

RAY BRYANT
MAYOR
FORWARDED: JULY 12, 2012

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AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY JULY 16, 2012 AT 5:00 PM.

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS - NONE</u>	
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD Subdivision Authority Meeting of Council June 25, 2012	X
B) RFD Public Hearing Meeting of Council June 25, 2012	X
C) RFD Regular Meeting of Council June 25, 2012	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u>	
A) RFD 2012 Surface Works Contract #1 and Contract #2 Tender Budget Clarification: Resulting from the Regular Meeting of Council June 25, 2012	X
<u>ITEM NO. 6. BYLAWS</u>	
A) RFD Proposed Utility Bylaw 11-2012: 1 st Reading	X
<u>ITEM NO. 7. ACTION ITEMS</u>	
A) RFD Bulk Water Truck Fill Station Upgrade	X
B) RFD East Industrial Sanitary Lift Station	X
C) RFD HAM Radio: Facility Waiver Request	X
D) RFD Proposed Health & Safety Policy C-4	X
E) RFD Canadian Badlands: Signage Update	X
F) RFD Department Reports	X
G) RFD Mayor and Council Reports (Verbal)	X



ITEM NO. 8. MEDIA INQUIRIES

ITEM NO. 9. CLOSED SESSION

Legal

X

ITEM NO. 10. OPEN SESSION

X

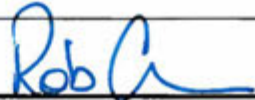
ITEM NO. 11. CLOSE OF MEETING

X



Agenda Item No. 4. A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Subdivision Authority Minutes of Council	Date of July 16, 2012 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Subdivision Authority Meeting of Council, June 25, 2012	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Subdivision Authority Meeting of Council held on June 25, 2012, as presented.2. That Council adopts the minutes of the Subdivision Authority Meeting of Council held on June 25, 2012, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Subdivision Authority Meeting of Council held on June 25, 2012, as presented.
Approval Date: July 12, 2012	Acting CAO: 

MINUTES OF THE MEETING OF THE SUBDIVISION AUTHORITY OF THE TOWN OF TABER, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 25, 2012 AT 5:00 P.M.

PRESENT: Mayor Ray Bryant
Councillor John Papp
Councillor, Louie Tams
Councillor Murray Rochelle
Councillor Garth Bekkering
Councillor Randy Sparks
Councillor Rick Popadynetz

ALSO PRESENT:

Rob Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO)
Kerry Van Ham, Council & CAO Assistant
Cory Armfelt, Contract Director of Planning & Economic Development
Jill Koroluk, Development Officer
Lorraine Belanger, Planning and Economic Development Assistant

CALL TO ORDER

Mayor Bryant called the Regular Meeting of the Subdivision Authority to order at 5:00 p.m.

ADOPTION OF THE AGENDA

Res. 165/12 MOVED by Councillor Tams that the Subdivision Authority adopt the agenda.

CARRIED UNANIMOUSLY

ITEM 4-SUBDIVISION APPLICATIONS – TOWN OF TABER

4a) TT-12-0-004: 5923 52 St

5:01 p.m. Councillor Bekkering asked to be excused from the discussion for pecuniary interests and exited the meeting

Explanation of the Subdivision

J. Koroluk summarized the application package. She noted that there needed to be a correction to the distance noted for the rear yard waiver and that this distance should have been noted as 5.36m

Councillor Tams enquired whether the home would be demolished.

J. Koroluk noted that the intent of the applicant was to allow the home to remain and that is why they needed the waiver.

Res. 166/12 **MOVED** by Councillor Tams that the Subdivision Authority approve application TT 12-0-004 for Lot 1, block C, Plan 1844JK, 5923 52 St, to create 2 lots with the following conditions:

- 1) That this approval shall apply to **BEING ALL OF LOT 1, BLOCK C, PLAN 1844JK- 5923 52 ST.**
- 2) Prior to the final endorsement of the subdivision all buildings encroaching or located across the future property line shall be removed or moved to a location that meets the Town of Taber and Alberta Building Code setback requirements.
- 3) Prior to the final endorsement of the subdivision, the concrete pad encroaching over the property line shall be removed from encroaching over the property line.
- 4) Town services shall be provided to the newly subdivided lot at the expense of the future owner of the new lot. In addition, engineering design, construction of service extensions, connection and other considerations with regard to this aspect become conditions of the development permit for the new residential dwelling.
- 5) Append the conditions outlined in number 4 as a caveat on the future title at the expense of the applicant
- 6) That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes, if any shall be paid to the Town of Taber prior to endorsement.
- 7) That the subdivision be registered in a manner satisfactory to the Land Titles Office.
- 8) The applicant shall provide an access/ driveway onto the proposed lot(s) to the satisfaction of the Town of Taber and in accordance with Town Standards prior to final endorsement of the Subdivision.
- 9) Easements or right of way shall be registered against the land for the provision of gas, power and other utilities required. The developer is responsible for making suitable arrangements with the relevant utility companies for the provision of services prior to the endorsement of the plan.

CARRIED UNANIMOUSLY

5:05 p.m. Councillor Bekkering rejoined the meeting.

4b) TT-12-0-005: Lot 3, Block 7, Plan 9911451 (Subdivide approx 16 acres)

Explanation of the Subdivision

C. Armfelt summarized the application package. He noted that the application had come to council primarily as a housekeeping item. The original application had originally been approved and endorsed but had expired, the application needed to be endorsed again by council to be finalized and registered. The purpose of the subdivision was to create a storm water pond in the NW corner of Taber Lake.

Res. 167/12 **MOVED** by Councillor Rochelle that the Subdivision Authority approve application TT 12-0-005 to create the 16 acre parcel subject to the following conditions:

- 1) That pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes, if any, shall be paid to the Town of Taber.
- 2) That this approval shall apply to a 1 PUL lot, tentative plan of subdivision located on part of lot 3 inclusive, Block 7, Plan 9911451.
- 3) That the subdivision be registered in a manner satisfactory to the Land Titles Office.
- 4) That the address for the PUL lot shall be 65615 Wild Rose Gate.

CARRIED UNANIMOUSLY

Res. 168/12 **MOVED** by Councillor Sparks at 5:07pm that the Subdivision Authority adjourn the meeting.

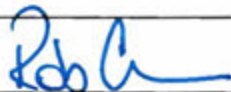
CARRIED UNANIMOUSLY

CHAIRMAN

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Public Hearing Minutes of Council	Date of July 16, 2012 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Public Hearing Meeting of Council, June 25, 2012	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Public Hearing Meeting of Council held on June 25, 2012, as presented.2. That Council adopts the minutes of the Public Hearing Meeting of Council held on June 25, 2012, as amended
Recommendation: Option #1 - That Council adopts the minutes of the Public Hearing Meeting of Council held on June 25, 2012, as presented.	
Approval Date: July 12, 2012	Acting CAO: 

MINUTES OF THE PUBLIC HEARING REGARDING THE BYLAWS OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 25, 2012, AT 5:07 PM., IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 5:00 PM.

PRESENT: Mayor Ray Bryant
Councillor Randy Sparks
Councillor John Papp
Councillor Rick Popadynetz
Councillor Louie Tams
Councillor Garth Bekkering
Councillor Murray Rochelle

ALSO PRESENT:

Rob Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO)
Cory Armfelt, RPP-MCIP, Director of Planning & Economic Development
Jilliann Koroluk, Development Officer
Kerry Van Ham, Council & CAO Assistant/Recording Secretary
Greg Price, Taber Times

ORDER

Mayor Bryant called the Public Hearing to Order at 5:07 PM.

LAND USE AMENDMENT BYLAW NO. 9-2012

i) Explanation of purpose of Bylaw No. 9-2012

Mayor Bryant requested that C. Armfelt, RPP-MCIP, Director of Planning & Economic Development, advise the purpose of the Bylaw.

C. Armfelt, RPP-MCIP, Director of Planning & Economic Development, advised that Bylaw 4-2006 (Land Use Bylaw) is being requested to be amended to incorporate the text amendment as follows:

"Salvage Yard"

to the list of discretionary uses in Section 19: Highway Industrial (M-4) District.

ii) Presentation of written or oral briefs AGAINST Bylaw No. 9-2012

Mayor Bryant inquired if any written briefs had been received Against Bylaw No. 9-2012.

C. Armfelt, RPP-MCIP, Director of Planning & Economic Development, advised that the following written briefs Against Bylaw No. 9-2012 had been received:

- Linda Derksen
- Horizon School Division No. 67
- Annie Lieverse

Mayor Bryant inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 9-2012.

Oral briefs Against Bylaw No. 9-2012 were presented by the following citizens:

- Edwyn Ellingson
- Andy Tuveson, speaking on behalf of Horizon School Division No. 67
- Cassandra Valgardson
- Ella May Gardner

Mayor Bryant inquired if there were any additional oral briefs Against Bylaw No. 9-2012 at this time, and there were none.

iii) Presentation of written or oral briefs FOR Bylaw No. 9-2012

Mayor Bryant inquired if any written briefs had been received For Bylaw No. 9-2012.

C. Armfelt, RPP-MCIP, Director of Planning & Economic Development, advised that no written briefs had been received For Bylaw No. 9-2012.

Mayor Bryant inquired if there was anyone present who wished to present an oral brief For Bylaw No. 9-2012, and there were none.

Mayor Bryant declared that the Public Hearing is hereby closed at 5:29 PM.


MAYOR

CHIEF ADMINISTRATIVE OFFICER

84/2012



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Regular Minutes of Council	Date of July 16, 2012 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Regular Meeting of Council, June 25, 2012	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Regular Meeting of Council held on June 25, 2012, as presented.2. That Council adopts the minutes of the Regular Meeting of Council held on June 25, 2012, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on June 25, 2012, as presented.
Approval Date: July 12, 2012	Acting CAO: 

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 25, 2012, AT 5:30 P.M., IMMEDIATELY FOLLOWING THE PUBLIC HEARING AT 5:07 PM., AND THE SUBDIVISION AUTHORITY MEETING AT 5:00 PM.

PRESENT: Mayor Ray Bryant
Councillor Randy Sparks
Councillor John Papp
Councillor Rick Popadynetz
Councillor Louie Tams
Councillor Garth Bekkering
Councillor Murray Rochelle

ALSO PRESENT:

Rob Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO)
Cory Armfelt, RPP-MCIP, Director of Planning & Economic Development
Jilliann Koroluk, Development Officer
Kerry Van Ham, Council & CAO Assistant/Recording Secretary
Greg Price, Taber Times

ORDER

Mayor Bryant called the Regular Meeting of Council to Order at 5:30 PM.

ADOPTION OF THE AGENDA

Mayor Bryant inquired if there were any additions or deletions to the Agenda, and advised that there were none.

RES.169/12 MOVED by Councillor Popadynetz that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS**A) Taber Arts and Crafts Society**

Board Members from the Taber Arts and Crafts Society presented details of the Society's Mission, activities, membership and the current and future anticipated challenges that the Society is facing.

Council discussed the challenges that this Society is facing, at this time.

RES.170/12 MOVED by Councillor Bekkering that Council receives the presentation from the Taber Arts and Crafts Society, for information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**A) Regular Meeting of Council – June 11, 2012**

RES.171/12 MOVED by Councillor Papp that Council adopts the minutes of the Regular Meeting of Council held on June 11, 2012, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES – NONE**BYLAWS****A) Proposed Land Use Text Amendment Bylaw 9-2012:
2nd and 3rd Readings**

Council discussed this subject at this time and reviewed the comments made at the Public Hearing.

RES.172/12 MOVED by Councillor Bekkering that Council deny second or third reading and directs Administration to issue a stop order to the applicant with the requirement to remove all material associated with the salvage operation, as soon as it is reasonable.

CARRIED UNANIMOUSLY

B) Proposed Off-Site Levy Bylaw 10-2012: 1st Reading

R. Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO), presented the proposed Bylaw.

Council had a number of questions regarding comparable municipalities and fee structure, at this time.

RES.173/12 MOVED by Councillor Tams that Council gives 1st reading to Bylaw 10-2012, the Off-Site Levy Bylaw, at this meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS**A) 2012 Surface Works: Contract #1 Tender Award**

R. Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO), detailed the tender analysis, site plan and recommendation for the 2012 Surface Works Contract #1 Tender Award.

RES.174/12 MOVED by Councillor Papp that Council awards Contract #1 of the Town's 2012 Surface Works program to Tollestrup Construction Inc., in an amount not to exceed \$297,299.20.

CARRIED UNANIMOUSLY

B) 2012 Surface Works: Contract #2 Tender Award

R. Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO), detailed the tender analysis, site plan and recommendation for the 2012 Surface Works Contract #2 Tender Award, which includes milling/overlay and phase 2 of the trail system construction.

RES.175/12 MOVED by Councillor Sparks that Council awards Contract #2 of the Town's 2012 Surface Works program to Tollestrup Construction Inc., in an amount not to exceed \$297,529.10.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D**C) Aquafun Centre: Tender Award**

R. Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO) summarized the tender process for the Pool Tiling Project. No award recommendation was made, as both tenders exceeded Council's available budget for this project.

RES.176/12 MOVED by Councillor Rochelle that Council declines all bids received at the Aquafun Centre Pool Tiling Project tender opening, as all bids exceed the approved project budget.

CARRIED UNANIMOUSLY

D) Notice of Motion: Ambulance Services

Councillor Tams introduced the Notice of Motion being brought forward for Council's consideration as follows;

"Whereas the administration of ambulance services has become increasingly complex; and

Whereas time required by Town Administration to manage this service has become extremely onerous; and

Whereas other important functions of the Town are affected by the demands of administration to ambulance services; and

Whereas ambulance services is rightfully a function of Alberta Health Services;

Therefore, be it resolved that the Council of the Town of Taber directs Administration to proceed with the process of divesting itself of administration of ambulance services, as provided for under the current agreement with Alberta Health Services."

ACTION ITEMS – CONT'D**D) Notice of Motion: Ambulance Services – Cont'd**

RES.177/12 MOVED by Councillor Tams that Council accepts the notice of motion to be presented and discussed at the regular meeting of Council on August 20, 2012, and requests Administration to draft a proposal on the subject.

CARRIED UNANIMOUSLY

E) Monthly Operating Financial Statements

R. Cressman, Director of Public Services, Acting Chief Administrative Officer (CAO) presented the year to date unaudited operating financial statements and the dashboard statistics for the five months ending May 31, 2012.

RES.178/12 MOVED by Councillor Bekkering that Council accepts the unaudited operating financial statements and dashboard statistics for the five months ending May 31, 2012 for information purposes.

CARRIED UNANIMOUSLY

F) Department Reports

RES.179/12 MOVED by Councillor Rochelle that Council accepts the Department Head Reports, for information.

CARRIED UNANIMOUSLY

G) Mayor and Councillor Reports (Verbal)

Council briefly discussed their various Committee activities during the past month.

RES.180/12 MOVED by Councillor Popadynetz that Council accepts the Mayor and Councillor reports, as presented.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES - NONE

CLOSED SESSION

RES.181/12 MOVED by Councillor Sparks that Council move to Closed Session to discuss legal matters.

CARRIED UNANIMOUSLY AT 6:50 PM

OPEN SESSION

RES.182/12 MOVED by Councillor Sparks that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:28 PM

CLOSE OF MEETING

RES.183/12 MOVED by Councillor Tams that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 7:28 PM


MAYOR

CHIEF ADMINISTRATIVE OFFICER

89/2012



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Tender Budget Clarification	Date of July 16, 2012 Agenda:	
Prepared By: Dale Culler, CA, Director of Corporate Services, Interim Chief Administrative Officer (CAO)		
Attachments: RFD's from Contract #1 and Contract #2 Tenders from the Regular Meeting of Council June 25, 2012		
Topic: 2012 Surface Works Contract #1 and Contract #2 Tender budget clarification resulting from the Regular Meeting of Council June 25, 2012		
Background:	<p>At the June 25th Council meeting two RFD's were presented for tenders for budgeted capital works. The RFD's contained information regarding budgeted amounts for the work tendered that needs clarification. Agenda Item No. 7.A (Contract #1 Tender) indicated that the approved budget for this project was \$275,000. This tender was for the annual concrete program which had an approved budget of \$400,000. The recommended contract award was \$297,299.20 which comes within budget for this project.</p> <p>Agenda Item No. 7. B (Contract #2 Tender) indicated that the approved budget for these projects was \$503,955. This tender was for the milling and overlay, and 2009 trail system completion. The approved budget for milling and overlay was \$275,000, and the approved budget for the trail completions was \$103,955 resulting in a combined approved budget of \$378,955. The recommended contract award was \$297,529.10 which comes within budget for these two projects.</p>	
Options:	<ol style="list-style-type: none">1. That Council accepts the budget clarification of the tender awards for information purposes.	
Recommendation:	Option #1 - That Council accepts the budget clarification of the tender awards for information purposes.	
Approval Date:	July 12, 2012	Acting CAO: 



**TOWN OF TABER
COUNCIL REQUEST FOR DECISION**

Subject: Road Construction		Date of June 25, 2012	
		Agenda:	
Prepared By: Rob Cressman, Director of Public Services			
Attachments: Tender Analysis & Recommendation; 2012 Surface Works - Site Plan			
Topic: 2012 Surface Works – Contract #1 Tender Award			
Background:	Approved 2012 budget for this project is \$275,000 including engineering/design, tender administration, materials testing, construction inspection & 10% project contingency. The majority of this work involves replacing deteriorated intersection swales & adjacent asphalt patching.		
	Attached is the tender summary & analysis – we recommend Council award the contract to Tollestrup Construction Inc. in an amount not to exceed \$297,299.20.		
INFORMATION ONLY			
Options:	1.	Council awards Contract #1 of the Town's 2012 Surface Works program to Tollestrup Construction Inc. in an amount not to exceed \$297,299.20.	
	2.	Council awards Contract #1 of the Town's 2012 Surface Works program to _____ in an amount not to exceed \$_____.	
Recommendation: Option #1 Council awards Contract #1 of the 2012 Surface Works program to Tollestrup Construction Inc. in an amount not to exceed \$297,299.20.			
Approval Date:	June 21, 2012	Interim CAO:	



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Road Construction Date of June 25, 2012
Agenda:
Prepared By: Rob Cressman, Director of Public Services
Attachments: Tender Analysis & Recommendation; Site Plan
Topic: 2012 Surface Works – Contract #2 Tender Award
Background:
Approved 2012 Capital budget for this work is \$503,955 (2012 Milling/Overlay & 2009 Trail System including engineering/design, tender administration, materials testing, construction inspection & 10% project contingency.
The majority of this road work involves;
• replacement of existing/deteriorated surface via asphalt milling/overlay process, and
• trail system construction (asphalt surface work; base prep by Town/MD/Others).
The trail system project is funded in part under a now defunct Municipal Sponsorship Program grant (2009) in the amount of \$37,982.
Attached is the tender summary & analysis – we recommend Council award the contract to Tollestrup Construction Inc. in an amount not to exceed \$297,529.10.
Options:
1. Council awards Contract #2 of the Town's 2012 Surface Works program to Tollestrup Construction Inc. in an amount not to exceed \$297,529.10.
2. Council awards Contract #2 of the Town's 2012 Surface Works program to _____ in an amount not to exceed \$ _____.
Recommendation: Option #1 Council awards Contract #2 of the 2012 Surface Works program to Tollestrup Construction Inc. in an amount not to exceed \$297,529.10.
Approval Date: June 21, 2012 Interim CAO: [Signature]



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Subject (Utility Bylaw No 11-2012), Date of (July 16, 2012), Agenda, Prepared By (Dale Culler, CA, Interim Chief Administrative Officer (CAO)), Attachments (Proposed Utility Bylaw No 11-2012), Topic (Utility Bylaw No 11-2012), and a large Background section.

