

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
January 7, 2020 7pm  
Council Chambers**

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council – December 17, 2019 (enclosure)**
- 4. UNFINISHED BUSINESS**
  - 4.1. Council Request for Roles and Responsibilities (enclosure)**
- 5. NEW BUSINESS**
  - 5.1 Dog Park at Bon Acres Park | Sign Removal (enclosure)**
  - 5.2 2020 Council Workshop dates (enclosure)**
  - 5.3 Advertising Open House Clinic and Pharmacy (enclosure)**
- 6. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 6.1. Water Bylaw; Bylaw #2019-16 - 2<sup>nd</sup> and 3<sup>rd</sup> readings (enclosure)**
  - 6.2. Wastewater Bylaw; Bylaw #2020-01 (enclosure)**
  - 6.3 Tax Installment Payment Plan (TIPP) Bylaw #2020-03 (enclosure)**
  - 6.4 Waste Collection Bylaw #2020-02; 1<sup>st</sup> reading (enclosure)**

**POLICIES**

  - 6.5 Cellular Phone Policy (enclosure)**
- 7. WORKSHOPS/MEETINGS/CONFERENCES**
  - 7.1 AUMA President’s Summit on Municipal Finances (enclosure)**
- 8. CORRESPONDENCE**
  - 8.1 Pembina**
  - 8.2 Sturgeon County Incident Report**
- 9. CLOSED SESSION**
  - 9.1 Letter in Review – FOIPP Act Section 29(1)(b)**
- 10. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**December 17, 2019**  
**8:30 am**

**PRESENT**

Mayor David Hutton  
Deputy Mayor Lynn Bidney  
Councillor Brian Holden  
Councillor Tanya May

**ABSENT**

Councillor Lacey Laing

**ADMINISTRATION**

Joyce Pierce, Chief Administrative Officer  
Dianne Allen, Planning and Economic Development Manager  
Ken Reil, Operations Manager  
Falon Fayant, Finance Manager  
Jenny Larson, Community Services Coordinator

**CALL TO ORDER**

Mayor Hutton called the meeting to order at 8:30 am.

Councillor Laing arrived at 8:35 am.

**ADOPTION OF AGENDA**

DEPUTY MAYOR BIDNEY MOVED THAT the agenda for the December 17, 2019 Regular Meeting of Council be adopted, as amended, by adding New Business items *6.2 Notice of Motion - Bon Acres Park*.  
**CARRIED RESOLUTION 19-403**

**ADOPTION OF MINUTES**

*Regular Meeting of Council – December 3, 2019*

COUNCILLOR HOLDEN MOVED THAT the minutes of the December 3, 2019 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 19-404**

**DEPARTMENT REPORTS**

*Finance (attached report #1)*  
*Community Services (attached report #2)*  
*Operations (PW) (attached report #3)*  
*Planning and Economic Development (attached report #4)*  
*Chief Administrative Office (CAO) (attached report #5)*

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DEPUTY MAYOR BIDNEY MOVED THAT the department reports be accepted, as information, as presented.

**CARRIED RESOLUTION 19-405**

**UNFINISHED BUSINESS**

***2020 Budget Approval (2020 Operating and Capital Budgets; 3 year – 2021 to 2023 operating plan and 2021 – 2029 capital plan)***

COUNCILLOR HOLDEN MOVED THAT Council approve the 2020 operating and capital budget, as presented and accept the 2021 to 2023 operating plan and 2021 to 2029 capital plan, as information.

**CARRIED RESOLUTION 19-406**

***Outdoor Skating Rink***

COUNCILLOR MAY MOVED THAT Council give approval to provide materials and water to proceed with the outdoor skating rink.

**CARRIED RESOLUTION 19-407**

**NEW BUSINESS**

***Town of Bruderheim Mayor's Supper***

DEPUTY MAYOR BIDNEY MOVED THAT Council approves Mayor Hutton, Deputy Mayor Bidney, Councillor Holden, Councillor Laing and Councillor May to attend the Bruderheim Mayor's Supper and directs administration to register those attending.

**CARRIED RESOLUTION 19-408**

***Notice of Motion – Bon Acres Park***

COUNCILLOR LAING MOVED THAT administration add an agenda item for Dog Park | sign removal from Bon Acres Crescent, to the January 7, 2020 agenda.

**CARRIED RESOLUTION 19-409**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Community Standards Bylaw #2019-15***

COUNCILLOR HOLDEN MOVED THAT the Community Standards Bylaw, Bylaw #2019-15 be given 2<sup>nd</sup> reading, as presented.

**CARRIED RESOLUTION 19-410**

DEPUTY MAYOR BIDNEY MOVED THAT the Community Standards Bylaw; Bylaw #2019-15 be given 3<sup>rd</sup> and final reading, as presented.

**CARRIED RESOLUTION 19-411**

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***Water Bylaw; Bylaw #2019-16***

DEPUTY MAYOR BIDNEY MOVED THAT the Water Bylaw; Bylaw #2019-16 be given 1<sup>st</sup> reading, as presented.

**CARRIED RESOLUTION 19-412**

**WORKSHOPS | MEETINGS | CONFERENCES**

*None*

**COUNCIL REPORTS**

***Mayor Hutton (attached report #6)***

***Deputy Mayor Bidney (attached report #7)***

***Councillor May (attached report #8)***

***Councillor Laing (attached report #9)***

***Councillor Holden (attached report #10)***

COUNCILLOR MAY MOVED THAT Council directs administration to respond to Northern Lights Library System to accept the 1.5% increase to their 2020 budget and would like a cost efficiency review done on holding their meetings remotely.

**CARRIED RESOLUTION 19-413**

COUNCILLOR LAING MOVED THAT Council accept all Council Reports, as information, as amended.

**CARRIED RESOLUTION 19-414**

**CORRESPONDENCE**

***Municipal Sustainability Initiative (MSI) funding***  
***North Saskatchewan Watershed Alliance (NSWA)***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the correspondence as information and file accordingly.

**CARRIED RESOLUTION 19-415**

MAYOR HUTTON MOVED THAT the agenda be amended to include a Closed Session, as per the FOIPP Act, Section 17 – Personnel.

**CARRIED RESOLUTION 19-416**

COUNCILLOR HOLDEN MOVED THAT Council take a short break at 10:30 am.

**CARRIED RESOLUTION 19-417**

MAYOR HUTTON called the meeting back to order at 10:37 am.

**CLOSED SESSION**

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COUNCILLOR HOLDEN MOVED THAT Council move to Closed Session to discuss Personnel as per section 17(1) of the FOIP Act at 10:38 am.

**CARRIED RESOLUTION 19-418**

DEPUTY MAYOR BIDNEY MOVED THAT Council return to open session at 11:10 am.

**CARRIED RESOLUTION 19-419**

MAYOR HUTTON and DEPUTY MAYOR BIDNEY will meet with CAO Pierce on Thursday, December 19, 2019 at 3:00 pm.

**CARRIED RESOLUTION 19-420**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the December 17, 2019 Regular Meeting of Council adjourn at 11:14 am.

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Mayor David Hutton

Joyce Pierce, CAO

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REPORT #1

**FINANCE**  
**DECEMBER 2019**

**GENERAL MUNICIPAL**

To date, 91% of current municipal taxes have been collected. A penalty of 6% was applied on current outstanding balances after October 1, 2019. The next penalty date is January 1, 2020, and a 15% penalty will be applied on all outstanding balances after December 31, 2019. On October 24, the town received the updated ASFF (Alberta School) requisition for 2019. The requisition increased by 3% from \$387,015 to \$397,631. The final invoice for 2019 will be withdrawn in December for \$107,369 based on the 2019 requisition amount and includes adjustments related to the March, June, and September 2019 invoices that reflect the increase as well.

**PUBLIC WORKS**

Roads and storm sewer are in line with budget, both for revenues and expenses. Water and sewer sales and purchases are both coming in under budget currently. This is due to sending an average of 1,000m<sup>3</sup> less this year compared to 2018. Truckfill sales are still within budget. Contracted services for water and sewer are forecasted to be close to or slightly over budget due to main valve repairs. Garbage is forecasted to be on budget for revenue and expenses.

