportation and Economic Corridors department with the Government of Alberta, there is no provincial legislation to regulate the use of engine retarder brakes along provincial highways. There is also no provincial law to control noise levels generated by engine brakes unless the vehicle is found to have deficient equipment.

Engine retarder brakes are used by heavy trucks to supplement the vehicle’s service brakes, which provide increased driving safety in normal and difficult weather and road conditions.

The use of engine retarder brakes signs is a local development issue in which Alberta Infrastructure and Transportation must balance development needs with the safety needs of the motoring public.

A local municipality may apply to Alberta Infrastructure and Transportation to install engine retarder brake signs on a provincial highway.

An ‘Engine Retarder brake prohibited’ sign is located just east of Town, for trucks travelling west past Bon Accord.

Strathcona County has a bylaw which states “No person shall apply or engage retarder brakes on any Commercial vehicle within a Hamlet or Urban Service Area”. Penalty is \$57.00

Sturgeon County has a similar bylaw, it states that “No person shall apply or engage engine retarder brakes on any truck or truck tractor within in the Municipality where signs prohibit the use. Penalty is \$200.00

In conclusion, retarder brakes can only be enforced on municipal owned roadways. Since Highway 28 is a provincial highway, the Town cannot enforce any penalties for using said brakes.

## **STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

### ***Priority #2: Community***

- The residents of Bon Accord live in a safe, connected and attractive community.

## **COSTS/SOURCES OF FUNDING**

Alberta Infrastructure and Transportation will be responsible for managing all activities associated with fabricating, supplying, installing and maintain the signs along the highway. All associated sign costs will be covered by the municipality requesting the sign.

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

### **Choose one of the following actions:**

1. THAT Council accepts this report as information.
2. THAT Council directs administration to...

**RECOMMENDED  
PRACTICES**

PART	HIGHWAY SIGNS
SECTION	REGULATORY SIGNS
SUB-SECTION	

**General**

Concerned citizens and local governments occasionally raise issues regarding the noise levels of engine retarder brakes from heavy trucks.

When noise problems become persistent and affect many residents, signs may be placed on a highway, asking drivers to refrain from using their engine retarder brakes.

Since truck drivers often rely on engine brakes in controlling their vehicles, the information sign is only allowed where there are no safety implications as a result of displaying the sign along the highway.

**Use of Engine Retarder Brakes**

Engine retarder brakes are used in many heavy trucks as a supplement to the vehicle's service brakes. The principle behind the engine retarder brake is that it changes the action of the exhaust valves, turning the engine into an air compressor. Engine brakes use the characteristics of the diesel engine to produce a significant amount of drag through the vehicle's drive train to the wheels. This allows the service brakes to stay cool and ready for emergencies.

Engine retarder brakes provide increased driving safety in normal and difficult weather and road conditions, including ice, snow and wet or gravel road surfaces.

Engine retarder brakes can provide:

- Faster, steadier, more efficient braking performance.
- Reduced wear on engine, tires, and service brakes.
- Less vehicle downtime.
- Enhanced driver confidence.

The engine makes a distinctive staccato sound while in operation (while converting the power-producing diesel engine into a power-absorbing retarding mechanism).

Since 1988, vehicles have been required to produce less than 80 dB(A). When the muffler is removed, the sound level increases by 21 decibels.

**Provincial Legislation**

There is no provincial legislation to regulate the use of engine retarder brakes along provincial highways. There is also no provincial law to control noise levels generated by engine brakes, unless the vehicle is found to have deficient equipment.

**Safety Implications**

Actions restricting the use of engine retarder brakes may have legal and safety implications since truck drivers often rely on engine brakes in controlling their vehicles under various situations.



For this reason, signs advising truck drivers to limit the use of engine brakes will normally be discouraged.

Thus, the use of Engine Retarder Brakes signs is a local development issue in which Alberta Infrastructure and Transportation must balance development needs with the safety needs of the motoring public.

### Standard

The Engine Retarder Brakes sign consists of a word message provided with black lettering on a white background. The content of the message will vary depending on the need (e.g., it may prescribe a distance or the area limits over which a sign would apply).

A typical message will read: *TRUCKERS, PLEASE AVOID USE OF ENGINE RETARDER BRAKES.*

Details of the sign can be found in drawings TCS-A-205 and TCS-A-206.

### Guidelines For Use

An Engine Retarder Brakes sign may be permitted to alleviate noise levels at locations that meet all of the following criteria:

- the area affected by noise has a substantial residential section
- a record has arisen of persistent complaints from different local residents (for an extended period of time, of at least one year)
- a considerable amount of truck traffic

passes through the residential area

- the area is located within a distance of 400 m from a provincial highway.

Signs will be reviewed on a request basis only.

The final decision to authorize the placement of an Engine Retarder Brakes sign on the highway will depend on the combined effect of the roadway operational and safety factors (with safety issues being the predominant factor to consider).

### Sign Application Process

A local municipality may apply to Alberta Infrastructure and Transportation to install Engine Retarder Brakes signs on a provincial highway.

After reviewing a request, Alberta Infrastructure and Transportation may issue a Letter of Approval allowing for the installation of Engine Retarder Brakes signs within the highway right-of-way.

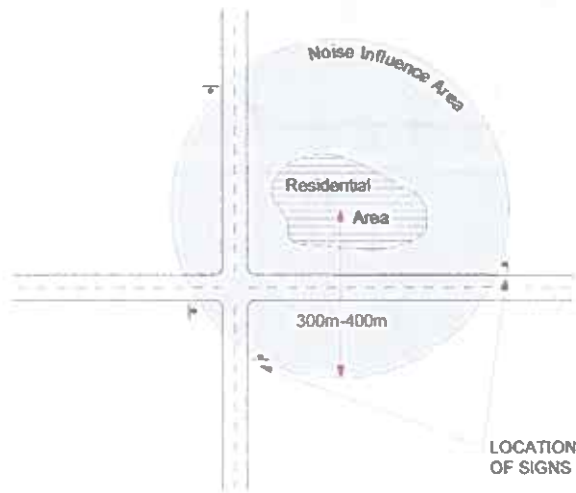
### Guidelines for Placement

Engine Retarder Brakes signs may be installed on highway entrances to an urban area. The exact location and the number of signs will depend on the need and site-specific conditions (i.e., presence and proximity of residential areas to a highway, noise influence area, existing noise attenuation measures, and other socio-demographics).

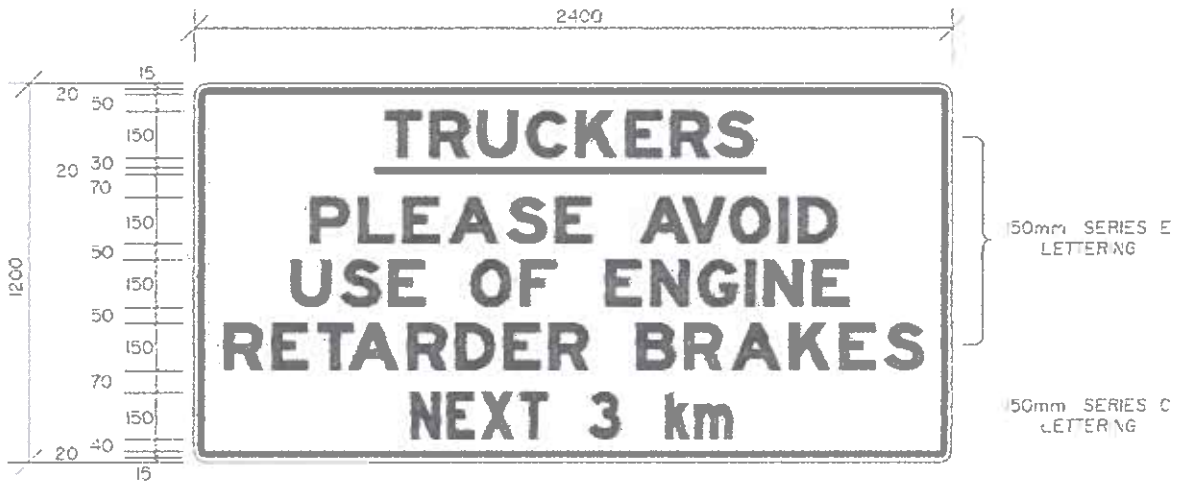
In general, the limits of the noise influence area are considered to be within a radius of 300 m to 400 m from the residential

development as shown in Figure 1. The actual limits or the boundaries of the noise influence area should be established based on the combined input from local residents and field observations.

Alberta Infrastructure and Transportation will be responsible for managing all activities associated with fabricating, supplying, installing and maintaining the signs along the highway. All associated signs costs will be covered by the municipality requesting the sign.



**Figure 1 - Sign Installation and Maintenance**



### SIGN DETAILS

**LETTER SIZE:** Minimum 150 mm Series E font – main message

Minimum 150 mm Series C font – supplementary information (i.e., distance, the length of the area)


**COLOUR:** Black lettering on white background

**SUBSTRATE:** 19 mm High Density Plywood

**SIGN FACE:** ASTM Type III or IV sheeting

**PLACEMENT:** Minimum 6 m from white shoulder line

**SUPPORTS:** Double support – wood posts, pressure treated  
100 mm x 100 mm or 100 mm x 150 mm.

NO.	DESCRIPTION	BY	DATE
		DRAWING TCS-A-205	
		Date: DEC 2003	
ENGINE RETARDER BRAKES SIGN – STANDARD			
Prepared by: S.L.	Checked by: B.B.	Scale: N.T.S.	SECTION A2

- 9.7 No Person shall operate or be a passenger on an Off-Highway Vehicle where the Persons on the Off-Highway Vehicle exceeds the number of Persons that the Off-Highway Vehicle is designed to carry.
- 9.8 The provisions of this Bylaw shall not apply to a Peace Officer, or agents or employees of the County while operating an Off-Highway Vehicle in the performance of their official duties.
- 9.9 During an emergency, disaster, or search and rescue operation within the County, as determined by Chief Commissioner, the provisions of this Bylaw may be waived, varied or suspended by the Chief Commissioner.

*d* **SECTION 10: TRUCK ROUTES** - See Section 10.3.

- 10.1 No person by himself or by an agent or employee shall:
  - (a) operate a Heavy Vehicle within the Urban Service Area on a Highway other than a Truck Route as shown in Schedule H, or Restricted Truck Route as shown in Schedule I;
  - (b) operate a Heavy Vehicle on a Restricted Truck Route between 22:30 and 06:30 (10:30 p.m. and 6:30 a.m.) local time within the Urban Service Area;
  - (c) operate a Heavy Vehicle within the Urban Service Area on a Highway outside the times stipulated on a sign placed on the Highway.

- Exemptions
- 10.2 No Person shall be deemed to be operating a Heavy Vehicle in contravention of Section 10.1 if the Heavy Vehicle is:
    - (a) being operated on the most direct and practicable route between a bona fide customers premises (within a Hamlet) and the nearest Truck Route or Restricted Truck Route;
    - (b) being operated to or from the business premises of the Heavy Vehicle;
    - (c) moving a building for which the necessary Permits have been issued;
    - (d) travelling to or from premises licensed to service or repair Heavy Vehicles;
    - (e) pulling a disabled Vehicle from a Highway or Local Road prohibited to Heavy Vehicles;

- (f) owned by or contracted to the County and is instructed by the County to Work at locations otherwise prohibited to Heavy Vehicles.

10.3 No person shall apply or engage engine retarder brakes on any Commercial Vehicle within a Hamlet or Urban Service Area.

**SECTION 11: DEPOSIT OF SNOW, ICE AND DEBRIS ON ROADS**

- 11.1 No Person shall place or permit to be placed any Foreign Matter onto any Roadway, boulevard, Sidewalk, or ditch.
- 11.2 No Person shall place, permit to be placed, or allow to remain any Foreign Matter on or within one point five (1.5) metres of any Fire Hydrant located on Public or Private Property.
- 11.3 No Person shall damage, or permit to be damaged, any Highway or Fire Hydrant by scraping, cutting or in any other manner whatsoever, whether or not such Person is engaged in removing Foreign Matter from any Highway or Fire Hydrant.
- 11.4 No Person shall place or deposit or allow the placement or deposit of any object, refuse, building or other materials, dumpsters, snow, earth, sand, gravel, sod, or any other material in the Rights-of-Way that will impede or obstruct traffic.
- 11.5 The placement of Driveway Aids in the Rights-of-Way will be allowed from April 15 to November 1.
- 11.6 The provisions of this Bylaw shall not apply to any agents or employees of the County in the performance of their assigned duties.

Obstructions  
in the Right-  
of-way

**SECTION 12: DELEGATION OF AUTHORITY**

- 12.1 The Chief Commissioner is hereby authorized to designate
  - (a) any Highway for through traffic purposes;
  - (b) the location of cross-walks upon Highways;
  - (c) any intersection, Highway or place on a Highway, including a place where a railway Right-of-Way crosses a Highway, as a place where U-turns are prohibited;
  - (d) any Highway as one which is closed temporarily in whole or in part to traffic;



**11. AUTHORITY**

- (1) The *Traffic Safety Act*, as amended, is adopted for use in the regulating and control of traffic in the County.
- (2) Notwithstanding any provisions of this Bylaw, Council hereby delegates the CAO the authority to regulate the placement of all traffic control devices, any sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic.

**12. GENERAL PROVISIONS**

- (1) All persons operating vehicles shall comply with all traffic control devices authorized under this Bylaw.
- (2) No person shall haul or transport any items in a vehicle or trailer unless its completely enclosed or secure to prevent garbage or litter from falling or being blown off. Where a violation has occurred, the Municipality may cause the clean-up of garbage and litter and such clean up shall be at the expense of the person responsible.
- (3) No person or registered owner of a vehicle shall allow or permit an occupant of their vehicle to allow the escape or disposal of any refuse or substance on public property or highway except in designated disposal or recycle receptacles.
- (4) No person or registered owner of a vehicle shall allow or permit an occupant of their vehicle to allow the escape or disposal of any refuse or substance on private property unless otherwise authorized and agreed to by the private land owner.
- (5) No person shall apply or engage engine retarder brakes on any truck or truck tractor within the Municipality where signs prohibit the use.

**13. EFFECTIVE DATE**

- (1) This Bylaw shall come into force and take effect upon the date of third reading.

**14. REPEAL OF BYLAWS**

- (1) Bylaw 1278/12 and any amendments thereto are hereby repealed.

Read a first time this 11<sup>th</sup> day of September, 2018.

Read a second time this 8<sup>th</sup> day of January, 2019.

Read a third time this 8<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
COUNTY COMMISSIONER (CAO)

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

## ECDev

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**From:** Nadeem Abbas <Nadeem.Abbas@gov.ab.ca>  
**Sent:** December 9, 2022 11:01 AM  
**To:** ECDev  
**Cc:** Corbet Kratko  
**Subject:** FW: Retarder Brakes - Portion of Highway Abutting Town

Good morning Jenny,

Thanks for contacting Transportation and Economic Corridors (TEC).

Engine retarder brakes are used by heavy trucks to supplement the vehicle's service brakes, which provide increased driving safety in normal and difficult weather and road conditions; including ice, snow, and wet road surfaces.

There is no provincial legislation to regulate the use of engine retarder brakes or the noise levels generated by engine retarder brakes along provincial highways, unless the vehicle is found to have deficient equipment.

Actions prohibiting the use of engine retarder brakes may have legal and safety implications. For this reason, even the signs advising truck drivers to limit the use of engine brakes are normally discouraged. The signs prohibiting Engine Retarder brakes are not the policy of the department.

In the absence of provincial legislation, a fine can not be enforced on the provincial highways. I encourage you to contact the peace officers to know what authority has been given to them by the Solicitor General.

I hope this information is helpful to you.

Thanks,

**Nadeem Abbas**, P.Eng.  
Operations Engineer, Stony Plain  
Construction and Maintenance Division  
Transportation and Economic Corridors  
Government of Alberta

Tel 780-968-4243  
Fax 780-963-7420  
[Nadeem.Abbas@gov.ab.ca](mailto:Nadeem.Abbas@gov.ab.ca)

**511 Alberta - Alberta's Official Road Reports**  
Go to [511.alberta.ca](https://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

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**From:** ECDev <ecdev@bonaccord.ca>  
**Sent:** December 8, 2022 3:15 PM  
**To:** Nadeem Abbas <Nadeem.Abbas@gov.ab.ca>  
**Subject:** RE: Retarder Brakes - Portion of Highway Abutting Town

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Jenny Larson, Economic Development & Planning Officer
<b>Title:</b>	<b>Development Officer Authority Appointment</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

With the recent departure of the Town’s Development Officer, a new Development Officer needs to be appointed by Town Council as per the MGA and the Town’s Land Use Bylaw as shown below:

The Municipal Government Act (MGA) section 623 states:

A council must, by bylaw, provide for,

(b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.

The Town of Bon Accord Land-Use Bylaw #2016-03 states the following under Part 2 Agencies:

- 1) The Development Authority is hereby established.
- 2) The Development Authority shall be:
  - a. The Development Officer; and
  - b. Council for all development decisions within Direct Control Districts, unless otherwise delegated with the provisions of the district.
- 3) The Development Authority shall perform such duties that are specified in this bylaw.
- 4) In all instances other than those indicated in Part 2.1(2) above, when used in this Bylaw, the term “Development Authority” shall be the Development Officer.

Development Officer Duties as listed in the Land Use Bylaw 2016-03:

1. The Development officer may sign on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by the Development Authority or by the Development Officer.
2. The Development Officer shall keep and maintain for the inspection of the public during normal office hours, a copy of the Land Use Bylaw.



## **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Town of Bon Accord has contracted Municipal Planning Services (MPS) to provide planning and development expertise and advice to the individual appointed as the Development Officer. The Development Officer will work closely with MPS regarding development in the Town.

The Economic Development and Planning Officer is the designate for the appointment of the Development Officer.

The designation of the Development Officer will be appointed annually at the Organizational Meeting of Council or as needed.

## **STRATEGIC ALIGNMENT**

### ***Priority #1: Economy***

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and Industrial development.

### ***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)**

1. THAT Council appoints Jennifer Larson as the Development Officer for the Town of Bon Accord.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Jenny Larson, Economic Development & Planning Officer
<b>Title:</b>	<b>Town Promotional Items</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Over the years, the Town of Bon Accord has purchased promotional items to giveaway to visitors, residents, partners, stakeholders, and other guests. Promotional items such as Town pens, travel mugs, or other small gift items are used to promote the Town and are also nice to have for events. It has been quite some time since the Town has purchased new promotional items and hence our promotional inventory has been depleted.

During the 2022 budget process, \$500 was included in the Council Supply budget to purchase new promotional items.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has researched potential new promotional items that Council may wish to consider purchasing with the funds allocated in the 2022 budget. The attached samples are enclosed for consideration and listed below:

<b>Promotional Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Total Cost</b>
Coffee Cups	Black Logo with Green Background	72 @ \$3.25 each	\$234.00 + Shipping and Handling
Pens	Green and Black White Logo	300 @ 0.92 cents each	\$ 276.00 + Shipping and Handling
		372 promotional items	Total cost \$652.50 (not including GST)

The green colour on the pen and mug ties into the design on the Town’s business cards, the Town’s letterhead, and the colour green is known to be used to represent the environment which ties into our strategic plan.

The Strategic Plan (2022 – 2026) includes the following goal under Priority #4 (Identity):

- Develop a revitalized logo that reflects the priority statement of “Bon Accord has a strong, positive, identity as an environmentally progressive, family-orientated, welcoming community”.

Council may choose to wait until the revitalized logo has been developed however that may take some time. As noted, the Town does not have many promotional giveaway items left at this time.

Hence, administration recommends purchasing a small number of promotional items with the funds available to have some promotional inventory until the above goal has been completed.

## **STRATEGIC ALIGNMENT**

### ***Priority #4 Identity:***

- Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

## **COSTS/SOURCES OF FUNDING**

Budgeted Item – the cost would be 75/25 split between the Council supplies budget line and the Economic Development Advertisement budget line.

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

### **Choose one of the following actions:**

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

OR

2. THAT Council directs administration to....



All prices in CAD

Search

☰ 24 Hour Hot New Sale Closeouts

Subtotal (2 Items)  
\$565.00

Checkout

# My Shopping Cart (2)



Description	Jada Stylus Twist Pen - Metallic
Item #	C116620-M
Item Colour	Green/Black
QTY	300
Total	\$286.00

[Edit](#)  
[Remove](#)

[Price Details](#)



Description	Europe Mug - 12 oz.
Item #	C8629
Item Colour	Lime
QTY	72
Total	\$279.00

[Edit](#)  
[Remove](#)

[Price Details](#)

[Continue Shopping](#) [Save as Favourites Board](#)

[View Favourites Boards](#)

Clear Cart

## Ready to order?

Subtotal (2 products)

\$565.00

[Add Coupon Code](#)

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Lila Quinn, Community Services Manager
<b>Title:</b>	<b>Community Services Advisory Board Appointments</b>
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

The Community Services Advisory Board Bylaw 2021–07 (enclosed) was enacted on June 15<sup>th</sup>, 2021. Please reference Section 4 Membership and Section 5 Terms for board appointments.

This board currently has 3 vacant positions as shown below:

<b>Board Member</b>	<b>Position</b>	<b>Term</b>	<b>Term End Dates</b>
Tanya May	Council Representative	1-Year (organizational meeting)	October 2023
Anita Van Der Leek	Member at Large	2-Year Term	August 2023
Brenda Gosbjorn	Board Chair/ Member at Large	2-Year Term	August 2023
Shannon Loehr	Seniors Representative	2-Year Term	August 2023
Kalyna Romanowski	Youth Representative	1-Year Term	June 2023
Christina Romanowski	Rural Representative	2-Year Term	June 2024
	Member at Large	2-Year Term	
	Youth Representative	1-Year Term	
	Member at Large	2-Year Term	

**New Board Member Applications:**

Chris Giles and Carol MacKay have applied to join the Community Services Advisory Board. Their board member applications were reviewed at the December 13, 2022,

Community Services Advisory Board meeting. Following this review, the board made a resolution recommending Chris Giles and Carol Mackay to Council for appointment to the Community Services Advisory Board to fill the two vacant members at large positions.

Both applicants are residents and volunteers in the community. We look forward to having their input on community programs and events as board members.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As noted above, the Community Services Advisory Board currently has three vacant positions including two members at large, and one youth representative. The appointment of Chris Giles and Carol MacKay will fill the two-member at large vacancies and leave one youth representative position vacant. This means that this board will be almost at full capacity. This is a very positive achievement in seeking community input and participation.

Administration will continue to seek one additional youth member to fill the remaining vacant position through advertising in our newsletter, on our website, and on our Facebook page.

### **STRATEGIC ALIGNMENT**

#### ***Priority 5: Collaboration***

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

### **COSTS/SOURCES OF FUNDING**

Members of the Community Services Advisory Board are volunteers. Therefore, there are no financial impacts to this decision.

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

#### **Resolution #1**

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

#### **Resolution #2**

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

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMUNITY SERVICES ADVISORY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

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WHEREAS, the Municipal Government Act and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS, the Family and Community Support Services Act and amendments thereto, and regulations passed there under provide for the establishment, administration and operation of a Family and Community Support Services Program within a municipality;

AND WHEREAS, the Municipal Government Act and amendments thereto, provide for the appointment of a Recreation and Culture Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

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

**1. TITLE:**

- a) This Bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Bon Accord.

**2. DEFINITIONS**

- a) "Ad Hoc Committee" means a committee established by the Board to make recommendations or work on specific projects within the scope and jurisdiction of the Board."
- b) "Board" shall mean the Community Services Advisory Board.
- c) "Board Members" shall mean members of the Board appointed by Council.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Bon Accord.
- e) "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.

**TOWN OF BON ACCORD  
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- f) "Council" shall mean the Council of the Town of Bon Accord.
- g) "Manager" shall mean the Recreation and Community Services Manager.
- h) "Municipality" shall mean the Town of Bon Accord.

**3. PURPOSE**

- a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to Community Services programs and events.
- b) The Board is to stimulate and promote citizen awareness of Community Services programs and events.

**4. MEMBERSHIP**

- a) The Board shall consist of up to nine (9) members to be appointed by resolution of Council.
- b) Membership shall include:
  - i. One (1) member of Council who shall be appointed annually at the Organizational Meeting of Council.
  - ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.
- c) Within the eight (8) members of the community at large the board shall endeavor to include the following representation:
  - i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.
  - ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.
  - iii. One (1) Seniors' representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord
- d) Except for the rural member from Sturgeon County Division 5 and the youth members (both of whom may reside in the Town of Bon Accord or Sturgeon



**TOWN OF BON ACCORD  
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County Division 5), all other Board Members must reside in the Town of Bon Accord.

- e) The Manager shall attend all Board meetings and shall act in an advisory capacity to the Board without voting privilege.
- f) Board Members shall not be an employee of the Town of Bon Accord.

**5. TERMS OF OFFICE**

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed three (3) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, shall be adjusted so that a rotation can be established. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

**6. RESIGNATIONS AND TERMINATIONS**

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time prior to the expiry of the member's term of office.

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- c) Any Board Member who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

**7. OFFICERS**

- a) The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the Manager.
- b) The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

**8. MEETINGS**

- a) The Board shall hold four (4) regular meetings in a year, the time and place of such meetings to be determined by the Board.
- b) Any special meeting may be called by the Chairperson, or at the request of four (4) Board Members, on 48 hours' notice. Such notices will be distributed by email to all Board Members and followed up by phone call, if no response is received within 8 hours.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members including the Chairperson shall vote on all motions before the Board and in the event of a tie, the motion shall be lost.
- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- g) Minutes shall be taken of all meetings by the Manager or a designate. A copy of such minutes shall be signed by the Chairperson and the Manager or designate and shall be filed with the CAO in the Town Office.
- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing

**TOWN OF BON ACCORD**  
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**COMMUNITY SERVICES ADVISORY BOARD BYLAW**

such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.