Background:

At the regular Council meeting of January 23, 2012 Administration presented proposed Utility Bylaw 2-2012 which included several amendments and clarifications to certain definitions. Council discussed the proposed Bylaw and made a motion to give first reading to Utility Bylaw 2-2012 which was defeated. Administration has since had time to further review Bylaw 5-2011 and our internal billing processes, and are again asking Council to consider amending the definition for commercial buildings.

The definition for commercial buildings in Bylaw 5-2011 is as follows:

"means all buildings, which generate revenue, but does not include multi-unit structures; institutional dwellings; and industrial buildings, but does include temporary residential buildings such as motels, hotels, etc."

This definition specifically excludes multi-unit structures such as apartment buildings.

The definition for residential dwelling in Bylaw 5-2011 is as follows:

"means any family dwelling, and will include places of worship and revenue generating multiple family dwellings of less than six units."

The definition for multi-unit structure in Bylaw 5-2011 is as follows:

"means a single building comprised of two (2) or more units separated one from another by party-walls (often sharing a single entrance way)."

The definitions provide clarity for revenue generating multi-unit family dwellings of less than six units which are defined as residential; however revenue generating multi-unit structures such as apartment buildings which could have six or more units is specifically excluded from the definition of both residential and commercial buildings. This leaves us with these properties simply being defined as multi-unit structures. Starting with Bylaw 5-2011 the rates being applied to multi-unit structures in schedules A and B must be either residential or commercial because they are being charged different rates. Simply defining apartment buildings as multi-unit structures no longer provides a clear enough definition to apply the appropriate rate structure without making a judgment call as to whether they should be charged residential or commercial rates.

Cont'd

To provide clarity, Administration is asking Council to amend the definition of commercial buildings to include multi-unit structures as follows:

"means all buildings, which generate revenue, including multi-unit structures and temporary residential buildings such as motels, hotels, etc.; but does not include institutional and industrial buildings, and revenue generating multiple family dwellings of less than six units."

This amended definition will ensure that multi-unit structures such as apartments will continue to be charged the same as commercial buildings, which is consistent with the previous Utility Bylaw 1-2010 rate structures.

The final amendment is to schedule B under residential summer sewer charges where it reads, "The summer sewer rate is applied to the following residential code:*SR1 – Residential as defined in the Town's Land Use Bylaw." When Bylaw 5-2011 was drafted there was an error in that SR1 is not a code contained within the Land Use Bylaw; SR1 is simply one of the codes in the utility module of the accounting system used to apply rates to residential properties. The correct wording should have been "...*SR1 – Residential as defined in the Town of Taber Utility Bylaw 5-2011."

Administration's intent is that these suggested changes to the definitions and the schedules will provide consistency and clarity in the billing process.

Options:

1. That Council gives first reading to Utility Bylaw No. 11-2012 as presented.
2. That Council gives second reading to Utility Bylaw No. 11-2012 as presented.
3. That Council gives unanimous consent to proceed to third and final reading of Utility Bylaw No. 11-2012 as presented.
4. That Council gives third and final reading to Utility Bylaw No. 11-2012 as presented.
5. That Council not approve Utility Bylaw No. 11-2012 as presented.

Recommendation: Options #1, 2, 3 and 4 above.

**Approval
Date:**

July 12, 2012

**Acting
CAO:**



**TOWN OF TABER
BYLAW NO. 11-2012**

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, RESPECTING UTILITIES INCLUDING, WATER TREATMENT AND DISTRIBUTION, SANITARY AND STORM SEWAGE COLLECTION AND TREATMENT, AND SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING (*) SYSTEMS.

WHEREAS the Town of Taber, being a municipal corporation in the Province of Alberta, owns and operates a water treatment and distribution system for supplying potable drinking water and fire protection, a sanitary and storm sewage collection, treatment, and disposal system, and a solid waste collection, disposal, and recycling system as a public utility for the benefit of residents, commercial, institutional, and industrial users and all other consumers in the Town of Taber, and subject to Council approval, to consumers outside the Town boundaries;

AND WHEREAS pursuant to the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Taber has the authority to enact a Bylaw affecting, controlling and regulating the public utility known as "Water System, Sanitary and Storm Sewage Systems and Solid Waste System".

NOW THEREFORE the Council of the Town of Taber enacts as follows:

1.0 TITLE:

This Bylaw may be cited as the "Utility Bylaw".

2.0 IN THIS BYLAW:

Arrears	mean those utility rates remaining outstanding after the due date.
Backflow	means a situation that may occur within the water or sewer system where negative or reduced pressures occur within the water or sewer distribution system causing a reversal in the normal direction of flow within the water or sewer supply piping within a building or premise.
Backflow Prevention Device	means a mechanical device specifically designed, constructed, and approved for the control and prevention of Backflow and Backsiphonage.
Backsiphonage	means backflow caused by negative or reduced pressure within the water supply piping within a building or premise.
Biochemical Oxygen Demand (BOD)	means a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by process bacteria.
Body of Water	means any creek, stream, river, pond, lake, waterway, watercourse, canal or other flowing or standing water.
Boulevard Irrigation Area	means an irrigated boulevard whereby the Town maintains and operates the irrigation system, and for which the adjacent property owners pay a fee
Building Drain	means the lowest horizontal piping that conducts Clearwater waste, wastewater, stormwater or water to a building sewer.
Building Sewer	means that part of a drainage system outside a building commencing at the outer face of the wall of the building and connecting the building drain to the main sewer and terminating at the property line or place of disposal or wastewater.
Catch Basin	means an interceptor or area drain installed to prevent sand, grit, and other materials from passing into a drainage system.
Chemical Oxygen Demand (C.O.D.)	means a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidant.
Chief Administrative Officer (C.A.O.)	means the person appointed to the position of chief administrative officer by Town Council pursuant to the Municipal Government Act.

Clearwater Waste	means water that does not contain wastewater or stormwater and to which no substance has been added.
Combined Sewer	means a sewer that is intended to conduct wastewater and storm water.
Combined Water Service Connection	means a potable water service connection, which supplies water for the domestic, commercial, institutional, or industrial use of a consumer and also as a fire protection system in the same premises.
Commercial Buildings	means all buildings, which generate revenue, including multi-unit structures and temporary residential buildings such as motels, hotels, etc.; but does not include institutional and industrial buildings, and revenue generating multiple family dwellings of less than six (6) units.
Composite Sample	means a sample composed of a number of grab samples, which have been collected over a specified period of time, usually 24 hours or the industry's operating day, and combined in proportion to the volume of wastewater discharge they represent.
Consumer	means that person utilizing the water, sanitary and storm sewer, or solid waste and recycling services whether it be an Owner or Tenant.
Conventional Pollutants	may include non-filterable residue (suspended solids), grease and oils, phosphorus, fecal and total coli form bacteria and substances that exert biochemical oxygen demand, chemical oxygen demand or that affect pH.
Council	means the Council of the Town of Taber.
Cross Connection	means an existing connection or a potential connection between any part of the potable water system and any other environment containing any substances other than potable water which, under any circumstances, allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter which may change the colour or add odour to the potable water.
Curb stop	(See Water Service Valve)
Enforcement Officer	means the person appointed by Council to enforce compliance with the Bylaw, and also includes a Peace Officer.
Facilities	means any permanent, semi-permanent, or temporary property forming part of the Town's utility infrastructure.
Fixture	means a receptacle, appliance, apparatus or other device that discharges wastewater or clearwater waste and includes a floor drain.
Floor Drain	means a fixture used to receive water from a floor of a building.
Garbage Bin	means a metal container of a type including size/weight suitable to be mechanically loaded by the Town's or other Contractors' waste disposal vehicles.
Garbage Can	means a metal or plastic container of not less than 20 inches (51 cm) or more than 30 inches (76 cm) in height with a base diameter of not less than 17 inches (43 cm) or more than 20 inches (51 cm), which shall have a proper and tightly fitting metal or plastic cover.
Grab Sample	means a sample collected over a short period of time by taking and combining one or more samples of wastewater flow.

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A Hydrocarbon of Petroleum Origin

BYLAW NO. 11-2012

means those materials, which absorb onto Silica gel as described in the USA Environmental Protection Act's "Standard Methods".

Industrial Building	means any building that processes or manufactures goods and products.
Industrial Wastewater	means wastewater from industrial processes.
Inspector	means a person authorized by the C.A.O. to make inspections and/or to take samples where required and to otherwise enforce this Bylaw.
Institutional Building	means a building used by an organization or society for public or social purposes and, without restricting the generality of term, includes senior citizen housing, nursing homes, hospitals, day care centers, museums, libraries, schools, service and fraternal organizations, and government buildings.
Lawn Service Meter	A water meter that is used to measure the consumption of water used to supply water to a lawn or garden.
Mercaptans (THIOLS)	mean the sulphur analogs of alcohol and phenols with the general chemical formula RSH where R is the organic portion of the molecule.
Meter Spacer	means a length of pipe complete with couplings, installed on the internal potable water piping in a building which can be removed for the purpose of installing a water meter in the Town of Taber.
Multi Unit Structure	means a single building comprised of two (2) or more units separated one from another by party-walls (often sharing a single entrance way).
Natural Outlet	means any outlet from a natural watercourse into another watercourse, pond, ditch or lake, or other body of surface or groundwater.
Nonfilterable Residue & Suspended Solids	means the solid matter suspended in water and wastewater.
Non-Potable Water	means untreated water that is not suitable for human consumption.
Non-Resident Dwellings	means any residential dwelling that is located outside of the Town of Taber boundaries.
Oil & Grease	means an organic substance recoverable by procedures set forth in "Standard Methods" and includes but is not limited to hydrocarbons, esters, fats, oils, waxes and high molecular carboxylic acids.
Owner	means the person showing as assessed Owner of the property or building on the tax roll, or the Owner of the utility service itself unless specified otherwise.
Person	means any individual, firm, company, association, society, corporation or group.
pH	means the measure of the intensity of the acid or alkaline conditions of a solution determined by the hydrogen ion activity of the solution in accordance with procedures set forth in "Standard Methods".
Phenolic Compounds	means hydroxyl derivatives of benzene and its condensed nuclei. Concentrations of phenolic compounds shall be determined using either the 4-amino antipyrine method or the gas liquid chromatographic procedure given in "Standard Methods".
Phosphorus (Total)	includes all orthophosphates and condensed phosphates, both dissolved and particulate, organic, and inorganic released from combination with organic matter by a digestion

process as rigorous than, the Sulfuric acid – nitric acid digestion.

Plumber	means a Plumber employed and designated by the Owner of the premises and in the owner's application will be considered as the Agent of said Owner while employed in the execution of the work of introducing the water into such premises and will not be recognized as in any sense the Agent of the Town or will the Town or its Director of Public Services be responsible for the acts of said Plumber.
Pollutant	means a chemical or material that is added to the water that causes an adverse deviation from the mean geochemical composition of the water. Pollutants shall be classified as conventional, non-conventional and priority. Non-conventional pollutants are those not classified as conventional or priority.
Polluted Cooling Water	means cooling waters to which chemicals have been added for the purpose of inhibiting bacterial growth in the cooling water system.
Potable Water	means water that has been treated to National and Provincial standards and that is suitable for human consumption.
Priority Pollutants	includes chemicals and metals that have a toxic effect on the biological activity of the wastewater treatment processes and/or the receiving stream. These may include phenolic compounds, pesticides, chlorinated hydrocarbons, antimony, arsenic, barium, boron, chromium, copper, cadmium, lead, mercury, nickel, selenium, silver and zinc.
Public Health Inspector	means the Medical Officer of Health for the Town of Taber.
Public Services	means that department of the Town of Taber or its duly authorized representatives with the responsibility of constructing, operating and maintaining the water, sewer and solid waste systems.
Raw Water Supply Lines	means the system of pipes, valves, fittings, valve chambers, and appurtenances which supply raw untreated water to the water reservoirs and water treatment plant.
Receiving Waters	means the Oldman River or any other watercourse receiving or ultimately receiving the discharge of wastewater, Clearwater waste or storm water.
Residential Dwelling	means any family dwelling, and will include places of worship and revenue generating multiple family dwellings of less than six (6) units.
Safety Codes Officer	means a qualified person certified by the Provincial Government to perform inspections related to the Provincial Safety Codes Act and Plumbing regulations.
Sanitary Sewer	means a sewer, which carries wastewater and to which storm, surface and groundwaters are not intentionally admitted.
Scavenge	to salvage from discarded or refuse material.
Sewage	means any liquid waste from a fixture or any storm drainage resulting from precipitation.
Sewage Collection & Treatment Utility	means the system of sewer collection lines, pumping stations, service connections, valves, fittings, backflow prevention devices and all other equipment required for the collection and treatment of sewage for all consumers and is deemed a Public Utility within the meaning of the Municipal Government Act.
Sewage Exemption Meter (Bulk Water Meter)	A water meter that is used to measure the consumption of water in applications where no water can be returned to the sewer system

	means the system of pipes and manholes used to collect sanitary sewage within the Town of Taber.
Sewer Service	means the sewer line connecting a consumer's premises to the Town Sewer Main or point of wastewater disposal with the Consumer owning that portion of the pipe lying within the boundaries of the Consumer's premises, excluding any pipe lying within the boundaries of any easement or right-of-way area granted to the Town for its sewage system.
Sewerage Project	means all construction for collection, transportation, pumping, treatment and final disposal of wastewater or any part thereof.
Sewerage System	means a sewer or system of sewers or any plants, structures, equipment, pipes, apparatus or other things for or incidental to the collection, treatment or disposal of wastewater.
Solid Waste	means garbage, junk, rubbish, trash, and other residential, commercial, institutional, and industrial waste produced by normal human living and processes which are disposed of in a sanitary landfill, or in the case of recyclable materials, which are disposed of through normal recycling practices.
Solid Waste Collector	means any person or contractor employed or hired by the Town for purposes of collection, removal or disposal of solid waste materials.
Solid Waste Receptacle	means a suitably sized and constructed enclosure used to store solid waste until it is collected.
Standard Methods	means the current edition of "Standard Methods for the Examination of Water and Wastewater," American Public Health Association, Washington D.C.
Storm Sewer	means a sewer that is installed to convey storm water and surface drainage.
Surface Water	means water in a watercourse.
Tenant	means that person who rents or leases property and occupies same.
Town	means the Town of Taber, in the Province of Alberta (or its duly authorized representatives) or the area contained within its municipal boundaries as the context requires.
True Colour Units	means the measure of the colour of the water from which turbidity has been removed.
Unpolluted Cooling Waters	means cooling water to which no chemicals or substances have been added and which have not picked up amounts of pollutants in excess of concentrations allowed in the connection permit.
Utility	means all utilities including water, sanitary and storm sewers and solid waste collection and recycling services provided by the Town.
Utility Rate	means the charges for any municipal utility provided to a parcel of land that represents an amount owing to the Town by the customer.
Vacant Lot	any property on which there are no permanent buildings.
Wastewater	means sewage.
Wastewater Treatment Facility	means any system or method used to treat wastewater biologically, chemically, electrically, mechanically or otherwise and includes the wastewater collection system therefore.
Watercourse	means: (a) the bed and shore of a river, stream, lake, creek, lagoon, swamp marsh or other natural body of water; or (b) a canal, ditch, reservoir or other man-made surface feature whether it contains or conveys water continuously or intermittently.