**PROTECTIVE SERVICES**

Budgeted revenue for bylaw includes MSI operating revenue that we have not yet received. Contracted fire support invoice not yet received.

**ADMINISTRATION**

Administration revenue and expenses are forecasted to be on or under budget for the year. Auditor conducted an interim audit on December 3 and 4. No major concerns were identified, and everything looks on par for the full audit in February.

Administration will transfer funds from the ATB investment banking account into the ATB general operating account to cover initial payments for the micro-generation solar project due to Dandelion Renewables between December 16, 2019 and January 28, 2020 totaling \$748,718. Following approval of the 2020 budget, administration will proceed with an RFD to council in January 2020 to apply for debenture funding for the project for the portion not financed by grant funding.

**COMMUNITY SERVICES**

Community services revenue and expenses are forecasted to be on or under budget.

**PARKS & RECREATION**

The summer season came to a successful end. Grant receipt for summer students has been received. Overall, expenses came in under budget.

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**ARENA**

The arena is open and is generating operating revenue and expenses for the 2019-2020 season.

**ECONOMIC DEVELOPMENT**

Economic development revenue and expenses are forecasted to be on or under budget.

**CAPITAL**

Sources of capital revenue will be MSI and GTF. Due to the 49<sup>th</sup> Avenue and Arena Upgrade projects not approved for ICIP grant funding, administration is forecasting there will be no carry-forward of either MSI or GTF funds. MSI applications for 49<sup>th</sup> Avenue Reconstruction and the Arena Upgrades projects have been revised to reflect the amended total financial support required.

Projects:

*49<sup>th</sup> Avenue Reconstruction:* Some final expenditures still coming in. Current expenses: \$352,331

*Arena LED Lighting Retrofit:* The lights have been installed. Current expenses: \$33,300

*Arena Upgrades:* Completed for the year. Current expenses: \$59,312

*Development Infrastructure:* Master servicing plan, currently in progress. Expenses to date: \$141,596

*Ventrac Mower:* Purchased \$50,566

*Administration iCity Upgrade:* Ongoing project, training is underway. Expenses to date: \$13,007

Unapproved

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**Town of Bon Accord**  
 Year-to-Date Variance Report (*Unaudited*)  
 for the month ending November 30, 2019

Department	2019 YTD Revenue		2019 YTD Revenue	2019 YTD Expense		2019 YTD Expense	2019 YTD Net		2019 YTD Net	2019 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance		
General Municipal	2,180,323	2,248,865	-68,542	304,791	403,064	98,273	1,875,533	1,845,801	29,732	2%	
	<b>2,180,323</b>	<b>2,248,865</b>	<b>-68,542</b>	<b>304,791</b>	<b>403,064</b>	<b>98,273</b>	<b>1,875,533</b>	<b>1,845,801</b>	<b>29,732</b>		
Public Works - Roads	1,024	12,500	-11,476	303,629	430,556	-126,927	-302,605	-418,056	115,451	28%	
Storm Sewer & Drain	0	0	0	15,634	17,527	-1,893	-15,634	-17,527	1,893	11%	
Water	397,127	497,000	-99,873	481,281	604,606	-123,325	-84,154	-107,606	23,453	22%	
Sewer	242,053	324,600	-82,547	219,069	338,306	-119,237	22,984	-13,706	36,690	268%	
Garbage	126,350	143,566	-17,216	149,786	163,065	-13,279	-23,436	-19,499	-3,937	20%	
Cemetery	3,850	5,500	-1,650	6,194	9,065	-2,871	-2,344	-3,565	1,221	34%	
	<b>770,404</b>	<b>983,166</b>	<b>-212,762</b>	<b>1,175,593</b>	<b>1,563,125</b>	<b>-387,532</b>	<b>-405,189</b>	<b>-579,959</b>	<b>174,770</b>		
Fire Department	8,752	8,752	0	12,489	47,905	-35,416	-3,736	-39,153	35,417	90%	
Emergency Services	0	0	0	16,144	17,803	-1,659	-16,144	-17,803	1,659	9%	
Bylaw	4,038	53,236	-49,199	29,548	49,236	-19,688	-25,511	4,000	-29,511	738%	
	<b>12,790</b>	<b>61,988</b>	<b>-49,198</b>	<b>58,181</b>	<b>114,944</b>	<b>-56,763</b>	<b>-45,391</b>	<b>-52,956</b>	<b>7,565</b>		
Administration	2,841	67,500	-64,659	336,350	528,457	-192,107	-333,509	-460,957	127,448	28%	
Election	0	0	0	4,068	1,000	3,068	-4,068	-1,000	-3,068	307%	
Library	11,948	10,480	1,468	33,205	56,824	-23,619	-21,257	-46,344	25,087	54%	
Lillian Schick	3,508	400	3,108	0	0	0	3,508	400	3,108	777%	
Council	0	0	0	78,484	99,647	-21,163	-78,484	-99,647	21,163	21%	
	<b>18,296</b>	<b>78,380</b>	<b>-60,084</b>	<b>452,106</b>	<b>685,928</b>	<b>-233,822</b>	<b>-433,810</b>	<b>-607,548</b>	<b>173,738</b>		
Community Services	19,247	43,981	-24,734	78,844	92,666	-13,822	-59,598	-48,685	-10,913	22%	
Recreation Programs	9,983	27,433	-17,450	64,925	84,116	-19,191	-54,942	-56,683	1,741	3%	
Parks & Recreation	24,421	18,300	6,121	113,312	114,052	-740	-88,890	-95,752	6,862	7%	
Arena	150,080	175,000	-24,920	190,871	252,683	-61,812	-40,791	-77,683	36,892	47%	
Municipal Planning	7,108	6,600	508	99,622	198,192	-98,570	-92,514	-191,592	99,078	52%	
Economic Development	1,777	0	1,777	84,932	117,544	-32,612	-83,155	-117,544	34,389	29%	
	<b>212,615</b>	<b>271,314</b>	<b>-58,699</b>	<b>632,506</b>	<b>859,253</b>	<b>-226,747</b>	<b>-419,891</b>	<b>-587,939</b>	<b>168,048</b>		
TOTAL	<b>1,014,106</b>	<b>1,394,848</b>	<b>-380,742</b>	<b>2,318,387</b>	<b>3,223,250</b>	<b>-904,864</b>	<b>-1,304,281</b>	<b>-1,828,402</b>	<b>524,121</b>		
TOTAL (incl. Gen Mun.)	<b>3,194,429</b>	<b>3,643,713</b>	<b>-449,284</b>	<b>2,623,177</b>	<b>3,626,314</b>	<b>-806,590</b>	<b>571,252</b>	<b>17,399</b>	<b>553,853</b>		
CAPITAL	190	429,181	-428,991	711,202	880,000	-168,798	-711,012	-450,819	-260,193	58%	

**Falon Fayant**  
 Finance Manager  
 Town of Bon Accord

Unaudit



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REPORT #2

**COMMUNITY SERVICES**  
**DECEMBER 2019**

**COMMUNITY SERVICES**

**FCSSAA Conference 2019**

Once again, this conference provided insight to changes to programs, reconfirmed how important FCSS is to our communities and helped strengthen relationships with surrounding FCSS departments. The main message from the Executive Director of the FCSSAA is that they are working on reducing red tape in our field and a part of that is changing the funding model to a 3-year contract to match the provincial governments requirements to provide a 3-year budget. There is no change in the FCSS funding currently. Another strong message coming from the provincial government is that the FCSS dollars are only for preventative and/or educational programs that will help develop, strengthen and enhance resident's social capacity, mental health and relationships.

**Sturgeon Resource Network and Parent Link Funding**

On November 4, 2019, the provincial government cancelled all early intervention contracts (0-6-year-old prevention and education programming). Which will affect our regions Parent Link, Families First, and Headstart programs. As well as our Sturgeon Resource network referral program, which Bon Accord FCSS relies on heavily. All programs must cease on March 30. Over 50 employees in the Sturgeon/Fort Saskatchewan region will lose their jobs. A new model is being implemented on April 1, 2020. This will be a Hub and Spoke model—the demographic and geographic area has been increased and funding has been decreased. I will await to hear who is awarded the Hub and who will be the spokes in our area, prior to making any major changes in our programming.