- i) All correspondence and records of the Board shall be filed with the Town Office.

**9. ACCOUNTABILITY**

- a) The Board's actions shall be accountable to Council.
- b) The Manager shall be accountable to the CAO for the effective administration and implementation of all aspects of the budget approved by Council for Community Services.
- c) One (1) Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following each board meeting at the next Regular Meeting of Council.

**10. POWERS AND DUTIES**

- a) The Board shall recommend any form of FCSS (Family and Community Support Services) or recreational programs or events that serve the needs of the community. These may include but are not limited to programs or events for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative in nature as per the Family and Community Support Services provincial legislation.
- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the Manager with regard to Community Services by assisting the Manager in:
  - i. Formulating plans and priorities
  - ii. Providing input on the development of new or ongoing programs and events
  - iii. Continuing evaluation of all programs and events
  - iv. Preparing an annual budget of expenditures and revenues for Community Services programs and events
- d) The Board shall receive quarterly reports from the Manager.
- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.

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- f) The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting, and working for Community Services.
- g) The Board shall encourage project briefs pertaining to Community Services from responsible individuals and groups based on terms of reference established by the Board.
- h) The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or Sturgeon County Division V. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

**11. BUDGETS AND FINANCE**

- a) On behalf of the Board, the Manager shall submit to the CAO (no later than October 31<sup>st</sup> each year) a budget of expenditures and revenues for the next budget year with respect to all matters over which the Board has jurisdiction. The budget will be reviewed and submitted with the Town's annual operating budget to Council for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in redrafting the budget, or portions of it. The Council approves the final budget.
- b) The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.
- c) If the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. The Council will consider the changes at the earliest possible meeting. If approved, the changes are to take effect immediately.

**12. LIMITATIONS OF POWER**

- a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any Board Member have any power to authorize any expenditure to be charged against the Town.
- b) No Board Member shall institute any program unless the program is approved by the Board.

**TOWN OF BON ACCORD  
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- c) Except when appointed to communicate a decision of the Board, no Board Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.
- d) It is acknowledged that the normal day to day operations and activities will be administered by the Manager under the direction of the CAO.
- e) All public communication shall be the responsibility of the Manager in consultation with the Board.

**13. SEVERABILITY**

- a) It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town 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.


**14. REPEAL BYLAWS**

- a) Bylaw 2018-09 Community Services Advisory Board is hereby repealed upon the third and final reading of this bylaw.

**15. COMING INTO FORCE**

- a) This Bylaw comes into full force and effect upon the day it receives third and final reading.

Read a first time this 1<sup>st</sup> day of June, 2021

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW

Read a second time this 15<sup>th</sup> day of June, 2021

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

Read a third and final time, this 15<sup>th</sup> day of June, 2021

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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

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

**BACKGROUND/PROPOSAL**

With changes in the rates for the budget, the utility bylaws require updating for the upcoming 2023 year. Upon review, it was determined that combining the Water and Wastewater Bylaws into one Utility Bylaw is more efficient and effective and eliminates redundancy. Many surrounding municipalities have one combined Utilities Bylaw. The new Bylaw also updates grammar, content, and structure, providing for a clearer and more concise document.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has prepared one Utilities Bylaw. Highlighted changes/updates are as follows:

- Updated definitions – combined definitions, adding necessary definitions and removing definitions for words that did not actually appear in the body of the Bylaw.
- Updated wording and sentence structure as well as the removal of redundant statements throughout and rearrangement of content. These changes make the Bylaw clearer and more concise, and easier to understand and follow.
- The previous General Section (S4) has been replaced with Conditions (S2) and this section has been placed first, keeping much of the previous content from both the Water and Wastewater Bylaws but removing redundancy.
- Added Section 3 Administration and Management, which combines previous sections from both Bylaws, again removing redundancy.
- Section 4 provides information for Construction, Installation, and Repair of Services, which combines sections from the previous Bylaws. This information is not in any other Town Bylaws.
- The Utilities Bylaw has a section each for the Water System, Wastewater System, and Storm Water System keeping key elements from the previous Bylaws.
- The Wastewater section adds a statement that the homeowner is responsible for clearing blockages or plugs up to the sewer utility main.

- Section 19 Utility Rates and Charges, Opening and Closing of Accounts describes the information for utility accounts and charges, and is the same for water and wastewater. The following has been included or changed:
  - Clearer information on opening and closing of accounts.
  - A statement that the Owner is responsible for ensuring the Town has accurate contact information.
  - Clearer statements regarding billing and arrears process.
  - A statement regarding utility billing errors and corrections.
  - Clearer information regarding Consumer requests for service disconnection and reconnection.
- The rates have been included in a Schedule, as a Schedule is easier to amend rather than the whole Bylaw when the rates are updated.
  - Per the budget, the water rate charged to residents was expected not to increase due to no flow through increase charge from Capital Regional Northeast Water Services Commission. On November 29, Administration received notification that there would be a reduction in the water rates by \$0.125 per cubic meter. The Utility Bylaw *reflects the budgeted no increase or decrease*.
  - Per the budget, the wastewater rate charged to residents was expected to increase by a flow through increase of \$0.05 from ACRWC. On November 21<sup>st</sup>, Administration received notification that there would be an increase in the wastewater rates from Alberta Capital Region Wastewater Commission of \$0.08, from \$1.42 to \$1.50 per cubic meter for 2023. The Utility Bylaw *reflects the budgeted rate increase of \$0.05 only*.
  - *It is up to Council's discretion if they would like to keep the rate changes as per the budget or update/change to reflect the updated changes from CRNWSC and ACRWC.*
  - The budgeted capital rate rider has been added to the Schedule of Utility Rates and Other Charges.
  - Other Charges – updated to reflect clearer arrears process and charges, as well as the charges for service disconnection, reconnection, and meter testing charges.
- The updates and information included within the Draft Utilities Bylaw 2022-20 will allow for rescinding Policy 95.316 Correction of Utility Billing Errors (passed in 1995) and Policy 11.307 Utility Accounts – Remaining Balances (reviewed in 2011) as the content for these policies is now covered within the Utilities Bylaw 2022-20. As well, utility billing accounts as a section of Accounts Receivable is covered within Policy 16-161 Accounts Receivable Collections and Allowances for Doubtful Accounts.



## **STRATEGIC ALIGNMENT**

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

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

### ***Values Statement: Stewardship***

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

### ***Priority #3: Infrastructure***

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

## **COSTS/SOURCES OF FUNDING**

2023 Operating Budget

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

#### **Resolution #1**

THAT Council gives 1<sup>st</sup> reading to Utilities Bylaw 2022-20 as presented.

Or

THAT Council gives 1<sup>st</sup> reading to Utilities Bylaw 2022-20 with the following changes [list changes].

#### **Resolution #2**

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

#### **Resolution #3**

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

## **CORRECTION OF UTILITY BILLING ERRORS**

**Resolution #.** 95.316

**Date Passed:** July 18, 1995

**Effective Date:** July 18, 1995

**Reviewed:** September 20, 2005

**Bylaw(s):** None

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

**Policy Statement:**

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

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration - Finance

**POLICY NO.:** 11.307

**SUBJECT:** UTILITY ACCOUNTS – REMAINING BALANCES

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

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

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

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

**PROCEDURE:**

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

# Water Bylaw 2020-25

**TOWN OF BON ACCORD  
BYLAW 2020-25  
WATER BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR A WATER SYSTEM INCLUDING THE SETTING OF RATES, CHARGES AND CONDITIONS OF SERVICE.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities; and

WHEREAS it is deemed necessary and expedient to establish a waterworks system for the Town of Bon Accord and to set out the terms, costs and charges upon which the service will be provided;

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

**SECTION 1 – SHORT TITLE**

- 1.1 This Bylaw may be referred to as "The Water Bylaw".

**SECTION 2 – DEFINITIONS**

- 2.1 "Abut" means, in relation to a physical object, to be next to or to have a common boundary with.
- 2.2 "Account" means an agreement between a Consumer and the Town for the supply of water;
- 2.3 "Active Utility Account" means the commencement and turning on of water service for occupancy of a building or property;
- 2.4 "Approved" means, unless otherwise provided, approved by the Public Works Supervisor, or their delegate;
- 2.5 "Appurtenance" means anything that is attached to the Water System or Water Utility.
- 2.6 "Arrears Administration" means, the action and cost associated with sending registered mail and sending to a Collection Agency, per the attached Schedule of Other Water Rates and Charges;
- 2.7 "Basic Service" means the level of service that the town provides to its consumers that is included in the Water Rates and Charges as attached in Schedule "B" and is comprised of, but not limited to, the provision of water via the transmission and distribution systems and the operation and maintenance of same;
- 2.8 "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
- 2.9 "CC" or "Curb Cock" means a shut off valve constructed in line on the Water Service enabling shutting off water supply to a property;
- 2.10 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Bon Accord;
- 2.11 "Commercial" includes stores, warehouses, and commercial facilities;
- 2.12 "Community Peace Officer" means a Bylaw Enforcement Officer appointed by the Town pursuant to the Municipal Government Act, RSA 2000, c. M-26, to enforce the Town

**TOWN OF BON ACCORD  
BYLAW 2020-25  
WATER BYLAW**

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- Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 2.13 “Consumer” means any Person who has applied for an Account or Service Connection, has received any Water Service or is otherwise responsible for paying for the Water Services;
- 2.14 “Council” means the Municipal Council of The Town of Bon Accord;
- 2.15 “Facilities” means any physical facilities and infrastructure including transmission and distribution pipelines, valves, reservoirs, pumping stations, fire hydrants, chambers and pressure reducing valves, meters, and measurement devices owned and operated by the Town, used to supply potable water;
- 2.16 “Fees and Charges” means the Town’s Fees and Charges as set out in Schedule “B” of this bylaw;
- 2.17 “Householder” means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 2.18 “Hydrant User” means any person obtaining water from a fire hydrant for any purpose other than emergency fire protection;
- 2.19 “Institutional” shall mean a hospital, nursing home, hotel, or school;
- 2.20 “Master Control Valve” means the privately owned valve typically installed on the water service line inside a building;
- 2.21 “Meter Pit” means a pit-like enclosure that protects Water Meters installed outside of buildings and allows access for reading the Meters;
- 2.22 “Municipal Servicing Standards” means the Town’s engineered servicing standards as approved by Council;
- 2.23 “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;
- 2.24 “Person” means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 2.25 “Planning and Development Services” means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 2.26 “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;
- 2.27 “Private Service” means all the water 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;
- 2.28 “Public Health Inspector” means the medical health officer of the Capital Health Authority, or their authorized representative;
- 2.29 “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 needs the Town, as an interim measure, may post a notice on the Town’s webpage or use its social media accesses;

**TOWN OF BON ACCORD**  
**BYLAW 2020-25**  
**WATER BYLAW**

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- 2.30 "Remote Meter Reading Device" means equipment installed to remotely read the Water Meter without obtaining access into the premise.
- 2.31 "Residential" means any detached single-family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 2.32 "Service" means the provision of water;
- 2.33 "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;
- 2.34 "Town" means The Town of Bon Accord, or its delegate;
- 2.35 "Turn Off" means the cessation or turning off of water service for a building or a property and may include a final meter reading;
- 2.36 "Turn On" means the process where the delivery of potable water to the private system is activated;
- 2.37 "Urban Service Area" means the service area within the Town of Bon Accord;
- 2.38 "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;
- 2.39 "Water Demand Management Measures" means restrictions upon the use of water for non-essential purposes, including but not limited to irrigation, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a residence, place of business or any other premise located within the Town on any certain day for a certain period of time;
- 2.40 "Water Main" means a water pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town water distribution network and delivers the water supply to the Water Service Connections;
- 2.41 "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;
- 2.42 "Water Service" means the provision of water to Consumers and associated services contemplated by the Fees and Charges, as provided for in Schedule B, offered to the Consumer under this Bylaw;
- 2.43 "Water Service Connection" means the lateral Water Service Pipe which connects an Owner's premises to the Towns Water 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 any easement area granted to the Town for its Water System;
- 2.44 "Water System" or "Water Utility" means a system of water reservoirs, treatment plants, pumping stations, feeder mains, distribution mains, service connections, valves, fittings, hydrants, meters, and all other equipment, machinery, owned by the Town and which is required to supply and distribute water to all Owners and which is deemed to be a Public Utility within the meaning of the Municipal Government Act RSA 2000, C M-26.

**SECTION 3 – ADMINISTRATION**

- 3.1 The Chief Administrative Officer may delegate the administration of this Bylaw to the following employee positions:
- 3.1.1 Public Works Supervisor, or their delegate,

**TOWN OF BON ACCORD  
BYLAW 2020-25  
WATER BYLAW**

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3.1.2 Utilities Billing Clerk; or position similar thereof

**SECTION 4 – GENERAL**

- 4.1 The Town, having constructed, operated and maintained a Water System as a public utility shall continue, insofar as there is sufficient capacity and supply of water, to supply water, upon such terms as Council considers advisable, to any Owner within the Town's Urban Service Area or situated along the Town's Water Main.
- 4.2 In providing a Service Connection to Town Water Mains, the Town shall provide and install all Facilities up to the Point of Delivery or Water Service Connection point subject to the terms of this Bylaw. The Town shall remain the owner of all Facilities provided by the Town for a Service Connection unless the Town and the Consumer have expressly agreed in writing otherwise. Any payment made by the Consumer reimbursing costs incurred by the Town in 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.
- 4.3 An Owner is responsible for providing such facilities as considered necessary in order to have a continuous and uninterrupted supply of water for the Owner's specific needs provided such facilities are approved by Planning and Development Services and provided that such facilities do not interfere for the operation of the Water System.
- 4.4 The Town's employees, agents and other representatives shall have the right to enter a Consumer's premises at all reasonable times for the purpose of installing, maintaining, inspecting, sampling, replacing, testing, monitoring, reading or removing the Town's Facilities and for any other purpose incidental to the provision of a Service Connection. The Consumer shall not prevent or hinder the Town's entry.
- 4.5 The Town has the right to enter a Consumer's premises at any reasonable hour (i.e. 7:00 a.m. to 8:00 p.m.) in order to:
- 4.5.1 Install, inspect, test, repair or remove Town Facilities or equipment
  - 4.5.2 Perform necessary maintenance to Town Facilities or equipment
  - 4.5.3 Investigate a Consumer complaint or query
  - 4.5.4 Conduct a surprise inspection of a concern with unauthorized use of water or tampering with the Water System including but not limited to the Meter and Service.
- 4.6 Before entering premises, the Town will make reasonable effort to notify the Consumer or other responsible Person who is at the premises and who appears to have sufficient authority to permit entry except:
- 4.6.1 In the case of emergency,
  - 4.6.2 Where entry is permitted by order of a court or administrative tribunal,
  - 4.6.3 Where otherwise legally empowered to enter,
  - 4.6.4 Where the purpose of entry is in accordance with Sections 4.5.3 or 4.5.4
- 4.7 The Town shall not be liable for damages, including building losses;
- 4.7.1 Caused by a break within the Town's Water System or
  - 4.7.2 Caused by the interference or cessation of water supply necessary in connection with the repair or proper maintenance of the Town Water System; or



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- 4.7.3 Generally, for any accident due to the operation of the Town Water System, unless such action has been shown to be directly due to the negligence of the Town or its employees.
- 4.8 No Person shall connect or cause to connect any other source of water to the Water System, either directly or indirectly.
- 4.9 No Person shall use an alternate source of water supply other than the Water System without submitting a written application and obtaining the consent of the Public Works Supervisor, or their delegate; provided that:
  - 4.9.1 The Public Works Supervisor, or their delegate, may give consent to an Owner using an alternate source of water, subject to such terms and conditions as the Public Works Supervisor, or their delegate, deems necessary and, notwithstanding the generality of the foregoing, he/she may set a limit on the period of time for which an alternate supply of water may be used.
- 4.10 No Person who has been granted permission to use an alternate source of water supply shall allow the alternate source of water to be connected to the Water System.
- 4.11 In all cases where boilers or equipment of a nature similar to that of a boiler are supplied with water from the Water System, the Owner of the boilers or other equipment shall equip such with at least one safety valve, vacuum valve or other proper device to prevent the collapse or explosion thereof in the event the water supply is shut off, in addition to backflow prevention to ensure potentially contaminated water does not enter the municipal system.

**SECTION 5 – DUTIES AND MANAGEMENT**

- 5.1 The Chief Administrative Officer is responsible for the administration and enforcement of this Bylaw including:
  - 5.1.1 The general installation, maintenance and management of the Water System;
  - 5.1.2 The distribution and use of the water from the Water System;
  - 5.1.3 Enforcing terms and conditions under which water from the Water System is supplied to or made available for use by an Owner, and for shutting off the water or discontinuing the Water Service until the Owner complies with the terms and conditions so designated.
- 5.2 In addition to the Municipal Servicing Standards, the Town may establish standards, guidelines and specifications for the design, construction and maintenance of the Water System.
- 5.3 For the purposes of administering or enforcing the provisions of this Bylaw, the Chief Administrative Officer may delegate their powers to one or more employees of the Town, including the Public Works Supervisor, or their delegate.

**SECTION 6 – CONSTRUCTION AND INSTALLATION OF SERVICE PIPE**

- 6.1 No person, without first filing an application for construction and for installation to obtain permission to do so from the Town of Bon Accord, shall make connection whatsoever to any of the Town's Water Mains.
- 6.2 All applications for construction and for all installations contemplated under this Bylaw shall be done or made in accordance with the provision of the Safety Codes Act, RSA

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2000, c. S-1 and regulations made there under and the Municipal Servicing Standards. The applicant shall be totally liable for any damage caused while making such connections.

- 6.3 No person shall install or permit to be installed an additional Service Pipe between a Water Meter and the CC, located at or near the property line.
- 6.4 The Owner of multiple housing and commercial developments shall submit service design plans, duly signed by a Professional Engineer, to Public Works Supervisor, or their delegate, for review and approval prior to construction start.
- 6.5 An Owner shall furnish to the Public Works Supervisor, 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.

**SECTION 7 – SERVICE PIPE FOR DOMESTIC PURPOSES**

- 7.1 Neither the Town employees, nor their agents, shall carry out any work pertaining to the construction or repair or renewal of Service Pipe on private property, except with the authority of the Public Works Supervisor, or their delegate, or Chief Administrative Officer and then only after satisfactory arrangements have been made with the Owner for payment for doing such work.
- 7.2 Unless the Public Works Supervisor, or their delegate, determines otherwise, at the request of the Owner, a Service Pipe shall be constructed only to those properties, which Abut directly on the Town Water System.
- 7.3 A Service Pipe shall not be extended from one lot to another.
- 7.4 Upon 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 Public Works Supervisor, or their delegate, the Owner shall effect the changes required in the notice by the date specified in the notice at the expense of the Owner.
- 7.5 All additional construction costs on the Service Pipe and after Point of Delivery due to development on private property, including additional costs required for repairing of disturbed streets, shall be borne by the Owner on whose property development is occurring.
- 7.6 An Owner shall be responsible to thaw out frozen Service Pipes, including and up to the distribution main. The Town may provide the service and the Owner shall pay for the thawing of the Service Pipe.
- 7.7 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 shall 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.
- 7.8 In the event that mains are required in order to provide services for the applicant, the applicant will be required to pay the cost of the said mains.
- 7.9 The Council may refuse to make any new connection or install any new or change any existing service at any time for any reason, which it may consider sufficient.

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**SECTION 8 – INSTRUCTIONS FOR PLUMBING AND MECHANICAL CONTRACTORS**

- 8.1 Conditions in this section apply to the portion of a Service Pipe from the CC through to the Meter and apply to both new construction and to any renewal, alteration or change in old construction. Plumbers and Contractors shall comply with the provisions of the Safety Codes Act, RSA 2000, c. S-2, and its regulations.
- 8.2 The Point of Delivery to private property, as agreed to at the time of application, for a Service Pipe shall be strictly adhered to; costs arising from non-adherence shall be borne by the Owner.
- 8.3 Construction specifications of all new construction or repair/replacement of old construction will adhere to Municipal Servicing Standards as deemed by the Town.
- 8.4 All contracts formed by the filing of an application for water and the acceptance thereof by the Town are hereby declared to be subject to all the terms and conditions of this bylaw, which shall be understood as forming part of all contracts for the supply and distribution of water.

**SECTION 9 – WATER METERS**

- 9.1 The Town shall remain the owner of all metering facilities it provides to serve the Consumer, unless the Town and the Consumer have expressly agreed in writing otherwise the Public Works Supervisor, or their delegate, shall determine the size and type and number of Water Meters to be supplied and installed by the Town. The Public Works Supervisor, or their delegate, shall approve the Metering requirements where water is supplied for fire protection purposes.
- 9.2 The Town shall supply, install, own and maintain 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 shall give every facility for the introduction, placing, and inspection of such water meter and meter pit and the reading of such water meter.
- 9.3 No person, other than an employee or representative of the Town shall install, test, remove, repair, replace, or disconnect a Water Meter.
- 9.4 No person shall interfere with or tamper with the operation of any Water Meter or Remote Meter Reading Device, subject to 9.3. Any person interfering with or tampering with any meter seal, meter reading equipment, or water shut-off equipment, shall be liable to a penalty as laid down in the Fees and Charges Schedule "B" of this Bylaw.
- 9.5 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 water rates.
- 9.6 All Water Service Connections must be constructed and installed in an approved manner. Should the Water Service Connection not be constructed according to the approved application the Town:
  - 9.6.1 May enter the premises to construct, maintain or repair the Water Service Connection; or
  - 9.6.2 Shall have the right to refuse to supply water to the premises
- 9.7 No Owner shall relocate, alter, or change any existing Water Metering facilities. The Owner shall submit plans and specifications for any proposed relocation of Water

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- Metering facilities and, if approved by the Public Works Supervisor, or their delegate, the Owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration, or change.
- 9.8 The Owner of a premise in which a Meter is located shall;
- 9.8.1 Comply with all directions of the Town to prevent Meter damage due to frost, heat, or other causes.
- 9.8.2 Promptly notify the Town of any condition or event which has resulted in any meter damage due to frost, heat or other causes.
- 9.9 If a meter is damaged or destroyed, the Owner of the premise in which the Meter is located shall pay for the entire cost of the Meter removal, repair and re-installation or for the cost of replacing the Meter.
- 9.10 Should the Public Works Supervisor or their delegate, determine that a Meter should not be positioned inside a premise to which Service is provided; the Owner shall 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.
- 9.11 Unless otherwise determined by the Public Works Supervisor or their delegate, for single-family dwellings and for single unit commercial or industrial buildings, a single Water Service Connection shall be constructed, and a single Meter shall be installed by the Town.
- 9.12 Water Meters shall be read at the discretion of the Public Works Supervisor, or their delegate. Notwithstanding 4.4 and 4.5, if a Meter reader cannot gain access to a premise to read the Water Meter, he/she may leave a notice requesting the Owner to notify the Town as soon as possible of the Water Meter reading. In the event a Consumer refuses to allow a Meter to be read for a period in excess of six (6) months, the Public Works Supervisor, or their delegate, may shut off the supply of water to that Meter.
- 9.13 No Person shall do, or shall cause to be done, or shall permit to be done, any act which may obstruct or impede direct safe and convenient access to a Meter for the purpose of installation, inspection, removal, repair, replacement, reading or the like at all times.
- 9.14 If access to a Meter cannot be obtained, the Town will send estimated bills.
- 9.15 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 for any reason.
- 9.16 In the event of a discrepancy between the Remote Meter Reading Device and the Meter, the Meter shall be deemed correct.
- 9.17 If an Owner doubts the accuracy of a meter installed in a building s/he owns or occupies, a written notice must be given to notify the Town and a deposit in accordance with Schedule "B" - Meter Testing (refer to Schedule "B") shall accompany the written notice. The Town shall have the Meter tested by an Approved external agency, after the written/s notice and deposit is received
- 9.18 If the test shows the Meter is recording between 98.5% and 101.5% of true consumption, the Owner shall forfeit the deposit to cover the cost of the testing, including the cost of the meter change-out by a Town employee or agent. If the test shows the Meter is not recording between 98.5% and 101.5% of true consumption, the consumer will be credited back the deposit, the meter will be repaired or replaced by another meter and the expense shall be borne by the Town, and the rates for the previous two (2) meter reading periods shall be adjusted by the same percentage as the meter found to be in error,

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provided however, that no rate shall be reduced below a minimum rate normally charged, if one exists.

- 9.19 The Owner may be notified of test results and receive a copy of the test results.

**SECTION 10 – HYDRANTS AND VALVES**

- 10.1 No person(s) other than Town employees or persons authorized by the Town shall open, close, or interfere with any valve, hydrant or fireplug, or draw water therefrom.
- 10.2 The Chief of the Town Fire Department, his/her 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 shall be under the direction and supervision of the said chief or his/her duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way, hydrants or plugs.
- 10.3 No person(s) shall 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 shall 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 as a result of obstruction or damage to any hydrant, valve or curb stop are the responsibility of the person who caused the obstruction or damage.