Water Main	means the system of pipes, valves, fittings, valve chambers and appurtances that supply and distribute potable water within the Town of Taber.
Water Meter	means any device approved by the Town that is designed to measure the quantity of water used by the consumer.
Water Service	means that lateral water pipe which connects an owner's premises to the Town water main with the owner owning that portion of the pipe lying within the boundaries of the owner's premises excluding any pipe lying within the boundaries of any easement or right of way area granted to the Town for its water system.
Water Service Valve	means the water valve on the Town owned portion of the water service connection, located between the Town water main and the property or building line, installed for the purpose of enabling the Town to turn on or off the water supply to an owner's premises. Also known as a "Curb stop".
Water System or Water Utility	means the system of raw water pipelines, water reservoirs, treatment plants, pumping stations, feeder mains, distribution mains, service connections, valves, fittings, hydrants, meters, backflow prevention devices and all other equipment and machinery of whatever kind owned by the Town and which is required to supply and distribute potable water to all consumers and which is deemed to be a Public Utility within the meaning of the Municipal Government Act.

3.0 MUNICIPAL OFFICIAL

3.1 Authority

The Municipal Council of the Town of Taber hereby delegates to the C.A.O. the power to:

- a) Administer and enforce the provisions of this Bylaw. In addition to those duties, without limiting them, the C.A.O. may make binding contracts with customers for utility services and may levy rates, charges, rents and fines in accordance with this Bylaw.
- b) Establish regulations for the general maintenance or management or conduct, of any employee of the utility and of the Bylaw Officer and others employed in connection with the utility services.
- c) Fix, in connection with the utility, the times and places where rates, charges and rents outlined in SCHEDULE 'A', 'B', 'C', 'D' are payable.
- d) Provide for the rent of fittings, machines, apparatus, meters or other things leased to the consumer.
- e) Collect the rates, charges or rents in connection with the water treatment and distribution, sanitary and storm sewage collection and treatment, and solid waste collection, disposal, and recycling systems.
- f) Enforce payments of those rates, charges or rents by all or any of the following methods, namely:
 - i) by action in any court of competent jurisdiction;
 - ii) by shutting off the water being supplied to the consumer or discontinuing the service thereof;
 - iii) by transfer to taxes pursuant to the Municipal Government Act plus a fee for transfer.
- g) Enforce the terms and conditions under which the utility services are supplied either:
 - i) by enforcing this Bylaw;
 - ii) by enforcing any agreement made between the Town as supplier and consumer;
 - iii) by enforcing provincial/federal regulations;

Including shutting off the water utility being supplied to the consumer or discontinuing the service thereof until the consumer complies with the terms and conditions of this Bylaw or provincial/federal regulations.

- 3.2 The Director of Public Services or the Town's duly authorized representative may establish standards, guidelines and specifications for the design, construction and maintenance of the utility system.
- 3.3 For the purpose of administering or enforcing the provisions of this Bylaw the C.A.O. may delegate his powers to one or more employees of the Public Services Department or its duly authorized representative and the said employees shall be deemed to be authorized agents of the C.A.O. In that regard, employees of the Finance Department engaged in water, sanitary and storm sewers and solid waste and recycling billings and collection functions related to this Bylaw shall also be deemed to be authorized agents of the C.A.O.

4.1 Provincial & Federal Regulations

In addition to the conditions and requirements outlined in this Bylaw, all applicable Provincial and Federal regulations and requirements are in effect whether specifically stated or not.

4.2 Supply of Service

- a) The Town having constructed, operated and maintained water, sanitary and storm sewers, and solid waste and recycling systems as a Public Utility shall continue, insofar as there is sufficient plant capacity available, and upon such terms as Council considers advisable, to supply water and collect sanitary and storm sewage, and solid waste and recycling to or from any property owner or industry or other consumer within the municipality situated along any water, sanitary and storm sewer mains, or Municipal right of way, upon being so requested in writing by the Owner. The Town undertakes to supply water, sanitary and storm sewage collection and solid waste collection to the owner's system at the property line of the street, lane or boundary or an easement granted to the Town for its water, sanitary and storm and solid waste system.
- b) Provision for water and sewer services to residences outside the Town limits shall be in accordance with Town policy.

4.3 Sole Source Of Service

No person shall use a source of water supply or sanitary or storm sewage disposal and solid waste collection other than the Town system without consent of the Town.

- a) Further to Section 4.3, the Town may give consent for a person to use an alternate source for the supply of water, sanitary and storm sewer and solid waste facilities subject to such terms and conditions as deemed necessary and notwithstanding that the generality of the foregoing may set a limit on the period of time for which an alternate supply may be used.
- b) No person who has been granted permission to use an alternate supply shall allow that alternate supply to be connected to the Town systems.

4.4 Alterations To Water & Sewer Systems

- a) No person(s) may maintain, repair, replace or upgrade the Town's water, sanitary and storm sewer systems without being contracted by the Town to do so.
- b) No person except those acting with the C.A.O.'s permission shall tamper with any connection of any public or private pipes or mains, either in the streets, lanes, houses or private grounds.
- c) No person(s) may connect to or extend the Town's water, sanitary and storm sewer systems without first obtaining approval and permission from the Town of Taber and Alberta Environmental Protection.
- d) All persons engaged in maintaining, repairing, replacing, upgrading, or extending the Town's water, sanitary and storm sewer systems must be Town employees or qualified experienced municipal water and sewer contractors acting on behalf of the Town.

4.5 Owner Responsibility

An owner is responsible for providing such facilities as the Town considers necessary in order to have a continuous and uninterrupted access to water, sanitary and storm sewers and solid waste systems for the owner's specific needs, provided such facilities are approved by the Town and also provided that such facilities do not interfere with the operation of the water, sanitary and storm sewers and solid waste and recycling systems.

4.6 Ownership of Water & Sewer Service Connection By The Town

The Town is the owner of the water, sanitary and storm sewer service connections within any street, lane, easement or Town property. No person(s) shall make connections to any of the service lines or water, sanitary and storm sewer mains without first having obtained a permit to do so from the Town.

4.7 Number Of Services

- a) **Single Service – Multi-Unit Structures**
All newly constructed multi-unit structures located on one lot shall be serviced with one service and one water meter which will register water consumption for all units located within the building. The utility bill for multi-unit structures shall be forwarded directly to the property owner for payment and is ultimately their responsibility. In the event a property owner requests more than one service, they will be responsible for all additional costs associated with the extra service(s). Extra service installation will only be

permitted upon first acquiring written approval from the Town and advance payment in full of said additional costs.

b) Double Service

Permission will not be granted to supply two (2) or more buildings fronting on the same street with a single service, unless only one of the serviced buildings occupies the frontage on a single Town lot and others are located in the rear of the said front building, then permission may be granted to supply all the buildings from one service, subject to the conditions prescribed by the Town.

c) Designated Manufactured Home Park (Trailer Courts)

Designated Manufactured Home Parks shall be serviced with one service and one water meter which will register water consumption for all units within the Park. The utility bill for the Park shall be forwarded directly to the Designated Manufactured Home Park owner for payment and is ultimately their responsibility.

4.8 New Services

- a) The Town shall install that portion of the water and/or sanitary and/or storm sewer service connections that is on Town property and which runs from the Town water and/or sanitary and/or storm sewer mains to the property line of the street, lane, or boundary of an easement or right-of-way granted to the Town for its utility system. The owner of a property is responsible for all costs related to servicing on a property and as such the owner shall be charged connection and installation fees for all new service connections. The owner is required to pay the fees in full, in advance, before installation of service connections can take place, as set out in the Town Bylaws.
- b) Water will be turned on to the premises only after the owner has concluded the work to the satisfaction of the Town and the entire structure is inspected and approved by the Building Inspector and the occupancy permit issued. Notwithstanding Section 5.30, the Town will not turn on the water supply to any new building or new plumbing system until a water meter has been installed and a Provincial Plumbing Permit is presented to the Town for that building.
- c) 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. Applicants refused shall be provided with reasons therefore.
- d) Persons receiving a permit for the introduction of water servicing to their premises and the Plumber doing the work will be required to cause the same service to be placed no less than six (6) feet below the surface of the earth at any point between the street line and the inside of the foundation wall of the building into which the water is introduced unless otherwise approved in writing by the Town.

4.9 Replacements And Relocation

Any owner who desires to have an existing water and/or sanitary and/or storm sewer service connections within any street, lane, easement or Town property replaced with a connection of a different size or relocated to a different location, shall apply to the Town in writing for approval and the Town may authorize the work to be carried out by the Town or its agents subject to payment in advance, of the cost of the project as determined by the Town.

4.10 Winter Connections

Service connections to the water, sanitary and storm sewer mains shall not be made between November 1st and April 1st of the following year unless otherwise approved in writing by the Town.

4.11 Frozen Connections

If a water and/or sanitary and/or storm sewer service connection is frozen on private property, it shall be the owner's responsibility to have it thawed and if necessary the meter replaced at the owner's expense.

4.12 New Utility Accounts

New utility accounts will only be set up in the name of the assessed owner(s), or the purchaser under an agreement for sale, of the serviced property.

4.13 Terminating A Utility Account

- a) A utility account will be terminated when a property is sold. Either the current account holder or the new property owner shall notify the Town, in writing, upon transfer of the property.
- b) A utility account will be terminated when any of the conditions of services provided to tenants under section 9.1 h) have been met.

- c) Any owner of a serviced lot that becomes a vacant lot may apply in writing to have their utility account terminated. The applicant must provide evidence that the services have been properly disconnected and inspected to the Town's satisfaction. From and after the Town or the Town's duly authorized representative's inspection and approval of the physical disconnect, the Town shall not assess any utility rates, charges or rents for the property so terminated.

4.14 Utility Deposits Held by the Town

- a) The utility deposit will be returned (in whole or part) at the earliest of:
- i) when the utility account is terminated, provided that such deposit is first applied to any unpaid account balance at the time of such termination; or
 - ii) the person(s) become(s) the owner of the property.

In no instance will interest be paid on said deposit.

4.15 Access To Premises

Subject to Section 4.16, as a condition of receiving utility services and as operational needs dictate, authorized representatives of the Town shall have the right to enter a consumer's premises at all reasonable times, after giving reasonable notice, for the purpose of:

- a) Installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing Town facilities, including but not limiting to water meters and remote readouts;
- b) sampling and testing potable water, clearwater waste, and wastewater;
- c) investigating or responding to a consumer's complaint or inquiry; or
- d) enforcing the provisions of this bylaw

4.16 Court Order

If a person refuses to allow or interferes with access to a consumer's premises the Town may, pursuant to section 543 of the *Municipal Government Act*, apply to the Court of Queen's Bench for an order restraining a person from preventing or interfering with the entry, inspection, enforcement or action.

5.0 **WATER SYSTEM**

5.1 Responsibility of Water Consumed

The owner shall be responsible for all water consumed on a premise, whether the water consumption was registered by the water meter or consumed by accidental or illegal means.

5.2 Waste Of Water, Leaks & Defects

- a) No person shall waste any water supplied by the Town in any way, whether by improper, leaky, frozen, or broken service pipes, fixtures or taps, or by excessive use of water when yard watering, car washing, cleaning or other uses.
- b) Where water has been shut off to an owner's premises for water wastage, leaks, or defects in the owner's portion of the water service connection, or in other water pipes on the property, or in the interior plumbing system within the owner's premises, the Town may refuse to turn the water on again until the owner has delivered proof that the necessary repairs have been made and has paid the specified water turn on fee as defined in **SCHEDULE 'A'**.
- c) Whenever water has been turned off for non-payment of rates or for purposes of repair or construction or for any necessary or proper reason, no person shall turn it on again who is not duly authorized to do so by the Town.

5.3 Restriction of Water Use

Council may at any time by resolution issue such orders necessary to control or restrict water consumption in the Town in the event that contamination, pollution, fire, drought, or other natural or manmade disasters should have a detrimental effect on the Town's ability to supply potable water to its consumers.

5.4 Protection of Water Service Valves

No person shall interfere with, damage, or make inaccessible any water service valve or its casing due to the construction of walks, driveways, landscaping, or in any other way. The owner of a property shall make every effort to protect the water service valve servicing his or her property from damage.

- a) At the time of issuance of a permit to commence construction of a building or other improvements on a property, the owner of the property may be required to pay to the Town of Taber a construction deposit as set forth in **SCHEDULE 'A'**, which may be refundable upon completion of finished landscaping,

and after inspection by the Town determines that the water service valve has not been damaged in any way.

- b) If the water service valve has been damaged, the Town may retain the construction deposit and recover the difference in the amount of the construction deposit and the actual cost incurred to repair the water service valve. Any additional costs over and above the construction deposit may be collected in the same manner as utility rates.
- c) If the water service valve is made inaccessible by any reason, the Town may require such work to be performed to provide accessibility with all costs to be borne by the property owner. Any such costs may be collected in the same manner as utility rates.

5.5 Boosting Devices

No person shall use any devices for the purpose of increasing water pressure on any water service connection on the upstream side of a water meter or water shut-off valve.

5.6 Fire Protection & Branch Supply Lines, Outlets Or Fixtures

- a) No person shall install branch supply line, outlets or fixtures before a water meter or shut-off valve, except for fire protection purposes. Any branch supply line, outlet or fixture installed before a water meter or water shut-off valve for fire protection shall only be installed with written permission from the Town.
- b) No person(s) shall use water from a water service connection that supplies water to private fire hydrants, for any purpose other than fire protection, unless the water service connection is connected to a water meter, supplied and installed by the Town.

5.7 Lawn Service Meters / Sewage Exemption Meters

- a) Any assessed owner of a property within the Town of Taber may make application to the Town for a "Lawn Service Meter" and/or a "Sewage Exemption Meter". The applicant shall pay to the Town the cost of the water meter as set forth in **Schedule 'A'**. The entire cost of installing a lawn service meter and/or a sewage exemption meter shall be borne by the applicant.
- b) The lawn service meter shall only be used to supply water to a lawn or garden.
- c) Any owner having a lawn service meter that is branched off of the property's water service line will only be charged consumption fees as set out in **schedule 'A'**. If the lawn service meter has a dedicated service line directly to the town's main line, the owner will be charged the flat rate water fee as well as consumption charges as set out in **Schedule 'A'**.
- d) The sewage exemption meter shall only be used for applications in which no water can be returned to the sewer system and will be charged the bulk water rate from **Schedule 'A'**.

5.8 Seals

No person shall tamper with, break or remove any seal installed by the Town on any valve or flagged outlet on water service connections or water metering facilities except in the case of an emergency.

5.9 Broken Seals

In the event a person breaks a seal on a valve in order to obtain a supply of water for emergency purposes, that person shall notify the Town within twenty-four (24) hours.

5.10 Operation of Valves

No person, except Town employees or its duly authorized representatives shall turn on or off a water service valve or any other main valve or valves in the water system.

5.11 Shut-Off Valves

All buildings connected to a water service shall be provided with water shut-off valves placed before the water meter to permit the meter to be isolated for safe removal and to enable the owner to shut off the supply of water in case of any emergency, when making repairs, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The owner shall maintain the water shut-off valves in good mechanical condition and easily accessible at all times to ensure that it is operable in case of emergency.

5.12 Location and Access to Shut-Off Valves, Water Meter & Remote Readout

The water shut-off valves and meter shall be located inside the utility room of the premises. If the water shut-off valve and meter cannot be located in a heated area (i.e. Designated Manufactured Homes) then the meter and supply lines must be heat taped and insulated to prevent freezing. At all times, the owner of the property shall ensure that the Town has clear unobstructed access to the shut-off valve, water meter and remote readout.

5.13 Supply & Ownership Of Water Meters & Remote Readouts

All water meters and remote readouts shall be supplied, maintained, repaired, tested and replaced by the Town. The Town may from time to time or at any time authorize an individual, firm or corporation to install, maintain, repair and replace water meters.

- a) Owners must provide a valid plumbing permit to pick up a water meter. All water meters supplied by the Town shall at all times remain the property of the Town.
- b) The Town will initially supply a standard ¾" water meter to the owner of the property at no cost. The owner of a property shall pay any additional cost for supplying and installing water meters where installation as approved by the Town requires a larger water meter, a fire service type water meter or other special type of water meter. These additional costs may be collected in the same manner as utility rates.
- c) Notwithstanding the payment of such additional costs, the water meter shall remain the property of the Town. (See **SCHEDULE 'A'** for Water Meter Fees).

5.14 Individual Meters & Remote Readout

Each building and individual dwelling unit shall have a separate water meter and remote readout device attached to it as a component of the meter.

- a) The wire connecting the remote readout to the meter is to be four (4) wires, minimum of 19-gauge bell wire.
- b) On all existing buildings being retrofitted with new meters and readouts, the property owner shall be responsible for installing the wire and interconnecting the meter and remote readout.
- c) On all new construction the electrical contractor shall be responsible for installing the wire and interconnecting the meter and remote readout.

5.15 Meter Reading

- a) Each water meter shall be read at such times or intervals as the Town may designate.
- b) In the event that the Town is unable to read the water meter due to the inaccessibility of the water meter, or for any other reason, the Town shall estimate the utility billing. Payment of an estimated amount shall not excuse the customer from liability for payment of a greater amount that may be owed after a meter is read.
- c) If the Town is unable to access a water meter for actual reading, every attempt will be made by the Town to contact the customer for access. If however contact is unsuccessful, the Town shall estimate the charges as in 5.15(b) for that billing period and provide a written notice to the customer.

The notice will advise the customer of the next actual meter reading date along with instructions to have the water meter accessible for future readings. The notice may also include direction to the property owner to have a remote readout device installed and connected to the water meter. In the event the customer fails or refuses to comply with any of the requirements indicated in the notice the Town may shut off the water supply to the property after having given the owner twenty-four (24) hours notice. The water supply will only be turned back on once the property owner has delivered proof that the necessary changes have been made and that the specified water turn on fee has been paid in full.

5.16 Protection And Maintenance Of Meters And Service Pipes

The cost of all normal repairs to meters so supplied by the Town shall be borne by the Town. Prior to the Town commencing repairs, the owner of the property must ensure that the area surrounding the water meter facilities is clean and accessible (i.e. free of mud, dirt, flood water, etc.).