**EVENTS/MEETINGS**

**Preparations for Events**

Pickelball (January)  
Family Day (February)

**Winter Wonderland**

Winter Wonderland took place on November 30<sup>th</sup>, overall the feedback was positive. There was as many as 65 people in attendance. The Bon Accord Gibbons Pathfinders made about \$300 from the dinner. There were a few hiccups which will be addressed and rectified for the 2020 event. A huge thank you to the volunteers, Tyler Hanson, Brenda Gosbjorn, Jennifer and Ryan MacArthur and those who took a few minutes to pitch in throughout the event. Public Works helped set up for the event the afternoon before, which was a huge help.

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**Pickleball**

Pickleball will be held at the Lilian Schick school gym, starting on January 6<sup>th</sup> until April 27<sup>th</sup>. Pickleball will be held every Monday at 6:30 pm. There is a \$5 drop in fee and everyone 16 years and up are welcome. I have received 5 phone call inquiries about the session.

**Family Day**

Family Day preparations are being made. The event will include a free family skate, hot dog lunch, board games, face painting and weather permitting outdoor activities. The event will be held on February 17<sup>th</sup>, from 11-1 pm at the arena.

**Jenny Larson**

*Community Services Coordinator  
Town of Bon Accord*

Unapproved

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REPORT #3

**OPERATIONS**  
**DECEMBER 2019**

**PUBLIC WORKS**

- Tree removal has begun along 51<sup>st</sup> Ave between 53<sup>rd</sup> Street and 56<sup>th</sup> Street.

**ROADS**

- Intersections and streets were sanded numerous times.
- Back alleys have been sanded 3 times this year.

**EQUIPMENT/VEHICLES**

- Regular maintenance continues on equipment and vehicles when necessary.

**CEMETERY**

- 1 full burial

**WATER**

- Monthly water reads occurred on November 29 /19.
- Completed 3 Alberta 1<sup>st</sup> Calls in October.
- Identified 2 water leaks. One at 5111 Bon Acres and the other at 5101 – 46<sup>th</sup> Street. Both leaks were on the customer side of the CC.
- Lead samples were taken on December 9/19.
- Pump 101 was reinstalled after being rebuilt.

**SEWER**

- Checked manholes in the early AM on November 27/19 to identify water leaks.
- Camtrac inspected the sewer on 46<sup>th</sup> street to identify the water leak.

**ARENA/PARKS & RECREATION**

- The ice plant has required some maintenance. The condenser also requires some maintenance.

**SAFETY/TRAINING**

- Held weekly Public Works/Parks & Recreation Safety Meetings.
- 4 staff attended the ICS 200 course at the Regional Emergency Services building

**Ken Reil**

*Operations Manager  
Town of Bon Accord*

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REPORT #4

**PLANNING & ECONOMIC DEVELOPMENT**  
**DECEMBER 2019**

**ECONOMIC DEVELOPMENT**

Solar Micro Generating Open House

Dandelion Renewables provided an in-depth presentation on the benefits to the residents and the Town. A Public Information session held November 18, brought out 19 residents to learn about the project. Residents were very preceptive and positive of the project, and asked several savvy questions relating to other projects of this nature and the economics generated, yearly maintenance, angle of panels, security, how will resident taxes be affected, just to name a few.

Dandelion Renewables plans to develop, permit, construct, commission and operate a 630KW Solar Farm under the Alberta Municipal Solar Program (AMSP). Steps currently completed:

- Pile testing
- Preliminary engineering
- Micro-generation submitted
- Fortis connection service application submitted
- AMSP funding approved
- Public Information session

Next steps will include application for the development permit through Sturgeon County as the Lagoon site is located in Sturgeon County and finalizing the engineering and drawings. Site layout presents a footprint of 4 acres, fencing with 6' chain link with barbwire, 6 rows of solar arrays (3.5M high) and interconnection to Fortis 3-phase.

There are numerous benefits to the residents of the town:

- Project capitol expenditure is estimated at \$1.1M (portion supported by grant funding)
- Investment in the solar farm is expected to yield 9.4% unlevered return
- Project generation covers most of the Towns annual consumption
- Provides risk mitigation for the Town to volatile power prices
- Solar project promotes the Town solar resource and attracts future investments into area
- Proposed solar development has a very low environmental impact and utilizes the land which is not desirable for other developments

Anticipated start date of construction, end of April 2020 (weather permitting) with a desired completion date of July 2020 (weather permitting).

As per Councils Strategic Plan, the Solar Micro Generating Project realizes Priority 1 – “Town of Bon Accord Has A Structure Plan In Place For Steady, positive Growth”.

Preliminary discussion has been conducted with Sturgeon County regarding permits. Sturgeon County is very supportive of this project, with no apparent concerns. The land is Districted as a “Public Utility District “, which is a permitted use for the Solar Micro Generating Project. This will be the first permitted project of this kind in Sturgeon County.

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Town Doctor – Bon Accord Medical Centre

Dr. Frances Okley will be commencing services tentatively December 18/19. Setup up of internal computer programs are currently being installed, with additional organization of the medical space. As communicated prior, with this service available to residents, possibilities of other health investment/opportunities are a consideration to be researched and analyzed. Senior care is a priority and a concern for our residents and is a priority included in Councils Strategic Plan. Dr. Okley's passion is seniors - geriatric care of the elderly.

West Country Hearth (WCH)

Deputy Mayor Bidney, CAO Pierce and I, toured West Country Hearth. WCH is a senior's facility located in the Hamlet of Villeneuve and is operated by the charitable, non-profit organization of West Sturgeon People Aging in Place Foundation. The Board consists of representatives from the supporting communities of Alcomdale, Callahoo, Mearns, Riviere Qui Barre and Villeneuve. Their mission is to provide a home where residents live in dignity and comfort as they age within their community of West Sturgeon. WCH offers a variety of living options in spacious studios, one bedroom and two-bedroom suites. Residents are able to live within WCH knowing help is available when needed; Independent Living, Homecare, Supportive Living, Dementia Care and Respite Care.

An active, Independent lifestyle is promoted through the Program Coordinator along with energetic volunteers. A full range of programs are offered including exercise, activities, entertainment and a weekly bus trip. Three nutritious meals are prepared daily by an in-house chef and kitchen staff. On-site services include: church services, hair salon, foot care, massage, hearing aid specialists, eye exams, blood pressure clinic and dental hygienist. Other services available: housekeeping and laundry, parking and security. The Administrator provided engineered drawings of the facility and financials. Facility has 80 units on 10 acres.

Business License Renewal

Renewal letters have been mailed for the upcoming 2020 year. Businesses have till January 31/20 to renew their business license.

Christmas Greetings

Christmas cards have been sent to all businesses with a valid business license on behalf of Council and Administration.

Quality Management Plan

Sturgeon County and the Towns of Bon Accord, Gibbons, Legal and Redwater are in a Regional partnership administrating the Safety Codes Act inclusive of the regulations, codes and standards and Alberta Amendments that are in force and applicable in the technical discipline(s) within their jurisdiction of building, electrical, plumbing, gas and fire.

Each Municipality is responsible for the administration, effectiveness and compliance with the Quality Management Plan (QMP), providing permitting, inspections and compliance monitoring services through its staff and/or one or more credited agencies. For consistencies and efficiencies, each Municipality has requested their Councils to approve and authorize the CAO to sign the QMP. The QMP for Bon Accord has been approved by Council December 3/19.

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Edmonton Global – Withdrawal of Shareholder Support

A letter dated December 4/19 signed by Mayor Hutton was forwarded to Stewart Houston – Chair, Edmonton Global Shareholder Group. The intent of the correspondence is to notify Edmonton Global the Town of Bon Accord will not be paying the annual contribution for the next two years. The Town's position is financial hardship during these turbulent times in Alberta's economy. As a Shareholder, the Town is fully aware, if a Shareholder fails to pay any Annual Contribution Fee, the Shareholder is removed by special resolution, Article 43d.