**SECTION 11 – UNAUTHORIZED USE, INTERFERENCE OR OBSTRUCTION**

- 11.1 Any person obtaining water service from the Town shall only use the water supplied for that person's own use and that person shall not vend, sell, dispose or distribute the water supplied to third parties.
- 11.2 No Person, other than Town employees or agents, or those authorized to complete new installations or repairs to existing services shall operate, handle or interfere with the Town's provision of a Service including the Town's CC's, valves, and pipes; nor shall any unauthorized Person operate, handle or interfere with a Town meter, meter seal, or meter reading equipment.
- 11.3 No Person, other than Town employees or agents, or those authorized by the Public Works Supervisor, or their delegate, shall make, keep, use or dispose of any key or wrench, the purpose of which is to operate any valve, CC, fire hydrant, Meter Pit, or any other Appurtenances on the Towns water system.
- 11.4 No Person shall obstruct or impede direct and free access to the Towns Water System. Costs of removing obstructions or impediments shall be borne by the offending party and may be added to a monthly utility bill.
- 11.5 Any Person found in violation of 11.1, 11.2, or 11.3 is subject to Interference, Tampering, or Unauthorized use penalty as provided for in Schedule "B" of this bylaw.

**SECTION 12 – AUTHORITY TO RESTRICT OR SHUT OFF SUPPLY**

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- 12.1 The Public Works Supervisor, or their delegate, may without notice shut off the water supply to any part of the Town should he/she decide an emergency situation makes such action necessary.
- 12.2 The Public Works Supervisor, or their delegate, may in a non-emergent situation shut off water supply to any part of the Town 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 Public Works Supervisor, or their delegate, shall have the sole discretion to determine what reasonable notice in the circumstance is.
- 12.3 The Public Works Supervisor, or their delegate, may restrict and regulate the hours or time during which water may be used for any purpose other than for fire fighting.
- 12.4 The Public Works Supervisor, or their delegate, may, by Publication upon reasonable notice, implement Water Demand Management Measures.
- 12.5 After Publication of any Water Demand Management Measures, it shall be an offence for a person to use water in contravention of the declared Water Demand Management Measures.
- 12.6 No Person shall allow the wastage of water.
- 12.7 If the Public Works Supervisor, or their delegate, determines that water is being wasted, he/she may give notice to the Owner of their intent to discontinue Service.
- 12.8 In giving notice to discontinue a Service, the Public Works Supervisor, or their delegate, shall bear in mind all the circumstances of the particular case including, but not limited to the estimated rate of wastage, the age of piping, the possibility of damage to adjacent property and the season of the year. The time allowed for stopping the wastage shall be reasonable but at the discretion of the Public Works Supervisor, or their delegate.

**SECTION 13 – BULK WATER**

- 13.1 The Public Works Supervisor, or their delegate, may, at their discretion and with just cause, restrict or deny use of a Bulk Water Outlet to any Person if receiving tanks, trucks, or hoses are in a condition deemed not sanitary for the transference of water or misuses facilities and surrounding area.
- 13.2 A minimum air gap of twice the pipe diameter of the downspout piping shall be maintained at all times while transferring water from the Bulk Water Outlet.
- 13.3 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.

**SECTION 14 – WATER RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

- 14.1 The rates and charges to be charged for the provision of Water Service shall be as set out from time to time in the Fees and Charges Schedule “B” of this Bylaw.
- 14.2 The Town of Bon Accord requires that new account requests or changes for utility services, provided by the Municipality, be placed in the name of the owner(s) registered on the property title only, other than those accounts specific to Bulk Water use.
- 14.3 Where an Owner has setup an Account for Water Service, an Owner may request that the invoice for the Account be sent directly to the service and or mailing address as

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- identified by the owner. Notwithstanding this section, the Owner remains the Account holder responsible for all debts incurred under that Account and is responsible for ensuring the Account is paid as billed.
- 14.4 An Account must be opened and an application fee, plus a Utility Service Security fee must be paid, with fees being outlined in the Fees and Charge Schedule attached to this Bylaw, before water is used and the application must be made in writing to the Town.
- 14.5 Utility Service Security Fee is fully refundable, less outstanding Account balances, upon termination of Account.
- 14.6 That the Council shall have the right to determine into which classification any service belongs, and the Council's decision shall be final and binding on all persons concerned.
- 14.7 Persons who use water without opening an Account will be liable for the cost of water consumed as estimated by the Towns Utility Billing Clerk.
- 14.8 All Utility Bills will be due and payable when rendered by the Town and payments will be made at the address indicated on the Utility Bill or to an agent of the Town.
- 14.9 A Consumer shall:
- 14.9.1 Pay all charges, fees and bills for Water Services performed by the Town in accordance with the Fees and Charges schedule of this Bylaw;
- 14.9.2 Adhere to the requirements of this Bylaw;
- 14.9.3 Promptly pay their Account or any penalties assessed.
- 14.10 That in the event a Utility Bill remains unpaid after the date fixed for payment, a penalty as the Council may establish by resolution from time to time will be added to the principal outstanding amount thereto and form part of the rates levied.
- 14.11 The Chief Administrative Officer, or designate, may cancel Water Services to a Householder in the event that a Utility Bill remains unpaid as described in section 14.9 of this Bylaw.
- 14.12 Consumer may contact the Town for temporary or permanent Turn Off (service disconnection) of Water Service; charges may apply per Schedule "B" attached.
- 14.13 The Public Works Supervisor, or their delegate, may Turn Off Service without notice for any of the following reasons:
- 14.13.1 Failure to open an account,
- 14.13.2 Neglects or refuses to pay when due any charges levied pursuant to this Bylaw,
- 14.13.3 If, in the opinion of the Public Works Supervisor, or their delegate, an emergency exists,
- 14.13.4 The Consumer's facilities are unsafe or defective, leak excessively or cause contamination or deterioration to the Water System,
- 14.13.5 For the purposes of repairing and maintaining the Water System,
- 14.13.6 The Consumer fails to provide the Town adequate access to the Water System on private property or access to the premises for the purposes of reading, verification, testing, repairing, replicating or inspection of the meter as required,
- 14.13.7 If, in the opinion of the Public Works Supervisor, or their delegate, it is reasonable to do so.

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- 14.14 No person shall have any claim for compensation or damages as the result of the Town shutting off the water without notice or from failure of the water supply from any cause whatsoever.
- 14.15 The Public Works Supervisor, or their delegate, may at any time, upon endeavoring to provide Forty-eight (48) hours notice to a Consumer and without any further notice Turn Off a Water Service or refuse to open an Account, if the Consumer;
- 14.15.1 Fails to perform any term of an Account,
- 14.15.2 Contravenes any other section of this Bylaw,
- 14.15.3 Fails to comply with notice to discontinue water use during Water Demand Management Measures or,
- 14.15.4 Fails to comply with notice to discontinue wastage of water.
- 14.16 If Service to a Consumer results in Turn Off for non-payment of an Account at one location, the Town may Turn Off Service to the same Consumer at another location or at any other locations.
- 14.17 A reconnect fee as specified in the Fees and Charges schedule of this Bylaw will be levied before reconnection of a Service.
- 14.18 All Consumers shall pay for their water consumption and all other rates and charges as provided for in the Billing Regulation attached as Schedule "A" and the Fees and Charges Schedule "B" attached to this Bylaw.
- 14.19 No reduction in rates will be made in the monthly charge for water supplied to or made available for use by any Consumer because of any interruption due to any cause whatsoever of the water supply.
- 14.20 All rates and charges shall be included in a monthly water bill, provided to the Consumer on the Utility Bill, and shall be due and payable monthly in the manner herein provided.
- 14.21 In the event a Utility Bill, in which water billing is a part of, remains unpaid after the date fixed for payment, a penalty of two percent (2%) shall be added to the principal outstanding amount thereto and form part of the rates levied.
- 14.22 In the event that the water bill remains unpaid for a period of sixty (60) days after the date of mailing of the Utility Bill, the Town may Turn Off the Service.
- 14.23 Any Utility Bill remaining unpaid under this Bylaw will constitute a debt owing to the Town and is recoverable by any or all of the following methods, namely:
- 14.23.1 by action in any court of competent jurisdiction;
- 14.23.2 by shutting off or discontinuing any Water Service being supplied Owner without notice;
- 14.23.3 by collecting in a like manner as municipal rates and taxes.
- 14.24 Consumers wishing to close their Account must request a Turn Off order at least two working days before the order is to become effective.
- 14.25 The Town may continue to levy Water Service charges in accordance with the Fees and Charges Schedule of this Bylaw until the Account is closed.
- 14.26 Any bulk water customer who transacts online, requiring no administrative assistance for adding funds to their bulk water account, will receive a 10% discount on the current bulk water rate.



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**SECTION 15 – SEVERABILITY**

15.1 Should any provision of this bylaw be invalid then such provision shall be severed, and the remaining bylaw shall be maintained.

**SECTION 16 – MISCELLANEOUS**

16.1 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.

16.2 The power to do any of the things provided for in this Bylaw, for the purpose of enforcing payment of any Utility Bill as may be deemed necessary, is hereby delegated to the Chief Administrative Officer.

16.3 That Bylaw 2019-16 is hereby repealed.

This Bylaw will come into force and effect after receiving third reading, having been signed, and upon the day in which Council has deemed to be effective.


THIS BYLAW WILL COME INTO EFFECT after receiving the third reading..

READ A FIRST TIME THIS 15th DAY OF DECEMBER 2020.

  
\_\_\_\_\_  
Mayor Greg Mosychuk


  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF JANUARY 2021.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 5<sup>th</sup> DAY OF JANUARY 2021.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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**SCHEDULE 'A'**

**BILLING REGULATIONS**

1. A utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) and designated renter. It remains the owner's responsibility to ensure renters are making regular payments. Payment for water service charges shall be due and payable when the account is rendered. Payment shall be made at the office of the Chief Administrative Officer or at such other place as may be designated by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. In the event a utility bill remains unpaid, there will be added thereto a penalty, and this penalty will be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 60 days after the billing period, the Chief Administrative Officer or Utility Clerk may order the service turned off.
4. In the event a water service has been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto and the outstanding bill shall be payable in advance of turning on the service.
5. In the event a water service has been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance of turning on the service.
6. Any accounts that cannot have the water shut off (i.e. Condominiums, malfunctioning CC) will be exempt from clause 3 of this schedule and may have unpaid billings put to taxes.
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who intends to discontinue the use thereof, shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the water turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular water service, for more than a one-month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

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**SCHEDULE 'B'**

**DEFINITION OF WATER RATES AND CHARGES:**

**Service Charge:**

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

**Capital Rate Rider:**

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets; such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

**Consumption Charge:**

A variable volumetric charge, unless water is un-metered, that reflects the cost of supply for water consumed.

**SCHEDULE OF WATER RATES AND CHARGES:**

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Residential</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Commercial</b>	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

<b>Institutional</b>	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
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	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

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

**DEFINITION OF OTHER WATER RATES AND CHARGES:**

**Application Fee:**

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

**Arrears Administration:**

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g. registered letter(s), or collections).

**Late Payment Penalty:**

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of twenty four percent (24%) per annum (or two percent (2%) per month) shall be added to the principal outstanding amount.

**TOWN OF BON ACCORD**  
**BYLAW 2020-25**  
**WATER BYLAW**

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Security Fee:

A one-time flat fee, refundable payment, applicable to new utility account holders', payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

Service Calls:

A per hour charge applicable to those consumers who require service over and above that of the Basic Service provided for non emergent issues.

Service Disruption:

Provides an option for consumers who wish to have their service temporarily disconnected. The charge includes the cost of a Service Call and the Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Water System.

Meter Testing:

A flat fee charge that is intended to reflect the cost of removing, testing and re-installation of a meter that the consumer believes is faulty. If the meter is found faulty the consumer will be credited back the Meter Testing charge.

Reconnection Charge:

A flat fee charge that is intended to reflect the cost of re-installing utility service to a consumer that was previously disconnected due to a default in utility account.

Interference or Tampering Penalty:

A flat fee charge that is issued to anyone who has been found to have interfered with or tampering with any meter seal, meter reading equipment, or water shut-off equipment.

Connection Charge:

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

**TOWN OF BON ACCORD  
BYLAW 2020-25  
WATER BYLAW**

**SCHEDULE OF OTHER WATER RATES AND CHARGES:**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application fee	\$30.00	per new utility account – applied and due at time of service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Fee	Cost determined at time of Utility service application – based on water meter size  ½" up to 1" meter \$200.00 1.5" meter \$750.00 2" meter \$1000.00	per new utility account, of which is 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 Disruption	Service Call Charge plus Monthly Service Charge	per notification or event, per utility account
Meter Testing	Flow through of costs	per Consumer request, flow through of testing charge plus Service Call
Re-connection Charge	\$65.00	per request or event
Interference, Tampering or Unauthorized Use Penalty	\$500.00	per event
Connection to main	\$100.00 Residential \$150.00 Commercial & Institutional	tapping into main for new service

# Amendment to Water Bylaw

**TOWN OF BON ACCORD  
BYLAW 2022-01  
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE A AND SCHEDULE B OF WATER BYLAW 2020-25.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Water Bylaw 2020-25.

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

1. Water Bylaw 2020-25 is to be amended by amending Schedule A as attached to this Bylaw 2022-01.
2. Water Bylaw 2020-25 is to be amended by amending Schedule B as attached to this Bylaw 2022-01.

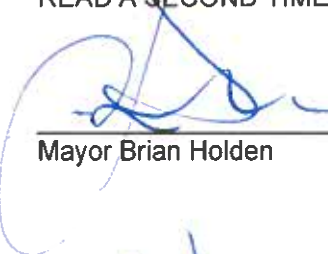
This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

READ A SECOND TIME THIS 1<sup>st</sup> day of FEBRUARY 2022.

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

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

READ A THIRD TIME THIS 1<sup>st</sup> day of FEBRUARY 2022.

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

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



**TOWN OF BON ACCORD  
BYLAW 2022-01  
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

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**Bylaw 2020-25 SCHEDULE 'A'**

**BILLING REGULATIONS**

1. A utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) or designated renter. It remains the owner's responsibility to ensure renters are making regular payments. Payment for water service charges shall be due and payable when the account is rendered. Payment shall be made at the office of the Chief Administrative Officer or at such other place as may be designated by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. In the event a utility bill remains unpaid, there will be added thereto a penalty, and this penalty will be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 60 days after the billing period, the Chief Administrative Officer or Utility Clerk may order the service turned off.
4. In the event a water service has been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto and the outstanding bill shall be payable in advance of turning on the service.
5. In the event a water service has been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance of turning on the service.
6. Any accounts that cannot have the water shut off (i.e., Condominiums, malfunctioning CC) will be exempt from clause 3 of this schedule and may have unpaid billings put to taxes.
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who intends to discontinue the use thereof, shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the water turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular water service, for more than a one-month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

**TOWN OF BON ACCORD  
 BYLAW 2022-01  
 AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

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**Bylaw 2020-25 SCHEDULE 'B'**

**DEFINITION OF WATER RATES AND CHARGES:**

**Service Charge:**

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

**Capital Rate Rider:**

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets, such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

**Consumption Charge:**

A variable volumetric charge, unless water is un-metered, that reflects the cost of supply for water consumed.

**SCHEDULE OF WATER RATES AND CHARGES:**

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Residential</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Commercial</b>	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

**TOWN OF BON ACCORD  
 BYLAW 2022-01  
 AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

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<b>Institutional</b>	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Institutional</b>	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

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

**DEFINITION OF OTHER WATER RATES AND CHARGES:**

**Application Fee:**

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

**Arrears Administration:**

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g., registered letter(s), or collections).

**Late Payment Penalty:**

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of twenty four percent (24%) per annum (or two percent (2%) per month) shall be added to the principal outstanding amount.

**TOWN OF BON ACCORD  
BYLAW 2022-01  
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

---

**Security Fee:**

A one-time flat fee, refundable payment, applicable to new utility account holders', payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

**Service Calls:**

A per hour charge applicable to those consumers who require service over and above that of the Basic Service provided for non emergent issues.

**Service Disruption:**

Provides an option for consumers who wish to have their service temporarily disconnected. The charge includes the cost of a Service Call, and the Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Water System.

**Meter Testing:**

A flat fee charge that is intended to reflect the cost of removing, testing and re-installation of a meter that the consumer believes is faulty. If the meter is found faulty the consumer will be credited back the Meter Testing charge.

**Reconnection Charge:**

A flat fee charge that is intended to reflect the cost of re-installing utility service to a consumer that was previously disconnected due to a default in utility account.

**Interference or Tampering Penalty:**

A flat fee charge that is issued to anyone who has been found to have interfered with or tampering with any meter seal, meter reading equipment, or water shut-off equipment.

**Connection Charge:**

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

**TOWN OF BON ACCORD  
BYLAW 2022-01  
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

**SCHEDULE OF OTHER WATER RATES AND CHARGES:**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application fee	\$30.00	per new utility account – applied and due at time-of-service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Fee	Cost determined at time of Utility service application – based on water meter size  ½" up to 1" meter    \$200.00 1.5" meter            \$750.00 2" meter                \$1000.00	per new utility account, of which is 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 Disruption	Service Call Charge plus Monthly Service Charge	per notification or event, per utility account
Meter Testing	Flow through of costs	per Consumer request, flow through of testing charge plus Service Call
Re-connection Charge	\$65.00	per request or event
Interference, Tampering or Unauthorized Use Penalty	\$500.00	per event
Connection to main	\$200.00Residential \$250.00Commercial & Institutional	tapping into main for new service

# Wastewater Bylaw 2020-26

**TOWN OF BON ACCORD  
BYLAW 2020-26  
WASTEWATER BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH TERMS FOR PROVIDING A SEWAGE SYSTEM, INCLUDING CONDITIONS FOR TREATMENT AND DISPOSAL OF WASTEWATER.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities; and

WHEREAS the Town of Bon Accord levies and collects such costs or charges established by Council from time to time for wastewater services; and

WHEREAS it is deemed necessary and expedient to establish terms for provision of wastewater services;

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

**SECTION 1 – SHORT TITLE**

- 1.1 This Bylaw may be referred to as "The Wastewater Bylaw".

**SECTION 2 – DEFINITIONS**

- 2.1 "Abut" means, in relation to a physical object, to be next to or to have a common boundary with.
- 2.2 "Account" means an agreement between a Consumer and the Town for the supply of wastewater services for occupancy of a building or property;
- 2.3 "ACRWC" means the Alberta Capital Region Wastewater Commission.
- 2.4 "Approved" means, unless otherwise provided, approved by the Public Works Supervisor, or their designate;
- 2.5 "Appurtenance" means anything that is attached to the Water System or Water Utility.
- 2.6 "Arrears Administration" means, the action and cost associated with sending registered mail and sending to a Collection Agency, per the attached Schedule of Other Water Rates and Charges;
- 2.7 "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 Public Works Supervisor, or their designate or the Government of Alberta;
- 2.8 "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.
- 2.9 "Biological Waste" means waste from a hospital, medical clinic, health care facility, mortuary or biological research laboratory;
- 2.10 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Bon Accord;

**TOWN OF BON ACCORD  
BYLAW 2020-26  
WASTEWATER BYLAW**

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- 2.11 "Code of Practice" is 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.
- 2.12 "Commercial" includes stores, warehouses, and commercial facilities;
- 2.13 "Community Peace Officer" means a Bylaw Enforcement Officer appointed by the Town pursuant to the Municipal Government Act, RSA 2000, c. M-26, to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 2.14 "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 discharges must fully comply with the requirements of this bylaw.
- 2.15 "Consumer" means any Person who has applied for an Account or Service Connection, has received any Wastewater Service or is otherwise responsible for paying for the Wastewater Services;
- 2.16 "Council" means the Municipal Council of The Town of Bon Accord;
- 2.17 "Designated Sector Operations" means industrial, commercial or institutional sectors required to adopt Codes of Practice approved by ACRWC.
- 2.18 "Emulsifier" means any ingredient used to bind together normally non-combinative substances, such as oil and water;
- 2.19 "Environmental Protection and Enhancement Act" means the Environmental Protection and Enhancement Act, S.A 1992, c.E-13.3, and its regulations;
- 2.20 "Facilities" means any physical facilities and infrastructure including transmission and distribution pipelines, valves, lagoons, and pumping stations owned and operated by the Town, used to collect and dispose wastewater;
- 2.21 "Fees and Charges" means the Town's Fees and Charges as set out in Schedule "B" of this bylaw;
- 2.22 "Flashpoint" is 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.
- 2.23 "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 2.24 "Institutional" shall mean a hospital, nursing home, hotel, or school;
- 2.25 "Municipal Servicing Standards" means the Town's engineered servicing standards as approved by the Public Works Supervisor, or their designate;
- 2.26 "Overstrength" means wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Schedule "D", sub schedule "C" of this bylaw.
- 2.27 "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" sub schedule "C".
- 2.28 "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,



**TOWN OF BON ACCORD  
BYLAW 2020-26  
WASTEWATER BYLAW**

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- or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 2.29 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 2.30 "Planning and Development Services" means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 2.31 "Point of Collection" 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;
- 2.32 "Private Service" means all the wastewater facilities serving the premises upstream of the Point of Collection and includes the pipes, fittings, valves and Appurtenances owned by the Owner;
- 2.33 "Prohibited Waste" means matter set out in Schedule "D" sub schedule "C" annexed hereto;
- 2.34 "Public Health Inspector" means the medical health officer of the Capital Health Authority, or their authorized representative;
- 2.35 "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.
- 2.36 "Residential" means any detached single family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 2.37 "Restricted Wastes" means matter set out in Schedule "D" sub schedule "B" annexed hereto;
- 2.38 "Service" means the provision of sewage or wastewater disposal;
- 2.39 "Service Pipe" means a pipe which carries wastewater from the dwelling, onto or across private property, to the Town facilities;
- 2.40 "Spills" mean 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;
- 2.41 "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;
- 2.42 "Town" means The Town of Bon Accord, or its delegate;
- 2.43 "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;
- 2.44 "Watercourse" means a natural or artificial channel through which water flows;
- 2.45 "Wastewater Discharge Permit" means a permit issued by ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.
- 2.46 "Wastewater Main" means a sewage pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town wastewater collection network and delivers the collected wastewater to the Town facilities (sewage lift stations);
- 2.47 "Wastewater Service" means the collection of wastewater from the Consumers, and all other associated services, contemplated by the Fees and Charges as provided for in Schedule "B", under this Bylaw;

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BYLAW 2020-26  
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- 2.48 “Wastewater Service Connection” means the lateral wastewater Service Pipe which connects an Owner’s premises to the Towns Wastewater 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 any easement area granted to the Town for its Wastewater System;
- 2.49 “Wastewater System” or “Wastewater Utility” means a system of lagoons, pumping stations, feeder mains, collection mains, service connections, valves, fittings, and all other equipment, machinery, owned by the Town and which is required to collect and dispose wastewater from the Owners and which is deemed to be a Public Utility within the meaning of the Municipal Government Act RSA 2000, C M-26.

**SECTION 3 – ADMINISTRATION**

- 3.1 The Chief Administrative Officer may delegate the administration of this Bylaw to the following employee positions:
- 3.1.1 Public Works Supervisor, or their designate;
- 3.1.2 Utilities Billing Clerk; or position similar thereof.

**SECTION 4 – GENERAL**

- 4.1 This Bylaw is to be followed in accordance with the ACRWC Bylaw Number 8 (Schedule “D”).
- 4.2 The Town, having constructed, operated and maintained a Wastewater System as a public utility shall continue, insofar as there is sufficient capacity to collect wastewater, upon such terms, as Council considers advisable, from any Owner within the Town’s Urban Service Area or situated along the Town’s Wastewater Main.
- 4.3 In providing a Wastewater Service Connection to Town Wastewater Mains, the Town shall provide and install all Facilities up to the Point of Collection subject to the terms of this Bylaw. The Town shall remain the owner of all Facilities provided by the Town for a Service Connection unless the Town and the Consumer have expressly agreed in writing otherwise. Any payment made by the Consumer reimbursing costs incurred by the Town in 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.
- 4.4 An Owner is responsible for providing such facilities as considered necessary in order to have a continuous and uninterrupted flow of wastewater provided Planning and Development Services approve such facilities and provided that such facilities do not interfere for the operation of the Wastewater System.
- 4.5 The Town’s employees, agents and other representatives shall have the right to enter a Consumer’s premises at all reasonable times (i.e. 7:00 a.m. to 8:00 p.m.) for the purpose of inspecting, testing, monitoring, or removing the Town’s Facilities and for any other purpose incidental to the provision of a Service Connection. The Consumer shall not prevent or hinder the Town’s entry.
- 4.6 The Town shall not be liable for damages, including building losses;
- 4.6.1 Caused by a break within the Town’s Wastewater System; or,
- 4.6.2 Caused by the interference or cessation of wastewater collection necessary in connection with the repair or proper maintenance of the Town Wastewater System; or,

**TOWN OF BON ACCORD  
BYLAW 2020-26  
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4.6.3 Generally for any incident due to the operation of the Town Wastewater System, unless such action has been shown to be directly due to the negligence of the Town or its employees.

- 4.7 No Person shall connect or cause to connect any other source of wastewater to the Wastewater System, either directly or indirectly.
- 4.8 No Person shall connect to an alternate source of wastewater disposal other than the Town Wastewater System without submitting a written application and without obtaining the consent of the Public Works Supervisor, or their designate; provided that:
- 4.9 The Public Works Supervisor, or their delegate may give consent to an Owner using an alternate disposal system, subject to such terms and conditions as the Public Works Supervisor, or their designate deems necessary and, notwithstanding the generality of the foregoing, they may set a limit on the period of time for which an alternate system may be used.
- 4.10 No Person who has been granted permission to connect to an alternate source of wastewater supply shall allow the alternate source of wastewater to be connected to the Wastewater System.