Should the meter repairs be necessary due to any person tampering with, or neglecting, or abusing the said meters, the expense of such repairs shall be paid by the owner, and the cost of such repairs shall be collectible in the same manner as utility rates. The owner of a property is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Property owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may affect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied and installed by the Town that may be damaged from the foregoing cause or any other causes within the owner's control. (See **SCHEDULE 'A'** Water Rates).

5.17 Equipment Maintenance

The Town may set or alter the position of any water meter, remote readout, or backflow prevention device, or any pipe, valve or fitting forming part of the water system for the purposes of protecting, testing or regulating the use of any water meter, backflow prevention device or other equipment forming part of the water system.

5.18 Cost Recovery

The Town may charge for and recover from the owner of a property the cost of supplying, installing, altering, repairing, relocating, or removing a water meter or remote read out. Any such charges may be collected in the same manner as the utility rates.

5.19 Installation of Water Meters

- a) The water meter(s) shall be installed on the water service(s) within a building as soon as it is possible to do so without freezing the water meter.
- b) The owner of a property shall make provisions for the installation of water meters in a horizontal position, in accordance with the Town of Taber standard specifications for the water system. Exceptions may be permitted upon prior written approval from the Town.
- c) The owner of a property shall furnish all meters located within the owner's premises with a permanent support adequate to prevent the weight of the meter from damaging the building's internal water supply piping.
- d) If an inspection of a newly installed meter or remote readout indicates the installation does not comply with the Town standards and the approved mechanical drawings, or has not been carried out, then the owner of the property shall correct or modify the installation at their expense in order to comply with the standards and the approved drawings.
- e) If an owner wishes to have installed other meter, pipe or valve arrangements, the owner shall apply to the Town for approval in writing prior to installation and will be subject to the following:
 - i) any such installation shall be at the owner's sole responsibility and expense; and
 - ii) the Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation of other metering, piping or valve arrangement.
- f) If the owner of a property does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises.

5.20 Relocation Of Water Meter Piping

No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or their authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change. Any such costs may be collected in the same manner as the utility rates.

5.21 Size, Type And Number of Meters

The Town shall determine the size, type and number of water meters to be supplied by the Town and installed by the owner of the property. Where the water supplied through a water meter is for fire protection purposes, or for combined fire protection/potable water use or other uses, then the water meter shall be of a fire service type, supplied by the Town and the owner shall pay for all additional costs. Any such additional costs may be collected in the same manner as the utility rates.

5.22 Multiple Meters

In a multi-unit structure having a single water service connection, and where approval has been issued by the Town for installation of multiple meters, each unit shall be individually metered and all water meters shall be installed adjacent to each other, as close as possible to the place where the water service connection enters the building. Each meter shall be equipped with a remote readout. The utility bill shall in all cases be forwarded to the property owner for payment and calculated as individual units for utility billing purposes.

5.23 Building Alteration And Relocation

If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection at no cost to the property owner. However, in the event that the property owner requests that the water meter be relocated or if the original meter installation was performed by someone other than the Town and the Town requires the meter to be relocated, all costs associated with the relocation, including any Town costs shall be paid by the property owner and may be collected in the same manner as utility rates.

5.24 Meter Enclosure

- a) All water meters are to be located within the primary building that is supplied by a water service connection.
- b) Where a water meter cannot be installed in a building, it is the property owner's responsibility to provide a building or vault to house the water meter on the owner's property at the owner's expense and in accordance with the Town of Taber's Standard Specifications for the water system under the following conditions:
 - i) any such building or vault is to be insulated and heated during the freezing months; and
 - ii) the property owner shall maintain and repair the meter building and/or vault at the owner's expense. If the owner, after receiving written notice from the Town, neglects to repair or improve his meter building or vault, the Town may either authorize the necessary repairs to be carried out, and charge the owner for the costs incurred, or to shut off the supply of water until the repairs are carried out to the Town's satisfaction.

5.25 Location Of Remote Readout Device

Remote readout devices shall be located:

- a) at a convenient location on the front of all newly constructed buildings; or
- b) if possible at a convenient location on the front of all existing buildings; or
- c) alternately near the power meter.

5.26 Relocation Of Water Meter Remote Readout

If the Town is dissatisfied with the location of any remote readout for any reason, the Town may require that the remote readout be relocated to a more suitable or convenient location at no cost to the property owner. However, in the event that the property owner requests that the remote readout be relocated or if someone other than the Town performed the original remote installation and the Town requires the remote to be relocated, all costs associated with relocating the remote readout including any Town costs shall be paid by the property owner. All such costs may be collected in the same manner as utility rates.

5.27 Notification of Malfunction

A consumer shall notify the Town immediately whenever a water meter or remote readout device is not operating or if any part of it becomes damaged or broken.

5.28 Removed Or Stolen Meter

- a) If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing any such measuring device, including installation. Any such cost may be collected in the same manner as utility rates.
- b) If a property owner fails or refuses to pay the cost of replacing any such measuring device the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

5.29 Meter Spacers

Where the use of a water meter is mandatory under this Bylaw, no person shall use a meter spacer in place of a meter except for the testing of a new plumbing system or a water meter.

5.30 Temporary Water Service Connections

Provision is hereby made to allow for a temporary water service permit thereby providing a service for contractors during the construction stage. Approval for such service shall be obtained from the Town Office for the fixed fees as prescribed in **SCHEDULE 'A'** and shall be for a limited time as requested, but in no case shall approval be given for more than 60 days for each application. The permit once issued shall be delivered to the Director of Public Services or the Town's duly authorized representative who shall attend to the subsequent turning on only. Such permits will be attended to in the order received, but may be subject to a twenty-four (24) hour delay. The water service will be shut off on the pre-established expiry date unless renewal and/or meter installation is approved.

5.31 Accuracy of Meters

- a) If any water meter has, in the opinion of the Town, failed to accurately register the flow of water through the meter since the last reading, the water consumption charge shall be adjusted to the greater of the:
 - i) The amount of water recorded by the meter; or
 - ii) The minimum rate for water supplied to the premises; or
 - iii) The average consumption of the previous three (3) actual billing periods.

- b) If an owner is in doubt as to the accuracy of the meter installed in his or her premises, the owner may request that the Town test the water meter to verify its accuracy.
- i) If the water meter is found to be measuring within five (5) percent of the meter manufacturers' specified accuracy, the consumer shall pay a fee as set out by the Town in **SCHEDULE 'A'**.
 - ii) If the water meter is found to be measuring in excess of five (5) percent of the meter manufacturers' specified accuracy, the Town will pay the cost of testing the meter and the defective meter will be replaced. A correction to the owner's utility bill will be made going back no more than three (3) billing periods.
 - iii) No corrections shall be made with respect to alleged faulty metering or error in coding after one (1) year has elapsed from the date that the billing has been rendered. This shall not apply in any case of fraud or unauthorized tampering with the water meter.

5.32 Maintenance And Testing

The Town, for maintenance and testing on a periodic basis, may remove water meters. The Town may test a water meter on site, or remove and test the meter at the Town meter facility.

5.33 Temporary Water Supply Shut Off

- a) Any owner, who wishes to temporarily discontinue the use of the water supply, shall give written notice to the Town requesting that the Town shut off the water supply at the curb stop. This does not relieve the owner from the obligation to pay the applicable monthly flat fee and, upon request to restore the water supply, the owner is obliged to pay a turn on fee as set out in **SCHEDULE 'A'**. The fact that a property is vacant is not reason for nonpayment of specified rates.
- b) Whenever any premises are vacated the turn off valve on the inside walls of the building shall be turned off by the owner. In the case of said fixtures not being kept in good order and repair, the Town may shut off the supply of water at the curb stop without notice, and collect any expense incurred against the premises.

5.34 Moving Or Demolishing Buildings

- a) When a building that is connected to the Town water system is to be moved from its existing location or when the water service lines are to be permanently disconnected from any building for any cause, the owner of the land on which the building is situated is required to contact the Town prior to such action for disconnection of services and water meter removal.
- b) The owner of the land from which a building connected to the Town water system is to be removed shall pay to the Town the appropriate charge before a permit for demolition or moving the building is issued pursuant to other Town Bylaws.

5.35 Right of Water Shut-Off

- a) In the event of an emergency as determined by the C.A.O. or his designate, or in the case of making repairs, or in construction of new work, or in connecting or repairing service pipes, the Town shall have the right to shut off the water to any property owner without notice and keep it off as long as may be necessary. The Town shall endeavor to provide notice to all owners affected in advance of turning the water off.
- b) The Town shall have the right to limit the amount of water furnished to any customer should circumstances seem to warrant such action.
- c) The Town shall have the right to shut off the water supply to any property upon reasonable notice in the event of non-payment of utility rates or for violation of any of the provisions of this Bylaw, or any other rules or regulations of the Town pertaining to the water works system.

5.36 Ownership And Use Of Town Fire Hydrants

- a) All fire hydrants, except fire hydrants situated on private property are the property of the Town.
- b) No person or persons, except Town employees shall open, close or interfere with any fire hydrant, hydrant gate or hydrant valve connected to the water system.

5.37 Private Fire Protection Systems & Hydrants

- a) The Town, its Safety Codes Officers and the Fire Chief shall have the right to enter upon private property to inspect private fire systems and to require the owner to undertake whatever repairs and/or maintenance that may be necessary to ensure the fire protection system is operational.
- b) Should the owner refuse or neglect to undertake such repairs or maintenance as required in part a) of this section, the Town may enter upon the premises, complete the work, and recover all costs as a debt due to the municipality as taxes owing.

5.38 Relocation Of Hydrants From Town-Owned Property

Any person who wishes to have a fire hydrant relocated that is situated on property owned by the Town may request in writing to the Town that the hydrant be relocated. If the Town considers it feasible to relocate the hydrant, the person making the request shall pay in advance the full cost to relocate the hydrant.

5.39 Interference With Fire Hydrant Access

- a) Subject to the provisions of the Alberta Fire Code, no person shall allow anything to be constructed, erected or planted adjacent to a fire hydrant, which may in any way interfere with the access to, the use, maintenance or visibility of the hydrant. Nor shall any person paint a fire hydrant without prior written approval from the Town.
- b) Subject to the provisions of Alberta Fire Code no person shall do anything to obstruct access to a fire hydrant or to interfere with the operation of a fire hydrant.

5.40 Fire Hydrants - Other Uses

No person shall, without the written permission of the Town or the Fire Chief, authorize the use of water from a fire hydrant for a purpose other than emergency fire protection. The Town may authorize such other use upon such terms and conditions and subject to payment of such rates as the Town determines.

5.41 Fire Damage And Loss

The Town shall not be liable for loss or damage suffered by any person or property by reason of low water pressure, or by interruption to, or failure of, the water system to deliver water in adequate volume and pressure for supplying water for fire protection purposes.

5.42 Cross Connection Control

- a) The Town of Taber may have a Cross Connection Control Program administered by the Public Services Department to protect the potable water supply by preventing backflow and back pressure contamination of the potable water supply via cross connections.
- b) The owner of each property connected to the water system may obtain the services of a Safety Codes Officer to regularly inspect his or her property for cross connections.
- c) The owner of each property shall eliminate or control any existing or potential cross connections on his property as per current water industry standards.

5.43 Cross Connection Control Inspection Prior To Occupancy

No person shall turn on a water service valve to provide water to the occupants of any newly constructed, renovated or reconstructed premises until the plumbing system in such premises has been inspected for cross connections by a Safety Codes Officer.

5.44 Inspection And Issuance of Cross Connection Control Orders

- a) If a condition is found to exist which is contrary to Sections of this Bylaw, the Town may notify the Safety Codes Officer who shall be requested to immediately carry out an inspection and who may issue such order or orders to the owner, consumer or other person as the case may be, as may be required to obtain compliance with this section of the Bylaw.
- b) If the owner, consumer, or other person to whom the Town or the Safety Codes Officer has issued an order, fails to comply with that order, the Town may:
 - i) give notice to the owner, consumer or other person to correct the fault at his expense within a specified time period; or
 - ii) if the notice is not complied with, the Town may then shut off the water service or services without prior notice.
- c) All costs of inspections shall be borne by the owner.

5.45 Cross Connection Control - Premise Isolation

- a) Where a hazard condition exists, or may exist on the water supply system within a property, which in the opinion of the Town creates a serious risk of contamination to the Town water system, the Town may require that the owner shall immediately install on his water service connection a backflow prevention device approved by the Town in addition to any other backflow prevention devices installed in the owner's water system at the source of potential contamination.
- b) The Town, at its discretion, may grant an owner a specified time period to install the required devices.
- c) If the owner fails or refuses to install the required devices as directed, the Town may shut off the water service without further notice.

5.46 Inspection & Testing Of Backflow Prevention Devices

- a) All testable backflow prevention devices installed in a premise shall be inspected and tested at the expense of the owner upon installation, and annually thereafter.
- b) The Town may request an owner to carry out such tests to demonstrate that the device is in good working condition whenever the Town feels such testing is necessary.
- c) The test, in all cases shall be undertaken by a journeyman plumber certified by the Western Canada Section of the American Water Works Association as a Cross Connection Control Specialist.
- d) The owner of a property shall submit a report to the Town on a form supplied by the Town on any or all tests performed on a cross connection control device within thirty (30) days of a test.
- e) The tester shall affix a tag supplied by the Town to all backflow prevention devices that the tester has tested. The tester shall record the following information on the tag:
 - i) The address of the premise where the device is located.
 - ii) The location of the device within the premise.
 - iii) The type of device, its manufacturer, size, model number, and the serial number of the device.
 - iv) The date the device was installed.
 - v) The test date, the tester's initials, the tester's name (if self-employed) or the name of their employer and tester's license number.

5.47 Repairs & Replacements Of Backflow Prevention Devices

- a) When the results of a test referred to in the previous section show that a backflow prevention device is not in good working condition, the owner shall make repairs or replace the device within ninety-six (96) hours of the failed test.
- b) If the owner fails to comply with part a) of this section of the Bylaw the Town may shut off the water service or services without further notice.

5.48 Failure To Test Backflow Prevention Devices

- a) If an owner fails to have a backflow prevention device tested, the Town may notify the owner that the backflow prevention device must be tested within ninety-six (96) hours of the owner receiving the notice.
- b) The Town may shut off the water to the premises until the backflow prevention device has been tested and approved.

5.49 Approved Fixtures

All materials (i.e. hoses, jets, cocks or fixtures) permanently affixed to the water system within a premise by a consumer of water shall be subject to approval by the Town.

5.50 Selling And Supply Of Water

No person of any house, building or other place supplied with water from the waterworks, unless authorized by the Town shall:

- a) Lend, sell or dispose of the water thereof or give away, or permit the same to be taken or carried away or use, or apply to the use or benefit of others, or to any other than his/her or their own use, and benefit, or shall increase the supply of water beyond that agreed for with the Town or lawfully neglect or improperly waste the water.
- b) Supply water by a pipe or a hose from the water system, or any other source, to any other premises which could be supplied with water through it's own water service connection.

5.51 Allowable Water Uses

The Town may allow a contractor, consumer, or other persons to run water without charge for the water consumed for the purposes of:

- a) flushing water mains, hydrant leads, and water service connections in order to clean them, or
- b) conducting water flow tests, or
- c) training fire fighters employed by the Town's Fire Department, or
- d) such other purposes as may be approved by the Town from time to time.

5.52 Willful Act Prohibitions

- a) No person or persons shall:
- i) Willfully or maliciously hinder or interrupt or cause or procure to be hindered or interrupted the Town or its contractors, servants, agents, or workers in the exercise of any of the powers and duties related to water utility system and authorized by, or contained in this Bylaw.
 - ii) Throw or deposit any injurious, noxious or offensive matter or water contaminant into the water system, or in any way cause willful damage or injury to the water system, or encourage the same to be done.
 - iii) Willfully alter or tamper with in any way, any water meter so as to lessen or alter the amount of water registered by the water meter.
 - iv) Attach or connect any pipe to any water main or service, or in any other way obtain or use the water system thereof in a manner contrary to this Bylaw without the written consent of the Town.
 - v) Willfully and without authority hinder, disrupt or cut off the supply of water to any consumer or user of the water system.

5.53 Responsibility For Contamination & Pollution

Any person who contaminates or pollutes the water system by any means will bear the full cost of any and all damages and/or repairs and maintenance required for the Town to restore normal water service to its customers.

6.0 **SEWAGE COLLECTION SYSTEM**6.1 Authority

- a) Except as otherwise provided in this Bylaw, no person shall discharge into any water course any wastewater or waste.
- b) The provisions of this Bylaw shall apply to all persons using the Town's sewerage system both in and outside the Town, and regardless of whether any person using this system has a contract for sewerage service with the Town.
- c) Any owner or occupier of property connected or required to be connected to the sewerage system shall, upon request of the Town, provide such information as the type quantity and chemical composition of pollutants which are or may be handled, stored or used on that property, or discharged into the sewerage system.
- d) Those persons desiring sewerage system service must apply in writing to the Town. Every property owner who is served by a sanitary sewer service shall pay to the Town the monthly sewer flat fee rate as well as consumption charges as set out in **SCHEDULE 'B'**. Sewer consumption charges are based on metered water consumption.