**PLANNING AND DEVELOPMENT**

Development / Investment

- Solar Micro Generating Project
- Inquiry on available industrial lands
- Development Permit moving forward to submission (North)

Business and Development Inquiries

- Minor Home-Based Business

Complaints

Complaints received and investigated for this reporting period include:

- Occupancy of an RV Unit
- Ongoing monitoring of residential property (unsightly)

Business Inquiries	Compliance Certificates	Development Permits	Business Licenses	Bylaw Complaints	
1	0	0	0	0	This Period
19	6	14	44	19	YTD

**Meetings/Events Attended/Education**

- Manager Meetings – internal exchange of information & updates of Council
- UDI
- West Country Hearth
- Council Meetings
- GEEDT – meeting
- Municipal Planning Services – discuss / review permits / compliance certificates
- Investigation / Inspection – complaints
- Resident Meetings – development questions

**Dianne Allen**

*Planning & Economic Development  
Town of Bon Accord*

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REPORT #5

**CHIEF ADMINISTRATIVE OFFICER (CAO)**  
**DECEMBER 2019**

**ADMINISTRATION**

Administration has been very busy working on preparing the final 2020 Budget to present to Council today. Regular Management meetings have been held, with discussion that include plans for presentations for the 2020 Council workshop. 2019 has been a very busy year with progress being made in the administration department with upgrades to the accounting programs, work being done on the new website plans, administration office renovations and reviews of the Bylaws and updating policies and procedures is an ongoing task. The interim audit was completed last week in preparation for the full audit in March of 2020.

**TRAINING**

Continual training for the Emergency Management Plans is working toward being prepared in the event of an emergency. Josh Morin reviewed the Town of Bon Accord annex of the plan to be sure that everything has been updated with all the current information necessary before the AEMA review mid January 2020.

**AUMA**

As we all heard at the conference:

Minister Madu's statement "we will all need to share in the recovery before we can share in the prosperity that lies ahead."

The Police Funding Model has been presented to the municipalities under 5000 population and all rural municipalities that have not been paying for RCMP policing before. The Town of Bon Accord will be required to pay an estimated \$29,000 for 2020. 2020 is a 10% cost based on equalized assessment and population base with an increase to 15% in 2021, then 20% in 2022 and up to 30% in 2023 and 2024. Surrounding municipalities are increasing the tax rates to pay this expense that will form part of the municipal operating budget for years to come.

**REGIONAL CAO MEETING**

Administration attended the regional CAO meeting and participated in discussions in regard to the Waste to Energy models that were presented by the City of St Albert back in the early summer. Sturgeon County is working on similar projects and will be bringing more information forward to the next meeting for CAO discussion. These discussions are continuing with the Roseridge commission members to work toward an approach that will be viable for the commission.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 17, 2019  
8:30 am**



**MEDICAL PROFESSIONAL RECRUITMENT**

Dr. Francis Okolie will be opening his practice in Bon Accord the third week of December. He is very excited to be able to provide the residents of the community with his services. A plan for a grand opening is in the works for early in the new year. Welcome to Doctor Okolie, we look forward to having his practice in Bon Accord.

The office will be closed at 12 noon on Friday Dec 13, 2019 for a Council and staff luncheon. It will reopen on Monday Dec 16, 2019 at 8:00 AM

As this is the last Council meeting before the Christmas break, I would like to wish all Council a very Merry Christmas and look forward to working with all of you in the year ahead. 2020 will be a very promising year with many new projects to work on for the betterment of the Town.

**Joyce Pierce**  
*Chief Administrative Officer  
Town of Bon Accord*

Unapproved



**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**December 17, 2019**  
**8:30 am**

REPORT #6

**MAYOR REPORT**  
**DECEMBER 2019**

Nov. 18, 2019	Attended Solar power open house
Nov. 19, 2019	Attended regular meeting of council remotely
Nov. 21, 2019	Attended Roseridge commission meeting
Nov. 25, 2019	Attended CRNWSC meeting
Nov. 28, 2019	Attended Special Council meeting
Dec. 3, 2019	Attended regular meeting of council
Dec. 4, 2019	Violent Trauma Risk Assessment signing in St. Albert
Dec. 12, 2019	Attended Roseridge Commission meeting

Notes:

1. Remote attendance of the Council Meeting was a mixed success – the quality of the sound depended on the relationship between the speaker and the telephone. The use of a centralized microphone may correct this.
2. VTRA  
The North American Center for Threat Assessment and Trauma Response (NACTATR) provides a system to anticipate the threat of violence by individuals against others or themselves and to reduce the impact of trauma. NACTATR was established in 1999 by Kevin Cameron as a reaction to the Columbine High School shooting in Littleton CO, US, which led to a Canadian student entering a Canadian school and firing at students. Kevin led the school-based crisis team in Canada and following this incident formed NACTATR. Website: <http://www.nactatr.com>
3. CRNWSC  
The Nov. 25 meeting was the annual organizational meeting – Mel Smith elected as Chair, Amber Harris as the Vice-chair.  
  
Hwy 15 relocation at Lamoureux planning is complete. Construction is to be done in spring/summer of 2020.  
  
The corrosion of the Gibbons/Bon Accord supply line will be corrected in the spring of 2020. It will result in a 2-day shutdown of the water supply during that time.  
  
EPCOR has revised the water rates from \$0.93 to \$0.95 per cubic meter.  
Next meeting – Jan. 20, 2020 in Fort Sask. – Orientation

I have asked for a Medical Leave from my Mayoral Duties for the next 4 Council meetings – until at least Feb. 18, 2020. I hope to be back before then.

Thank you all for your support during this difficult time.

**David Hutton**  
*Mayor*  
*Town of Bon Accord*

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**December 17, 2019**  
**8:30 am**

REPORT #7

**DEPUTY MAYOR REPORT**  
**DECEMBER 2019**

November 18, 2019	Attended Solar Farm information night
November 19, 2019	Attended the Regular Meeting of Council
November 21, 2019	Attended tour of West Country Hearth. They report that for the independent living suites they have a waiting list of about 2 ½ years. It is a beautiful facility and I think it would be wonderful to get something like this here!!
November 28, 2019	Attended Homeland Housing Board meeting. Homeland Housing is in talks with AHS about funding a Specialty Unit at Diamond Springs Lodge which would include Brain Injured/Dementia care. Still to be determined who would staff etc. It would be a locked unit and the clients would be separate from the other residents. Budget for 2020 reviewed. The requisition will increase 3% due to inflation, cost of living increases, insurance increase of 18% and decreased revenues due to increased vacancies caused by the construction at Diamond Springs Lodge.
November 30, 2019	Attended the Special Meeting of Council
December 3, 2019	Attended the Turkey Bingo and tree lighting ceremony
December 6, 2019	Attended the Regular Meeting of Council
	Attended the Alberta Capital Region Wastewater Commission meeting. The budget was adopted. The operating budget is 27.7 million; total capital program is 142.3 million. Of that the 2020 capital program is 20.3 million dollars. A large portion of the capital program will be focused on the START (St. Albert Regional Trunk Line) which follows Valor Ave. The Flow rate will increase to \$1.24/m <sup>3</sup> effective Jan 1, 2020.