**SECTION 5 – AUTHORITY**

- 5.1 Except as otherwise provided in this Bylaw and subject to the Environmental Protection and Enhancement Act, no Person shall discharge into any Watercourse any Wastewater.
- 5.2 The Chief Administrative Officer is responsible for the administration and enforcement, whether through direct enforcement or with the assistance of a Community Peace Officer, of this Bylaw including:
  - 5.2.1 The general installation, maintenance and management of the Wastewater System;
  - 5.2.2 The collection and disposal of the wastewater from the Wastewater System.
- 5.3 In addition to the Municipal Servicing Standards, the Town may establish standards, guidelines and specifications for the design, construction and maintenance of the Wastewater System.
- 5.4 For the purposes of administering or enforcing the provisions of this Bylaw, the Chief Administrative Officer may delegate their powers to one or more employees of the Town per 3.1.1 and 3.1.2.
- 5.5 An Inspector shall be permitted reasonable access upon all property in the Town for the purpose of inspection, measurement, sampling and testing in accordance with this Bylaw.
- 5.6 No Person shall place or deposit or permit to be deposited in any manner that is unsanitary in the opinion of the Public Health Inspector upon public or private property within the Town limits or in any area under the jurisdiction of the Town, any human or animal excrement, Garbage or other objectionable waste.

**SECTION 6 – CONSTRUCTION AND INSTALLATION OF SERVICE PIPE**

- 6.1 No person, without first filing an application for construction and for installation to obtain permission to do so from the Town of Bon Accord, shall make connection whatsoever to any of the Town's Wastewater Mains.

**TOWN OF BON ACCORD  
BYLAW 2020-26  
WASTEWATER BYLAW**

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- 6.2 All applications for construction and for all installations contemplated under this Bylaw shall be done or made in accordance with the provision of the Safety Codes Act, RSA 2000, c. S-1 and regulations made there under and the Municipal Servicing Standards. The applicant shall be totally liable for any damage caused while making such connections.
- 6.3 The Owner of multiple housing and commercial developments shall submit service design plans, duly signed by a Professional Engineer, to Public Works Supervisor, or their designate for review and approval prior to construction start.
- 6.4 An Owner shall furnish to the Public Works Supervisor, or their designate 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.
- 6.5 Neither the Town employees, nor their agents, shall carry out any work pertaining to the construction or repair or renewal of Service Pipe on private property, except with the authority of the Public Works Supervisor, or their designate or Chief Administrative Officer and then only after satisfactory arrangements have been made with the Owner for payment for doing such work.
- 6.6 Unless the Public Works Supervisor, or their designate, determines otherwise, at the request of the Owner, a Service Pipe shall be constructed only to those properties, which Abut directly on the Town Wastewater System.
- 6.7 A Service Pipe shall not be extended from one lot to another.
- 6.8 Upon 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 Public Works Supervisor, or their designate, the Owner shall effect the changes required in the notice by the date specified in the notice at the expense of the Owner.
- 6.9 All additional construction costs on the Service Pipe, at or after the Point of Collection due to development on private property, including additional costs required for repairing of disturbed streets, shall be borne by the Owner on whose property development is occurring.
- 6.10 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 shall 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.
- 6.11 In the event that mains are required in order to provide services for the applicant, the applicant will be required to pay the cost of the said mains.
- 6.12 The Public Works Supervisor may refuse to make any new connection or install any new or change any existing service at any time for any reason, which it may consider sufficient.

**SECTION 7 – USE AND PROTECTION OF WASTEWATER SYSTEM**

- 7.1 No Person shall throw, or leave in, on, or upon any Town wastewater (including any trap, basin, grating, manhole, or other Appurtenance of any Town wastewater), any butchers offal, garbage, litter, manure, rubbish, sweepings, sticks, stone, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes, or refuse matter of any kind (as identified in Schedule "D" sub schedule "A" – Prohibited Wastes), those items of which may interfere with the proper operation of the Sewage System, impair or interfere with any treatment process or may become a hazard to persons, property or animals.

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- 7.2 No Person shall permit to be discharged into any wastewater, any liquid or liquids which would prejudicially affect the wastewater system, or other trade waste, or any waste steam, condensing water, heated water, or other liquids of a higher temperature than seventy-five (75<sup>0</sup>) Degrees Celsius or that of a pH less than 6.0 or greater than 11.5 (as identified in Schedule "D" sub schedule "B" – Restricted Wastes)".
- 7.3 No Person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into the Wastewater System where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "D", sub schedule "A" and/or "B" of this bylaw.
- 7.4 No Person shall discharge directly or indirectly, or permit the discharge or deposit of matter into a Storm Sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "D sub schedule "A"".
- 7.5 No Person shall make or cause to be made any connection with any Town Wastewater System, or house drain, or Appurtenance thereof for the purpose of conveying, or which may convey into the same a flammable or explosive material, storm water, roof drainage cistern, or tank overflow, condensing, or cooling water.
- 7.6 No Person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly into any Town Wastewater System or house drain connected herewith, unless an agreement is entered into with the Town and approved by the Chief Administrative Officer or the Public Works Supervisor, or their designate.
- 7.7 No Person, except duly authorized employees of the Town shall turn, lift, remove, rise, or tamper with the cover of a manhole, ventilator, or other Appurtenance of any Town Wastewater System.
- 7.8 No unauthorized Person shall cut, break, pierce, or tap any Town Wastewater System or Appurtenance thereof, or introduce any pipe, tube, trough, or conduit into any of the Town's Wastewater System.
- 7.9 No Person shall interfere with the free discharge of any Town Wastewater System, or part thereof, or do any act or thing, which may impede or obstruct the flow or clog up any Town Wastewater System or Appurtenance thereof.
- 7.10 Any authorized Town employee or Plumbing Inspector shall have the right at all reasonable times to enter houses or other places which have been connected with the Town Wastewater System and facilities, in order to ascertain whether or not there is any discharge of prohibited or restricted wastes or of water containing prohibited or restricted wastes or is suspected of having been made, and s/he shall have the power to stop or prevent from discharging into the wastewater system any private wastewater or drain through which substances are discharged which are liable to injure the wastewater system or obstruct the flow of sewage.
- 7.11 No waste or discharge resulting from any trade, industrial, or manufactured process shall be directly discharged to any Town Wastewater System without any previous treatment as shall be prescribed by the Town for each such case. The necessary treatment works so prescribed shall be completely installed by the applicant at his expense, prior to the construction of the wastewater connection and therefore shall be continuously maintained and operated by the applicant.
- 7.12 Grease traps of sufficient size and approved design shall be placed on the waste pipes from all hotels, restaurants, laundries, and such other places as the Town, under advisement may direct.
- 7.13 No Person other than the Town employees or agents Town shall make any connections to, or shall cut or otherwise tamper in any way with a public or Town Wastewater System

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without first having obtained a permit to do so. The applicant for the said permit shall be liable to any damages caused while making said connections and shall also be responsible for providing adequate safety facilities and signs during the time of construction.

- 7.14 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the Municipal Sewage System, the Town may require the owner to install and operate a suitable Backflow Prevention Valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement.
- 7.14.1 Where the installation of said valve is required at the time of connection to the Town's Wastewater system, the cost of installation shall be the responsibility of the owner or applicant.
- 7.15 An Owner shall be responsible to thaw out frozen Service Pipes. The Town may provide the service and the Owner shall pay for the thawing of the Service Pipe.
- 7.16 The Town may revoke or annul any permit that may have been granted to connect with the Town's Wastewater System if it shall find that any of the work is not being done in accordance with the provisions of this bylaw, and the person or persons making such connections or their successors in interest, shall have no right to demand or claim any damage in consequence of such permits being revoked or annulled.
- 7.17 A person occupying any premises connected to a street main by a Wastewater System, shall be required to keep the said Wastewater System in operational condition at all times, and shall be fully responsible for the operation of the said Wastewater System.

**SECTION 8 – ADDITIONAL REQUIREMENTS**

- 8.1 Food-Related Grease Interceptors
- 8.1.1 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, shall 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. Grease interceptors shall not discharge to Storm Sewers.
- 8.1.2 The Registered Owner of a premises described in Subsection 8.1 (1) shall 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. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.
- 8.1.3 All oil and grease interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481. Traps should be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency should not be less than every four weeks. Maintenance requirements should be available at the workplace where the grease interceptor is installed. Maintenance and clean out shall be documented at the time it.

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- 8.1.4 Emulsifiers shall not be discharged to the Wastewater system from interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through a grease interceptor.
  - 8.1.5 A maintenance schedule and record of maintenance carried out shall be submitted to ACRWC upon request for each interceptor installed.
  - 8.1.6 The owner or operator of the restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, shall, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.
- 8.2 Vehicle and Equipment Service Oil and Grease Interceptors
- 8.2.1 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 shall 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.
  - 8.2.2 The Registered Owner of the premises described in Subsection 8.2 (1) shall 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).
  - 8.2.3 All oil and grease interceptors and separators shall be maintained in good working order and according to the manufacturer's recommendations and shall 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 shall not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out shall be documented at the time it is performed.
  - 8.2.4 A maintenance schedule and record of maintenance shall be submitted to ACRWC upon request for each oil and grease interceptor installed.
  - 8.2.5 The owner or operator of the premises as set out in Subsection 8.2(1), shall, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.
  - 8.2.6 Emulsifiers shall not be discharged to the Wastewater system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- 8.3 Sediment Interceptors
- 8.3.1 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, shall take all

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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.

- 8.3.2 Catch basins installed on private property for the purposes of collecting storm water and carrying it into Storm Sewers shall be equipped with an interceptor and the installation of these catch basins on private property shall comply with the requirements of the Town.
- 8.3.3 All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall 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 shall not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out shall be documented at the time it is performed.
- 8.3.4 The owner or operator of a premises as referred to in Subsection 6.3(1), shall, for 2 years, keep the records which document interceptor clean-out and sediment disposal.
- 8.3.5 A maintenance schedule and record of maintenance shall be submitted to ACRWC upon request for each sediment interceptor installed.

#### 8.4 Dental Waste Amalgam Separator

- 8.4.1 Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall 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:
  - 8.4.1.1 Orthodontics and dentofacial orthopaedics;
  - 8.4.1.2 Oral and maxillofacial surgery;
  - 8.4.1.3 Oral medicine and pathology; or,
  - 8.4.1.4 Periodontics.
- 8.4.2 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.
- 8.4.3 Notwithstanding compliance with Subsection 8.4.1, all persons operating or carrying on the business of a dental practice shall comply with Schedules 'A' and 'B' of this Bylaw.
- 8.4.4 All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer's recommendations.
- 8.4.5 A maintenance schedule and record of maintenance shall be submitted to the ACRWC upon request for each dental amalgam separator installed.

#### 8.5 Food Waste Grinders



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- 8.5.1 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 'A' and Schedule 'B'.

**8.6 Pre-Treatment Facilities**

- 8.6.1 When not adhering to the requirements and prohibitions to the bylaw or where required by ACRWC, the owner or operator shall install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.
- 8.6.2 The owner or operator shall 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.
- 8.6.3 The owner or operator shall not deposit the waste products from the pre-treatment facility in a wastewater works and shall ensure any waste products from the pre-treatment facility are disposed of in a safe manner.
- 8.6.4 The maintenance records and waste disposal records shall be submitted to ACRWC upon request.
- 8.6.5 The owner or operator shall keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

**1.7 Hauled Wastewater/Waste**

- 8.7.1 No person shall discharge hauled wastewater/waste to the wastewater works unless:
  - 8.7.1.1 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;
  - 8.7.1.2 The carrier meets all conditions for discharge that are or may be set from time to time with respect to the discharge of hauled wastewater/waste by ACRWC; and,
  - 8.7.1.3 Hauled wastewater/waste meets the conditions set out in all applicable federal and provincial environment protection regulations, as amended from time to time.
- 8.7.2 No person shall discharge or permit the discharge of hauled wastewater/waste to the wastewater works:
  - 8.7.2.1 At a location other than a hauled wastewater/waste discharge location approved by ACRWC;
  - 8.7.2.2 Without a manifest, in a form approved by the Member Municipality of ACRWC in which the hauled wastewater/waste is being discharged, completed and signed by the carrier and deposited in an approved location at the time of discharge; and,
  - 8.7.2.3 Without the use of a discharge hose placed securely in the discharge port at the approved location.

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- 8.8 Non-Contact Cooling Water
- 8.8.1 The discharge of non-contact cooling water or uncontaminated water to a sanitary sewer or from any residential property is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.
- 8.9 Water Originating From a Source Other Than the Municipal Water Supply
- 8.9.1 The discharge of water originating from a source other than the Municipality's water supply, including storm water or groundwater, directly or indirectly to a sanitary sewer is prohibited, unless:
- 8.9.1.1 The discharge is in accordance with a Wastewater Discharge Permit.
- 8.10 Overstrength and Overstrength Surcharges
- 8.10.1 The Town, the ACRWC, or their representatives may assess Overstrength and Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set in accordance with ACRWC Bylaw, Schedule "D" sub schedule "C".
- 8.10.2 Any Overstrength Surcharge pursuant to section 8.10.1 may be added to a monthly utility bill.
- 8.11 Compliance Programs
- 8.11.1 When required as a condition of a Wastewater Discharge Permit, a Discharger shall provide ACRWC with a Compliance Program setting forth activities to be undertaken by the Discharger that would result in the prevention or reduction and control of a non-compliant discharge from the premises.
- 8.11.2 The Discharger shall ensure that:
- 8.11.2.1 the Compliance Program is provided and, if necessary, amended within the period of time specified by ACRWC;
- 8.11.2.2 the final completion date for all activities in the Compliance Program is within the period of time established in the applicable Wastewater Discharge Permit; and
- 8.11.2.3 the Compliance Program meets all requirements specified by ACRWC.
- 8.11.3. Following the approval and during the term of a Compliance Program a Discharger shall:
- 8.11.3.1 submit a progress report within 14 days after the scheduled completion date of each activity listed in the Compliance Program;
- 8.11.3.2 revise and update the Compliance Program as required by ACRWC; and
- 8.11.3.3 keep an updated copy of the Compliance Program and progress reports at the subject premises at all times and make copies available to a Designated Sewer Officer upon request.
- 8.11.4 ACRWC 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.
- 8.12 Best Management Practices & Codes of Practice

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- 8.12.1 ACRWC may approve the adoption of Best Management Practices, which may include a Code of Practice applicable to a Designated Sector Operation.
- 8.12.2 A Code of Practice shall not apply to an operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the Wastewater Discharge Permit.
- 8.12.3. The Owner of a Designated Sector Operation shall:
  - 8.12.3.1. submit a completed Code of Practice registration form to ACRWC:
    - a) within 30 days of commencing a new operation or discharge; or
    - b) within 90 days of the date of adoption of a new Code of Practice for any applicable operation or discharge already in existence; and
  - 8.12.3.2. report, within 30 days of the change, any change:
    - a) in the general information on the registration form; or
    - b) that results in the Code of Practice no longer being applicable.
- 8.12.4 If a Code of Practice establishes a requirement in relation to a specific discharging operation that differs from a specific provision of this Bylaw, the Code of Practice shall prevail; however nothing in a Code of Practice shall relieve a Discharger from complying a Wastewater Discharge Permit or other provisions of this Bylaw.

**SECTION 9 – SPILLS**

- 9.1 In the event of a spill or release of any matter not permitted under this bylaw to a Wastewater System, the person responsible or the person having the charge, management, and control of the spill shall immediately notify and provide any requested information with regard to the spill to:
  - 9.1.1 If there is any immediate danger to human health and/or safety:
    - 9.1.1.1 9-1-1 emergency; and,
    - 9.1.1.2 Alberta Environment of an unauthorized or unscheduled release.
  - 9.1.2 Or, if there is no immediate danger:
    - 9.1.2.1 The Town; and,
    - 9.1.2.2 The Owner of the premises where the release occurred; and,
    - 9.1.2.3 Any other person whom the person reporting knows or ought to know may be directly affected by the release.
- 9.2 The person shall provide a detailed report on the spill to the Town, within five (5) working days after the spill, containing the following information to the best of his/her knowledge:
  - 9.2.1 Location where spill occurred;
  - 9.2.2. Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
  - 9.2.3 Date and time of spill;
  - 9.2.4 Material spilled;
  - 9.2.5 Characteristics and composition of material spilled;
  - 9.2.6 Volume of material spilled;
  - 9.2.7 Duration of spill event;

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- 9.2.8 Work completed and any work still in progress in the mitigation of the spill;
- 9.2.9 Preventive actions being taken to ensure a similar spill does not occur again; and,
- 9.2.10 Copies of applicable spill prevention and spill response plans.
- 9.3 The person responsible for the spill and the person having the charge, management and control of the spill shall 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.
- 9.4 Nothing in this bylaw relieves any persons from complying with any notification or reporting provisions of:
  - 9.4.1 Other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,
  - 9.4.2 Any other bylaw of the Town.
- 9.5 The Town may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill.
- 9.6 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.

**SECTION 10 – APPLICATION FOR WASTEWATER CONNECTION**

- 10.1 No drain or private Wastewater System shall be connected to the Town's Wastewater System until the owner thereof shall have obtained a permit for Wastewater connections. All applications for connection to the Town's Wastewater System must be made on the printed form furnished by the Town. The application must be filed in the Town Office together with a permit fee and must be signed by the owner of the property to be drained or his authorized agent. Such application must be accompanied by a plan showing in detail the contemplated connection, the exact location and elevation thereof, and specify fully the character of the work to be done, the size of all pipes, and the locations and type of all fittings.
- 10.2 It shall be the consideration by granting of any application for a Wastewater connection that the Town or any of its employees shall not be liable for any damage whatsoever in nature caused either directly or indirectly by such Wastewater connection and the applicant shall be responsible for backfill, surface replacement, safety, etc.
- 10.3 The Town may revoke or annul any permit that may have been granted to connect with the Town wastewater system if it shall find that any of the work is not being done in accordance with the provisions of this bylaw, and the person(s) making such connections or their successors in interest, shall have no right to demand or claim any damages in consequence of such permits being revoked or annulled.

**SECTION 11 – INSTRUCTIONS FOR PLUMBING AND MECHANICAL CONTRACTORS**

- 11.1 Plumbers and Contractors shall comply with the provisions of the Safety Codes Act, RSA 2000, c. S-2, and its regulations.

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- 11.2 The Point of Collection from private property, as agreed to at the time of application, for a Service Pipe shall be strictly adhered to; costs arising from non-adherence shall be borne by the Owner.
- 11.3 Construction specifications of all new construction or repair/replacement of old construction will adhere to Municipal Servicing Standards as deemed by the Town.
- 11.4 All contracts formed by the filing of an application for wastewater and the acceptance thereof by the Town are hereby declared to be subject to all the terms and conditions of this bylaw, which shall be understood as forming part of all contracts for the collection and disposal of wastewater.

**SECTION 12 – UNAUTHORIZED USE, INTERFERENCE OR OBSTRUCTION**

- 12.1 No Person, other than Town employees or agents, or those authorized to complete new installations or repairs to existing services shall operate, handle or interfere with the Town's provision of a Service
- 12.2 No Person shall obstruct or impede direct and free access to the Towns Wastewater System. Costs of removing obstructions or impediments shall be borne by the offending party, and may be added to a monthly utility bill.

**SECTION 13 – AUTHORITY TO RESTRICT SERVICE**

- 13.1 The Public Works Supervisor, or their designate may without notice shut off the collection of wastewater to any part of the Town should s/he decides an emergency situation makes such action necessary, this may include the shutting off of water to premises to prevent the creation of wastewater.
- 13.2 The Public Works Supervisor, or their designate, may in a non-emergent situation shut the collection of wastewater to any part of the Town provided reasonable notice of such intended shut off is given to all affected Owners. The Public Works Supervisor, or their designate, shall have the sole discretion to determine what reasonable notice in the circumstance is.
- 13.3 In giving notice to discontinue a Service, the Public Works Supervisor, or their designate shall bear in mind all the circumstances of the particular case. The time allowed for stopping the wastewater collection shall be reasonable but at the discretion of the Public Works Supervisor, or their designate.

**SECTION 14 – WASTEWATER RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

- 14.1 The rates and charges to be charged for the provision of a Wastewater Service shall be as set out from time to time in the Fees and Charges Schedule "B" of this Bylaw.
- 14.2 The Town of Bon Accord requires that new account requests or changes for utility services, provided by the Town, be placed in the name of the owner(s) registered on the property title only.
- 14.3 Where an Owner has setup an Account for Wastewater Service, an Owner may request that the invoice for the Account be sent directly to the service address and or mailing address as identified by the owner. Notwithstanding this section, the Owner remains the Account holder responsible for all debts incurred under that Account.

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- 14.4 An Account must be opened and an application fee, plus a Utility Service Security fee must be paid, with fees being outlined in the Fees and Charge Schedule attached to this Bylaw, before a service is used and the application must be made in writing to the Town.
- 14.5 Utility Service Security Fee is fully refundable, less outstanding Account balances, upon termination of Account.
- 14.6 Council shall have the right to determine into which classification any service belongs and the Council's decision shall be final and binding on all persons concerned.
- 14.7 Persons who use Utility Services without opening an Account will be liable for the cost of services used, as estimated by the Towns Utility Billing Clerk.
- 14.8 All Utility Bills will be due and payable when rendered by the Town and payments will be made at the address indicated on the Utility Bill or to an agent of the Town.
- 14.9 A Consumer shall:
- 14.9.1 Pay all charges, fees and bills for Wastewater Services provided by the Town in accordance with the Fees and Charges schedule of this Bylaw;
  - 14.9.2 Adhere to the requirements of this Bylaw;
  - 14.9.3 Promptly pay their Account or any penalties assessed.
- 14.10 That in the event a Utility Bill remains unpaid after the date fixed for payment, a penalty as the Council may establish by resolution from time to time will be added to the principal outstanding amount thereto and form part of the rates levied.
- 14.11 The Chief Administrative Officer may cancel all Utility Services to a Householder in the event that a Utility Bill remains unpaid as described in section 14.9 of this Bylaw.
- 14.12 The Public Works Supervisor, or their designate may discontinue Service without notice for any of the following reasons:
- 14.12.1 Failure to open an account;
  - 14.12.2 Neglects or refuses to pay when due any charges levied pursuant to this Bylaw;
  - 14.12.3 If, in the opinion of the Public Works Supervisor, or their designate, an emergency exists;
  - 14.12.4 The Consumer's facilities are unsafe or defective, leak excessively or cause contamination or deterioration to the Wastewater System;
  - 14.12.5 For the purposes of repairing and maintaining the Wastewater System;
  - 14.12.6 The Consumer fails to provide the Town adequate access to the Wastewater System on private property or access to the premises for the purposes of testing, repairing, replicating or inspection of the system, or as required; or,
  - 14.12.7 If, in the opinion of the Public Works Supervisor, or their designate, it is reasonable to do so.
- 14.13 No person shall have any claim for compensation or damages as the result of the Town discontinuing service without notice.
- 14.14 The Public Works Supervisor, or their designate may at any time, upon endeavoring to provide forty-eight (48) hours notice to a Consumer and without any further notice discontinue Utility Services or refuse to open an Account, if the Consumer;
- 14.14.1 Fails to perform any term of an Account;
  - 14.14.2 Contravenes any other section of this Bylaw.

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- 14.15 If Service to a Consumer results in Utility disconnection for non-payment of an Account at one location, the Town may Turn Off Service to the same Consumer at another location or at any other locations.
- 14.16 All Consumers shall pay for their wastewater services and all other rates and charges as provided for in the Billing Regulation attached as Schedule "A" and the Fees and Charges Schedule "B" attached to this Bylaw.
- 14.17 No reduction in rates will be made in the monthly charge for services made available for use by any Consumer because of any interruption due to any cause whatsoever.
- 14.18 All rates and charges shall be included in a monthly wastewater bill, provided to the Consumer on the Utility Bill, and shall be due and payable monthly in the manner herein provided.
- 14.19 In the event a Utility Bill in which wastewater billing is a part of, remains unpaid after the date fixed for payment, a penalty of two percent (2%) shall be added to the principal outstanding amount thereto and form part of the rates levied.
- 14.20 In the event that any part of the Utility Bill remains unpaid for a period of forty-five (45) days after the date of mailing of the Utility Bill, the Town may discontinue Utility Services.
- 14.21 Any Utility Bill remaining unpaid under this Bylaw will constitute a debt owing to the Town and is recoverable by any or all of the following methods, namely:
  - 14.21.1 by action in any court of competent jurisdiction;
  - 14.21.2 by shutting off or discontinuing any Utility Service being supplied to the Owner without notice;
  - 14.21.3 by collecting in a like manner as municipal rates and taxes.
- 14.22 Consumers wishing to close their Account must request at least two (2) working days before the order is to become effective.
- 14.23 The Town may continue to levy Wastewater Service charges in accordance with the Fees and Charges Schedule of this Bylaw until the Account is closed.

**SECTION 15 – PENALTIES**

- 15.1 Offence Tag
  - 15.1.1 A Peace Officer is hereby authorized and empowered to issue an offence tag to any person who contravenes any provision of this Bylaw.
  - 15.1.2 An Offence Tag shall be in a form approved by the Council and shall state, inter alia;
    - 15.1.2.1 The name of the offender; and,
    - 15.1.2.2 The offence.
    - 15.1.2.3 The appropriate fine for the offence as specified in Schedule "C" of the Bylaw; and
    - 15.1.2.4 That the fine shall be paid within 30 days of the issuance of the offence tag.
- 15.2 Where a contravention of this bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Peace Officer, provided however, that no more than one offence tag shall be issued for each day that the contravention continues.
- 15.3 Violation Ticket

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

**SECTION 16 – SEVERABILITY**

- 16.1 Should any provision of this bylaw be invalid then such provision shall be severed and the remaining bylaw shall be maintained.

**SECTION 17 – MISCELLANEOUS**

- 17.1 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.
- 17.2 The power to do any of the things provided for in this Bylaw, for the purpose of enforcing payment of any Utility Bill as may be deemed necessary, is hereby delegated to the Chief Administrative Officer.
- 17.3 That Bylaw 2020-01 is hereby repealed.