6.2 Sewer Service

- a) No person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenances thereof without prior written authorization from the C.A.O.
- b) No person shall connect private sewer lines to sanitary, combined, or storm sewers without first obtaining the necessary written approval from the Town.
- c) No person shall discharge or cause to be discharged into any sewer system or watercourse within, or entering the Town sewerage system, any wastewater, clear water waste or storm water without obtaining written approval to do so from the C.A.O. No such approval shall be given by the C.A.O. until:
 - i) such person has made application in writing for permission to discharge wastewater, clear water waste or storm water into a sewer within, or entering the Town system; and
 - ii) such person has given the chemical and physical analysis, quantity and rate of discharge of sewage proposed to be so discharged, any other detailed information that is required, including all pertinent information relating to any proposed pretreatment before discharge; and
 - iii) such person has given assurance that the discharge into the sewerage system will at all times meet the criteria set out in Clause 6.4 a) & c) whichever is applicable; and
 - iv) such person has provided for facilities to control the rate of discharge into the sewerage system as directed by the C.A.O.
- d) In order for the Town to construct a new or replacement sewer service from the sewer main to the property line, the property owner requesting the service shall supply the Town with the size and accurate location of all sewer services.
- e) The Town shall maintain the sewer service from the main to the property line and assume responsibility for blockages caused by tree roots and/or collapsed service lines; otherwise it shall be the responsibility of the property owner, to correct any blockage. The cost of any work done by the Town will be charged back to the property owner and may be collected in the same manner as utility rates.

- f) The proper care and maintenance of the sewer service connection line from the property line and thereafter shall be the responsibility of the owner. Where the sewer line becomes plugged the owner or occupant must first call a qualified plumber and attempt to clean the line or establish the probable cause at his own expense.

The Town will be responsible for the cost of excavation and repair only if it is found that the cause of the stoppage is the result of faulty material or construction from the property line to the main line.

- g) In the event that any sewer service or private sewer system is abandoned, the owner, at their expense, shall effectively cap the sewer at a suitable location within his property in order to prevent wastewater and storm water from backing up into the soil and to prevent soil or dirt from being washed into the sewer.
- h) Where required by the C.A.O., the owner of a property serviced by a sewer, shall install a suitable sampling manhole in the sewer service for determining the wastewater quality, temperature, rate of flow and other measurements. Such manhole shall be:
- i) Located and constructed in accordance with plans approved by the inspector; and
 - ii) Installed and maintained at all times by the owner at their own expense.
- i) Weeping Tiles
- i) No person shall allow water collected from foundation drains or weeping tiles, sumps from weeping tiles, roof drains, eaves troughs, yard drains or roof spouts to enter the sanitary sewerage system of the Town of Taber.
 - ii) Upon application to the Town of Taber for a building permit, the applicant shall include an indication with house plans that the method of discharge shall include foundation drains or weeping tiles to a sump pit, as set out in **SCHEDULE 'I'** attached and forming part of this Bylaw.

6.3 Wastewater Facilities On Private Property

- a) The owner of property used for employment, recreation or other purposes, situated within the Town and abutting on any street, lane or right of way in which there is a public sanitary or combined sewer shall install, at his own expense, suitable toilet facilities therein and shall connect such facilities with the proper sewer in accordance with the provisions of the Safety Codes Act, Chapter S-0.5 as amended, within sixty (60) days of the Public Health Inspector notifying him to do so.

Where a public sanitary sewer is not available, the owner of the property described above shall connect the building sewer to a private wastewater disposal system which shall comply with the provisions of this Bylaw, The Safety Codes Act, and the regulations of the Provincial Board of Health.

- b) At such time as a public sewer becomes available to a property served by a private wastewater disposal system, the provisions of Clause 6.3 a) shall then apply to the property and a direct connection shall be made to the public sewer and any septic tanks, cesspools or similar private wastewater disposal facilities shall be removed, or abandoned and filled with suitable material.
- c) The owner at his expense in conformity with this Bylaw and The Safety Codes Act shall construct any sewer service on private property.
- d) Permits for building sewers on private property shall be obtained from the Safety Codes Officer. Permit applications shall be supplemented by any plans, specifications or other information considered necessary by the Safety Codes Officer.
- e) The owner shall, at his own expense, maintain the building sewer from his property line to the building.
- f) The owner shall, at his own expense, operate and maintain his private wastewater disposal facilities in a sanitary condition.
- g) The owner of vehicle, equipment and gasoline service stations and vehicle and equipment washing establishments shall provide oil and sand interceptors on private property to properly dispose of oil and grease.

Interceptors will be required for other types of business if the C.A.O. determines they are necessary for the proper handling of liquid waste.

All interceptors shall be:

- i) of a type and capacity approved by the C.A.O.; and
 - ii) located to be readily and easily accessible for cleaning and inspection; and
 - iii) maintained by the owner at his expense.
- h) The owner at his expense shall maintain catch basins on private property.

6.4 Wastewater Strength Limits

a) Storm Sewerage System

Unpolluted water shall be discharged to the storm sewerage system or to a natural watercourse. Water, including storm water, surface water, clear water waste and sub-surface drainage (except foundation drainage) shall be considered to be unpolluted if:

- i) it does not contain conventional, non-conventional, or priority pollutants in measurable concentrations other than those identified below in less than or equal to the concentrations listed:

Conventional Pollutants

- B.O.D. - 20 mg/L
- C.O.D. - 40 mg/L
- Grease and Oils - 5.0 mg/L
- Nitrogen (ammonia plus organic) - 1.0 mg/L
- Non-Filterable Residue - 20 mg/L
- Total Phosphorus - 0.05 mg/L
- Copper - 0.02 mg/L
- Fluoride - 1.5 mg/L
- Iron - 0.3 mg/L
- Manganese - 0.05 mg/L
- Sulfide - 0.5 mg/L
- Zinc - 0.05 mg/L
- Total Coliform density 5,000 per 100 ml in 90% of samples
- Faecal Coliform density 1,000 per 100 ml in 90% of samples

Priority Pollutants

- Arsenic - 0.1 mg/L
- Barium - 1.00 mg/L
- Boron - 0.5 mg/L
- Cadmium - 0.05 mg/L
- Chromium - 0.05 mg/L
- Cyanide - 0.01 mg/L
- Lead - 0.05 mg/L
- Mercury - 0.0001 mg/L
- Phenolics - 0.005 mg/L
- Selenium - 0.01 mg/L
- Silver - 0.05 mg/L
- Pesticides (total) - 0.01 mg/L

- ii) its pH is greater than 6.5 and less than 9.0;
 iii) it has a colour less than 30 true colour units;
 iv) its temperature is lower than 65°C

These lists shall not be limited to the above materials. They include any materials cited in Provincial and Federal Legislation and amendments thereto including priority pollutants listed in the Federal Environmental Contaminants Act.

- v) No person shall discharge or cause or permit to be discharged any substance which, in the opinion of the C.A.O., is or may become harmful to any recipient water course or storm sewer system or part thereof, may interfere with the proper operation of the storm sewerage system, may impair or interfere with any treatment process, or may become a hazard to persons, property or animals.

b) Sanitary Sewer

No person shall discharge or cause to be discharged any surface water, sub-surface drainage or unpolluted clear water waste to any sanitary sewer. The C.A.O. may on application authorize such discharge where exceptional conditions prevent compliance with the foregoing provision.

c) Sanitary Sewerage System

Except as hereinafter provided, no person shall discharge or cause or permit to be discharged any of the following described water or wastes to any sanitary sewerage system:

- i) any liquid or vapor having a temperature higher than 75°C;
- ii) any gasoline, solvents or similar products;
- iii) any tar or other viscous material of mineral origin;
- iv) any garbage that has not been shredded so as to pass through a 6mm screen;
- v) any ashes, cinders, wood, wood-shavings, sawdust, rags, sand, mud, straw, metal, glass, fiberglass, plastics, eggshells, feathers, and improperly shredded paper or other solids.

- vi) any water or wastes which contain material that will solidify or become viscous at temperatures between 5°C and 80°C;
 - vii) animal parts or wastes including; but not limited to:
 - any manure or intestinal contents from horses, cattle, sheep, swine or poultry,
 - hooves or toenails,
 - intestines or stomach casings or animal body parts,
 - bones,
 - bristles and hair,
 - hides or parts thereof,
 - fat or flesh particles larger than will pass through a 6mm screen,
 - fleshing and hair resulting from tanning operations,
 - viii) any wastewater having a pH lower than 6.0 or above 10.0;
 - ix) wastewater which is in or is capable of being transformed into, two or more separate layers;
 - x) wastewater containing substances in concentrations exceeding the following:
 - Antimony - 1.0 mg/L
 - Arsenic - 1.0 mg/L
 - Barium - 3.0 mg/L
 - Boron - 1.0 mg/L
 - Cadmium - 0.05 mg/L
 - Chromium - 1.0 mg/L
 - Chlorinated hydrocarbons - 0.02 mg/L
 - Copper - 0.5 mg/L
 - Cyanide - 1.0 mg/L
 - Lead - 1.0 mg
 - Manganese - 1.0 mg/L
 - Mercury - 0.1 mg/L
 - Nickel - 0.5 mg/L
 - Total Pesticides - 0.1 mg/L
 - Phenolic Compounds - 0.1 mg/L
 - Selenium - 1.0 mg/L
 - Silver - 1.0 mg/L
 - Sulfide - 1.0 mg/L
 - Zinc - 1.0 mg/L
 - xi) pollutants other than those listed in x) prohibited from being discharged under Federal or Provincial legislation and amendments thereto;
 - xii) any noxious or malodorous gas or substance capable of creating public nuisance including, but not limited to, hydrogen sulphide, mercaptans (thiols), carbon disulphides, other reduced sulphur compounds, amines, and ammonia;
 - xiii) wastewater containing substances in concentrations exceeding the following:
 - 1500 mg/L non-filterable residue (suspended solids), and/or
 - 1500 mg/L B.O.D. and/or
 - 2000 mg/L chemical oxygen demand (C.O.D.) and/or
 - 500 mg/L grease and oils and/or
 - 100 mg/L hydrocarbons of petroleum origin and/or
 - 100 mg/L total Kjeldahl nitrogen (TKN) and/or
 - 25 mg/L total phosphorus
 - xiv) lime slurry and residues
 - xv) any substance which, in the opinion of the C.A.O., is or may become harmful to any recipient water course or sewer system or part thereof, may interfere with the proper operation of the sewer system, may impair or interfere with any treatment process, or may become a hazard to persons, property or animals.
- d) If a person discharges, or allows to be discharged, clear water waste or wastewater to a sewer within or entering the Town exceeding any of the following characteristics and limits:
- i) B.O.D. – 1000 mg/L
 - ii) C.O.D. - 1500 mg/L
 - iii) Non-filterable residue - 1000 mg/L
 - iv) Grease and oils - 300 mg/L
 - v) Hydrocarbon of petroleum origin - 50 mg/L
 - vi) TKN - 80 mg/L
 - vii) Total phosphorus - 20 mg/L

Then such persons shall pay a surcharge computed as set out in **SCHEDULE 'II'** and the cost of cleanup and damages caused by the discharged substance(s).

- e) The following regulations apply to wastewater hauled from within Town limits for disposal to the Town's sewer system:
 - i) Pursuant to requirements of the Town, and any changes and amendments thereto, persons hauling wastewater such as septic tank sludge and other water for discharge into the Town's sewer system shall obtain prior written approval from the Town.
 - ii) Approval from the Town is subject to cancellation for any violation of this Bylaw.

- iii) Persons hauling wastewater or other waters for treatment shall discharge the wastewater or other waters into the Town's sewer system only at sites designated for such disposal, which shall be marked with the appropriate signage.
 - iv) Wastewater and other waters discharged shall meet the limits established in clause 6.4 c).
 - v) Treatment of wastewater or other waters so discharged shall be paid for in accordance with the fee schedule set out in **SCHEDULE 'B'**.
 - vi) Any person discharging water or wastewater to the sewer system at the designated sites shall allow the material being discharged to be sampled and shall provide information on the wastewater being discharged. This information shall include, but not be limited to, source of wastewater, and quantity of wastewater, trucking firm name and truck license number.
- f) 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 of Taber or in any area under the jurisdiction of the Town, any human or animal excrement, garbage or other objectionable waste.
 - g) No person shall discharge to any natural outlet within the Town or any area under the jurisdiction of the Town, any sanitary wastewater, industrial wastewater or other polluted water except where pretreatment has been approved in accordance with the provisions of this Bylaw and the concentration of pollutants has been reduced to or below the levels indicated in Clause 6.4 a).

6.5 Sampling And Pretreatment

- a) Where the municipality or person using the sewerage system must provide pretreatment of wastewater, clear water waste or storm water to bring it within the limits established in this Bylaw, that pretreatment facility shall be provided at the expense of the user.
- b) Where pretreatment facilities are required, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- c) All measurements, tests and analyses of the characteristics of industrial waste, wastewater or water to which reference is made in this Bylaw shall be determined in accordance with:
 - i) Standard Methods
 - ii) Methods Manual for Chemical Analysis of Water and Wastes, Alberta Environment Environmental Protection Services, Pollution Control Division, Pollution Control Laboratory
 - iii) Annual book of A.S.T.M. Standards - American Society for Testing and Materials, or
 - iv) Other methods consistent with, or promulgated in, the professional literature. The measurements, tests and analyses shall be determined from aliquots of samples collected from the sampling manhole or other sampling points approved by the C.A.O.
- d) No statement contained in this Bylaw shall be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby the Town for treatment subject to payment may accept an industrial waste of unusual strength or character thereof by the industrial concern.
- e) Sampling shall be conducted and the Inspector will make decisions regarding sampling. The procedure for taking individual and composite samples for the purpose of determining surcharges and conducting tests is outlined below:
 - i) monitoring to determine pollutant concentrations may be performed on one or more grab samples obtained at any time from approved sampling points; and
 - ii) monitoring to determine wastewater over strength surcharge assessment shall be performed on daily composite samples obtained from approved sampling points and combined using a method identified below. The following is the standard procedure for this sampling:
 - 1) Grab samples of approximately equal volumes will be taken at random time intervals during the customer's operating day or over a 24-hour period.
 - 2) The Town's water meter or the industry's effluent flow meter will be read when they are readily accessible and the reading recorded each time a grab sample is collected.
 - 3) Where the meter is not readily accessible; the sampler may observe the flow in the sewer line being sampled and estimate the rate of flow.
 - 4) The series of grab samples collected will be combined into a composite sample for analysis. The grab samples may be combined in proportion to the volume of water used or discharged during the sampling period, in proportion to the estimated flow, or where neither actual nor the estimated flow is available, the grab samples may be combined on an equal volume basis.

Any combination of the above may be used in the appropriate circumstances.

7.0 **SOLID WASTE MANAGEMENT COLLECTION & DISPOSAL**

7.1 Authority Of The Solid Waste Collector & Town

- a) Where the householder or proprietor places waste in a can or receptacle other than one which meets the specifications set out in this Bylaw, the solid waste collector is entitled to consider such can or receptacle as solid waste and to remove it from the premises.

- b) The solid waste collector, at his discretion, shall have the right to refuse to remove any solid waste where the container does not meet the necessary requirements or is in a dilapidated, unsafe or unsanitary condition.
- c) The solid waste collector shall not collect any solid waste located in any yard, fence, garage, compound, etc. that is not contained in a properly placed solid waste receptacle as defined in the following section.
- d) A solid waste collector shall not be required to remove any garbage can that together with its contents exceeds fifty (50) pounds (22.7 kilograms).
- e) The solid waste collector shall not be responsible for the collection and removal of any of the following types of solid waste except under a separate agreement between the Town and the householder or proprietor and upon payment of such charges as may be set out in such an agreement:
 - i) Trade solid waste resulting from the construction, repair, decorating, clearing or grading of a building or premises.
 - ii) Scrap metals including car bodies, chassis, machinery or parts or garage refuse.
 - iii) Household chattel, material or equipment which has an overall length of more than four (4) feet (1.2 metres) or an overall weight of more than fifty (50) pounds (22.7 kilograms), and no solid waste collector shall be required to collect a parcel any measurement which exceeds same, other than during Spring and Fall Cleanup.
 - iv) Other solid waste which cannot be loaded from garbage cans, plastic bags or metal garbage containers including such items as tires, auto parts and boxes.
- f) Collections of solid waste shall be made by the solid waste collector on such days and at such times as the Town may appoint.
- g) The Town may at any time, and from time to time, enter into a contract or contracts with any person, firm or corporation for the collection, removal, and disposal of the whole, or any part of, the solid waste accumulated within the Town, or may provide for the collection, removal and disposal of solid waste by the use of equipment and employees of the Town.
- h) The Town may, by written notice, direct any householder, person or proprietor to promptly provide additional garbage cans or other approved receptacles or to provide such receptacles in a proper condition where the Town considers either that the number of approved receptacles or their condition is inadequate or insufficient in practice to meet the spirit and intent of this Bylaw. Failure to comply may cause the Town to acquire same and any cost associated to same shall become a charge against the property and collectible in the same, and like manner as taxes.

7.2 General

- a) No person shall collect, dispose of or remove solid waste except in accordance with the provisions of this Bylaw.
- b) No persons are permitted to disturb or scavenge the contents of a solid waste receptacle.
- c) No person shall deposit any dead animal, manure, excrement, refuse, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, well, lake, pond, river, stream or water course or onto any land except with the written consent of the Public Health Inspector.
- d) No person shall directly or indirectly dispose of, or permit any person to dispose of, any explosive, volatile, noxious, hazardous, toxic or dangerous device, substance, chemical or thing, including hot ashes or burning matter in any garbage can, plastic bag or solid waste receptacle.
- e) No person shall directly or otherwise dispose of or permit any person to dispose of any unwrapped wet garbage in any garbage can, garbage bin or solid waste receptacle.
- f) No person shall operate a vehicle transporting solid waste within the Town unless the solid waste is completely enclosed or securely covered so as to prevent any portion of the solid waste from falling off or out of the vehicle while in transit.
- g) Except as otherwise herein provided, no person shall place or keep solid waste receptacles upon any portion of a street, lane or alley. Any such solid waste receptacles may be removed and disposed of by the Town.
- h) Forty-five (45) and fifty (50) gallon drums and barrels are strictly prohibited from being used as garbage cans or solid waste receptacles.
- i) Residential/Commercial garbage bins should not contain recycling products or construction materials (wood, metal or concrete), and are for the use of assigned Town residents and commercial/industrial users only.
- j) No person shall deposit waste in a residential bin receptacle or commercial bin receptacle without the prior consent of the Town of Taber, being the owner of the bin receptacles, other than the occupants of the premises to which the bin receptacles in the areas as so designated by the Town.