**Lynn Bidney**  
*Deputy Mayor*  
*Town of Bon Accord*

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 17, 2019  
8:30 am**

REPORT #8

**COUNCILLOR REPORT  
DECEMBER 2019**

November 18	Attended the Solar Farm Presentation
November 19	Attended regular meeting of council
November 23	NLLS Meeting They are waiting to hear back from communities to see how they feel about the increase. Right now, they are looking at getting their 1.5 percent increase. Many communities are not wanting to pay 1.5 so they are writing letters to communities to see if they will / or won't approve the 1.5. Our council should also send a letter supporting the 1.5 or declining the 1.5 percent increase. The response to NLLS should be sent asap as they are waiting to make a decision.
November 28	Special meeting of council
December 3	Regular meeting of council

**Tanya May**  
*Councillor  
Town of Bon Accord*

Unapproved

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 17, 2019  
8:30 am**

REPORT #9

**COUNCILLOR REPORT  
DECEMBER 2019**

November 18,2019	Solar farm info night
November 19, 2019	Regular Meeting of Council
November 22, 2019	Salutes Meeting of Council
November 27, 2019	Salutes Volunteer Appreciation Night
November 28, 2019	Special Meeting of council
December 2, 2019	NCIS Wine and Cheese event Ft Sask
December 3, 2019	Regular Meeting of Council

**Lacey Laing**  
*Councillor  
Town of Bon Accord*

Unapproved

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 17, 2019  
8:30 am**

REPORT #10

**COUNCILLOR REPORT  
DECEMBER 2019**

November 14, 2019 Attended the Redwater Business Mixer. Great time for networking with businesses and elected officials.

November 16, 2019 Attended the Ag Society Annual General Meeting. There were 3 scholarships presented during the evening.

November 18, 2019 Attended the public solar farm presentation. (Great Success)

November 19, 2019 Attended Regular Meeting of Council.

November 25, 2019 Attended CRNWSC board meeting. This was our budget meeting.

November 28, 2019 Attended Special Meeting of Councillor.

December 2, 2019 Attended the NCIA (Northeast Capital Industrial Association) Wine and Cheese event. Another good event for networking and hearing about what other municipalities are doing.

December 3, 2019 Attended Regular Meeting of Council.

December 4, 2019 Attended the VTRA (Violent Threat Risk Assessment) Signing Ceremony in St. Albert. This was an interesting event where I was able to learn about VTRA as well as take part in the signing ceremony.

**Brian Holden**  
*Councillor*  
*Town of Bon Accord*

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** Jan 7, 2020

**AGENDA ITEM:** Municipal Affairs Presentation of Roles and Responsibilities

**RECOMMENDATION:**

**THAT....** Council moves to direct administration to advise MA of the date of XXXX and that all Council members will be in attendance.

**BACKGROUND:**

At the Regular Meeting of Council Dec 3, 2019 Council resolved to direct administration to make an appointment with Municipal Affairs to present a full day training seminar on Roles and Responsibilities of Council. Administration was asked by Municipal Affairs to provide a resolution of Council that all Council members will attend the presentation and to pick what two other topics they would like to cover in the afternoon so MA can prepare those presentations.

Dates need to be determined to send back to MA for their review. Suggested dates are as follows January 31,2020 or Feb 4, 2020.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**LEGISLATIVE HISTORY**

**ALTERNATIVES:**

1. Council moves to direct administration to advise MA of the date of XXXX and that all Council members will be in attendance.

2. Council declines the Roles and Responsibilities Presentation from MA until a later date.

**Prepared and Submitted By:**

**Reviewed By:** Joyce Pierce - CAO

**Date:** Jan 7. 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** January 7, 2020  
**AGENDA ITEM:** Dog Park on Bon Acres | Sign Removal

**RECOMMENDATION:**

**BACKGROUND:**

Councillor Lacey Laing writes:

*"I think it's safe to say that majority of town residents have dogs. This has been a topic brought up yearly and there is a clear demand for. A designated dog park would add to our community. It would make our residents happy. We should find an appropriate place for such a thing. There is room at RoseGlen park as well as the Older Purple Park. As well, in consideration of Bon acres crescent being overturned from a children's park, it would be a small area but a nice area for a fenced area. I don't think chain link fencing would be too extremely expensive and would be worth it in the end."*

Should Bon Acres Park be turned into a dog park, it will be necessary to remove/update the signage currently in place.

**FINANCIAL IMPLICATIONS:** Cost of fencing, signage and maintenance.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council approve the following for information and discussion purposes.
2. Council direct administration to bring back further information regarding a dog park with previous history already researched.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** January 2, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** January 7, 2020

**AGENDA ITEM:** Council Workshop Date

**RECOMMENDATION:**

**THAT....** Council approve holding a Council Workshop on Thursday Feb 20<sup>th</sup> and Friday Feb 21<sup>st</sup>, 2020 at 8:30am in Council Chambers.

**BACKGROUND:**

Each year, Council holds a workshop to discuss various agenda topics. Last year, these included Council, Community Services, Finance, Budget, Economic Development, Administration and Public Works. The last Council Workshop was held March 7<sup>th</sup> and 8<sup>th</sup>, 2019.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council approve holding a Council Workshop on Thursday Feb 20<sup>th</sup> and Friday Feb 21<sup>st</sup>, 2020 at 8:30am in Council Chambers.
2. Provide alternate dates and times for the Council workshop.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** December 19, 2019



**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** **January 7, 2020**

**AGENDA ITEM:** **Open House – Bon Accord Pharmacy & Medical Clinic**

**RECOMMENDATION:**

**THAT....** Council approves the following as information and for discussion purposes.

**BACKGROUND:**

In recognition of the Pharmacy & the new Medical Clinic opening, administration will be hosting an open house at the Pharmacy/Clinic tentatively scheduled for January 24/2020, from 10:00 AM to Noon. Coffee and cake will be available to mark this special occasion in welcoming professional medical services to the community. This will be an opportunity for Council to represent the Town.

Administration will confirm with Pharmacist Lawrence Fagbemi and Dr. Okolie of date and time availability. Council to confirm who will be in attendance.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**LEGISLATIVE HISTORY**

N/A

**ALTERNATIVES:**

N/A

**Prepared and Submitted By:** Dianne Allen  
Manager, Economic Development

**Reviewed By:** Joyce Pierce  
CAO

**Date:** **January 7, 2020**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** January 7, 2020

**AGENDA ITEM:** Water Bylaw; Bylaw #2019-16

**RECOMMENDATION:**

**THAT....** Council give 2<sup>nd</sup> reading to the Water Bylaw; Bylaw #2019-16 as presented.

**THAT....** Council give 3<sup>rd</sup> reading to the Water Bylaw; Bylaw #2019-16 as presented.

**BACKGROUND:**

The Water Bylaw enables the Town to change water rates, service charges and standards for the improvement and operation of the distribution system and the truck fill. Bulk water rates are increasing by \$1.95/m<sup>3</sup> – from \$3.80/m<sup>3</sup> to \$5.75/m<sup>3</sup>. Bulk water customers who transact online only, requiring no administrative assistance via phone or in person to add funds to their account, will receive a 10% discounted rate of \$5.17/m<sup>3</sup>. The method of processing this discount is still being finalized. Water rates are increasing \$.05/m<sup>3</sup> for residential, commercial and institutional customers due to a flow through charge from the Regional water supplier (CRNWSC). New rates will be as follows: residential water \$3.21/m<sup>3</sup>, commercial and institutional \$3.16/m<sup>3</sup>.

The additional revenue for the bulk water increase will be added to a reserve for future infrastructure maintenance.

Water Bylaw #2019-16 was given 1<sup>st</sup> reading at RMC December 17, 2019, resolution 19-412.

**FINANCIAL IMPLICATIONS:** Increase in bulk water revenue.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council give 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Water Bylaw 2019-16 as presented.
2. Council give 2<sup>nd</sup> reading to the Water Bylaw 2019-16 and directs administration to amend the Bylaw 2019-16 before bringing back for 3<sup>rd</sup> reading.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** December 18, 2019

**TOWN OF BON ACCORD**  
**BYLAW ~~2018-17~~2019-16**  
**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 ~~2018-17~~2019-16**  
**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**  
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**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 ~~2018-17~~2019-16**  
**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

**TOWN OF BON ACCORD**  
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**WATER BYLAW**

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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

**TOWN OF BON ACCORD**  
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**WATER BYLAW**

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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.
- 14.25~~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 2018-05 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 upon the approved effective date of ~~January 4~~ January 7, 2020~~2019~~.

READ A FIRST TIME THIS ~~18<sup>th</sup>~~ 17<sup>th</sup> DAY OF DECEMBER 201~~8~~9.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS ~~15<sup>th</sup>~~ 7<sup>th</sup> DAY OF JANUARY 20~~20~~19.