This Bylaw will come into force and effect after receiving the third reading.


THIS BYLAW WILL COME INTO EFFECT upon receipt of third reading or upon approved effective date.

READ A FIRST TIME THIS 15<sup>th</sup> DAY OF December 2020.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF January 2021.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce




TOWN OF BON ACCORD  
BYLAW 2020-26  
WASTEWATER BYLAW

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READ A THIRD TIME THIS 5th DAY OF January 2021.

  
\_\_\_\_\_  
Mayor Greg Mostchuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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**SCHEDULE 'A'**

**BILLING REGULATIONS**

1. That a utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) and payment for the amount due for wastewater service charges shall be due and payable when the account is rendered with payment to be made at the office of the Chief Administrative Officer or at such other place as may be designated from time to time by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. That in the event that any such utility bill remains unpaid, there will be added thereto a penalty, and that this penalty be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 45 days after the billing period, the Chief Administrative Officer or Utility Clerk shall order the utility services turned off unless it is considered there are extenuating circumstances then the overdue amount will be put on the tax roll.
4. That in the event utility services have been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto shall be payable in advance for turning on of the service as well as the outstanding bill.
5. That in the event utility services have been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance for the turning on of the service.
6. Any accounts that cannot physically have services shut off (i.e. Condominiums, malfunctioning cc) will be exempt from clause 3 of this schedule and will have unpaid billings put to taxes
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who is desirous of the discontinuing the use thereof shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the utility services are turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular wastewater service, for more than a one month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

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**SCHEDULE 'B'**

**DEFINITION OF WASTEWATER RATES AND CHARGES:**

**Service Charge:**

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

**Capital Rate Rider:**

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets; such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

**Consumption Charge:**

A variable volumetric charge, unless water is un-metered, that reflects the cost of disposing wastewater - based on the water consumed.

**SCHEDULE OF WASTEWATER RATES AND CHARGES:**

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Residential</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$2.92	per cubic meter of water metered during each billing period

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Commercial</b>	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.87	per cubic meter consumed during each billing period

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	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Institutional</b>	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.87	per cubic meter consumed during each billing period

**DEFINITION OF OTHER WASTEWATER RATES AND CHARGES:**

**Application Fee:**

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

**Arrears Administration:**

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g. registered letter(s), or collections).

**Late Payment Penalty:**

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of two percent (2%) shall be added to the principal outstanding amount.

**Security Fee:**

A one time flat fee, refundable payment, applicable to new utility account holders, payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

**Service Calls:**

A per hour charge applicable to those consumers who require service over and above that of the basic service provided for non emergent issues.

**Service Disruption:**

Provides an option for consumers who wish to have their service temporarily disconnected. The Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Wastewater System.

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Connection Charge:

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

**SCHEDULE OF OTHER WASTEWATER RATES AND CHARGES:**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application fee	\$30.00	per new utility account – applied and due at time of service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	Per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Deposit	Cost determined at time of Utility service application – based on water meter size	per new utility account, of which is divided between the water and wastewater services – applied prior to activation of new service
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 Disruption	Monthly Service Charge	per notification or event, per utility account
Connection Fee	\$100.00 Residential \$150.00 Commercial & Institutional	tapping into main for new service

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**SCHEDULE 'C'**

<b>Penalties</b>		<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
<b>Section 7.1</b>	Release of any matter not in accordance with schedule "C"	\$500.00	\$1,000.00
<b>Section 7.2</b>	Release of any matter not in accordance with schedule D	\$500.00	\$1,000.00
<b>Section 7.3</b>	Diluting Waste water	\$500.00	\$1,000.00
<b>Section 7.5</b>	Connection of storm water, roof Drains, etc. to sanitary sewer	\$300.00	\$500.00
<b>Section 7.7</b>	Tampering with manhole covers Or appurtenances	\$500.00	\$1,000.00
<b>Section 7.8</b>	Cutting or tapping into Town Sewers	\$500.00	\$1,000.00
<b>Section 7.9</b>	Obstructing flow of sewage	\$500.00	\$1,000.00

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**Schedule “D”**

**ALBERTA CAPITAL REGION WASTEWATER COMMISSION BY-LAW  
NUMBER 8**

**BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE ALBERTA CAPITAL REGION  
WASTEWATER COMMISSION GOVERNING THE QUALITY OF THE WASTEWATER  
ACCEPTED BY THE COMMISSION**

**WHEREAS** THE ALBERTA CAPITAL REGION WASTEWATER COMMISSION (hereinafter be referred to as ACRWC) has been established by the Lieutenant Governor in Council under Alberta Regulation 129/85 made pursuant to Part 15.1 of the Municipal Government Act (Alta); RSA 2000, c. M-26; and,

**WHEREAS** the Board of Directors of ACRWC has been duly appointed pursuant to s. 602.04(3)(b) of the said Act and the Board of Directors now wishes to make a By-Law pursuant to s. 602.07(3) of the said Act governing the quality of wastewater accepted by ACRWC;

**NOW THEREFORE BE IT ENACTED** as a By-Law of the Board of Directors of ACRWC as follows:

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**INTRODUCTION**

This Bylaw outlines controls for the discharge of pollutants to the sewer system. The objectives of the Bylaw are to:

- Protect the sewer system from corrosion, other damage and obstruction.
- Protect the wastewater treatment plant process from upset.
- Protect the public, ACRWC's and municipal workers and property from hazardous conditions (such as explosions).
- Assist optimum wastewater system efficiency by preventing uncontaminated water from entering the system.
- Protect wastewater sludge and biosolids quality.
- Protect the environment from contaminants that are not removed by ACRWC's Wastewater Treatment Plant or EPCOR's Gold Bar Wastewater Treatment Plant.
- Assist ACRWC and its Member Municipalities in maintaining compliance with the operating conditions established by the province of Alberta.

**1. DEFINITIONS**

ACCREDITED LABORATORY - Any laboratory accredited by an authorized accreditation body in accordance with a standard based on "*CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories*" established by the Standards Council of Canada, as amended, or "*ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories*" established by the International Organization for Standardization, as amended.

ACRWC – Alberta Capital Region Wastewater Commission

ADDITIONAL OVERSTRENGTH SURCHARGE - The rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the wastewater works that exceeds one or more constituent concentrations set out in Column B of Schedule "C".

BEST MANAGEMENT PRACTICES (BMP) - 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.

BIOCHEMICAL OXYGEN DEMAND (BOD) - The five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.

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**BIOMEDICAL WASTE** - Biomedical waste as defined in the Province of Alberta's Waste Control regulation, as amended from time to time.

**BLOWDOWN WATER** - Recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

**CHEMICAL OXYGEN DEMAND (COD)** - A measure of the capacity of water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.

**CLEAR-WATER WASTE** - Includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.

**CODE OF PRACTICE** - 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.

**COMBUSTIBLE LIQUID** - A liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

**COMPLIANCE PROGRAM** - 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 discharges must fully comply with the requirements of this bylaw.

**COMPOSITE SAMPLE** - A volume of wastewater, storm water, uncontaminated water, clear-water or effluent made up of four or more grab samples that have been combined automatically or manually and taken at intervals during a sampling period.

**CONNECTION or DRAIN** - That part or those parts of any pipe or system of pipes leading directly to a wastewater works.

**COOLING WATER** - Water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

**DENTAL AMALGAM** - A dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

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**DENTAL AMALGAM SEPARATOR** - Any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.

**DESIGNATED SECTOR OPERATIONS** - means industrial, commercial or institutional sectors required to adopt Codes of Practice approved by ACRWC.

**DESIGNATED SEWER OFFICER** - The person appointed by the Municipality, and his or her successors or his or her duly authorized representative. (Note the Designated Sewer Officer may hold the position of General Manager, City Manager, Inspector or other position suitable to the organization of the Municipality.)

**DOMESTIC WASTEWATER** - Sanitary waste produced on residential premises, or sanitary waste and wastewater from sanitary facilities produced on a non-residential property.

**EFFLUENT** - liquid flowing out of a facility or premises into a sewer.

**FLASHPOINT** - 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.

**FLOW MONITORING POINT** - An access place to the private sewer connection for the purpose of:

- A. Measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and
- B. Collecting representative samples of the wastewater, storm water, clear water waste or subsurface water released from the premises.

**FUELS** - Alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

**GRAB SAMPLE** - A volume of wastewater, storm water, uncontaminated water or effluent which is collected over a period not exceeding 15 minutes.

**GROUND WATER** - Water beneath the earth's surface accumulating as a result of seepage.

**HAULED WASTE** - Any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.

**HAULED WASTEWATER** - Waste removed from a collection system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet or a wastewater holding tank.

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**HAZARDOUS SUBSTANCES:**

- A. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
- B. Any substance that is designated as a hazardous substance within the meaning of the Province of Alberta's Waste Control Regulation 192/1996 as amended from time to time.

**HAZARDOUS WASTE** - Any Hazardous Substance disposed of as waste.

**IGNITABLE WASTE** - A substance that:

- A. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume, and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
- B. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
- C. Is an ignitable compressed gas as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended; or
- D. Is an oxidizing substance as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended.

**INDUSTRIAL** - Of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.

**INDUSTRY** - Any owner or operator of industrial, commercial or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer or storm sewer of a Member Municipality, the City of Edmonton, or ACRWC.

**INSPECTOR** - A person authorized by ACRWC and/or Member Municipality to carry out observations and inspections and take samples as prescribed by this bylaw.

**INSTITUTION** - A facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, or industrial processes.

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LOWER EXPLOSIVE LIMIT (LEL) - The concentration of a gas or vapour in the air. Below the LEL, there is not enough vapour in the air to fuel a fire.

MATTER - Includes any solid, liquid or gas.

MEMBER MUNICIPALITIES - Those municipalities who are members of ACRWC.

MONITORING ACCESS POINT - An access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

MUNICIPAL SEWER CONNECTION - That part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

MULTIPLE MUNICIPAL SEWER CONNECTION - A municipal sewer connection providing service to two or more premises.

NON-CONTACT COOLING WATER - Water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate or finished product other than heat.

NON-DOMESTIC WASTEWATER - All Wastewater except Domestic Wastewater, Uncontaminated Water, and Septic Tank Waste.

OIL AND GREASE - *n*-Hexane extractable matter as described in Standard Methods.

OIL – WATER SEPARATOR - A three-stage oil-water separator that meets the Standard for Oil-Water Separators (ULC-S656-14) prepared by Underwriters' Laboratories of Canada or the equivalent oil-water separation technology able to achieve an effluent quality of 100 mg/L of oil and grease (mineral-synthetic/hydrocarbons) or less.

OVERSTRENGTH - Wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Column A of Schedule "C" of this Bylaw.

OVERSTRENGTH SURCHARGE - 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 Column A of Schedule 'C'.

PATHOLOGICAL WASTE - Pathological waste within the meaning of the Canadian Human Pathogens and Toxins Act, as amended.

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PCBs - Any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

PERSON - An individual, association, partnership, corporation, municipality or an agent or employee of such a person.

PESTICIDE - A pesticide regulated under the Canadian Pests Control Products Act and the Province of Alberta's Pesticide (Ministerial) Regulation and Pesticide Sales, Handling, Use and Application Regulation, all as amended.

PRE-TREATMENT - The reduction, elimination or alteration of matter in wastewater prior to discharge into the wastewater works. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention, or by other means, except by diluting the concentration of the pollutants.

PRE-TREATMENT PROCESSES - one or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer connection to enable compliance with effluent limits established in this Bylaw. Pre-treatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.

PRIVATE SEWER CONNECTION/PRIVATE DRAINAGE SYSTEM - That part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection, the maintenance of which is the property owner's responsibility.

PROHIBITED WASTE - means prohibited waste as defined in Schedule 'A' of this Bylaw.

REACTIVE WASTE - A substance that:

- A. Is normally unstable and readily undergoes violent changes without detonating;
- B. Reacts violently with water;
- C. Forms potentially explosive mixtures with water;
- D. When mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- E. Is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- F. Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;

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G. Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or

H. Is an explosive as defined in the regulations under the Canadian Explosives Act, as amended.

RESTRICTED WASTE - means restricted waste as defined in Schedule 'B' of this Bylaw.

SAMPLING PORT - A valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the ACRWC and/or Member Municipality may establish from time to time.

SANITARY SEWER - A sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.

SEPTIC TANK WASTE - any Waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor or other containment for human excretion and wastes.

SEWER - A pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water or uncontaminated water, or any combination thereof.

SPILL - A direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

STORM SEWER - A sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination.

STORM WATER - The water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

SUBSURFACE DRAINAGE PIPE - A pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

SUBSURFACE WATER - Groundwater including foundation drain water.

STANDARD METHODS - A procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by ACRWC.

TOTAL SUSPENDED SOLIDS (TSS) - Insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.

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**TOXIC SUBSTANCE** - any substance defined as toxic under the *Canadian Environmental Protection Act 1999*, as amended from time to time and within the meaning of Alberta's Waste Control Regulation, as amended from time to time.

**UNCONTAMINATED WATER** - Water with a level of quality which is typical of potable water normally supplied by a Member Municipality.

**WASTE DISPOSAL SITE LEACHATE** - The liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

**WASTE RADIOACTIVE SUBSTANCES** - Substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended.

**WASTEWATER** - means the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.

**WASTEWATER SLUDGE** - Solid material recovered from the wastewater treatment process.

**WASTEWATER TREATMENT FACILITY** - Any structure or thing used for the physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage and disposal facilities.

**WASTEWATER DISCHARGE PERMIT** - A permit issued by ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.

**WASTEWATER WORKS** - Any works for the collection, transmission, treatment and disposal of wastewater, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies. Wastewater works, sanitary sewer and sewer in this Bylaw refer to the Works owned by ACRWC, those owned by the Member Municipalities, and those owned by the City of Edmonton which direct wastewater to ACRWC facilities pursuant to the Regional Exchange Agreement entered in 2008.

**WATERCOURSE** - An open channel, ditch or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

**2. SANITARY SEWER REQUIREMENTS**

- (1) No person shall release, or permit the release of, any matter into the sanitary sewer or wastewater works except:
- (a) Domestic wastewater;



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- (b) Non-domestic wastewater that complies with the requirements of this Bylaw;
  - (c) Hauled wastewater, including septage, that complies with the requirements of this Bylaw, or where a Wastewater Discharge Permit has been issued by ACRWC;
  - (d) Storm water, Clear-water waste, Subsurface water or other matter where a Wastewater Discharge Permit has been issued by ACRWC.
- (2) No person shall release, or permit the release of, any prohibited substance listed in Schedule 'A' of this Bylaw into the wastewater works.
- (3) No person shall release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule 'B' of this Bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- (4) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit an **"Abbreviated Wastewater Discharge Application"** (available on ACRWC website: [www.acrwc.ab.ca](http://www.acrwc.ab.ca)) to ACRWC.
- (5) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit a **"Detailed Wastewater Discharge Application"** (available on ACRWC website: [www.acrwc.ab.ca](http://www.acrwc.ab.ca)) to ACRWC.
- (6) When required by ACRWC, non-domestic and hauled wastewater dischargers shall not discharge to the wastewater works system until the discharger has obtained a **"Wastewater Discharge Permit"** from ACRWC.
- (7) ACRWC 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 ACRWC considers appropriate and, without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
- (a) Place limits and restrictions on the quantity, composition, frequency and nature of the wastewater permitted to be discharged; and
  - (b) Require the holder of a Wastewater Discharge Permit to repair, alter, remove, add to, or construct new pre-treatment facilities; and
  - (c) Provide that the Wastewater Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.
- (8) ACRWC may issue a **Discharge Abatement Order** to a Member Municipality requiring the Member Municipality to:
- (a) Require and direct a person within the boundary of that Member Municipality to alter the quantity, composition, duration and timing of the discharge or cease discharge of non-domestic waste or hauled wastewater to a sewer or wastewater facility;
  - (b) Comply with any terms or conditions that could be included in a Wastewater Discharge Permit; and
  - (c) Shut down all non-compliant releases.

ACRWC may amend or cancel a Discharge Abatement Order.

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**3. PROHIBITION OF DILUTION**

- (1) No person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into a sanitary sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule 'A' or Schedule 'B' of this Bylaw.

**4. SAMPLING**

- (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:
  - (a) Be collected manually or by using an automatic sampling device; and
  - (b) Contain additives for its preservation.
- (2) For the purpose of determining compliance with Schedules 'A' or 'B', discrete wastewater streams within premises may be sampled, at the discretion of ACRWC.
- (3) Any single grab sample may be used to determine compliance with Schedules 'A' and 'B'.
- (4) All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by an Accredited Laboratory for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of ACRWC as agreed in writing prior to sample analysis.

**5. SELF MONITORING BY DISCHARGER**

- (1) The discharger shall complete any monitoring or sampling of any discharge to a wastewater works as required by ACRWC, and provide the results to ACRWC in the form specified by ACRWC.
- (2) The obligations set out in or arising out of 5(1) shall be completed at the expense of the discharger.

**6. ADDITIONAL REQUIREMENTS**

**6.1 FOOD-RELATED GREASE INTERCEPTORS**

- (1) Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, for which the premises is connected directly or indirectly to a sanitary sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering

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- the sanitary sewer in excess of the provisions of this bylaw. Oil & Grease interceptors shall not discharge to storm sewers.
- (2) The owner or operator of the premises referred to in subsection 6.1(1) shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and the National Plumbing Code of Canada, as amended.
  - (3) All oil and grease interceptors shall be maintained in good working order according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481. Traps should be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency should not be less than every four weeks. Maintenance requirements should be available at the workplace where the grease interceptor is installed. Maintenance and clean out shall be documented at the time it is performed.
  - (4) A maintenance schedule and record of maintenance carried out shall be submitted to ACRWC upon request for each interceptor installed.
  - (5) The owner or operator of the restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, shall, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

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

- (1) Every owner or operator of a vehicle or equipment service station, repair shop or garage or of an industrial, commercial or institutional premises or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to a sanitary sewer shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the sanitary sewer in excess of the provisions of this bylaw. Oil and Grease interceptors shall not discharge to storm sewers.
- (2) The owner or operator of the premises referred to in Subsection 6.2(1) shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. 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 Fuels Association (formerly the Canadian Petroleum Products Institute).

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- (3) All oil and grease interceptors and separators shall be maintained in good working order and according to the manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and to ensure the surface oil and sediment levels do not exceed the recommended level. In the absence of manufacturer's recommendations, the floating oil and grease shall not accumulate in the final stage chamber of the oil and grease separator in excess of 5% of the wetted height and the settled solids shall not accumulate in the final stage chamber of the oil and grease separator in excess of 25% of the wetted height. Maintenance and clean out shall be documented at the time it is performed.
- (4) A maintenance schedule and record of maintenance shall be submitted to ACRWC upon request for each oil and grease interceptor installed.
- (5) The owner or operator of the premises as set out in Subsection 6.2(1), shall, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

### **6.3 SEDIMENT INTERCEPTORS**

- (1) Every owner or operator of the premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer in excess of the limits in this Bylaw.
- (2) All sediment interceptors shall be maintained in good working order according to manufacturer's recommendations and shall 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 shall not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out shall be documented at the time it is performed.
- (3) The owner or operator of a premises as referred to in Subsection 6.3(1), shall, for 2 years, keep the records which document interceptor clean-out and sediment disposal.
- (4) A maintenance schedule and record of maintenance shall be submitted to ACRWC upon request for each sediment interceptor installed.

### **6.4 DENTAL WASTE AMALGAM SEPARATOR**

- (1) Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator(s) with at least 95%

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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:

- (a) Orthodontics and dentofacial orthopaedics;
  - (b) Oral and maxillofacial surgery;
  - (c) Oral medicine and pathology;
  - (d) Periodontics; or
  - (e) 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.
- (2) Notwithstanding compliance with Subsection 6.4 (1), all persons operating or carrying on the business of a dental practice shall comply with Schedules ‘A’ and ‘B’ of this Bylaw.
  - (3) All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer’s recommendations.
  - (4) A maintenance schedule and record of maintenance shall be submitted to the ACRWC upon request for each dental amalgam separator installed.

#### **6.5 FOOD WASTE GRINDERS**

- (1) 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 ‘A’ and Schedule ‘B’.

#### **6.6 PRE-TREATMENT FACILITIES**

- (1) When not adhering to the requirements and prohibitions to the bylaw or where required by ACRWC, the owner or operator shall install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.
- (2) The owner or operator shall 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.
- (3) The owner or operator shall not deposit the waste products from the pre-treatment facility in a wastewater works and shall ensure any waste products from the pre-treatment facility are disposed of in a safe manner.
- (4) The maintenance records and waste disposal records shall be submitted to ACRWC upon request.
- (5) The owner or operator shall keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

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**7. HAULED WASTEWATER/WASTE**

- (1) No person shall discharge hauled wastewater/waste to the wastewater works unless:
- (a) 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;
  - (b) The carrier meets all conditions for discharge that are or may be set from time to time with respect to the discharge of hauled wastewater/waste by ACRWC; and
  - (c) Hauled wastewater/waste meets the conditions set out in all applicable federal and provincial environment protection regulations, as amended from time to time.
- (2) No person shall discharge or permit the discharge of hauled wastewater/waste to the wastewater works:
- (a) At a location other than a hauled wastewater/waste discharge location approved by ACRWC;
  - (b) Without a manifest, in a form approved by the Member Municipality of ACRWC in which the hauled wastewater/waste is being discharged, completed and signed by the carrier and deposited in an approved location at the time of discharge; and
  - (c) Without the use of a discharge hose placed securely in the discharge port at the approved location.

**8. NON-CONTACT COOLING WATER**

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

**9. WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY**

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

**10. SPILLS**

- (1) In the event of a spill to a wastewater works, the person responsible or the person having the charge, management and control of the spill shall:

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- (a) immediately notify and provide any requested information with regard to the spill to:
- (i) If there is any immediate danger to human health and/or safety
    - a. 9-1-1 emergency;
    - b. The applicable Member Municipality's Utility Department's emergency number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967);
- or,
- (ii) If there is no immediate danger:
    - a. The applicable Member Municipality's Utility Department's emergency number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967); and,
    - b. the owner of the premises where the spill release occurred; and,
    - c. any other person whom the person reporting knows or ought to know may be directly affected by the spill release.
- (b) Provide a detailed report on the spill to the applicable Member Municipality's Utility Department and to ACRWC via email: [discharge@acrwc.ab.ca](mailto:discharge@acrwc.ab.ca), within five working days after the spill, containing the following information to the best of his or her knowledge:
- (i) Location where spill occurred;
  - (ii) Name and telephone number of the person who reported the spill and the location and time where and when they can be contacted;
  - (iii) Date and time of spill;
  - (iv) Material spilled;
  - (v) Characteristics and composition of material spilled;
  - (vi) Volume of material spilled;
  - (vii) Duration of spill event;
  - (viii) Work completed and any work still in progress in the mitigation of the spill;
  - (ix) Preventive actions being taken to ensure a similar spill does not occur again; and,
  - (x) Copies of applicable spill prevention and spill response plans.
- (c) The person responsible for the spill and the person having the charge, management and control of the spill shall 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.

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- (d) Nothing in this Bylaw relieves any persons from complying with any notification or reporting provisions of:
  - (i) Other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,
  - (ii) Any other Bylaw of the Member Municipality.
- (e) The Member Municipality may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.
- (f) ACRWC may require the person responsible for the spill to prepare and submit a spill contingency plan to ACRWC to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

**11. AUTHORITY OF ACRWC AND/OR MEMBER MUNICIPALITY TO INVESTIGATE**

- (1) ACRWC, together with, or when designated by, its Member Municipality, has the authority to carry out any inspection reasonably required to ensure compliance with this bylaw, including but not limited to:
  - (a) Inspecting, observing, sampling and measuring the flow in any private
    - (i) sewer,
    - (ii) wastewater disposal system, and
    - (iii) flow monitoring point;
  - (b) Take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
  - (c) Perform 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;
  - (d) Collect and analyze samples of hauled wastewater coming to a discharge location into the wastewater works;
  - (e) Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to the wastewater works;
  - (f) Require information from any person concerning a matter;
  - (g) Inspect and copy documents or remove documents from premises to make copies;
  - (h) Inspect chemical storage areas and spill containment facilities and request Safety Data Sheets (SDS) for materials stored or used on site;
  - (i) Inspect 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 any or all matter that could reasonably have been part of the release.



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- (2) No person shall hinder or prevent ACWRC and/or the Member Municipality from carrying out any of their powers or duties.

**12. AUTHORITY OF GENERAL MANAGER**

- (1) Notwithstanding the requirements of this Bylaw, the General Manager of ACRWC may prohibit or set discharge concentrations and/or limit the loading rate for any other material or substance not included in the Bylaw schedules where required to protect wastewater works or processes, meet effluent standards or other legislated requirements, or control biosolids quality.

**13. DISCONNECTION OF SEWER**

- (1) Where wastewater which:
- (a) Is hazardous or creates an immediate danger to any person;
  - (b) Endangers or interferes with the operation of the wastewater works and/or the wastewater treatment processes; or,
  - (c) Causes or is capable of causing an adverse effect;

is discharged to the wastewater works, the ACRWC may require the Member Municipality, in addition to any other remedy available, to disconnect, plug or seal off the sewer discharging the unacceptable wastewater into the wastewater works or take such other action as is necessary to prevent such wastewater from entering the wastewater works.

- (2) The member municipality may be required to prevent the wastewater from being discharged into the wastewater works until evidence satisfactory to ACRWC has been provided confirming that no further discharge of hazardous wastewater will be made to the wastewater works.
- (3) Where ACRWC takes action pursuant to subsection 13(1), the Member Municipality may by notice in writing advise the owner or occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the owner or occupier, as the case may be, shall forthwith reimburse the Member Municipality for all such costs which were incurred.