- k) No person shall fill a garbage can to a greater height than within two (2) inches (5 cm) from the top thereof or with material of such weight that the combined weight of the receptacle and its contents exceeds fifty (50) pounds (22.7 kilograms).

7.3 Collection & Disposal

- a) All property owners where a garbage bin is not supplied shall provide and maintain in good condition, a solid waste receptacle large enough to contain a sufficient number of garbage cans to contain the normal solid waste generated from the premises during the period between solid waste collections.

In addition, these solid waste receptacles shall not be more than twenty-four (24) inches (61 cm) above the ground. Solid waste will not be collected from within:

- i) where any premises are serviced by a lane, the solid waste receptacle shall be located immediately adjacent to the lane, and shall be immediately accessible from the lane; or
 - ii) where any premises is not serviced by a lane, all solid waste from such premises shall be placed in a solid waste receptacle or in garbage cans for collection at a location as close as possible to the traveled portion of any adjacent street. Solid waste receptacles and garbage cans shall not be placed on a sidewalk or in such a location as to interfere in any way with vehicular or pedestrian traffic.
- b) For Commercial/Industrial solid waste collection the following shall apply:
- i) Waste material from a Commercial/Industrial operation(s) designated for pick-up by the solid waste collector shall be placed in a commercial bin.
 - ii) Commercial bins shall be rented from the Town unless the Town cannot provide the required service. The color of privately owned bins shall not be the same color as Town owned bins.
 - iii) It shall be the responsibility of the user of these commercial bins to provide a solid, well-drained base of asphalt, concrete or other equivalent material upon which to place the commercial bin.
 - iv) The solid waste collector shall provide no hand pick-up.
 - v) A Rental/Collection Agreement, in a form approved by the Town shall be executed by the parties involved.
 - vi) The size of the bin being rented to the owner/occupant shall be reflective of the average amount of waste material, and shall remain at the sole discretion of the Town.
- c) All owners and occupants of a property shall dispose of solid waste generated upon their premises by placing or causing the same to be placed in a garbage can or bin maintained for that purpose, or in such other container as is specifically permitted by this Bylaw or approved in writing by the Town. The owner shall ensure that a cover is kept securely over the mouth of all such garbage cans or bins except when same are actually being filled or emptied.
- d) All owners and occupants of a property shall at all times ensure that solid waste is kept within the garbage cans, bins or other approved receptacles provided for that purpose, and not allowed to spill over or accumulate on any land or street or adjoining public or private property.
- e) All owners and occupants of a property shall keep the land in the rear of their premises to the center line of the lane in clean and tidy condition and free from refuse and solid waste.
- f) The owner and occupants of a property shall be responsible for keeping the front of their premises to the center line of the street in a clean and tidy condition and free from refuse and solid waste.
- g) Notwithstanding any other provision of this Bylaw, plastic bags of the type designed for the disposal of domestic solid waste may be used for the disposal of solid waste if:
- i) the plastic bags containing solid waste are kept in a solid waste receptacle at all times other than on a collection day; and
 - ii) the plastic bags containing solid waste are kept in good repair and securely closed except when solid waste is being placed therein.
- h) Clippings from lawns, shrubs and trees shall not be put out for collection unless the same are compactly and securely tied in bundles not exceeding four (4) feet (1.2 metres) in length; all other garden waste, including weeds shall be deposited in plastic bags and placed for collection in the same manner, location and weight as is prescribed in this Bylaw for garbage cans.

8.0 **RECYCLING**

8.1 Recycling Contract

The Town promotes the use of the recycling depot for those products that can be recycled for the purposes of aiding the environment and reducing the size of the solid waste stream.

8.2 Materials Management

- a) To aid in the efficiency of the recycling process products should be sorted, flattened and clean.

- b) Cardboard to be collected from residential/commercial premises, shall be flattened and placed in the same manner and location as is prescribed in this Bylaw for garbage bins/cans.

8.3 Cost Recovery

The Town may assess or levy any charges or fees necessary to recover a portion or the entire cost of the recycling program from the utility customers. These charges may be collected in the same manner as the utility rates, charges and rents.

9.0 RATES/PENALTIES/PAYMENT OF UTILITY BILLS

9.1 Rates

- a) The water, sanitary and storm sewers, and solid waste and recycling rates and rents to be charged by the Town and payable to the Town under the terms of this Bylaw for the water treatment and distribution, sanitary and storm sewer collection and treatment, and solid waste collection disposal and recycling supplied or made available for use by a consumer, shall be those set forth in the attached Rate Schedules.
- b) Collection of the revenue derived from the water treatment, sanitary and storm sewers collection and treatment, and solid waste collection and disposal and recycling systems, the payment of disbursements connected therewith, and the supervision of all accounts and records shall be under the immediate control and direction of the Director of Corporate Services. The Director of Public Services shall promptly notify the Director of Corporate Services of all connections made so that the proper charges may be made against all properties connected to the system.
- c) The rates shall be due and payable when rendered and a penalty of two percent (2%) will be charged on all current amounts greater than five dollars (\$5.00) that are not paid by the due date.
- d) Where the Town is owed payment for outstanding rates, costs and charges, the Town will not supply new services until all arrears from previous accounts are paid in full and may enforce payment by all or any of the following methods, namely:
- i) by shutting water off to the property; or
 - ii) by action in any court of competent jurisdiction, or
 - iii) outstanding utility charges will be transferred to taxes pursuant to the Municipal Government Act, R.S.A. 2000, Chapter 26, Section 553 (1) (b); plus a fee for transfer as set out in **SCHEDULE 'A'**.
- e) Where the water supply has been shut off because of default of utility payment the water supply shall not be turned on until payment of the arrears and turn on fee has been received by the Town.
- f) Where the occupant is the owner or purchaser under an agreement for sale in possession of the premises to which utilities are supplied or is available for the use of the occupant, all sums payable by the occupant pursuant to this Bylaw, are a debt due and owing to the Town and shall constitute a preferential lien and charge on the premises and the personal property of the occupant and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- g) Where the occupant is other than the owner, or the purchaser under an agreement for sale, all sums payable by the occupant pursuant to this Bylaw including rates set out in **Schedules 'A', 'B', 'C', and 'D'** are a debt due and owing to the Town.
- h) Services being provided to tenants will remain in effect until one of the following conditions are met:
- i) there has been a disconnection of water supply for utility account arrears; or
 - ii) a tenant is in arrears and there are not separate shut off valves in a multi-occupied building; or
 - iii) when the existing tenant vacates.
- i) If one of the above conditions occurs, then the responsibility for all utilities, (water, sewer, storm, solid waste and recycling) will thereafter be the responsibility of the owner of the property with the utility account established in the name of the owner.
- j) Non-receipt of a utility bill does not exempt a consumer from payment for the services rendered.
- k) The flat fee rates specified in **Schedules 'A', 'B', 'C', 'D'** shall apply whether or not any water was metered or sewage discharged during the billing period. The fact that a property is vacant is not reason for nonpayment of specified rates.

9.2 Payment of Utility Bills

- a) The water, sanitary and storm sewer, solid waste and recycling rates and rents set out in the attached rate schedules shall be invoiced in accordance with operational policies, penalties and collection procedures in compliance with Town Policy.

- b) When the occupant is the owner of a building or lot or part of a lot, the sum payable by them for the utility service supplied by the Town to them or their use, and all rates, costs and charges imposed by this Bylaw are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- c) When the occupant to whom the utility service has been supplied is a person other than the owner of a building or lot, and that said occupant has a utility account in their name, the sum payable by the occupant is a debt due by him and is a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

9.3 Solid Waste Collection & Disposal and Recycling Fees

- a) In any multi-unit structures all the units shall be assessed a fee whether occupied or not.
- b) All consumers shall be assessed at least a minimum waste fee as set out in **SCHEDULE 'C'**, unless the Town cannot accommodate the consumer's waste collection needs.
- c) All consumers shall be assessed a recycling fee as defined in **SCHEDULE 'C'**

10.0 **FINES - GENERAL**

Any person who contravenes any provision of this Bylaw is guilty of an offence and upon Summary Conviction is liable to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 (exclusive of costs) for each contravention of this Bylaw.

10.1 Fines - Sewage Collection System

- a) In the case of property connected to the Town sewerage system served in whole or in part with water from sources other than the Town, when the wastewater exceeds the limits set out in Clause 6.4 d), the surcharge shall be that stipulated in **SCHEDULE 'II'**.
- b) Any persons outside the Town's Wastewater Strength Limits who utilize any portion of the Town collection, transmission or treatment systems will be charged a surcharges outlined in **SCHEDULE 'II'**, in addition to the applicable charges.
- c) Where the concentration of the wastewater discharged into a Town sewer is determined from a common sampling manhole where the wastewater is a combination of that discharged from several commercial and industrial premises served by separate water meters, then the surcharge rate so determined shall be applied to the utility bills of each separate premise.
- d) To determine or adjust the rate and amount to be charged to industries every month for over strength wastewater, the Town shall charge a rate based on the strength of wastewater as determined by an analysis of samples collected from the discharged wastewater. The sampling shall be done at the Town's discretion.
- e) If the owner or occupier of a building, for which a sewer connection has been required pursuant to Clause 6.3 a) of this Bylaw, neglects or refuses to comply with the notice within the time frame provided by the Public Health Inspector, the Town may make or repair or cause to be made or repaired the said connection at the expense of the said owner or occupier.
- f) The C.A.O. may authorize discontinuation of sewer service and may plug or seal off the sewer line discharging unacceptable sewage, when provisions of this Bylaw are not complied with.
 - i) The sewage may be prevented from being discharged into the sewerage system until evidence satisfactory to the C.A.O. has been produced that no further breaches of the provisions of this Bylaw will occur or are likely to occur.
- g) All persons who by themselves, their servants or agents, by act, default, neglect or omission, occasion any loss, damage or injury to the sanitary or storm sewerage systems are liable to the Town for or in respect thereof.
 - i) The expense incidental to the laying, connecting, disconnecting or repairing as herein provided of service pipes of sanitary or storm sewers when the work is done by the Town on private property, is payable by the owner on demand by the Town.
 - ii) If the cost referred in subsection h)i) of this section is not paid within thirty (30) days of notification thereof, the cost shall be levied and collected as a municipal tax.
- h) Any person not complying with this Bylaw shall be responsible for all fines, penalties, and costs resulting from that act.
- i) The costs imposed on the owner or occupier referred to in subsection h) also include fines imposed upon the Town by the Federal or Provincial Government as a result of the said owner's or occupier's non-compliance with this Bylaw.

- j) Where the owner of land with a sewer connected to the sewerage system allowed more than one person, either by lease or by other arrangement, to use the land or a portion thereof, and there is discharge to the sewerage system substances prohibited by this Bylaw, the owner, whether or not one or more of the persons occupying the land is prosecuted in respect thereof, is guilty of an offence and is liable to be prosecuted pursuant to Clause 10.0 of this Bylaw.
- k) If, in the C.A.O.'s opinion, there is evidence that oversized solids are entering the Town sewer system from any sewer connection, then the Town may install a screen between the connection and the Town sewer system at the owner's expense. The above screen will have a minimum size of 20 mm square openings and shall be the responsibility of the person contributing waste through that connection to remove any solids collected on the screen and dispose of these solids in an approved manner. The Town will not be responsible in any way for any disruption of service which may occur due to blockage of the screen by solids.
- l) Nothing in this Bylaw relieves any persons from complying with any provision of Federal or Provincial legislation or any other Bylaw of the Town.

10.2 Fines - Solid Waste Management Collection & Disposal

- a) If any person(s) shall deposit waste in a residential bin receptacle or commercial bin receptacle without the consent of the Town of Taber, being the owner of the bin receptacles in the areas as so designated by the Town, such person(s) shall be liable to a fine of Five Hundred (\$500.00) Dollars plus all costs incurred by the Town.
- b) In lieu of prosecution the payment of Five Hundred (\$500.00) Dollars may be made to the Town of Taber within seven (7) days of the date of the offence.
- c) Scavenging shall be liable to a fine of Five Hundred (\$500.00) Dollars.
- d) Any person committing an offence under this Bylaw shall be subject to the fine, costs and payment referred to in a),b) & c) above for the first offence, and again for each subsequent offence incurred thereafter.
- e) Prosecution under this Section does not relieve a person from compliance with the Bylaw.

11.0 LIABILITY FOR DAMAGES INCURRED

Except as provided for in the Municipal Government Act, being Chapter M-26, of the Statutes of Alberta, 2000 and amendments thereto, or other relevant legislation, the Town is not liable for damages (including but not limited to electrical hot water tanks):

- a) caused by the break of any Town water and/or sanitary and/or storm sewer mains, water and/or sanitary and/or storm sewer service connections or other pipe or for the settlement of any excavation or trench made for the installation or repair of any part of the utility; or
- b) caused by the disruption of any supply of water from the water utility whether proper notice is provided or not. In the event of such a situation, no deduction shall be made from the utility billing; or
- c) caused by emergencies as determined by the C.A.O. or his designate, force majeure, acts of God, strikes and other utility outages.

12.0 NOTICE

In any case where the Town is required to notify a consumer or owner pursuant to this Bylaw, the C.A.O. or his designate shall affect such service either:

- a) by causing a written copy of the notice to be delivered to and left in a conspicuous place at or about the premises within which the utility was being consumed by the owner or the consumer affected by such notice; or
- b) by causing a written copy of the notice to be mailed or delivered to the last known address of the owner as disclosed in the land registry system established by the Land Titles Act of Alberta as shall appear to the Town most appropriate in the circumstances; or
- c) by causing a written copy of the notice to be mailed or delivered to the last known address of the owner as provided by the consumer or owner on a change of address notification.

13.0 INTENTION OF TOWN COUNCIL

It is the intention of the Town Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

14.0 RESCINDED OR AMENDED BYLAWS

Bylaw No. 1-2010 hereby is repealed in its entirety.

15.0 EFFECTIVE DATE

This Bylaw shall take force and effect upon the final reading thereof.

RES. Read a first time this 16th day of July, 2012.

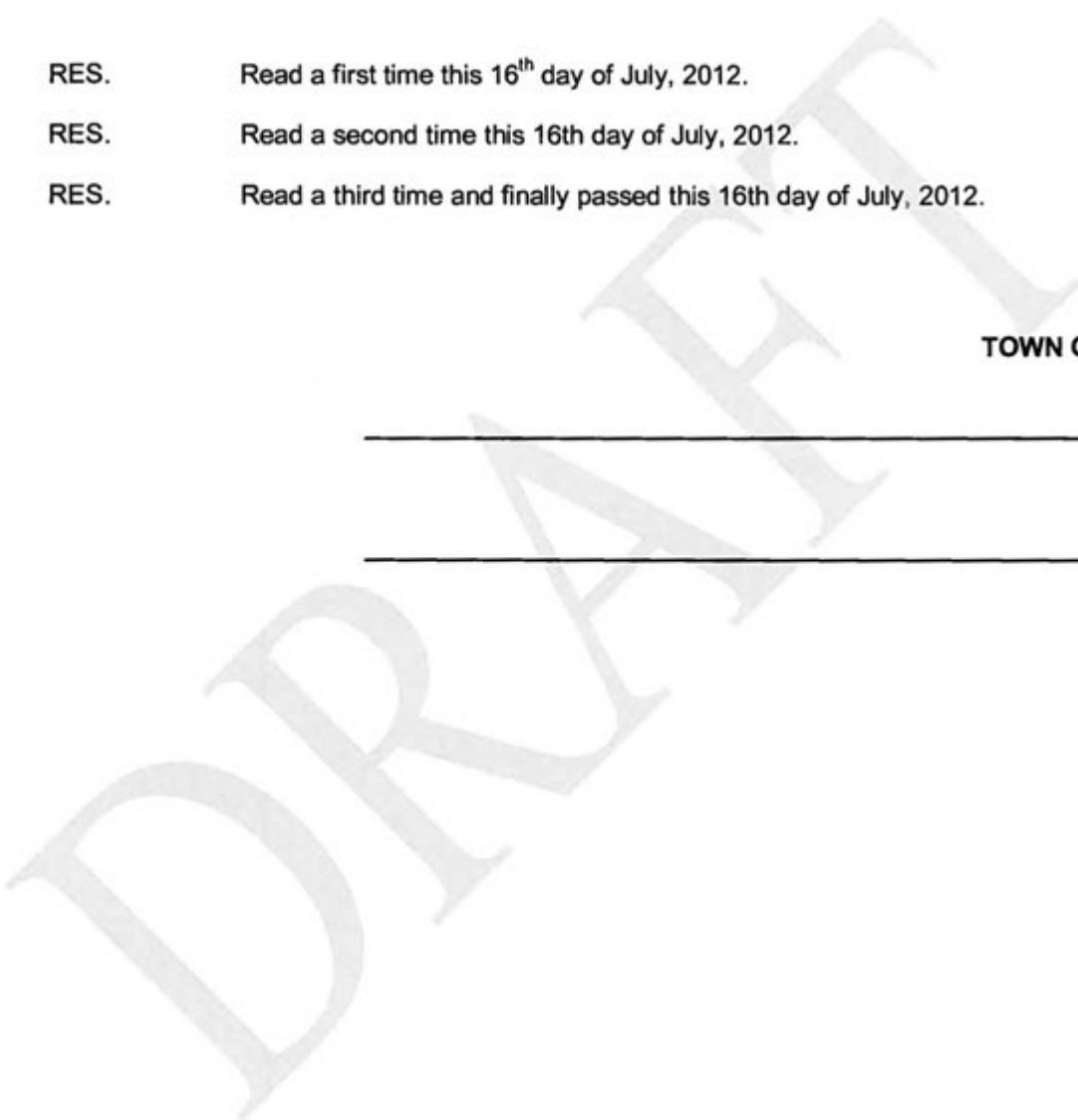
RES. Read a second time this 16th day of July, 2012.