\_\_\_\_\_  
Mayor David Hutton

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

READ A THIRD TIME THIS ~~15~~7<sup>th</sup> DAY OF JANUARY 20~~20~~19.

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Mayor David Hutton

Chief Administrative Officer Joyce Pierce

## **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:**

	Billing Item	Charge	Application
<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	<del>\$3.46</del> <sup>21</sup>	per cubic meter consumed during each billing period

	Billing Item	Charge	Application
<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	<del>\$3.44</del> <sup>16</sup>	per cubic meter consumed during each billing period

<b>Institutional</b>	Billing Item	Charge	Application
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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	\$ <del>3.44</del> <u>16</u>	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	\$ <del>3.89</del> <u>5.75</u>	per cubic meter consumed during each billing period
	<u>Consumption Charge – 10% discount for online only customers</u>	<u>\$5.17</u>	<u>per cubic meter consumed during each billing period</u>

**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.

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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.

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**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

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** January 7, 2020  
**AGENDA ITEM:** Wastewater Bylaw #2020-01

**RECOMMENDATION:**

**THAT....** Council approve 1<sup>st</sup> reading of Wastewater Bylaw #2020-01, as presented.

**BACKGROUND:**

Due to an increased flow through rate from the Alberta Capital Region Wastewater Commission (ACRWC), there will be an increase of \$0.08 cents per m<sup>3</sup> for the consumption charge of the Town's wastewater rates for residential, commercial and industrial. New rates will be as follows: residential \$2.80/m<sup>3</sup>, commercial \$2.75/m<sup>3</sup>, and industrial \$2.75/m<sup>3</sup>.

Further revisions were also made to ensure compliance with ACRWC Bylaw No.8, which include additions regarding *Compliance Programs, Best Management Practices (BMP) & Codes of Practice*, and the deletion of Schedules "C" and "D" which are duplicates from Schedule "F" (now Schedule "D") which is the ACRWC Bylaw.

**FINANCIAL IMPLICATIONS:**

Increased wastewater rates.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council approves 1<sup>st</sup> reading of Wastewater Bylaw #2020-01, as presented.
2. Council gives Wastewater Bylaw #2020-01 1<sup>st</sup> reading and directs administration to amend, bringing back to Council for a 2<sup>nd</sup> and 3<sup>rd</sup> readings.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** December 24, 2019

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**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;

2.2.3 "ACRWC" means the Alberta Capital Region Wastewater Commission.

2.3.4 "Approved" means, unless otherwise provided, approved by the Public Works Supervisor, or their designate;

2.4.5 "Appurtenance" means anything that is attached to the Water System or Water Utility.

2.5.6 "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;

2.6.8 "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.

2.7.9 "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;

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- 2.82.11 "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.
- 2.92.12 "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;
- 2.102.14 "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.
- 2.112.15 "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;
- 2.122.17 "Designated Sector Operations" means industrial, commercial or institutional sectors required to adopt Codes of Practice approved by ACRWC.
- 2.132.18 "Emulsifier" means any ingredient used to bind together normally non-combinative substances, such as oil and water;
- 2.142.19 "Environmental Protection and Enhancement Act" means the Environmental Protection and Enhancement Act, S.A 1992, c.E-13.3, and its regulations;
- 2.152.20 "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;
- 2.162.22 "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.
- 2.172.23 "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 2.182.24 "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.
- 2.192.27 "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".

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- 2.202.28 "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, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 2.212.29 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 2.222.30 "Planning and Development Services" means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 2.232.31 "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;
- 2.242.32 "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;
- 2.252.33 "Prohibited Waste" means matter set out in Schedule "D" subS schedule "C" annexed hereto;
- 2.262.34 "Public Health Inspector" means the medical health officer of the Capital Health Authority, or their authorized representative;
- 2.272.35 "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.
- 2.282.36 "Residential" means any detached single family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 2.292.37 "Restricted Wastes" means matter set out in Schedule "D" sub schedule "B" annexed hereto;
- 2.302.38 "Service" means the provision of sewage or wastewater disposal;
- 2.312.39 "Service Pipe" means a pipe which carries wastewater from the dwelling, onto or across private property, to the Town facilities;
- 2.322.40 "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;
- 2.332.41 "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;
- 2.342.42 "Town" means The Town of Bon Accord, or its delegate;
- 2.352.43 "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;
- 2.362.45 "Wastewater Discharge Permit" means a permit issued by ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.
- 2.372.46 "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);



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2.382.47 “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;

2.392.48 “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;

2.402.49 “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;

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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,

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**

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- 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.
- 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,

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- mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes, or refuse matter of any kind (as identified in Schedule "~~DC~~" ~~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.
- 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°) 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 Schedules "~~C~~" and/or "~~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 "~~CD 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.

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- 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 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

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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.

- 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**

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- 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 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.

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8.5 Food Waste Grinders

- 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,



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8.7.2.3 Without the use of a discharge hose placed securely in the discharge port at the approved location.

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;

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- 9.2.7 Duration of spill event;
- 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~~2.9 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 "~~FC~~" 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 2018-~~04-18~~ is hereby repealed.

This Bylaw will come into force and effect upon the effective date of January ~~21<sup>st</sup>~~, ~~2019~~2020.

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

READ A FIRST TIME THIS ~~18<sup>th</sup>-7<sup>th</sup>~~ DAY OF ~~December-January~~ 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS ~~15<sup>th</sup>-21<sup>st</sup>~~ DAY OF January ~~2019~~2020.

\_\_\_\_\_  
Mayor David Hutton

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

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READ A THIRD TIME THIS ~~15<sup>th</sup>~~ 21<sup>st</sup> DAY OF January ~~2019~~ 2020.

\_\_\_\_\_  
Mayor David Hutton

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

1st Reading Jan 7 2020



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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:**

	Billing Item	Charge	Application
<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	<del>\$2.72</del> 80	per cubic meter of water metered during each billing period

	Billing Item	Charge	Application
<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	<del>\$2.67</del> 75	per cubic meter consumed during each billing period

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	Billing Item	Charge	Application
<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	<del>\$2.67</del> 75	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:**

Billing Item	Charge	Application
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'~~**

**~~PROHIBITED WASTES~~**

~~No Person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a Wastewater system, Storm Sewer or municipal or private wastewater connection, to any wastewater or Storm Sewer works in circumstances where:~~

~~To do may cause or result in:~~

~~A health or safety hazard to a person authorized by the Alberta Capital Region Wastewater Commission or a member Town to inspect, operate, maintain, repair or otherwise work on a wastewater works;~~

~~An offence under any applicable federal or provincial environment protection or water resources legislation, as amended from time to time, or any regulation made thereunder from time to time;~~

~~Wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, fail to meet the objectives and criteria as listed in any applicable federal or provincial environment protection or water resources legislation, as amended from time to time;~~

~~Interference with the operation or maintenance of wastewater works, or which may impair or interfere with any wastewater treatment process;~~

~~A hazard to any person, animal, property or vegetation;~~

~~An offensive odour to emanate 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;~~

~~Damage to wastewater works;~~

~~An obstruction or restriction to the flow in wastewater works.~~

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

~~The wastewater contains:~~

~~Hazardous substances;~~

~~Combustible liquid;~~

~~Biomedical waste, including any of 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 Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended;~~

~~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;~~

~~Dyes or colouring materials which may or could pass through wastewater works and discolour the wastewater works effluent;~~

~~Fuel;~~

~~Ignitable waste;~~

~~Pathological waste;~~

~~PCBs;~~

~~Pesticides which are not otherwise regulated in this bylaw;~~

~~Reactive waste;~~

~~Toxic substances which are not otherwise regulated in this bylaw.~~

~~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;~~

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- ~~a) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a Wastewater System, 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.~~
  
- ~~(2) The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule "D" of this bylaw, unless:
  - ~~a) The discharge is in accordance with a valid Wastewater Discharge Permit, and~~
  - ~~b) All requirements of Section 8 of the bylaw, additional requirements, have been fully satisfied.~~~~
  