**14. ACCESS TO INFORMATION**

- (1) All information submitted to and collected by ACRWC that is contained in plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the Freedom of Information and Protection of Privacy Act.
- (2) In the event that any person in submitting information to the ACRWC, as required under this article, where such information is confidential or proprietary or

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otherwise, may be exempt from disclosure under the Freedom of Information and Protection of Privacy Act, the person submitting the information shall so identify that information upon its submission to ACRWC and where such information is exempt from disclosure, ACRWC shall comply with the requirements of the *Freedom of Information and Protection of Privacy Act*.

**15. MONITORING ACCESS POINTS**

- (1) The owner or operator of industrial, commercial or institutional premises shall install and maintain in good repair in each private sewer connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a monitoring access point is not possible, an alternative device or facility may be substituted with the prior written approval of ACRWC:
  - (a) when the sewer connection is new;
  - (b) when the premises is redeveloped; and,
  - (c) when required to do so by ACRWC and the Member Municipality.
- (2) The monitoring access point or alternative device or facility, such as a sampling port, shall be located on the industrial, commercial or institutional premises, as close to the property line as possible, unless ACRWC and the applicable member municipality have given prior written approval for a different location.
- (3) Each monitoring access point, alternative device or facility installed shall be designed and constructed in accordance with good engineering practice and the requirements of ACRWC and the Member Municipality, and shall be constructed and maintained by the owner or operator of the premises at his or her expense.
- (4) The owner or operator of an industrial, commercial or institutional premises shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to ACRWC and the Member Municipality for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

**16. OVERSTRENGTH SURCHARGE**

- (1) ACRWC may assess Overstrength and Additional Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set out in Schedule 'C'.
- (2) Overstrength and Additional Overstrength Surcharges are assessed to the Member Municipality where the Wastewater discharge originates.
- (3) Testing of the wastewater being discharged into the sanitary sewer to determine Overstrength Surcharges shall be conducted by ACRWC and/or the Member Municipality, or by the discharger to the satisfaction of ACRWC that a

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representative sample is obtained, using automated sampling devices or in accordance with the following manual sampling protocol:

- (a) Samples from the wastewater produced at a location will be collected each day for a minimum of two days;
  - (b) A minimum of four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart;
  - (c) The analysis shall be conducted on a composite sample made of each day's grab samples;
  - (d) The respective results of these tests for each of the days on which samples are taken, shall be averaged to determine the characteristics and concentration of the effluent being discharged into the wastewater system.
- (4) The Overstrength and Additional Overstrength Surcharge Rates will be reviewed and adjusted accordingly from time to time as determined by ACRWC.

**17. COMPLIANCE PROGRAMS**

- (1) ACRWC may require an industry to apply for, and then issue, a Wastewater Discharge Permit to discharge wastewater to the Wastewater Works that does not comply with Schedule 'A' and/or 'B' of this bylaw. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the permit.
- (2) As a term set out in the Wastewater Discharge Permit, ACRWC may require an industry to submit a Compliance Program setting out activities to be undertaken by the industry that would result in the prevention or reduction and control of the discharge or deposit of matter and/or uncontaminated water, ground water or storm water from the industry's premises into municipal sewer connections or private sewer connections to any sanitary sewer. This may include, but is not limited to planning, design and construction or installation of facilities or works needed to implement the approved Compliance Program.
- (3) Each Compliance Program shall include the following:
  - (a) A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
  - (b) A description of those processes at the premises which are to be the subject of the Compliance Program.
  - (c) A list of non-complying pollutants present at the premises at any stage of the operations at the premises.
  - (d) A description setting out the types, quantities and concentrations of all non-complying pollutants discharged, directly or indirectly, to a sewer.
  - (e) 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.

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- (f) A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
  - (g) A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit that may have been issued to the discharger) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
  - (h) 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.
- (4) Every proposed Compliance Program shall be for a specified length of time during which pre-treatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the Compliance Program.
  - (5) Industries which are required to submit a Compliance Program shall also submit a Compliance Program progress report to ACRWC within 14 days after the scheduled completion date of each activity listed in the Compliance Program.
  - (6) ACRWC may terminate any proposed Wastewater Discharge Permit related to a Compliance Program by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its Compliance Program.
  - (7) In the event that an Industry submitting a Compliance Program is not sent written notice from ACRWC that it's Compliance Program is not approved by ACRWC within 90 days of the Industry delivering a copy of the Compliance Program to ACRWC, the Compliance Program shall be deemed to have been approved by ACRWC.
  - (8) Where an Industry receives notice from ACRWC that its Compliance Program has not been approved, ACRWC shall provide the Industry with a date by which it must submit an amended Compliance Program to ACRWC for approval in accordance with this article.
  - (9) In the event that a Compliance Program resubmitted to ACRWC in accordance with Subsection 17 (8) of this section does not comply with the requirements of this bylaw, ACRWC shall so notify the Industry, within 30 days of delivery to ACRWC of the amended Compliance Program, and the Industry shall be in contravention of Subsection 17 (1) and shall continue to be in contravention of this section until such time as ACRWC approves an amended Compliance Program resubmitted by the Industry, in accordance with this section.
  - (10) When required by ACRWC, an Industry which has received approval from ACRWC for its Compliance Program shall submit a revised and updated Compliance Program for the approval of ACRWC within the timeframe specified by ACRWC. Such revised and updated Compliance Program shall, in addition to the requirements otherwise set out in this section, detail and evaluate the progress of the Industry to accomplish the objectives set out in its Compliance Program.

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- (11) A copy of the Compliance Program shall be kept at all times at the premises in respect to which it was prepared and shall be available for inspection by ACRWC and/or the Member Municipality at any time.

**18. BEST MANAGEMENT PRACTICES & CODES OF PRACTICE**

- (1) The General Manager is authorized to approve the adoption of Best Management Practices which include Codes of Practice. The provisions of this bylaw requiring compliance with Best Management Practices, including Codes of Practice apply to all Best Management Practices approved by the General Manager.
- (2) ACRWC has adopted one or more Best Management Practices which include Codes of Practice which applies to the Designated Sector Operations, as outlined in ACRWC's Code of Practice Registration Form for Designated Sector Operations, available on ACRWC's website at [www.acrwc.ab.ca](http://www.acrwc.ab.ca).
- (3) A code of practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the Wastewater Discharge Permit.
- (4) A code of practice does not apply to the discharge of domestic wastewater.
- (5) Nothing in a code of practice relieves a person discharging wastewater from complying with this bylaw, a Wastewater Discharge Permit or any other applicable enactment.
- (6) ACRWC may require a discharging operation to obtain a Wastewater Discharge Permit if considered necessary by ACRWC due to circumstances not covered by a code of practice.
- (7) As a condition of discharge of wastewater into a sewer connected to a Wastewater Works, an operator of a discharging operation listed within ACRWC's Code of Practice Registration Form for Designated Sector Operations must submit to ACRWC a completed Code of Practice registration form:
- (a) Within 90 days of the date of adoption of the applicable code of practice in the case of a discharging operation in existence on the adoption date; or
  - (b) In all other cases, within 30 days of the discharging operation commencing the discharge of wastewater into a sewer connected to a Wastewater Works.
- (8) An operator must report to ACRWC any change in the ownership, name, location, contact person, telephone number, or email address of a discharging operation registered under a code of practice within 30 days of the change by submitting a completed code of practice registration form referred to in Section 18.2 showing the changes.
- (9) An operator must within 30 days of any change in the discharging operation registered under a code of practice resulting in the operation no longer meeting the definition applicable to that type of discharging operation report the change by submitting a completed code of practice registration form referred to in Section 18.2 describing the changes.

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- (10) 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.

**19. MEMBER MUNICIPALITY OBLIGATIONS**

- (1) The Wastewater to be treated by ACRWC is delivered to ACRWC's Wastewater Works by the Member Municipalities.
- (2) The Member Municipalities will reflect the requirements and prohibitions of this ACRWC Bylaw in the Member Municipality's utility or wastewater bylaws.
- (3) Each Member Municipality shall take action to enforce their utility and wastewater bylaws should a person in that Member Municipality breach the municipal bylaw, resulting in a breach or contravention of the ACRWC's Bylaw.
- (4) Each Member Municipality shall include an "Offences" section (or similar) detailing penalties for contraventions of their bylaw such as violation notices to comply, violation tickets, fines, discharge abatement orders and court order.
- (5) If a Member Municipality fails to take reasonable steps to enforce that municipality's utility and wastewater bylaws such that a breach or contravention of the ACRWC's Bylaw #8 occurs, the Member Municipality shall pay to ACRWC any increased fees or pre-estimate of damages as approved by the Board of ACRWC.

ENACTED at a meeting of the Board of Directors of THE ALBERTA CAPITAL REGION  
WASTEWATER COMMISSION at a meeting duly held on the 18th day of March AD, 2016.

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CHAIRMAN

\_\_\_\_\_  
GENERAL MANAGER

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**SCHEDULE 'A' PROHIBITED WASTES**

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

(1) To do so may cause or result in:

- (a) A health or safety hazard to a person authorized by the ACRWC or a Member Municipality to inspect, operate, maintain, repair or otherwise work on a wastewater works;
- (b) An offence under any applicable federal or provincial legislation, as amended from time to time, or any regulation made thereunder from time to time;
- (c) Wastewater sludge from the wastewater treatment facility to which wastewater discharges, either directly or indirectly, to fail to meet the objectives and criteria as listed in any applicable federal or provincial legislation, as amended from time to time;
- (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process;
- (e) A hazard to any person, animal, property or vegetation;
- (f) An offensive odour emanating from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;
- (g) Damage to wastewater works;
- (h) An obstruction or restriction to the flow in wastewater works.

(2) The wastewater has two or more separate liquid layers.

(3) The wastewater contains:

- (a) Hazardous substances;
- (b) Combustible liquid;
- (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended.
- (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.

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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 excess of 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, in excess of any one or more of the limits in Schedule 'B' of this Bylaw, unless:

- (a) The discharge is in accordance with a valid Wastewater Discharge Permit;
- (b) The discharge is authorized in a Code of Practice approved by ACRWC; and
- (c) All requirements of Section 6 of the Bylaw, Additional Requirements, have been fully satisfied.



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**SCHEDULE 'B' RESTRICTED WASTES – SANITARY SEWER DISCHARGES**

(1)

**Table A - CONVENTIONAL CONTAMINANTS**

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

**Table B - ORGANIC CONTAMINANTS**

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

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**Table C - INORGANIC CONTAMINANTS**

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

**Table D - PHYSICAL PARAMETERS**

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

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(2) Concentrations that do not exceed the constituent concentrations limits listed in Schedule 'B' are permitted for discharge, however may be subject to an Overstrength Surcharge outlined in Schedule 'C'.

**SCHEDULE 'C' WASTEWATER OVERSTRENGTH LIMITS**

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

# Amendment to Wastewater Bylaw

**TOWN OF BON ACCORD  
BYLAW 2022-02  
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE A AND SCHEDULE B OF WASTEWATER BYLAW 2020-26.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Wastewater Bylaw 2020-26.


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

1. Wastewater Bylaw 2020-26 is to be amended by amending Schedule A as attached to this Bylaw 2022-02.
2. Wastewater Bylaw 2020-26 is to be amended by amending Schedule B as attached to this Bylaw 2022-02.

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

READ A FIRST TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

READ A SECOND TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

READ A THIRD TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

**TOWN OF BON ACCORD  
BYLAW 2022-02  
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

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**Bylaw 2020-26 SCHEDULE 'A'**

**BILLING REGULATIONS**

1. That a utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) or designated renter. It remains the owner's responsibility to ensure renters are making regular payments. Payment for the amount due for wastewater service charges shall be due and payable when the account is rendered with payment to be made at the office of the Chief Administrative Officer or at such other place as may be designated from time to time by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. That in the event that any such utility bill remains unpaid, there will be added thereto a penalty, and that this penalty be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 60 days after the billing period, the Chief Administrative Officer or Utility Clerk shall order the utility services turned off unless it is considered there are extenuating circumstances then the overdue amount will be put on the tax roll.
4. That in the event utility services have been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto shall be payable in advance for turning on of the service as well as the outstanding bill.
5. That in the event utility services have been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance for the turning on of the service.
6. Any accounts that cannot physically have services shut off (i.e., Condominiums, malfunctioning cc) will be exempt from clause 3 of this schedule and will have unpaid billings put to taxes
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who is desirous of the discontinuing the use thereof shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the utility services are turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular wastewater service, for more than a one-month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

**TOWN OF BON ACCORD  
 BYLAW 2022-02  
 AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

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**Bylaw 2020-26 SCHEDULE 'B'**

**DEFINITION OF WASTEWATER RATES AND CHARGES:**

**Service Charge:**

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

**Capital Rate Rider:**

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets, such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

**Consumption Charge:**

A variable volumetric charge, unless water is un-metered, that reflects the cost of disposing wastewater - based on the water consumed.

**SCHEDULE OF WASTEWATER RATES AND CHARGES:**

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Residential</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$2.98	per cubic meter of water metered during each billing period

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Commercial</b>	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.93	per cubic meter consumed during each billing period

**TOWN OF BON ACCORD  
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 AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

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	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Institutional</b>	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.93	per cubic meter consumed during each billing period

**DEFINITION OF OTHER WASTEWATER RATES AND CHARGES:**

**Application Fee:**

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

**Arrears Administration:**

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g., registered letter(s), or collections).

**Late Payment Penalty:**

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of two percent (2%) shall be added to the principal outstanding amount.

**Security Fee:**

A one-time flat fee, refundable payment, applicable to new utility account holders, payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

**Service Calls:**

A per hour charge applicable to those consumers who require service over and above that of the basic service provided for non emergent issues.

**Service Disruption:**

Provides an option for consumers who wish to have their service temporarily disconnected. The Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Wastewater System.



**TOWN OF BON ACCORD  
BYLAW 2022-02  
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

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**Connection Charge:**

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

**SCHEDULE OF OTHER WASTEWATER RATES AND CHARGES:**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application fee	\$30.00	per new utility account – applied and due at time-of-service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	Per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Deposit	Cost determined at time of Utility service application – based on water meter size	per new utility account, of which is divided between the water and wastewater services – applied prior to activation of new service
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 Disruption	Monthly Service Charge	per notification or event, per utility account
Connection Fee	\$200.00 Residential \$250.00 Commercial & Institutional	tapping into main for new service

# DRAFT Utilities Bylaw 2022-20

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

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

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

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

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

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

**1.0 DEFINITIONS**

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

**TOWN OF BON ACCORD  
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UTILITIES BYLAW**

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

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

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

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

**2.0 CONDITIONS**

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

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

**3.0 ADMINISTRATION AND MANAGEMENT**

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

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

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

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



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

**WATER SYSTEM**

**5.0 WATER METERS**

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

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

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**6.0 HYDRANTS AND VALVES**

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

**7.0 BULK WATER**

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

**WASTEWATER SYSTEM**

**8.0 SANITARY SEWER REQUIREMENTS**

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

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

**9.0 STORM WATER REQUIREMENTS**

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

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

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**10.0 PROHIBITION OF DILUTION**

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

**11.0 SAMPLING**

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

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

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

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

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

**13.0 ADDITIONAL REQUIREMENTS**

**13.1 FOOD WASTE GRINDERS**

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

**13.2 FOOD-RELATED GREASE INTERCEPTORS**

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

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

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

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

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



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

**13.4 SEDIMENT INTERCEPTORS**

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

**13.5 DENTAL WASTE AMALGAM SEPARATOR**

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

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

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

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

**13.6 PRE-TREATMENT FACILITIES**

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

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

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

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

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

**13.7 HAULED WASTEWATER/WASTE**

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

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

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

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

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**13.8 NON-CONTACT COOLING WATER**

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

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

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

**14.0 SPILLS**

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

- 1) If there is any immediate danger to human health and/or safety:
  - a) 911 emergency
  - b) The Operations Supervisor via the On-Call Emergency Phone Number (780) 975-0770
  - c) ACRWC's Wastewater Treatment Plant Control Room (780)416-9967

Or

- 2) If there is no immediate danger:
  - a) The Town on-call staff (780) 975-0770
  - b) The Owner of the premise where the spill occurred
  - c) ACRWC's Wastewater Treatment Plant Control Room (780)416-9967, and
  - d) Any other Person whom the reporting Person knows or ought to know may be directly affected by the spill

14.1 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:

- i Location where the spill occurred.
- ii Name and telephone number of the Person reporting the spill, and the location and time, where and when they can be contacted.
- iii Date and time of the spill.
- iv Material spilled, including characteristics and composition of the material.
- v Volume of the material spilled.
- vi Duration of the spill event.
- vii Work completed and any work still in progress in the mitigation of the spill.

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- viii Preventative actions being taken to ensure a similar spill does not reoccur.
  - ix Copies of applicable spill prevention and spill response plans.
- 14.2 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.
- 14.3 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.
- 14.4 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.
- 14.5 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:

- 1) Inspecting, observing, sampling, and measuring the flow in any private:
  - a) Sewer
  - b) Wastewater disposal system
  - c) Storm water management facility and
  - d) Flow monitoring point
- 2) Taking samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises of flowing within a sewer system.
- 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.
- 4) Collecting and analyzing samples of hauled wastewater coming to a discharge location into the wastewater works.
- 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.
- 6) Requiring information from any Person concerning a matter.
- 7) Inspecting and copying documents or removing documents from the premises to make copies.
- 8) Inspecting chemical storage areas and spill containment Facilities and requesting Safety Data Sheets (SDS) for materials stored or used on site.
- 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 ACRWC has adopted one or more Best Management Practices which includes Codes of Practice that apply the Designated Sector Operations, as outlined in ACRWC's Code of Practice Registration Form for Designated Sector Operations, available on ACRWC's website at [www.acrwc.ab.ca](http://www.acrwc.ab.ca).
- 17.2 A Code of Practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the permit.
- 17.3 A Code of Practice does not apply to the discharge of domestic wastewater.
- 17.4 Nothing in a Code of Practice relieves a Person discharging wastewater from complying with this Bylaw, a Wastewater Discharge Permit of any other applicable enactment.
- 17.5 If a Code of Practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this Bylaw, the requirement in the Code of Practice prevails.

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

- 18.1 The Town Manager, or their delegate, may without notice Shut-Off the Utility Service to any part of the Town or any Service in the case of an emergency.
- 18.2 The Town Manager, or their delegate, in a non-emergent situation for any reason deemed necessary including but not limited to repairing and maintaining the Utility System, may shut-off the Utility Service to any part of the Town or Service provided reasonable notice of such intended Shut-Off is given to all affected Owners, except in the event of routine maintenance with Shut-Off not to exceed thirty (30) minutes. The Town Manager, or their delegate, will have the sole discretion to determine what reasonable notice is in the circumstance.
- 18.3 The Town Manager, or their delegate, may Shut-Off the Utility Service if the Consumer's Facilities are deemed to be unsafe or defective, leak excessively or cause contamination or deterioration of the Utility System.
- 18.4 The Town Manager, or their delegate, may restrict and regulate the hours or time during which water may be used for any purpose other than for firefighting.
- 18.5 The Town Manager, or their delegate, may, by Publication upon reasonable notice, implement Water Demand Management Measures to restrict water usage to any or all parts of the Town. Such measures include but are not limited to a restriction on the watering of lawns, gardens, streets, yards or grounds, or the use of a hose or similar device to wash vehicles, or the exteriors of houses or other buildings. Other measures include but are not limited to varying the hours and days of the use of water.
- 18.6 After Publication of any Water Demand Management Measures, it will be an offence for a Person to use water in contravention of the declared Water Demand Management Measures. A Consumer who is not adhering to the Water Demand Management Measures may have their service Shut-Off with reasonable notice.

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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..
- 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

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properties that cannot have the Utility Service Shut-Off (i.e. Condominiums, malfunctioning CC, etc.) may have unpaid Accounts transferred to the Owner's Property Tax Roll and may be subject to all other applicable charges.

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

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

- i A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
- ii An Offence Tag shall be in a form approved by the Council and will state:
  - a The name of the offender; and,
  - b The offence.
  - c The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and
  - d That the fine must be paid within 30 days of the issuance of the offence tag.

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

20.3 Violation Ticket

- 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.

**11.0 GENERAL**

- 11.1 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.
- 11.2 That Bylaw 2020-25, Bylaw 2022-01, Bylaw 2020-26, Bylaw 2022-02 are hereby repealed.
- 11.3 This Bylaw will come into full force and effect on January 1, 2023.

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

READ A SECOND TIME THIS

READ A THIRD TIME THIS

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

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

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



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

**1.0 DEFINITIONS OF UTILITY RATES**

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

**2.0 WATER RATES**

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

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

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

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

**3.0 WASTEWATER RATES**

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

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

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

**4.0 DEFINITIONS OF OTHER UTILITY CHARGES**

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

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**4.0 OTHER UTILITY CHARGES**

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

**TOWN OF BON ACCORD  
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**5.0 PENALTIES**

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

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

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

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

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



**TOWN OF BON ACCORD  
BYLAW 2022-20  
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**Bylaw 2022-20 SCHEDULE “C” – RESTRICTED WASTES  
– SANITARY SEWER DISCHARGES**

1. Table A – CONVENTIONAL CONTAMINANTS

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

2. Table B – ORGANIC CONTAMINANTS

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

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3. Table C – INORGANIC CONTAMINANTS

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

4. Table D – PHYSICAL PARAMETERS

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

**TOWN OF BON ACCORD  
BYLAW 2022-20  
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**Bylaw 2022-20 SCHEDULE “D” – WASTEWATER  
OVERSTRENGTH LIMITS**

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

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

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Waste Collection Bylaw – 2022-21</b>
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

With changes in the rates for the budget, the utility bylaws require updating for the upcoming 2023 year. The Waste Collection Bylaw has been updated for improved grammar and structure to ensure the Bylaw is clearer, more concise, and easier to read and follow. Redundancy in content has been eliminated.

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

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

**STRATEGIC ALIGNMENT**

**Values Statement of Professionalism:** Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**Values Statement of Stewardship:** Administration and Council embody the responsible planning and management of our resources.

**Priority #3 – Infrastructure:** The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

2023 Operating Budget

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

THAT...Council gives 1<sup>st</sup> reading to Waste Collection Bylaw 2022-21 as presented.

Or

THAT...Council gives 1<sup>st</sup> reading to Waste Collection Bylaw 2022-21 with the following amendments [list changes].

# Waste Collection Bylaw 2020-27

**TOWN OF BON ACCORD  
BYLAW 2020-27  
WASTE COLLECTION BYLAW**

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

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities; and

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

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

**SECTION 1 – SHORT TITLE**

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

**SECTION 2 – DEFINITIONS**

- 2.1 "Ashes" means the powdery residue left after the combustion of any substance and includes partially burnt wood, charcoal or coal;
- 2.2 "Authorized Person" means any employee of the Town of Bon Accord authorized by Administration for the purpose of providing waste collection services;
- 2.3 "Automated Bin Service" means a collection service where Waste Materials are stored in a bin constructed to be emptied mechanically into a collection vehicle;
- 2.4 "Building Material" means:
- 2.4.1 board lumber, such as 2 x 4's, 2 x 6's, 2' x 10's, baseboards, etc., which are limited to lengths of 0.9m (36"); or
  - 2.4.2 sheet lumber, such as plywood, paneling and drywall, limited to 0.9m x 0.3m (36"x 12") sheets with maximum thickness of 25mm (1"); or
  - 2.4.3 insulation, plastic, or other such material used in the construction or re-construction of a building or facility;
- 2.5 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Bon Accord;
- 2.6 "Clerk of the Provincial Court" means an officer of a Provincial court who - accepts filings, issues process and keeps records;
- 2.7 "Collection Day" shall mean the day or days during each week on which waste is collected from a specific premise;
- 2.8 "Collection Service" means the curbside or roadside collection of Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables;

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- 2.9 "Collector" means the Person or Persons appointed by the Town for the purpose of collecting and disposing of Waste Materials, Organic Materials, Fibre, Recyclables and Container Recyclables;
- 2.10 "Commercial Bin" means secure container used for the purposes of storing and disposing of commercial or sizeable waste;
- 2.11 "Commercial Facilities" includes stores, warehouses, and commercial facilities;
- 2.12 "Community Peace Officer" means a Bylaw Enforcement Officer appointed by the Town pursuant to the Municipal Government Act, RSA 2000, c. M-26, to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 2.13 "Compulsory Service" means the requirement for Collection Services within the Urban Service Area or properties as set out in Schedule "A" to this Bylaw;
- 2.14 "Container" will be one or a combination of the following:
- 2.14.1 Waste collection cart, supplied to eligible premises for use by the Householder
  - 2.14.2 Aerated organics collection cart supplied to eligible premises by the Town
  - 2.14.3 Reusable and non-reusable bags for Fibre and Container Recyclables
- 2.15 "Container Recyclables," means glass bottles and jars, aluminum, steel and tin cans, margarine and yogurt containers, grocery and retail bags, plastic bottles with twist off top, beverage containers, polycoat milk cartons, plastic milk jugs and juice cartons, tetra packs and mini-sip containers or other items designated by Council from time to time;
- 2.16 "Council" means the Municipal Council of The Town of Bon Accord;
- 2.17 "Fees and Charges" means the Town's Fees and Charges as set out in Schedule "B" of this bylaw;
- 2.18 "Fibre Recyclables" means mixed paper, corrugated cardboard, newsprint, box board, magazines, catalogues, flyers, telephone or other soft cover books, paper egg cartons, polycoat milk containers or other similar material designated by Council from time to time;
- 2.19 "Four Stream Waste Collection" means the collection of Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables;
- 2.20 "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 2.21 "Industrial / Commercial / Institutional Waste" or "ICI Waste" means material of similar composition as mixed waste collected within the Town other than by Town Collection;
- 2.22 "Institutional Facilities" shall mean a hospital, nursing home, hotel, or school;
- 2.23 "Multi-Family Complex" means a building or private community containing three or more units, including apartment buildings, townhouses, condominiums or manufactured home parks;
- 2.24 "Organic Materials" means leaves, grass clippings, garden waste, house and garden plants, sawdust, wood shavings and kitchen food waste (fruits, vegetables and peelings, table scraps, meat, poultry fish, shell fish, dairy products, cooking oil, grease, fat, bread, grain, rice, pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags,) roots, hedge and shrub trimmings, brush cuttings, twigs, branches, and other similar materials as designated Public Works Supervisor and Council from time to time;
- 2.25 "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,



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- or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 2.26 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 2.27 "Recommencement of Service" means a point in time in which Collection Services and billing for such service will resume.
- 2.28 "Recycling Service" means curbside, roadside or any recycling or waste diversion service or program available to all Town residents for the collection of Organic Materials, Fibre Recyclables and or Container Recyclables;
- 2.29 "Recycling Station" means any area within the Town, designated by the Town, to receive recyclable materials;
- 2.30 "Residential Facilities" means any detached single family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 2.31 "Roadway" means a roadway within the meaning of the Traffic Safety Act, RSA 2000, c. T-6, as amended or replaced from time to time;
- 2.32 "Supplementary Collection Services" means Collection Services beyond the base level of service as established by Council;
- 2.33 "Town" means The Town of Bon Accord;
- 2.34 "Transfer Station" means any area designated within the Town for accumulation of Waste Materials for subsequent transportation;
- 2.35 "Urban Service Area" means the service area within the Town of Bon Accord;
- 2.36 "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;
- 2.37 "Violation Tag" means a tag or similar document issued by the Town pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time;
- 2.38 "Violation Ticket" means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act, RSA 2000, c. P-34, as amended or repealed and replaced from time to time;
- 2.39 "Waste Disposal Site" means any area designated by the Town for solid waste disposal;
- 2.40 "Waste Materials" means any material discarded from a Dwelling or Multi-Family Complex that is not Fibre Recyclables or Container Recyclables or Organic Materials;
- 2.41 "Yard Waste" means, stumps, tree trunks, sod and other similar materials.