RES. Read a third time and finally passed this 16th day of July, 2012.

TOWN OF TABER

MAYOR

C.A.O.



SCHEDULE 'A' WATER RATES

Schedule 'A' effective January 1, 2012.

RESIDENTIAL:	Flat Fee	\$ 25.55/month
	Meter Rate	\$ 1.03/m ³
Multi Unit Structure:	Flat Fee	\$ 25.55/month - first unit
	Flat Fee	\$ 12.78/month ea. additional unit
	Meter Rate	\$ 1.03/m ³
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:	Flat Fee	\$ 26.32/month
	Meter Rate	\$ 0.99/m ³
Multi Unit Structure:	Flat Fee	\$ 26.32/month - first unit
	Flat Fee	\$ 13.16/month ea. additional unit
	Meter Rate	\$ 0.99/m ³
NON-RESIDENT:	Flat Fee	\$ 25.55/month
	Meter Rate	\$ 1.74/m ³
VILLAGE OF BARNWELL:	Meter Rate	\$ 449.93 per 4,500/m ³
FIRE PROTECTION SERVICES:	Flat Fee	
	10" diameter	\$ 29.18 per month
	12" diameter	\$ 42.70 per month
BULK WATER:		\$ 3.00/m ³
UTILITY DEPOSIT:		\$150.00
TURN ON FEE:	Working Hours	\$ 75.00
	After Working Hours	\$ 150.00
TRANSFER TO TAXES FEE:		\$20.00
TEMPORARY WATER SERVICE:		\$ 125.00
CONSTRUCTION DEPOSIT:		as per policy #68C08/21/00
WATER METER:	5/8" Meter	\$ 417.90
(Plus GST where Applicable)	3/4" Meter	\$ 464.10
	1" Meter	\$ 572.25
	1 1/2" Meter	\$ 934.50
	2" Meter (only)	\$1107.75
	<u>Oversized Meters (Section 5.13b))</u>	
	3/4" to 1" Upgrade	\$ 119.70
	3/4" to 1 1/2" Upgrade	\$ 517.65
	3/4" to 2" Upgrade	\$ 707.70

WATER METER TESTING:

Subject to meter size & freight costs

COLLECTION OF RATES:

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

SCHEDULE 'B' SANITARY SEWER RATES

Schedule 'B' effective January 1, 2012.

RESIDENTIAL:

Flat Fee	\$27.36 per month
Meter Rate	\$ 0.62 per cubic meter

Multi Unit Structure:

Flat Fee	\$27.36 per month for first unit
Flat Fee	\$13.68/month each additional unit
Meter Rate	\$ 0.62 per cubic meter

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:

Flat Fee	\$28.18 per month
Meter Rate	\$ 0.59 per cubic meter

Multi Unit Structure:

Flat Fee	\$28.18 per month for first unit
Flat Fee	\$14.09/month each additional unit
Meter Rate	\$ 0.59 per cubic meter

NON-RESIDENT:

Flat Fee	\$27.36 per month
Meter Rate	\$ 1.14 per cubic meter

COLLECTION OF RATES:

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

RESIDENTIAL SUMMER SEWER CHARGES:

For the months of May to September, annually, summer sewer charges will be calculated using the customer's utility account average of sewer charges, comprised of the flat fee and meter rate for the months of October through April of the same year.

The customer account must be continuously active for all seven (7) months, October through April to qualify. If there is insufficient account history, the summer sewer charges will be based on the flat fee and actual metered water consumption for each month.

The summer sewer rate is applied to the following residential code: *SR1 – Residential as defined in the Town of Taber Utility Bylaw No. 11-2012.

SCHEDULE 'C'
GARBAGE & RECYCLING RATES

Schedule 'C' effective January 1, 2012.

RESIDENTIAL:	<u>GARBAGE</u>	<u>RECYCLING</u>
	Flat Fee	\$ 2.16/month
	\$18.87/month	
	<ul style="list-style-type: none"> • Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers. 	

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:

	Flat Fee	\$18.87 per bin/month	\$13.35/month
	Pick-up Fee	\$42.63 per bin/month	
	(All bins will be picked up twice weekly)		
	<ul style="list-style-type: none"> • Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers. • Additional bin(s) fee will be applied in addition to and at same rate as first bin. 		

COLLECTION OF RATES:

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

SCHEDULE 'D'
STORM SEWER RATES

Schedule 'D' effective January 1, 2011.

All Town Utility Accounts/Classes:

Flat Fee \$8.74/month

COLLECTION OF RATES:

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

DRAFT

SCHEDULE 'I'
FOUNDATION DRAINS/WEEPING TILES

The following items are mandatory for all new construction where water flow from foundation drains or weeping tiles, sumps from weeping tiles, roof drains, eaves troughs, yard drains or roof spouts will apply to that construction within the Town of Taber.

- 1) Foundation drains or weeping tiles shall be prohibited from being connected to any sanitary sewer system.
- 2) Foundation drains or weeping tiles shall drain to a storm drain line, if one is provided, or otherwise to the ground surface at the exterior of the premises.
- 3) Where surface drainage is used, measures shall be taken to prevent soil erosion.
- 4) A sump pit shall be provided, and it shall be not less than 750 mm (30 inches) deep, 0.25 m² in area and be supplied with a cover.
- 5) Where a sump it is provided, an automatic sump pump shall be installed to discharge the water from the sump pit as indicated in the drawings below, either Option #1 or Option #2.
- 6) Electrical connections to the pump required in 5) above shall be in conformance with the Alberta Electrical Code.
- 7) Any plumbing connections shall be in conformance with the Alberta Plumbing Code, or as otherwise upgraded by the Town of Taber.

SCHEDULE 'II' WASTEWATER OVERSTRENGTH SURCHARGES

In addition to those sewerage service charges assessed pursuant to **Schedule 'B'**, all consumers shall be liable to pay to the Town a surcharge when in excess of the following surcharge limits:

- a) The surge limits shall be:
 - (1) One thousand (1000) milligrams per litre of non-filterable residue.
 - (2) One thousand (1000) milligrams per litre of biochemical oxygen demand (BOD).
 - (3) Three hundred (300) milligrams per litre of grease.
 - (4) Two thousand (2000) milligrams per litre of chemical oxygen demand (COD).
 - (5) Fifty (50) milligrams per litre of hydrocarbon of petroleum origin.
 - (6) One hundred (100) milligrams per litre of total Kjeldah nitrogen (TKN)
 - (7) Twenty-five (25) milligrams per litre of total phosphorus.

- b) In determining sewage characteristics for surcharge purposes, samples shall be of at least one hour's accumulation when received in the automatic samplers, or of a composite of our separate grab samples collected within a one hour period where functional automatic samplers exist.

- c) Where a sewage sample characteristic of either BOD, suspended solids or grease is in excess of the surcharge limits as set forth in 503 (m), and the samples were collected according to Schedule B, item b, the consumer discharging such sewage shall pay to the Town an accumulated surcharge at the end of each month.

- d) Only one surcharge limit violation shall be charged within any one twenty-four (24) hour period between the hours of 10:00 am to 10:00 am.

- e) Only one of the sewage sample characteristics of BOD, suspended solids or grease need to be in excess of the surcharge limits to cause the levying of the surcharge. The surcharge will be same if one, two, or three of BOD, suspended solids and grease is in excess of the surcharge limit.

- f) All new industrial consumers and any new commercial consumers so designated by the manager, locating in the Town will conform to the surcharge limits as outlined in this Schedule and shall be subject to the surcharge as described in this Schedule.
 - (1) For every kilogram of BOD beyond the limit outlined in this Schedule, a charge of 20 cents per kg.
 - (2) For every kilogram of COD beyond the limits outlined in this Schedule, 20 cents per kg.
 - (3) For every kilogram of non-filterable residue beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
 - (4) For every kilogram of oil and grease beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
 - (5) For every kilogram of hydrocarbon beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

 - (6) For every kilogram of TKN beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

(7)

For every kilogram of Phosphorus beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

The foregoing weight in kilograms is calculated on the following basis for each component:

$$\frac{(C_m - C_a) \times \text{Vol.}}{10^3}$$

Where: C_m = concentration of the component tested in mg/L

DRAFT



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Bulk Water Truck Fill Station Upgrade Date of July 16, 2012
Agenda:

Prepared By: Rob Cressman, Director of Public Services

Attachments: Bulk Water Truck Fill Station – Options Analysis Report (May 2012)

Topic: Bulk Water Truck Fill Station – options/recommendation

Background:

Epcor/AE have completed the Taber Truck Fill Station (TFS) Upgrades/Options Analysis – attached. Representatives of Epcor & AE will attend the July 16th Council meeting and present the findings & cost estimates.

As the estimated costs of all 3 options exceeds the approved construction budget of \$150,000, Administration recommends this item be deferred to 2013-15 capital budget deliberations.

Administration requests Council direction regarding the option it wishes Administration to implement, in a future year.

Options:

- 1. Council accepts the May 2012 Bulk Water Truck Fill Station Options Analysis report, as presented and selects Option 3 for Council to consider during the 2013-15 budget deliberations.
2. Council accepts the May 2012 Bulk Water Truck Fill Station Options Analysis report, as presented and selects Option ___ for Council to consider during the 2013-15 budget deliberations.

Recommendation: Option #1 - Council accepts the May 2012 Bulk Water Truck Fill Station Options Analysis report, as presented and selects Option 3 for Council to consider during the 2013-15 budget deliberations.

Approval Date:

July 12, 2012

Acting CAO:

Rob C

Report



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

EPCOR

Bulk Water Truck Fill Station Options Analysis

May 2012



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REPORT

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REPORT

Certification Page



**ASSOCIATED ENGINEERING
QUALITY MANAGEMENT SIGN-OFF**

Signature: *Adam C. McDonald*

Date: *May 7/2012*

APEGA Permit to Practice P 3979

1

Introduction

EPCOR Utilities (EPCOR) operates and maintains a potable water bulk fill station on behalf of the Town of Taber. The bulk water fill station is in need of rehabilitation due to structural, mechanical, electrical and site deficiencies. In recent years, customer feedback has indicated that fill times can be long and some vehicles have difficulty with the clearances of the fill lines. EPCOR has made several repairs to the bulk water fill station such as raising the fill lines to accommodate larger fill trucks and adding back flow protection. EPCOR is currently considering additional upgrades to the Truck Fill Station (TFS) to reduce the amount of effort required to maintain and operate this system.

AE was retained to complete a review of the existing water bulk fill station comparing the cost of upgrading the existing TFS versus replacing it with a pre-engineered package on the existing site and/or on an alternate site. This feasibility study will include a preliminary cost breakdown of all of the options.

1.1 SCOPE

The scope of the assignment was divided into five main tasks:

Data Collection and Review: Included a review of existing drawings of the surrounding infrastructure and the existing bulk water fill station, facility assessment by Sahuri & Partners Architecture Inc.

Site Visit: AE completed a visual inspection of the bulk water fill station. That included:

- Review of the general site conditions (Including surface drainage, access/egress and site conditions)
- Review of general site safety
- Review of the interior mechanical piping, valves and controls
- Building structure assessment
- Review of the electrical and instrumentation systems

Selection of a Pre-Engineered Package System: AE met with EPCOR to develop a list of requirements for the pre-engineered package. AE prepared an RFI package and submitted the package to suppliers for estimates.

Selecting Alternate Truck Fill Location: AE met with EPCOR and the Town and determined three potential locations for the Truck Fill Station.

Reporting: A draft technical memorandum was prepared detailing the costs to upgrade the existing fill station and will be compared with the pre-engineered package. A draft technical memorandum was submitted to EPCOR for review and was finalized once comments are received or the report is accepted.

2 Existing Site Review

AE completed a visual inspection of the bulk water fill station including a review of the site, mechanical, electrical and building systems. A photographic record of the site review is included in [Appendix B](#).

2.1 SITE

The existing truck fill site is located at the corner of 45 Avenue and 55 Street, south of Highway 3 in Taber, Alberta. The site is approximately 750 m² and the existing building occupies about 10% of the site. The site location is shown in [Appendix A](#), drawing 3515-SK-001.

The existing site is accessed from Highway 3 along 55 Street. Trucks typically turn into the site from the south and exit to the north. Larger vehicles will pull directly into the site from the highway, will pull out of the site to the south, and will then travel through a residential neighbourhood to turn around. The existing site does not provide sufficient access for the range of vehicles that use the site.

The existing site is adjacent to the residential lands on the west.

2.2 MECHANICAL SYSTEMS

Observations made during the site review identified some issues related to the accuracy of the existing water meters at the site. Past customer complaints have included concerns with the accuracy of the water fills.

A number of factors may be affecting the accuracy of the water meters, including:

- Insufficient lengths of straight pipe upstream and downstream of the flow meters resulting in turbulent flow entering the flow meter.
- Missing flow strainer assembly, which can help to reduce the upstream and downstream diameters, discussed above, giving a better flow characteristic into the flow meter.
- Meters are oversized for the flow, which can create errors of 2.5% or greater in the measuring of the water.
- Flow meter wiring strapped to power wiring (BX) conductors.

The existing facility is protected by two backflow prevention devices. One is an 80mm Watts 709 double check valve assembly, the second is a Watts series 007M1QT double check valve assembly. Both devices have been inspected recently and are in good repair. The truck fill facility is subject to a number of conditions that warrant a "severe" hazard in the event of a loss of pressure at the site. A water filling station is considered a severe hazard by the Canadian Standards Association. As a result, the facility requires a higher level of protection and the installation of an RPZ (reduced pressure zone) protection device is required on each fill line.

The existing TFS has two truck fill bays. The west bay has approximately twice the fill capacity of the east fill bay. The west bay is fed by an 80mm pipe, while the east bay is fed by 50mm pipe. Outside the building both bays are 80mm.

The table below provides an estimate of the total time to fill a truck of a given volume for a range of pipe sizes.

Table 2-1
Truck Fill Time

Fill Pipe Size	Maximum Flow Rate	Truck Fill Time (minutes)		
		5000 gal	2500 gal	1000 gal
50mm (2 in)	6.3 l/s (100 gpm)	50 min	25 min	10 min
75mm (3 in)	14.2 l/s (225 gpm)	22 min	11 min	2 min
100mm (4 in)	25.2 l/s (400 gpm)	13 min	6 min	1 min

Other comments include a general observation that the mechanical systems in the facility have been built using a range of different pipe materials and parts.

2.3 BUILDING

Recommendations for building upgrades are based on visual inspection, condition assessment and functionality review. No testing or analysis has been performed to establish actual capacities or remaining life of components. The existing building requires some work to address operational and safety issues. The upgrades will extend the useful life of the building and will generally improve the buildings operation. The upgrades that have been considered include:

- Replace the existing front door with insulated metal door c/w panic hardware,
- Replace the existing exterior concrete stairs with galvanized steel stair and grated landing,
- Replace the existing wood side door with insulated metal door c/w panic hardware, change swing to open outward,
- Reconfiguring the lower part of the interior stairs to improve access and clearances,
- Inspect, maintain and / or replace basement floor joists if required,
- Repair the existing cracks in the basement walls,

Other miscellaneous items include:

- Replace existing windows,
- Remove existing washroom,

- Repair gap by caulking the gap at building separations,
- Miscellaneous concrete patching,
- Interior finishing and painting.

2.4 ELECTRICAL

2.4.1 Significant Safety Deficiencies

The incoming Service panel board will require replacement. The incoming service panel board was likely installed when the original building was constructed. The service has no main disconnect and the branch breakers are not likely replaceable. The life of a panel board is normally in the range of 30 years. A fire or safety hazard may exist if the branch breakers cannot trip during an electrical fault. Breakers have a limited life and need to be replaced. There is no main breaker to isolate the facility or trip if the branch breaker fails to trip.

2.4.2 Other Related Deficiencies

There is no surge protection on incoming service to protect the building. A surge suppression device should be installed on the incoming service to reduce the amount of electrical spikes experienced by the electronics contained in the building, including the card reader system and uninterruptible power supply.

There is no heat trace installed in the two concrete fill pads. Heat tracing should be installed to reduce the amount of ice buildup on the fill pads, ensuring proper water drainage and safety for users.

The building wiring has been added to and changed over the life of the building. There are two options for addressing this issue. An accurate as-built should be created for troubleshooting of the system, or the wiring could also be cleaned up for a more aesthetically pleasing appearance.

No automatic call-out during alarms: Alarms have to be called out by customers. An automatic dial out system may help with customer satisfaction if the system automatically dialed out during a system failure, power failure, card reader failure, low building temperature etc.

The EMT conduit in the building is beginning to rust. Rusting conduit should be replaced with new conduit. PVC conduit may withstand the high humidity conditions found in the basement better than EMT.

Incandescent lighting used inside the building is not a suitable commercial standard and should be replaced with energy efficient lighting, such as fluorescent.

The card reader system has been an area of high maintenance. The system installed is a QI System Inc., card reader system with the closest repair office in Vancouver, BC. The card readers foul up due to dirt

buildup and the controllers occasionally fail for unknown reasons. The card readers are regularly cleaned and replaced with spare units and the controllers are sent to BC for repair. The site has a spare controller.