- ~~(3) Notwithstanding the above the General Manager of the Alberta Capital Region Wastewater commission may prohibit or set discharge concentrations and/or limit the loading rate for any other material or substance not included in the Bylaw sections where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control bio-solids quality.~~

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**SCHEDULE 'D'**

**RESTRICTED WASTES APPLICABLE TO WASTEWATER SYSTEM**

The following are designated as Restricted Wastes when present in wastewater, storm water, subsurface water or Clear-water Waste being released to the Sanitary Wastewater System or combined sewerage system at a concentration in excess of the levels set out below, with concentrations being expressed as total concentrations unless specified otherwise:

(1) Table A Conventional Contaminants

Substance	Concentration Limit – [mg/L]
Biochemical Oxygen Demand (B.O.D.)	10,000
Chemical Oxygen Demand (C.O.D.)	20,000
Oil and Grease (O & G)	500
Total Suspended Solids (TSS)	5,000
Total Kjeldahl Nitrogen (T.K.N.)	500
Phosphorus	100

Table B Inorganic Contaminants

Substance	Concentration Limit – [mg/L]
Aluminum	50
Arsenic (As)	1.0
Boron	30
Cadmium	0.10
Chlorine (free Chlorine)	5.0
Chromium (Hexavalent) (Cr+6)	2.0
Chromium (total) (Cr)	4.0
Cobalt (Co)	5.0
Copper (Cu)	1.0
Cyanide (CN)	2.0
Fluoride	10
Lead (Pb)	1.0
Mercury (Hg)	0.10
Molybdenum (Mo)	5.0
Nickel (Ni)	4.0
Phosphorus	100
Silver (Ag)	5.0
Sulphate	1,500
Sulphide (S=)	3.0
Thallium (Tl)	1.0
Zinc (Zn)	2.0

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~~Table C — Organic Contaminants~~

<del>Substance</del>	<del>Concentration Limit — [mg/L]</del>
<del>B.E.X.T. (benzene, ethyl benzene, toluene, xylene)</del>	<del>0.5</del>
<del>Carbon tetrachloride</del>	<del>0.20</del>
<del>Chloroform</del>	<del>0.20</del>
<del>Hydrocarbons</del>	<del>50</del>
<del>Pentachlorophenols</del>	<del>0.20</del>
<del>Phenols</del>	<del>1.0</del>

~~Table D — Physical Parameters~~

<del>Property</del>	<del>Restricted</del>
<del>pH</del>	<del>Less than 6.0 or greater than 11.5</del>
<del>Temperature</del>	<del>Greater than 60 Degrees Celsius</del>

- ~~(2) Notwithstanding the above the General Manager of the Alberta Capital Region Wastewater Commission may reduce the allowable concentration and/or limit the loading rate for items in Schedule "B" where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control biosolids quality.~~



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**SCHEDULE 'CE'**

<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 “FD”**

**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.

\_\_\_\_\_  
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**

Substance	Concentration Limit– [mg/L]
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**

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

**TOWN OF BON ACCORD**  
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**WASTEWATER BYLAW**

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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>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 (RFD)**

**MEETING:** Regular Council Meeting

**MEETING DATE:** January 7, 2020

**AGENDA ITEM:** Tax Installment Payment Plan (TIPP) Bylaw #2020-03

**RECOMMENDATION:**

**THAT....** Council approve 1<sup>st</sup> reading of Tax Installment Payment Plan (TIPP) Bylaw #2020-03, as presented.

**BACKGROUND:**

The Tax Installment Payment Plan (TIPP) Bylaw #2020-03 will repeal the Tax Installment Payment Plan Policy #16-186. Creation of the bylaw is necessary to comply with the MGA as follows:

*340(1) A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.*

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council approve 1<sup>st</sup> reading of Tax Installment Payment Plan (TIPP) Bylaw #2020-03, as presented.
2. Council gives Tax Installment Payment Plan (TIPP) Bylaw #2020-03 1<sup>st</sup> reading and directs administration to amend, bringing back to Council for 2<sup>nd</sup> and 3<sup>rd</sup> readings.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** December 24, 2019

**TOWN OF BON ACCORD  
TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW  
BYLAW 2020-03**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE REGULATION AND COLLECTION OF A MONTHLY TAX INSTALLMENT PAYMENT PLAN (TIPP).**

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**WHEREAS**, section 340 of the Municipal Government Act, Chapter M-26.1, R.S.A., 2000, as amended, a Council may establish installment plans for the payment of property taxes;

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

This Bylaw shall be cited as the "Tax Installment Payment Plan (TIPP) Bylaw" of the Town of Bon Accord.

**1 ELIGIBILITY**

- 1.1 Taxpayers of the Town of Bon Accord shall have the right to submit an application to participate in TIPP to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
- 1.2 Taxes may be paid over a twelve (12) month period beginning in January each year, provided the following requirements are met:
  - 1.2.1 The tax account is paid in full is in good standing with the Town;
  - 1.2.2 The applicant must have chequing privileges at a financial institution;
  - 1.2.3 Taxes are not being paid through a mortgage company;
  - 1.2.4 An application, along with a void cheque or pre-authorized debit form, is submitted to the Town and approved no later than January 8th of the tax year.

**2 GENERAL PROVISIONS**

- 2.1 CALCULATION OF TIPP
  - 2.1.1 Each of the first four installments (January to April) shall be equal to 1/12 of the previous years' tax levy.
  - 2.1.2 The next twelve (12) payments (May to the following April) shall be equal to the remaining balance on the tax account divided by eight (8 months remaining in the year to bring account balance to zero (\$0)).
  - 2.1.3 Each May thereafter TIPP will be calculated based on the new tax levy.
- 2.2 PAYMENT METHOD & DATE
  - 2.2.1 Pre-authorized payment with VOID cheque or pre-authorized debit form
  - 2.2.2 Post-dated cheques will not be accepted for TIPP.
  - 2.2.3 Payments are to be made beginning January 15<sup>th</sup> each year, and on the 15<sup>th</sup> of each month thereafter.
- 2.3 WITHDRAWAL OF TIPP
  - 2.3.1 In order to withdraw from TIPP, written notice must be provided to the Town at least 10 business days prior to the next installment date.
- 2.4 TERMINATION OF TIPP
  - 2.4.1 If an installment fails to be honoured, a service charge (according to the Fees for Service Delivery Policy) will be added to the tax account. Failure to remit the dishonored payment and the service charge prior to the next installment date will result in termination of TIPP.



**TOWN OF BON ACCORD  
TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW  
BYLAW 2020-03**

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2.4.2 If TIPP is terminated, the taxpayer may submit a new application for the following taxation year, subject to Eligibility requirements in section 1.

**3 PENALTIES**

3.1 All unpaid taxes pursuant to sections 2.3 and 2.4 will become due and payable immediately and will be subject to penalties as provided in the current Taxation Bylaw.

**4 INTERPRETATION**

4.1 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.

4.2 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation or enactment.

**5 SEVERABILITY**

5.1 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.

**6 EFFECTIVE DATE**

6.1 This Bylaw becomes effective upon third and final reading.

**7 REPEAL OF POLICIES**

7.1 Upon third and final reading of Bylaw 2020-03, Policy 16-186 is hereby repealed.

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF January 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS 21<sup>st</sup> DAY OF January 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A THIRD TIME THIS 21<sup>st</sup> DAY OF January 2020.

\_\_\_\_\_  
Mayor David Hutton

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

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Meeting of Council*

**MEETING DATE:** **January 7, 2020**

**AGENDA ITEM:** **Waste Collection Bylaw #2020-02**

**RECOMMENDATION:**

**THAT** ... the Waste Collection Bylaw – Bylaw #2020-02 be given 1<sup>st</sup> reading, as presented.

**BACKGROUND:**

Council approved the Waste Collection Bylaw #2018-19 in January of 2019 when the garbage collection rates increased through the GFL contract. The bylaw has been updated to reflect update to the procedure for new home construction. Point 7.1.7 has been added to Section 7 – Restrictions on Collection of Service to indicate that collection service will not be provided if the premise is a new construction and collection containers have not been requested by the householder. There have been no rate increases or other changes to intent.

**FINANCIAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY**

N/A

**ALTERNATIVES:**

1. Council gives 1<sup>st</sup> reading to the Waste Collection Bylaw #2020-02.
2. Council declines giving 1<sup>st</sup> reading to Waste Collection Bylaw #2020-02 and directs administration to research other procedures.

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** January 3, 2020

**TOWN OF BON ACCORD**  
**BYLAW ~~2020-02~~2018-19**  
**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;

**TOWN OF BON ACCORD**  
**BYLAW ~~2020-02~~2018-19**  
**WASTE COLLECTION BYLAW**

---

- 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 ~~who's~~ 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 materials 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~~ 7.1.6 the Container contains materials other than the materials permitted by the Town in its Four Stream Collection service.
  - ~~7.1.6~~ 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

**TOWN OF BON ACCORD**  
**BYLAW ~~2020-02~~~~2018-19~~**  
**WASTE COLLECTION BYLAW**

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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 201~~78-109~~ Waste Collection Bylaw is hereby repealed.

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

READ A FIRST TIME THIS ~~18<sup>th</sup> DAY OF DECEMBER 2018~~7<sup>th</sup> DAY OF JANUARY 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS ~~15<sup>th</sup> DAY OF JANUARY 2019~~21<sup>ST</sup> DAY OF JANUARY 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A THIRD TIME THIS ~~15<sup>th</sup> DAY OF JANUARY 2019~~21<sup>ST</sup> DAY OF JANUARY 2020.

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\_\_\_\_\_  
Mayor David Hutton

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

1st reading Jan 7 2020

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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

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

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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.

1st reading Jan 7 2020

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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	<b>\$23.40 per month</b>
Extra waste totes	
Waste	<b>\$ 9.62 per month</b>
Organics	<b>\$ 5.05 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**

User pay based – reported by landfill	<b>\$0.038 per kilogram</b>
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**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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**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

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

**MEETING:** Regular Council Meeting

**MEETING DATE:** *January 7, 2020*

**AGENDA ITEM:** Cellular Phones & Communication Devices

**RECOMMENDATION:**

THAT ...Council approves the Cellular Phones & Communication Devices Policy, as presented and accepts the Cellular Phones & Communication Devices Procedure, as information.

**BACKGROUND:**

Many of the Town of Bon Accord policies have not been reviewed in 5-10 plus years. All departments are reviewing existing policies and updating policies where necessary.

The Cellular Phone & Communication Devices policy and procedure were not originally separate documents.

**FINANCIAL IMPLICATIONS:**

NA

**LEGISLATIVE HISTORY**

NA

**ALTERNATIVES:**

1. Council approves the Cellular Phone & Communication Devices Policy, as presented and accepts the Cellular Phone & Communication Devices Procedure, as information.
2. Council declines the Cellular Phone & Communication Devices Policy, as presented and declines the Cellular Phone & Communication Devices Procedure as information and directs administration to research other policies.

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** January 3, 2020

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration

**POLICY NO.:** 14.152

**SUBJECT:** Cellular Phones & Communication Devices

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

June 17, 2017 Resolution 14.152

**PURPOSE AND INTENT:**

To facilitate the details related to the use and administration of cellular phones and communication devices by Town of Bon Accord employees. This policy will be enacted on a case by case basis.

**POLICY STATEMENT:**

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

**DEFINITIONS:**

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

**TOWN OF BON ACCORD  
PROCEDURES**

**SECTION:** Administration

**POLICY NO.:**

**SUBJECT:** Cellular Phone & Communication Devices

**RESPONSIBLE AUTHORITY:** Administration Department

**PROCEDURE:**

1. Employees are eligible for the use of an employer paid communication device with a recommendation from their respective supervisor and with the approval of the CAO or other designated officer.
2. Town owned communication devices may be used for reasonable personal use so long as the cost of doing so does not unduly affect the overall cost of that specific device.
3. Employees who have been approved to use personal communication devices for Town business will be compensated at a set monthly rate to be paid quarterly. This compensation is considered a taxable benefit by the Canada Revenue Agency.
4. Data capable cellular phones and associated plans will be provided only to those with a specific and approved need.
5. Each department will conduct annual reviews of cell phones to ensure appropriate plans are in place (unless costs indicate a need to review sooner).
6. Upon end of term or termination of office, Town owned cellular phones shall be returned to the Town.
7. Employees shall sign a form to acknowledge responsible use of cell phones and to acknowledge that business use of cell phones may be subject to FOIPP or audit.

Use of Cellular Phones or Communication Devices:

8. General Use at work:
  - a. Employees are expected to exercise discretion in personal cell phone use while at work. Excessive personal calls during the workday shall be restricted.
  - b. The Town of Bon Accord prohibits the use of cell phones without hands-free capabilities where an unsafe work situation exists (e.g., during construction activities, near heavy machinery, etc): Cell phones (whether personal or business-issued) may not be used in these instances.
  - c. Use while driving: Provincial law includes an absolute ban on the use of cell phones and texting - whether personal or business-issued - while driving. Use of cell phones, without hands-free capability, while driving a Town owned vehicle is

prohibited.

9. Property Control

- a. The cell phone is to be protected by the employee and returned when his or her employment ends. Employees must report missing or stolen equipment to the CAO immediately.
10. Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Video voyeurism law prohibits the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.).

# President's Summit on Municipal Finances: Transparent & Effective

## Agenda for AUMA Members

When: January 22 and 23

Where: Chateau Lacombe (10111 Bellamy Hill Road) in Edmonton

Why: Contribute to objectives of Provincial Budget Strategy

## Members Only Pre-Summit Dinner

Wednesday, January 22, 2020

5:30 pm	Cocktails and Networking
6:00 pm	Dinner
7:00 pm	Welcome and Opening Comments <ul style="list-style-type: none"><li>President Morishita will share the results of AUMA's survey on the impact of Alberta's 2019-20 Budget on municipalities and how AUMA plans to engage members in responding to the new fiscal reality we collectively face.</li></ul>
7:20 pm	Municipal Impact Panel <ul style="list-style-type: none"><li>Representatives of cities, towns, villages and summer villages will share the financial challenges they face and how they are responding.</li></ul>
8:00 pm	Impact Discussion <ul style="list-style-type: none"><li>AUMA's Executive Committee will take questions and seek input from members on how AUMA can lead a collective response towards improving municipal finances.</li></ul>
8:30 pm	Setting the Stage <ul style="list-style-type: none"><li>President Morishita set the context for the following day's events and what we hope to achieve.</li></ul>
8:45	Networking

## President's Summit

Thursday, January 23, 2020

8:00 am	Registration and Breakfast
9:00 am	Opening Remarks by AUMA President
9:15 am	Stewarding taxpayer dollars: Municipal efficiency and transparency

	<ul style="list-style-type: none"> <li>Senior municipal administrative and financial officials share how their municipalities engage citizens in making the tough decisions around reducing expenses and/or raising revenue required to balance their books.</li> </ul>
10:05 am	Table Discussion
10:25 am	Report Back
10:30 am	Break
10:45 am	<p>The Trickle Down: the economic and social impact of reduced investments in municipalities.</p> <ul style="list-style-type: none"> <li>Representatives of the insurance and construction industries and social service organizations will share how they are impacted by the changing financial fortunes of municipalities.</li> </ul>
11:35 am	Table Discussion
11:55 am	Report Back
Noon	Lunch
1:00 pm	<p>Restoring the Alberta Advantage: How municipalities and industry can build Alberta</p> <ul style="list-style-type: none"> <li>Representatives of Alberta's business and economic development community share how the revenue pressures on municipalities impact private investments and how the province, municipalities and the private sector can get Alberta back to work.</li> </ul>
1:50 pm	Table Discussion
2:10 pm	Report Back
2:15 pm	Closing and Next Steps
2:45 pm	Media Event
2:45 pm	Reception