### **SECTION 3 – ADMINISTRATION**

- 3.1 The Chief Administrative Officer may delegate the administration of this Bylaw to the following employee positions:
- 3.1.1 Public Works Supervisor
- 3.1.2 Utilities Billing Clerk; or position similar thereof

### **SECTION 4 – COLLECTION AND RECYCLING SERVICES**

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- 4.1 Subject to section 4.1.1 of this Bylaw, no Person other than the Town of Bon Accord shall provide Collection Services or Supplementary Collection Services, except as provided in Schedule 'A', within the Urban Service Area.
  - 4.1.1 If a Person, who at the date of passage of this Bylaw, was providing or receiving Collection Services or Supplementary Collection Services within the Urban Service Area subsequently discontinues providing such services, that Person may not recommence providing such services at a later date unless approved by Council.
- 4.2 Every person who operates a private Collection Service must:
  - 4.2.1 Comply with requirements of this Bylaw;
  - 4.2.2 Obtain any permit required by this Bylaw or any Provincial statute and regulations;
  - 4.2.3 Refuse to collect Waste Materials, Organic Materials, Fibre Recyclables and or Container Recyclables from premises whose Householders do not comply with the requirements of this Bylaw. Notwithstanding any other provision in this Bylaw to the contrary, a Person who operates a private Collection Service may select whatever Container suitable to their operation for those Householders using their services to use for placing Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables for collection.
  - 4.2.4 Provide all services as offered by the Town with respect to Collection Services to maximize diversion from the landfill.

**SECTION 5 – RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

- 5.1 The rates and charges to be charged for Collection Service, Recycling Service and for processing or disposal shall be as set out from time to time in the Fees and Charges schedule of this Bylaw.
- 5.2 Collection Service charges will be billed in accordance with Schedule "B" to this Bylaw.
- 5.3 The Town of Bon Accord requires that new account requests or changes for utility services, provided by the Municipality, be placed in the name of the owner(s) registered on the property title only.
- 5.4 An account must be opened before Collection Service by the Town is provided.
  - 5.4.1 Applications for Collection Service will be made in writing to the Town.
  - 5.4.2 After the date of passage of this Bylaw, Subscription Accounts for the provision of Collection Service will only be entered into with the Owner of the property.
- 5.5 That the Council shall have the right to determine into which classification any service belongs, and the Council's decision shall be final and binding on all persons concerned.
- 5.6 All Utility Bills will be due and payable when rendered by the Town and payments will be made at the address indicated on the Utility Bill or to an agent of the Town.
- 5.7 That in the event a Utility Bill remains unpaid after the date fixed for payment, a penalty as the Council may establish by resolution from time to time will be added to the principal outstanding amount thereto and form part of the rates levied.

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- 5.8 That in the event that the Utility Bill remains unpaid for a period of forty-five (45) days after the date of mailing of the account, the Chief Administrative Officer or its designate may cause a disconnection of all Utility Services, the Town will proceed with collection measures as provided in section 5.9 of this Bylaw.
- 5.9 Any Utility Bill remaining unpaid under this Bylaw will constitute a debt owing to the Town and is recoverable by any or all of the following methods, namely:
- 5.9.1 by action in any court of competent jurisdiction;
  - 5.9.2 by discontinuing any Collection Service being supplied to Owner without notice;
  - 5.9.3 by collecting in a like manner as municipal rates and taxes.
- 5.10 The Chief Administrative Officer may cancel Collection Service to a Householder in the event that a Utility Bill remains unpaid as described in section 5.8 of this Bylaw.
- 5.11 Closing of Account
- 5.11.1 Collection Service accounts may be closed in accordance with attached Schedule "A".
  - 5.11.2 The Town may continue to levy Collection Service charges in accordance with this Bylaw until a Collection Service account is closed in accordance with the provisions of this Bylaw.
- 5.12 The power to do any of the things provided for in this Bylaw, for the purpose of enforcing payment of any Utility Bill as may be deemed necessary, is hereby delegated to the Chief Administrative Officer.

**SECTION 6 – PREPARATION OF MATERIALS FOR COLLECTION**

- 6.1 Yard Waste will be prepared for collection by compacting and tying in secure bundles not more than 1 metre (3.3 ft.) in length and placed in the Container Designated Waste Materials.
- 6.2 Ashes will be packaged cold in biodegradable bags and placed in the Container designated for Organic Materials.
- 6.3 Sawdust will be placed in the Container designated for Organic Materials.
- 6.4 All pet related feces and cat litter must be packaged in plastic bags and placed in the Container designated for Waste Materials.
- 6.5 Building Materials, for purposes other than new construction, will be limited to 1 m (3.3 ft) in length and placed in the Container designated for Waste Materials.
- 6.6 New construction Building Material must be placed in a Commercial Bin (i.e. container) that has been provided for by the entity conducting the new construction.
- 6.7 Grass clippings and leaves will be placed in the Container designated for Organic Materials.
- 6.8 All other Waste Materials will be deposited in the Container designated for Waste Materials but limited to the capacity of the Container with the lid closed.
- 6.9 No Owner will place, permit to be placed, or mix any of the following materials for removal:

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- 6.9.1 any highly combustible or explosive waste, including, without restricting the generality of the foregoing, such materials as hot Ashes, ignitable waste, motion picture film or toxic materials;
- 6.9.2 any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal;
- 6.9.3 hypodermic needles;
- 6.9.4 sharp objects or broken glass unless packaged to allow safe handling; or
- 6.9.5 luminescent gas filled tubes, unless such tubes are encased in a container of sufficient size and strength to protect such tubes from breakage and thereby allowing safe handling;
- 6.9.6 dead animals or animal parts.

**SECTION 7 – RESTRICTIONS ON COLLECTION SERVICE**

- 7.1 Collection Service will not be provided if:
  - 7.1.1 the Container is not a proper Container supplied by the Town as described in section 2.14; or
  - 7.1.2 the lids on the Waste Materials or Organic Materials Container are not closed and material is overflowing; or
  - 7.1.2 there is loose material not placed in the Container; or
  - 7.1.3 the Container contains material(s) described in section 6.9; or
  - 7.1.4 the materials have not been prepared as described in part 6; or
  - 7.1.5 the Container is not located as described in part 8; or
  - 7.1.6 the Container contains materials other than the materials permitted by the Town in its Four Stream Collection service.
  - 7.1.7 the premise is new construction and collection containers have not been requested by the Householder.

**SECTION 8 – COLLECTION, STORAGE LOCATIONS, AND SCHEDULING**

- 8.1 Every Householder to which this Bylaw applies shall obtain, from the Town, collection Containers suitable for containing all of the Waste Materials and Organic Materials generated from the premises on a weekly basis.
- 8.2 Where an Organics container is not required by the Householder the container may be returned to the Town, no reduction or adjustments will be made to the Householders Utility Bill as a result.
- 8.3 A Householder may request the Town to provide a replacement Container or one additional Container, the service fees for which the Householder is liable under this Bylaw shall be adjusted in accordance with Schedule “C” of this Bylaw.
- 8.4 The Householder shall maintain all Containers supplied by the Town in a clean and sanitary condition at all times, and shall notify the Town of any lost, stolen or damaged Containers and obtain a replacement if deemed necessary.
- 8.5 Incremental containers will be provided to the Householder and must be retained for a minimum of one year otherwise a service fee may apply per the Fees and Charges Schedule of this Bylaw.

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- 8.6 The Householder shall place all Containers on road adjacent to the Householder's land and not separated from it by any fence, gate or other structure, prior to 7:00 a.m. on the collection day, as specified from time to time by the Public Works Supervisor but not earlier than 5:00 p.m. on the previous day.
- 8.7 No Container shall be placed for collection such that it is within one meter of any structure or other object.
- 8.8 No Container shall, except when placed for collection, be located other than on the Householder's premises, and in particular no Container shall be located so as to encroach on any Roadway, highway, boulevard, lane or public place except as expressly required by this Bylaw.
- 8.9 No person shall place any Waste Materials or Organic Materials for collection in any Waste Materials or Organic Materials Container intended to be emptied by automated machinery, other than a Container provided by the Town.
- 8.10 Collection of Waste Materials and Organic Materials shall be weekly (once every week). Collection of Fibre Recyclables and Container Recyclables shall be on a bi-weekly basis (once every two weeks). Organics will only be collected as outlined in the Waste Collection Policy.
- 8.11 Waste Materials Containers and Organic Materials Containers must be removed from curbside by 9:00 p.m. the day of collection. Any materials not collected must be removed from curbside by 9:00 p.m. the day of collection unless rescheduling for the next day has occurred due to an unscheduled service interruption by the Collector.
- 8.12 The days and times of Collection Service will be the days and times approved by the Public Works Supervisor

**SECTION 9 – WASTE CONTAINERS, DISPOSAL SITES, AND RECYCLING STATIONS**

- 9.1 All Persons utilizing a Waste Disposal Site or Recycling Station will obey all signs, posted regulations and directions of site attendants - if applicable.
- 9.2 No person other than the lawful user, or an authorized employee of the Town or employee of the Waste Collection Contractor shall open any garbage tote or disturb the contents of totes or blue bags or remove anything from totes, blue bags, nor shall any other person handle, interfere with, or in any manner disturb any garbage of any kind put out for collection or removal.
- 9.3 No person shall operate a vehicle in the Town while it is carrying garbage or commercial / industrial waste unless the portion or the vehicle in which material is being carried is securely covered or the material is secured to prevent any part of such material from falling off, or out of, the vehicle while in transit.
- 9.4 No person or business/commercial entity shall construct a new building or facility without the provision of a Commercial Bin (at their own cost) on site to provide for the storage and removal of new construction waste, including that of Building Material waste.

**SECTION 10 – OFFENCE AND PENALTIES**

- 10.1 Community Peace Officers are hereby authorized to enforce the provisions of this Bylaw.

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- 10.2 Any Person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule "C" of this Bylaw.
- 10.3 Notwithstanding section 10.2 of this Bylaw, any Person who commits a second or subsequent offence under this Bylaw within one (1) year of committing the first offence is liable to a fine of not less than nor more than double the amount as set out in Schedule "C" to this Bylaw.
- 10.4 A Person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not less than One Hundred (\$100.00) Dollars and not more than Ten Thousand (\$10,000.00) Dollars.
- 10.5 Under no circumstances will any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
- 10.6 Nothing in this Bylaw will be construed as curtailing or abridging the right of the Town to obtain compensation for or to maintain an action for loss of or damage to property from or against the Person or Persons responsible.

**SECTION 11 – VIOLATION TAG**

- 11.1 A Community Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Community Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 11.2 A Violation Tag may be issued to such Person:
  - 11.2.1 either personally; or
  - 11.2.2 by mailing a copy to last known post office address.
- 11.3 The Violation Tag will be in a form approved by the Chief Administrative Officer and will state:
  - 11.3.1 the name of the Person;
  - 11.3.2 the offence;
  - 11.3.3 the appropriate penalty for the offence as specified in Schedule "C" of this Bylaw;
  - 11.3.4 that the penalty will be paid within thirty (30) days of the issuance of the Violation Tag;
  - 11.3.5 any other information as may be required by the Chief Administrative Officer.
- 11.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Community Peace Officer, provided however, that no more than one Violation Tag will be issued for each day that the contravention continues.
- 11.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to Town the penalty specified on the Violation Tag.

**SECTION 12 – VIOLATION TICKET**

- 12.1 In those cases where a Violation Tag has been issued and if the penalty specified on a Violation Tag has not been paid within the prescribed time, then a Community Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II

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of the Provincial Offences Procedure Act, RSA 2000, c. P-34, as amended or repealed and replaced from time to time.

- 12.2 Notwithstanding section 12.1 of this Bylaw, a Community Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, to any Person who the Community Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 12.3 Where a Violation Ticket has been issued to a Person pursuant to this Bylaw, that Person may plead guilty to the offence by submitting to a Clerk of the Provincial Court, the specified penalty set out on the Violation Ticket at any time prior to the appearance date indicated on the Violation Ticket.
- 12.4 Notwithstanding section 12.3, for any offence of the Bylaw issued pursuant to section 10.4, the Community Peace Officer has the discretion to require a mandatory court appearance by the Person to whom the Violation Ticket was issued.

**SECTION 13 – SEVERABILITY**

- 13.1 Should any provision of this bylaw be invalid then such provision shall be severed and the remaining bylaw shall be maintained.

**SECTION 14 – GENERAL**

- 14.1 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.
- 14.2 Bylaw 2020-02 Waste Collection Bylaw is hereby repealed.

This Bylaw will come into force and effect after receiving third reading.

READ A FIRST TIME THIS 15<sup>th</sup> DAY OF DECEMBER 2020.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF JANUARY 2021.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 5<sup>th</sup> DAY OF JANUARY 2021.

  
\_\_\_\_\_  
Mayor Greg Mosychuk

  
\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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**SCHEDULE 'A'**

**COLLECTION SERVICES AND RECYCLING SERVICE  
ELIGIBILITY AND OPTING-OUT GUIDELINES**

**COLLECTION SERVICES**

- 1.1 Eligibility Provision:
- 1.1.1 Compulsory Service: Household members within the Urban Service Area who receive a water and/or sewer Utility Bill from the Town will receive Collection Services automatically and an account will be established and effective as of the date of ownership or occupancy whichever first occurs. This excludes all apartments, multi-family complex, Institutional and Commercial Facilities.
  - 1.1.2 Subscription: Household members residing within a Multi-Family Complex may apply for Collection Service as a group in accordance with part 5 of this Bylaw. Upon approval all Household members within the site will be provided and billed for Collection Services.
  - 1.1.3 In the event Household members referred to in clause 1.1.1 herein require Collection Services beyond the level of service established by Council, the Household members must apply to the Town for Supplementary Collection Services. The Town will have the right to accept or reject the application for Supplementary Collection Services, on terms and conditions as established by Council. In the event the Town rejects the application for provision of Supplementary Collection Services, the Household members may use other Collection Service providers for the Supplementary Collection Services only. The provision of Supplementary Collection Services by the Town or other private Collection Service providers does not affect the Collection Service and conditions described in clause 1.1.1 herein.
  - 1.1.4 Subscription Account: Owners within the Urban Service Area who do not receive a water and/or sewer Utility Bill from the Town may apply for Collection Service in accordance with part 5 of this Bylaw.
- 1.2 Opting-out Provision:
- 1.2.1 Household members may opt-out of Collection Service if:
    - 1.2.1.1 a Household member resides on a property greater than 0.81 ha (2 acres) in area or;
    - 1.2.1.2 the premise is not occupied for cooking, eating, sleeping, or living purposes for a consecutive period of three (3) months, or more, or;
    - 1.2.1.3 an application has been made to Town of Bon Accord Council for in-camera consideration and approval at a regular Council meeting. The decision will be made at Council's sole discretion and will be based on landowner (i.e. resident) identification of a significant, extenuating, circumstance that would generate a need to opt out of Waste Collection services. The results of the decision will be disclosed to the resident within fifteen (15) working days of the meeting.
  - 1.2.2 Household members residing within Multi-Family Complexes may opt-out of collection from the Town, as a group, only if the Household members have contracted for Automated Bin Service. Upon written confirmation to the Town that a contract is



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in place for Automated Bin Service, Collection Service will be discontinued to all Householders within the site.

- 1.2.3 The effective date for Opting-out of Collection Service, per Schedule “D” of this bylaw, will be the date upon which the Chief Administrative Officer accepts, and receives Council approval, and provides Landowner with written confirmation of the application.
- 1.2.4 Householders’ opting-out of Collection Service may be subject to a Recommencement of Service fee as described in the Statutory Declaration schedule, Schedule “D”, of this Bylaw.

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**SCHEDULE 'B'**

**COLLECTION SERVICES BILLING PROCEDURE**

- 1 Where there is a Compulsory Service for utility services, Collection Service charges will be included in the Utility Bill.
- 2 Where Collection Service is added or deleted during a billing period, Utility Bills may be prorated in accordance with the actual number of days of service is provided by the Town in the billing period.
- 3 Where a Utility Bill has been prepaid and Collection Service is discontinued, the Town will provide a refund on a prorata basis.
- 4 A utility bill shall be mailed to the owner(s) showing the current service charges and any penalty amounts owing, payment for the amount due shall be due and payable when the account is rendered with payment to be made to the Town at the office of the Chief Administrative Officer or at such other place as may be designated from time to time by the Council. Failure to receive a utility bill shall in no way affect the liability of the owner(s) to pay and keep the account current.
- 5 If in accordance with Section 5.8 the account remains unpaid for a period of 45 days after the billing period, the Chief Administrative Officer or Utility Clerk shall order the service turned off unless it is considered there are extenuating circumstances then the overdue amount will be put on the tax roll.
- 6 Any person intending to vacate any premises that have been supplied with waste collection services by the Town of Bon Accord or who is desirous of the discontinuing the use thereof shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given.

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**SCHEDULE 'C'**

**Waste Collection:** One (1) pick-up per week (or as prescribed by the Public Works Supervisor)

Residential: (single / duplex unit / dwelling) One waste and one organics tote Extra waste totes	<b>\$23.89 per month</b>
Waste	<b>\$ 10.15 per month</b>
Organics	<b>\$ 5.48 per month</b>
Seniors self contained, apartments, 4 plexes, and commercial / industrial pickup	<b>Other Service Provider</b>

**Late Payment Penalty** **2% per month**

**Replacement Totes (supply)**

Replacement of damaged totes due to negligence **Flow through of cost**

**Direct Landfill Use**

Permit holders will be invoiced at the rate established and invoiced by the Roseridge Waste Commission

**Penalties - First Offence**

Improper materials for removal as waste, recycling or organics	<b>\$100.00</b>
Improper location of Containers (i.e. improper placement for pick-up)	<b>\$100.00</b>
Improper storage of Containers (not on private property or in view from a Roadway, highway, boulevard, Lane or public property)	<b>\$100.00</b>
Improper Container (commercial bin must be used for new construction) or non-use of Container for commercial purposes	<b>\$500.00</b>

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**SCHEDULE 'D'**

**STATUTORY DECLARATION**

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

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

in the Province of Alberta DO SOLEMNLY DECLARE:

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

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

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

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

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

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

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

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

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

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

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

# Amendment to Waste Collection Bylaw

**TOWN OF BON ACCORD  
BYLAW 2022-03  
AMENDMENT OF WASTE COLLECTION BYLAW 2020-27, SCHEDULE C**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE C OF WASTE COLLECTION BYLAW 2020-27.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Waste Collection Bylaw 2020-27.

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

1. Waste Collection Bylaw 2020-27 is to be amended by amending Schedule C as attached to this Bylaw 2022-03.

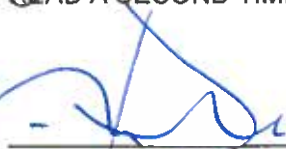
This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

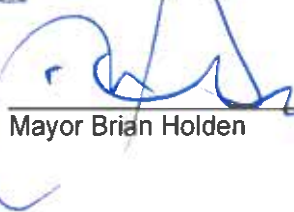
  
\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

READ A THIRD TIME THIS 18<sup>th</sup> day of JANUARY 2022.

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

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

**TOWN OF BON ACCORD  
BYLAW 2022-03  
AMENDMENT OF WASTE COLLECTION BYLAW 2020-27, SCHEDULE C**

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**Bylaw 2020-27 SCHEDULE 'C'**

**Waste Collection:** One (1) pick-up per week (or as prescribed by the Public Works Supervisor)

Residential: (single / duplex unit / dwelling) One waste and one organics tote	<b>\$13.17 per month</b>
Extra waste totes	
Waste	<b>\$ 4.00 per month</b>
Organics	<b>\$ 3.00 per month</b>

Seniors' self-contained, apartments, 4 plexes, and commercial / industrial pickup	<b>Other Service Provider</b>
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<b>Late Payment Penalty</b>	<b>2% per month</b>
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**Replacement Totes (supply)**

Replacement of damaged totes due to negligence	<b>Flow through of cost</b>
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**Direct Landfill Use**

Permit holders will be invoiced at the rate established and invoiced by the Roseridge Waste Commission

**Penalties - First Offence**

Improper materials for removal as waste, recycling, or organics	<b>\$100.00</b>
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Improper location of Containers (i.e., improper placement for pick-up)	<b>\$100.00</b>
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Improper storage of Containers (not on private property or in view from a Roadway, highway, boulevard, Lane or public property)	<b>\$100.00</b>
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Improper Container (commercial bin must be used for new construction) or non-use of Container for commercial purposes	<b>\$500.00</b>
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# Draft Waste Collection Bylaw 2022-21



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

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

---

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

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

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

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

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

**1.0 DEFINITIONS**

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

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

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

## **2.0 CONDITIONS**

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

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

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

**3.0 ADMINISTRATION AND MANAGEMENT**

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

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

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

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BYLAW 2022-21  
WASTE COLLECTION BYLAW**

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- 4.8 Waste and organic carts must be removed from the curbside by 9:00 pm of the Collection Day. Any materials not collected must be removed from the curbside by 9:00 pm of the Collection Day unless rescheduling for the next day has occurred due to an unscheduled service interruption by the Solid Waste Collector.
- 4.9 Subject to section 4.9.1 of this Bylaw, no Person other than the Town of Bon Accord, will provide Collection Services or Supplementary Collection Services.
- 4.9.1 If a Person, who at the date of passage of this Bylaw, was providing or receiving Collection Services or Supplementary Collection Services within the Town subsequently discontinues providing such services, that Person may not recommence providing such services later unless approved by Council.
- 4.10 Every person who operates a private Collection Service must:
- 4.10.1 Comply with requirements of this Bylaw.
- 4.10.2 Obtain any permit required by this Bylaw or any Provincial statute and regulations.
- 4.10.3 Refuse to collect Waste Materials, Organic Materials, and/or Recyclables from premises whose Householders do not comply with the requirements of this Bylaw. Notwithstanding any other provision in this Bylaw to the contrary, a Person who operates a private Collection Service may select whatever Cart of Container suitable to their operation to use for placing Waste Materials, Organic Materials, and Recyclables for collection at each eligible premises.
- 4.10.4 Provide all services as offered by the Town with respect to Collection Services to maximize diversion from the landfill.
- 4.11 Householders within the Town who receive a water and/or sewer Utility Bill will automatically receive Waste Collection Services, and an account will be established and effective as of the date of ownership or occupancy whichever first occurs. This excludes all apartments, multi-family complexes, institutional, and commercial facilities.
- 4.12 Householders residing within a Multi-Family Complex may apply for Waste Collection Service as a group in accordance with Section 5 of this Bylaw. Upon approval, all Householders within the site will be provided and billed for Waste Collection Services.
- 4.4.1 Householders within a Multi-Family Complex may opt-out of Waste Collection Service from the Town as a group, only if the Householders have contracted for an Automated Bin Service. Upon written confirmation to the Town that such a contract exists, the Waste Collection Service will be discontinued.
- 4.13 Owners within the Town who do not receive a water and/or sewer Utility Bill from the Town may apply for Waste Collection Service and upon approval will be provided and billed for Waste Collection Services.
- 4.14 A Householder may opt-out of Waste Collection Services followed by application to and approval by Council. Householders may only opt-out of Waste Collection Services provided one or more of the following conditions exist:
- 4.14.1 A Householder resides on a property greater than 0.81 ha (2 acres) in the area.
- 4.14.2 The premises is not occupied for cooking, eating, sleeping, or living purpose for a consecutive period of three (3) months or more.
- 4.15 The effective date of Opt-Out for Waste Collection Services will be the date upon which the application is approved. All Householders who opt-out of Waste Collection Service will be subject to a Services Fee as described in Schedule "A" of this Bylaw for discontinuation of service.

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

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

**5.0 PREPARATION OF MATERIALS FOR COLLECTION**

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

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

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

**HOUSEHOLD WASTE COLLECTION**

- a) Every person is required to place all household waste in the waste cart designated for waste collection. Loose material will not be collected.
- b) Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the garbage cart or bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.
- c) Waste carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.
- d) Waste carts must not be overloaded. The lid must be closed.
- e) Only waste contained within the waste cart provided by the Solid Waste Collector will be collected.
- f) Waste carts not prepared or placed in accordance with this Bylaw will not be collected.

**RECYCLABLE MATERIAL COLLECTION**

- a) Every person is required to place all recyclable materials in a blue bag.
- b) Blue bags must be kept at a minimum of 4 feet from regular waste carts or bins or other obstacles.
- c) Recyclable products include the following:
  - i) Newspaper
  - ii) Mixed papers (including office paper, magazines, flyers)
  - iii) Corrugated cardboard
  - iv) Box board
  - v) Metal cans (ie. Food tins)
  - vi) Milk containers
  - vii) Deposit beverage containers
  - viii) Rigid, screw top and snap on lidded containers labeled #1 or #2 only
- d) Recyclable materials not prepared or placed in accordance with this Bylaw will not be collected.

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

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**ORGANIC WASTE COLLECTION**

- a) Every person is required to place all organic waste in the organics waste cart for collection.
- b) Every person will ensure that no household waste, recycling, tires, plastics, or anything except organic waste is placed into the organics waste cart. If such waste is placed in the organics waste cart, it will not be picked up by the Solid Waste Collector.
- c) Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the organics waste bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.
- d) Organic carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.
- e) Organic carts must not be overloaded. The lid must be closed.
- f) Only organic waste contained in the organics waste cart provided by the Solid Waste Collector will be collected.
- g) Organic products include the following:
  - i) Grass clippings
  - ii) Fallen leaves
  - iii) Small tree or garden trimmings (no branches over 1cm in diameter)
  - iv) Small quantities of pet waste
  - v) Soiled paper
  - vi) Small quantities of sod
  - vii) House and garden plants and flowers
  - viii) Kitchen food waste (fruits, vegetables, and peelings, nuts and seeds, bread and grains, pasta, eggshells, coffee grounds).
- h) Organic materials not prepared or placed in accordance with this Bylaw will not be collected.

**LANDFILL DISPOSAL**

- a) Every person can dispose of any extra solid waste generated from their eligible premises through their landfill pass.
- b) Every person with a landfill pass will be charged for solid waste taken to the Roseridge Landfill through the Utility Bill monthly.

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

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

- 6.1 The Consumer will pay to the Town the Waste Collection Service rates and other charges as applicable as set out in Schedule "A" Waste Collection Service Rates and Other Charges as attached to this Bylaw.
- 6.2 New account requests of changes to Waste Collection Services must be in the name of the Owner(s) registered on the property title only.
- 6.3 Prior to Waste Collection Service, an Owner must open an account. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.
- 6.4 Persons who use the Waste Collection Service without opening an account will be liable for the cost of the services. Failure to open an Account may result in service disruption.
- 6.5 A Utility Bill showing the current Waste Collection Service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.
- 6.6 In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and will form part of the unpaid Utility Bill.
- 6.7 In the event any Utility Bill remains unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:
- i) Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.
  - ii) Discontinue or disrupt Waste Collection Services.
  - iii) Transference of outstanding account balance to the Owner's Property Tax Roll.
  - iv) By action, in any court of competent jurisdiction.
- 6.8 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:
- 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,
  - i) If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.



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

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**7.0 PENALTIES**

7.1 Offence Tag

- i) A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
- ii) An Offence Tag shall be in a form approved by the Council and will state:
  - (1) The name of the offender; and,
  - (2) The offence.
  - (3) The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and
  - (4) That the fine will be paid within 30 days of the issuance of the offence tag.

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

7.3 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 will be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
- iii) Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

**8.0 SEVERABILITY**

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

**9.0 GENERAL**

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

9.2 Bylaw 2020-27 and Bylaw 2022-03 are hereby repealed.

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

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

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

READ A SECOND TIME THIS

READ A THIRD TIME THIS

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

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

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

DRAFT

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

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

**WASTE COLLECTION SERVICE RATES**

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

**OTHER CHARGES**

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

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

**PENALTIES**

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

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

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

**COLLECTION FREQUENCY**

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

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

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

DRAFT

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

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

**STATUTORY DECLARATION**

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

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

in the Province of Alberta DO SOLEMNLY DECLARE:

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

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

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

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

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

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

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

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

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

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

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

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Lila Quinn, Community Services Manager
<b>Title:</b>	<b>Veterans' Memorial Park Committee Bylaw</b>
<b>Agenda Item No.</b>	8.3

**BACKGROUND/PROPOSAL**

During the December 6, 2022, Regular Council Meeting:

DEPUTY MAYOR BIDNEY MOVED THAT Council give first reading to the Veterans' Memorial Park Committee Bylaw 2022-18.

**CARRIED UNANIMOUSLY RESOLUTION #22-514**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Veterans' Memorial Park is permanent infrastructure with important history and significant meaning and value for the community.

Hence, establishing the Veterans' Memorial Park Committee would ensure that it continues to be maintained and utilized within military appropriate protocols and with input from veterans and community volunteers that helped to build this park. Volunteers have requested that the Town consult them regarding any planned additions to this park. Hence, this proposed Committee would provide the opportunity to meet with these volunteers for this purpose. The Town has met with the volunteer representative from the former Veterans' Memorial Park Society and with their input drafted this proposed bylaw.

Note, *Section 145 and 146 of the Municipal Government Act (MGA) addresses Council Committees:*

145(1) A council may, by bylaw, establish the procedures to be followed by the council.

(2) A council may, by bylaw, establish council committees and other bodies.

(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

(146) Composition of council committees A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

This proposed bylaw therefore aligns with this section of the MGA.

## **STRATEGIC ALIGNMENT**

### ***Priority 3: Infrastructure***

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

### ***Priority 5: Collaboration***

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

## **COSTS/SOURCES OF FUNDING**

N/A

Committee members would participate on a volunteer basis.

Council per diems are not applicable to this Committee.

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

### **Resolution #1:**

THAT Council give second reading to the Veterans' Memorial Park Committee Bylaw 2022-18 as presented and circulated.

### **Resolution #2:**

THAT Council give third and final reading to the Veterans' Memorial Park Committee Bylaw 2022-18 as presented and circulated.

**TOWN OF BON ACCORD  
BYLAW 2022-18  
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

---

**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE VETERANS' MEMORIAL PARK COMMITTEE AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

---

WHEREAS, the Municipal Government Act and amendments thereto, provide for the establishment of Council committees by bylaw;

AND WHEREAS, the Veterans' Memorial Park is permanent infrastructure with important history and significant meaning and value for the community;

AND WHEREAS, Council has deemed it desirable to provide for a committee to oversee the Veterans' Memorial Park;

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

**1. TITLE**

This bylaw will be cited as the Veterans' Memorial Park Committee Bylaw of the Town of Bon Accord.

**2. DEFINITIONS**

- a) "**Committee**" shall mean the Veterans' Memorial Park Committee.
- b) "**Committee Members**" shall mean members of the Committee appointed by Council.
- c) "**Town Manager**" shall mean the Chief Administrative Officer of the Town of Bon Accord.
- d) "**Council**" shall mean the Council of the Town of Bon Accord.
- e) "**Manager**" shall mean the Community Services Manager.
- f) "**Municipality**" shall mean the Town of Bon Accord.
- g) "**Veterans' Memorial Park**" shall mean the area of land located at 5103 to 5111 50<sup>th</sup> Street, Block 9, Plan 5261 BA, owned by the Town of Bon Accord.

**3. PURPOSE**

The Committee shall act in an advisory role subject to the general policies of the Town, for all matters pertaining to Veterans' Memorial Park.



**TOWN OF BON ACCORD  
BYLAW 2022-18  
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

**4. MEMBERSHIP**

**4.1** The Committee shall consist of up to nine (9) members to be appointed by resolution of Council.

**4.2** Membership shall include:

**4.2.1** Two (2) members of Council who shall be appointed annually at the Organizational Meeting of Council.

**4.2.2** Up to seven (7) members from the community at large.

**4.3** The Manager shall attend all Committee meetings and shall act in an advisory capacity to the Committee without voting privilege.

**4.4** Committee Members shall not be an employee of the Town of Bon Accord.

**5. TERMS OF OFFICE**

**5.1** Council member appointments shall be determined by the Council at their annual organizational meeting.

**5.2** The term of office of the remaining community appointments to the Committee shall be for a period of two (2) years in length. The term of any community member appointed to the Committee shall not exceed three (3) consecutive, two-year terms, unless approved by Council.

**5.3** In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.

**5.4** Membership shall be subject to annual review by Council.

**5.5** Council, by resolution, may dissolve the Committee at any time, and this relieves all Committee Members of their appointment to the Committee.

**6. RESIGNATIONS AND TERMINATIONS**

**6.1** Any Committee Member may resign from the Committee at any time upon sending written notice to Council.

**6.2** Council may request the resignation of any Committee Member at any time prior to the expiry of the member's term of office.

**TOWN OF BON ACCORD**  
**BYLAW 2022-18**  
**VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

**7. OFFICERS**

- 7.1** The Committee shall elect a Chairperson from its membership at the first Committee meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the Manager.
- 7.2** The Committee shall elect a Vice Chairperson from its membership at the first Committee meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

**8. MEETINGS**

- 8.1** The Committee shall hold one (1) regular meeting a year, the time and place of such meeting to be determined by the Committee.
- 8.2** Any special meeting may be called by the Chairperson, or at the request of five (5) Committee Members, on 48 hours notice. Such notices will be distributed by email to all Committee Members and followed up by phone call, if no response is received within 24 hours.
- 8.3** A quorum of the Committee shall be a simple majority of Committee Members.
- 8.4** Regular Committee meetings shall be open to the public.
- 8.5** All Committee Members including the Chairperson shall vote on all motions before the Committee and in the event of a tie, the motion shall be lost.
- 8.6** Committee Members having a direct pecuniary interest in any item under discussion by the Committee are exempt from clause 8.5, and must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- 8.7** Minutes shall be taken of all meetings by the Manager or a designate. A copy of such minutes shall be signed by the Chairperson and the Manager or designate and shall be filed at the Town Office.
- 8.8** The Committee shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Committee meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the Manager at the Town Office.
- 8.9** All correspondence and records of the Committee shall be filed in the Town Office.

**9. ACCOUNTABILITY**

- 9.1** The Committee's actions shall be accountable to Council.

**TOWN OF BON ACCORD  
BYLAW 2022-18  
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

**9.2** The Manager shall be accountable to the Town Manager for the effective administration and implementation of all aspects of the budget approved by Council for the Veterans' Memorial Park.

**9.3** One (1) Council representative on the Committee, as designated by Council, shall be accountable to Council for liaison between the Committee and Council. The Council representative shall report to Council following each Committee meeting at the next Regular Meeting of Council.

**10. POWERS AND DUTIES**

**10.1** The Committee shall make recommendations regarding Veteran' Memorial Park that serve the needs of the community.

**10.2** The Committee shall encourage project briefs pertaining to the Veterans' Memorial Park from the Manager or other responsible individuals and groups.

**11. BUDGETS AND FINANCE**

**11.1** Funds for the Veterans Memorial Park are kept in a designated reserve fund, in which all expenditures and revenues shall be accounted for by Town administrative procedures.

**11.2** All financial decisions, including budget, shall remain solely at the discretion of Council.

**12. LIMITATIONS OF POWER**

**12.1** Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any Committee Member have any power to authorize any expenditure to be charged against the Town.

**12.2** No Committee Member shall institute any program unless the program is approved by the Committee.

**12.3** Except when appointed to communicate a decision of the Committee, no Committee Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.

**12.4** It is acknowledged that the normal day to day operations and activities will be administered by the Manager under the direction of the Town Manager.

**13. SEVERABILITY**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that

**TOWN OF BON ACCORD  
BYLAW 2022-18  
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

**14. COMING INTO FORCE**

This Bylaw comes into full force and effect upon the day it receives third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

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

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

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Council Remuneration Policy</b>
<b>Agenda Item No.</b>	8.4

**BACKGROUND/PROPOSAL**

To reflect approved changes in the 2023 budget, the Council Remuneration Policy 05-315 must be updated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The 2023 Operating Budget was approved with an increase to the Council remuneration/honorarium fees.

The honorarium fee paid per annum to the Chief Elected Official increases from \$18,789 to \$19,259.

The honorarium fee paid per annum to each Councillor increases from \$9,395 to \$9,630.

**STRATEGIC ALIGNMENT**

**Values Statement of Stewardship:** Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

2023 Operating Budget

**RECOMMENDED ACTION (by originator)**

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

## COUNCIL REMUNERATION

**SECTION:** Council

**DEPARTMENT:** Administration / Finance

**COUNCIL APPROVAL DATE:** December 6, 2005

### PURPOSE AND INTENT

The purpose of this policy is to establish the remuneration to be paid to elected officials.

### POLICY STATEMENT

Council shall receive remuneration and re-imbusement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. ~~\$19,259,18,789~~ per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Council Briefing Committee Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. ~~\$9,630,9,395~~ per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Council Briefing Committee Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
  - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid (excluding travel, accommodations, and/or meals) for the following:
- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
  - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
  - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
  - d. Per diem rates are to be as follows:
    - i. \$150.00 for a full day (four hours or more)
    - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
- a. \$200 per day for a meeting over 4 hours in duration
  - b. \$100 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.
6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
8. Honorariums shall be considered for adjustment by Council after an

administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.

9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
  - a. Breakfast \$15.00
  - b. Lunch \$20.00
  - c. Supper \$25.00
10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
11. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard.
12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.



## Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Council Briefing Committee Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes
Regular or Special Council Meetings (including Public Hearings)	No

Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

DRAFT

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Rescinding Outdated Policies</b>
<b>Agenda Item No.</b>	8.5

**BACKGROUND/PROPOSAL**

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

Canvassing Policy (attached)

- This policy was first approved in 1995 and last reviewed in 2005. The policy was meant to expedite approval for businesses to go door to door in town. These types of businesses are now referred to as a “Hawker” or “Peddler” in section 2(f) of the Business License Bylaw 2017-02 (excerpt attached). All businesses in town require a business license in accordance with fees in Schedule “A” of the Business License Fees and Penalties Policy (excerpt attached). For these reasons, the Canvassing Policy is no longer required.

Election and Census Officials Remuneration Policy (attached)

- This policy was approved in 1995 and last updated in 2005. It provides for the remuneration of election and census workers. Current practice is for these types of expenses to be brought forward for Council’s review during the budgeting process, therefore, this policy is no longer required.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

***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)**

Resolution #1:

THAT Council rescind the Canvassing Policy.

Resolution #2:

THAT Council rescind the Election and Census Officials Remuneration Policy.

## CANVASSING

**Resolution #.** 95.315

**Date Passed:** July 18, 1995

**Effective Date:** July 18, 1995

**Reviewed:** No changes –July 12, 2005

**Bylaw(s):** None

**Purpose:** To speed up the decision making process.

**Policy Statement:**

The Chief Administrative Officer and/or Designate, through this policy, are authorized to approve canvassing by registered societies, within the Town of Bon Accord.

Letters requesting permission to canvass in the Town will be placed on the agenda as information in order to make members of Council aware of the canvassing and also to publicize the event.

# Excerpt from Business License Bylaw 2017-02

**TOWN OF BON ACCORD  
BYLAW 2017-02  
BUSINESS LICENCE BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REGULATE AND SET BUSINESS LICENCE FEES FOR ANY PERSON ENGAGED IN ANY BUSINESS, CALLING TRADE, FIRM, OCCUPATION, PROFESSIONS OR INDUSTRY IN THE TOWN OF BON ACCORD**

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**WHEREAS** it is deemed expedient and proper pursuant to Section 7 and 8 of the Municipal Government Act, Chapter M26.1 of the Revised Statutes of Alberta, 2000, and amendments thereto, that the Council may regulate and license businesses and industries within the corporate limits of the Town of Bon Accord,

**NOW THEREFORE** the Municipal Council of the Town of Bon Accord, in the Province of Alberta, duly assembled enacts as follows:

**SECTION 1: Short Title**

This bylaw may be cited as the Business Licence Bylaw.

**SECTION 2: Definitions & Business Descriptions**

- a) "Business" includes business, trade, profession, industry, occupation, employment or calling, and the providing of goods and services including, but not limited to Section 2 d, f, g, l, j, k, l, m and q.
- b) "Business Licence" means a licence issued pursuant to this bylaw.
- c) "Business Licence fee" shall be the sums of money which are required for payment for a business licence as detailed in Section 8 of this bylaw.
- d) "Contractor" shall mean any person who undertakes, as a principle to carry out the whole of the work called for in a development permit issued by the Town of Bon Accord.
- e) "Council" shall mean the Council of the Town of Bon Accord.
- f) "Hawker" or "Peddler" means any person whether as a principle or agent who,
  - 1. goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of business in the Town of Bon Accord.
  - 2. offers or exposes for sale to any person by going door to door by means of samples, patterns, cuts, catalogues, or blueprints, merchandise to be afterwards delivered in or shipped into the Town of Bon Accord, or,
  - 3. acts as a street vendor.
- g) "Home Occupation" means a resident business that is operated out of a residence located in a residential district as identified in the Town's Land Use Bylaw and is

# Excerpt from Business License Fees and Penalties Policy



**SCHEDULE 'A'**  
**LICENCE FEES**

<b><u>Business Type</u></b>	<b><u>Fee</u></b>
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 30<sup>th</sup> day of September in any year shall be one-half of the fee listed above.

## ELECTION AND CENSUS OFFICIALS REMUNERATION

**Resolution #.** 95-318  
05-314

**Date Passed:** July 18, 1995  
December 6, 2005

**Effective Date:** December 6, 2005

**Reviewed:** December 6, 2005

**Bylaw(s):** None

**Purpose:**

**Policy Statement:**

The Town will reimburse election and census workers for services rendered.

Election Officials

Returning Officer, Deputy Returning Officer, and all other Election Staff will be paid by honorarium to be determined by Council Resolution in any given election year unless the staff involved are town employees – this will be handled as time in lieu.

Census Takers

\$1.50 per dwelling unit

All Training Sessions for either category will be paid at Town daily meeting rate per diem.

## **TOWN OF BON ACCORD**

*Mayor's Report – November 10 – December 14, 2022*

- November 10, 2022      The evening began with our Organizational Meeting. Stephen Dafoe was re-elected as Chair, Dan Deck was nominated and accepted the position of Vice Chair and I was nominated and accepted the position of Treasurer.
- Attended Monthly Roseridge Commission Meeting. This meeting covered 2023 Fees & Charge Schedule as well as 2023 Capital & Operating Budget. These items will be brought forward for decisions at our next meeting.
- November 11, 2022      Attended Remembrance Day Ceremony. Although it was quite cool, the ceremony was well attended.
- November 15, 2022      Attended Regular Meeting of Council
- November 17, 2022      Attended Regional Orientation Session. This was a great session hosted by Bon Accord for newly elected Councillors, by by-election. There were Councillors from Gibbons, Mundare, Bruderheim, Andrew and Bon Accord.
- November 23, 2022      Virtually attended Broadband Webinar
- November 25, 2022      Attended Coffee With a Cop. This informal time with Staff Sergeant Chris Palfy is becoming quite popular with our residents. We have had about 16 residents at each of the last two meetings. Great time to learn about what's going on in the region as well as have your questions about crime in our area.
- November 27, 2022      Participated in Queen Elizabeth II Platinum Medal Presentation Ceremony. It was an awesome privilege walk across stage to receive this medal. Very humbling.
- November 28, 2022      Attended Capital Region Northeast Water Service Commission meeting. I attended this meeting as an alternate.
- December 2, 2022      Attended Minister Dale Nally's Open House. This was a great time to chat with the minister as well as network with other elected officials from the region.
- December 3, 2022      Attended Bon Accord's Winter Wonderland. Although the numbers were down a little, a great time was had by all. Especially by the children that had an opportunity to visit with Santa.

- December 5, 2022            Attended meeting with Norm Sandahl in out Town Office to discuss School Board meeting outcomes.
- December 7, 2022            Attended Council Community Connections. We had about ten residents from both Bon Accord and the surrounding area attend. This is another very informal time for our residents to get together and have some snacks and refreshments and to ask questions and learn about what's going on in Bon Accord. It appeared that everyone enjoy there time here in Chambers.
- December 8, 2022            Attended monthly Roseridge Commission meeting. 2023 Fees and Charge Schedule as well as the Capital and Operating Budget were approved at this meeting.
- December 12, 2022            Attended Council Workshop. This was a great day in Chambers. We first had a Parliamentarian teach for the first couple of hours about meeting procedure. Lots of good info. We then had someone from Municipal Affairs speak about recorded votes during meetings. The rest of the day gave us all insight into the purpose of each department and there plans and successes. Each department gave a presentation.

*Brian Holden*  
Mayor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Deputy Mayor Report – November 10 – December 14, 2022*

- November 11, 2022 Attended Remembrance Day Ceremonies in Gibbons and placed a wreath on behalf of Town of Bon Accord.
- November 18, 2022 Attended the Organizational Meeting of Alberta Capital Region Wastewater Commission. Dave Anderson is Chair, Ken Mackay is Vice-Chair. Administration provided an update on the water re-use project, as it relates to costs, timelines and opportunities. The budget was presented and approved. The Flow rate, effective January 1, 2023 was set and \$1.50 per cubic meter.
- November 24, 2022 Attended the Organizational Meeting for Homeland housing. Dwayne Spicer was elected Chair, Ralph Leriger is Vice-Chair. The budget was resented and approved. There will be an increase of 7% on the requisition.
- November 25, 2022 Attended “Coffee with a Cop”. We had a very good turn out and there was a good discussion about problem residences in town. Staff Sargeant Palfy will be bringing further information back to the group in the new year.
- December 3, 2022 Attended the Winter Wonderland activities at the arena. The 4H club did a great job assisting and helping entertain the children attending with games and board games.
- December 6, 2022 Attended the Regular Meeting of Council.
- December 7, 2022 Attended the Community Engagement session. A few residents came in to express a desire for an off-leash dog park, ask questions about town debentures, and economic development.
- December 12, 2022 Attended the Council Workshop. The day was full of information. In particular, I enjoyed the presentation and opportunities to ask questions of Todd Brand PRP (Professional Registered Parliamentarian).

Note: Any additional information for report

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councilor Report – for the period of November 9-December 13, 2022*

November 15	Attended Regular Meeting of Council
December 6	Attended Regular Meeting of Council via Teams online.
December 12	Attended Council workshop online
December 13	Attended Community Services meeting via teams

Note: I apologize for missing a few town events, due to sickness and a broken foot I have not been able to attend. Wishing everyone a Happy Holiday Season and health.

Lacey Laing  
Councilor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – for November 10- December 14*

- November 11,2022 Attended the Remembrance Day Ceremony. This was very well attended, and it was a dignified and well appreciated ceremony. Great turnout.
- November 15,2022 Attended Regular Meeting of Council
- November 17,2022 Attended the Regional Council Orientation. Five other councillors attended this session, all had agreed was a particularly good and informative session it was well worth our time.
- November 23,2022 Attended Wireless Broadband Virtual Information Session. This was interesting but maybe too expensive for the amount of speed we would get, may need some more investigation. Positive part is that it would be more stable for speed.
- November 25,2022 Coffee with a Cop. It was well attended. Discussions on what people can do about some crimes was talked about, the main one is for the public observation and reporting.
- November 28,2022 Attended the (CRNWSC) Capital Region Northeast Water Service Commission Organizational Meeting. Rob Olsen from Redwater was nominated for Vice-Chair and was accepted. The position of chair will be voted on at the Januarys meeting. Very interesting meeting. Good news the Commission rate is going down by 12.5 cents per cubic meter.
- December 2,2022 MLA Dale Nally, open house
- December 6,2022 Attended Regular Meeting of Council
- December 7,2022 Council Community Connections. Engaged with a few residents about parks including a dog park.
- December 12,2022 Annual Council Workshop. I thought it was a very good session and very informative. I hope to utilize the information in future meeting.

*Timothy LARSON*  
Councillor  
Town of Bon Accord

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*November 9 – December 14, 2022*

November 14 Library Board Meeting / Christmas Dinner.

November 15 Regular Meeting of Council.

November 16 FCSSAA Conference

November 17 FCSSA Conference.

November 18 FCSSA Conference.

Easily one of the best conferences I have attended as a councillor. Many excellent speakers, I really enjoyed Dr. Jody Carrington. I attended many great classes including learning about the age of burn out, how FCSSAA is helping communities, understanding the difference between ESS and FCSS, the crisis of addiction, and FCSS 101. I also was able to have breakfast with our local MLA and listened and participated on great discussion how FCSS need more funding and how it helps in rural communities. This was one conference I can say I learned a lot about FCSSA and how it pertains to our community.

November 25 Attended NLLS Meeting.

December 6 Attended Regular Meeting of Council.

December 7 Attended Council Community Connections.

December 8 Attended CRASC Board Meeting and Christmas Lunch.

December 12 Attended Council Annual Workshop.

December 13 Attended Community Service Advisory Board Meeting / Christmas Dinner.

Notes:

Tanya May

Councilor

Town of Bon Accord