3 Upgrade Alternatives

3.1 PERFORMANCE CRITERIA

In order to compare the options to one another, a set of design criteria were developed that are common to each improvement option. This allows for a relatively consistent comparison of the options.

- Provide a facility that will meet building code, and safety and operational requirements.
- Hose Connections: Two Potable water connections @ 14 l/s (185 igpm)
- Allowance for one Potable Water Connection @ 6.3 l/s (85 igpm) to be installed in the future
- Magnetic Meters on each fill line.
- Backflow Prevention Devices (RPZ) included on each fill
- Installation of a pin pad system that would support prepaid accounts, including the software package for recording and billing.
- Design vehicles include:
 - Industrial / Hydrovac Truck
 - Agricultural Heavy
 - Agricultural / Residential Light

3.2 REHABILITATION OPTIONS

The first option is to rehabilitate the existing bulk fill station to provide the desired level of service. This will involve upgrades to the existing facility to address operational, safety and building code deficiencies.

The second option is to replace the existing bulk fill station to provide the desired level of service. This will involve demolition of the existing facility, and upgrades to the existing site. A new prefabricated bulk fill station would be installed on the site.

The third option is to construct a new bulk fill station in a more suitable location. This will allow the Town of Taber to market the existing site as highway commercial lands for development.

Three sites have been considered, and are shown in [Appendix A](#), drawing 3515-SK-001:

- 3A - Barton Road
- 3B - 64th Ave (North of the pond)
- 3C - 64th Ave (South side of 64th Ave on East end of the pond)

The requirements of each of the options are summarized in Table 3-1 below.

**Table 3-1
Upgrade Option Requirements**

	Option 1 Existing Site Rehabilitation	Option 2 Existing Site New Facility	Option 3 New Site New Facility
Architectural / Structural			
Truck fill supports	✓	✓	✓
Replace the existing front door	✓		
Replace the existing exterior concrete stairs	✓		
Replace the existing wood side door	✓		
Upgrade interior stairs	✓		
Basement floor joists	✓		
Repair Foundation Cracks	✓		
Miscellaneous repairs	✓		
Cover basement sump	✓		
Concrete slab foundation		✓	✓
Prefabricated building		✓	✓
Mechanical / Process			
80mm control valves,	✓	✓	✓
80mm magnetic flow meters	✓	✓	✓
Backflow prevention valves	✓	✓	✓
Future 50mm fill	✓	✓	✓
Pipe, supports, miscellaneous work	✓	✓	✓
Exterior 80mm external fills	✓	✓	✓
Replace Existing Furnace	✓		
Electrical / Instrumentation			
Touchpad Units	✓	✓	✓
Billing Software	✓	✓	✓
Instrumentation and Controls (Replacement)	✓		
Instrumentation and Controls (New)		✓	✓
Replace existing service panel board	✓		
Replace existing electrical wiring	✓		
Replace existing lighting	✓		
Heat tracing in concrete fill pads	✓	✓	✓
Service panel board,		✓	✓
Civil / Site			

	Option 1 Existing Site Rehabilitation	Option 2 Existing Site New Facility	Option 3 New Site New Facility
Asphalt patching and repair	✓	✓	
Concrete Fill Slabs	✓	✓	✓
150mm PVC water service to the building (Replacement)	✓	✓	
150mm PVC water service to the building (New Install)			✓
Demolition of the existing facility		✓	✓
Site grading (Existing Site)		✓	
Bollard installation	✓	✓	✓
Site grading and drainage (New Site)			✓
Sanitary Sewer Service			✓
Electrical service			✓
Natural gas service			✓
New construction of site access roads			✓

4 Cost Estimate

This section presents conceptual cost estimates ($\pm 30\%$) for capital costs associated with the construction of the various options for the Bulk Water Fill Station as described in the previous sections. Due to the conceptual nature of this study and understanding that unknown variables exist beyond the scope of this study, the cost estimates presented include a contingency allowance of 15%; and an engineering allowance of 30% of the total estimated capital costs. These factored level capital cost estimates should be considered realistic, but preliminary and are intended to give an order of magnitude opinion of estimated costs for feasibility purposes only. A more detailed cost estimate is included in [Appendix C](#).

No detailed specifications, geotechnical requirements, process flow diagrams, site development or construction drawings have been developed or assessed to obtain "preliminary design level" cost estimates. The actual cost of the project will be determined through the bidding and construction process. Costs were based on recent material pricing information received from suppliers and estimates of installation and construction costs from similar projects.

**Table 4-1
Preliminary Cost Estimate**

	Option 1 Existing Site Rehabilitation	Option 2 Existing Site New Facility	Option 3 New Site New Facility
Architectural / Structural	\$ 36,500	\$ 47,000	\$ 47,000
Mechanical / Process	\$ 29,000	\$ 22,000	\$ 22,000
Electrical / Instrumentation	\$ 57,800	\$ 53,000	\$ 53,000
Civil / Site	\$ 41,800	\$ 54,800	\$ 83,800
Sub Total	\$ 165,100	\$ 176,800	\$ 205,800
Engineering	\$ 49,530	\$ 53,040	\$ 61,740
Contingency	\$ 32,195	\$ 34,476	\$ 40,131
Total	\$ 246,825	\$ 264,316	\$ 307,671

5

Considerations

Option 1 – Existing Site Rehabilitation:

- Option 1 has the lowest capital cost.
- The size of site will remain an issue and access to larger vehicles may be an ongoing issue
- The light industrial land use will continue to be incompatible with adjacent residential and commercial lands.
- The project will address operational, safety and code issues related to the existing building, but the building will require more ongoing maintenance than a new facility.
- During construction activities, the bulk water fill station may be out of service for up to 4 months.

Option 2 – Existing Site New Facility

- The size of site will remain an issue and access to larger vehicles may be an ongoing issue
- The light industrial land use will continue to be incompatible with adjacent residential and commercial lands.
- The prefabricated package plant will require less ongoing maintenance than the existing facility.
- During construction activities, the bulk water fill station may be out of service for up to 4 months.

Option 3 – New Site New Facility

- Option 3 has the highest capital cost.
- The light industrial land use will be incompatible with adjacent residential and commercial lands.
- Depending on the site selection, other infrastructure extensions may be required to fully service the site.
- The cost to develop the new site does not include pavement outside of the concrete fill pads that will be required adjacent to the bulk fill station.
- There will be no downtime during construction activities the bulk water fill station.

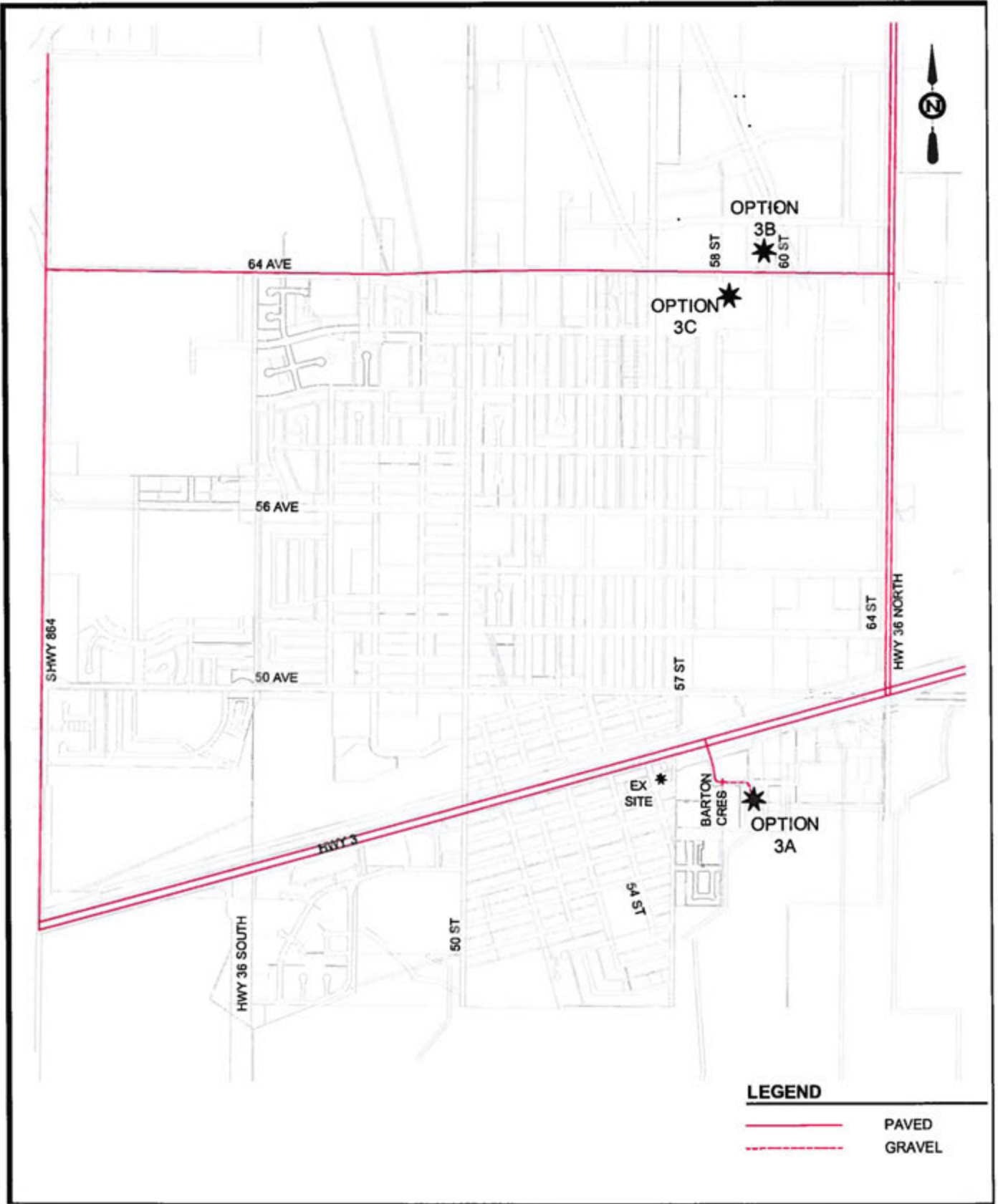
6 Recommendations

Based on the considerations noted in Section 5, AE recommends pursuing **Option 3** as the highest value option. It addresses a number of issues related to constraints with the existing site and can meet all of the designed performance criteria.

A Appendix A - Figures

This Drawing is For The Use Of The Client And Project Indicated
 No Representations Of Any Kind Are Made To Other Parties

\\2012351900_EPCOR_TorTruckF\Engineering\03.00_Conceptual_Feasibility_Design\100_Civil\20123515-SK-001.dwg
 DATE: 2012-05-01, Travis Jensen



LEGEND

	PAVED
	GRAVEL

PROJECT No.	20123515
DATE:	2012APR18
APPROVED:	-
SCALE:	NTS
DWG. No.	3515-SK01



EPCOR WATER SERVICES INC

TOWN OF TABER
 TRUCK FILL STATION
 SITE OPTIONS & TRUCK ROUTES

B Appendix B - Site Photographs

Appendix B – Site Photographs



EXTERIOR STAIR RAIL



EAST FILL LINE



EAST FILL BAY



BUILDING FLOORS



REAR STAIRWELL TO BASEMENT



BUILDING SEPARATION EAST WALL

Appendix B – Site Photographs



VENT STACK TO ROOF



WALL SEPARATION EAST WALL



WALL SEPARATION EAST WALL



FLOOR JOISTS



ELECTRICAL CONDUIT / JUNCTION BOX



ELECTRICAL CONDUIT / JUNCTION BOX

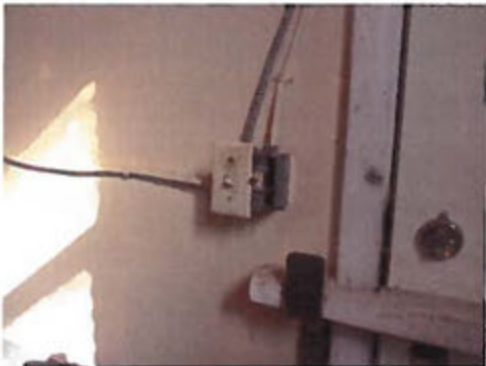
Appendix B – Site Photographs



GENERAL ELECTRICAL



GENERAL ELECTRICAL



GENERAL ELECTRICAL



GENERAL ELECTRICAL - R EAR STAIRWELL



FILL CONTROL AND COMMUNICATIONS



SERVICE PANEL

Appendix B – Site Photographs



EXTERIOR ELECTRICAL SERVICE



ELECTRICAL METER



EXTERIOR ELECTRICAL SERVICE



EXTERIOR ELECTRICAL SERVICE



EXTERIOR ELECTRICAL SERVICE



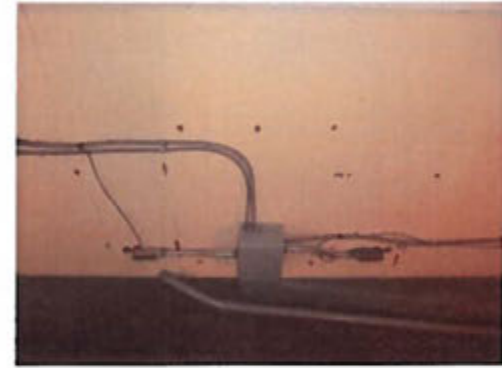
GENERAL ELECTRICAL



TYPICAL LIGHTING FIXTURE



JUNCTION BOX



GENERAL ELECTRICAL



GENERAL ELECTRICAL



GENERAL ELECTRICAL



GENERAL ELECTRICAL

Appendix B – Site Photographs



BACKFLOW VALVES AND FLOW METERS
WEST WALL



100MM WATER SERVICE



50MM DCVA



80MM PULSE METER



80MM CONTROL VALVE



50MM CONTROL VALVE AND STRAINER

Appendix B – Site Photographs



DRAINAGE SUMP



WEST COIN OPERATOR (NOT INSERVICE)



CONNECTION TO 100MM SERVICE



100MM WATER SERVICE



50MM DCVA



80MM DCVA

Appendix B – Site Photographs



80MM FLOW METER



50MM FLOW METER



PAVEMENT CONDITION



CONCRETE PAD CONDITION



NORTH ACCESS



BULK FILL STATION LOOKING SOUTH

Appendix B – Site Photographs



EAST FILL BAY



EAST FILL BAY IN USE



SITE-07



PAVEMENT CONDITION EAST BAY



CONCRETE PAD CONDITION EAST BAY



WEST FILL BAY IN USE

C Appendix C - Cost Estimate

Project No.	2012-3523	File:	E.04.00
Client:	Epcor Water Services		
Subject:	Preliminary Cost Estimate		
By:	Adam McDonald	Date:	April 26, 2012
Sheet:	1 of 2	Chk'd:	

DESIGN NOTES

	Option 1 Existing Site Rehabilitation	Option 2 Existing Site New Facility	Option 3 New Site New Facility
Architectural / Structural	\$ 36,500	\$ 47,000	\$ 47,000
Truck fill supports	\$ 16,000	\$ 16,000	\$ 16,000
Replace the existing front door	\$ 1,500		
Replace the existing exterior concrete stairs	\$ 3,000		
Replace the existing wood side door	\$ 1,500		
Upgrade interior stairs	\$ 2,000		
Basement floor joists	\$ 500		
Repair Foundation Cracks	\$ 3,000		
Miscellaneous repairs	\$ 6,500		
Cover basement sump	\$ 2,500		
Concrete slab foundation		\$ 6,000	\$ 6,000
Prefabricated building		\$ 25,000	\$ 25,000
Mechanical / Process	\$ 29,000	\$ 22,000	\$ 22,000
80mm control valves,	\$ 2,000	\$ 2,000	\$ 2,000
80mm magnetic flow meters	\$ 8,000	\$ 8,000	\$ 8,000
Backflow prevention valves	\$ 2,000	\$ 2,000	\$ 2,000
Future 50mm fill	\$ 1,000	\$ 1,000	\$ 1,000
Pipe, supports, miscellaneous work	\$ 10,000	\$ 7,500	\$ 7,500
Exterior 80mm external fills	\$ 2,500	\$ 1,500	\$ 1,500
Replace Existing Furnace	\$ 3,500		
Electrical / Instrumentation	\$ 57,800	\$ 53,000	\$ 53,000
Touchpad Units	\$ 20,000	\$ 20,000	\$ 20,000
Billing Software	\$ 3,500	\$ 3,500	\$ 3,500
Instrumentation and Controls (Replacement)	\$ 3,000		
Instrumentation and Controls (New)		\$ 3,000	\$ 3,000
Replace existing service panel board	\$ 3,000		
Replace existing electrical wiring	\$ 3,500		
Replace existing lighting	\$ 800		
Heat tracing in concrete fill pads	\$ 24,000	\$ 24,000	\$ 24,000
Service panel board,		\$ 2,500	\$ 2,500



April 26, 2012

- 2 -

Civil / Site	\$ 41,800	\$ 54,800	\$ 83,800
Asphalt patching and repair	\$ 10,000	\$ 10,000	
Concrete Fill Slabs	\$ 16,200	\$ 16,200	\$ 16,200
150mm PVC water service to the building (Replacement)	\$ 10,000	\$ 10,000	
150mm PVC water service to the building (New Install)			\$ 6,000
Demolition of the existing facility		\$ 8,000	\$ 15,000
Site grading (Existing Site)		\$ 5,000	
Bollard installation	\$ 5,600	\$ 5,600	\$ 5,600
Site grading and drainage (New Site)			\$ 15,000
Sanitary Sewer Service			\$ 6,000
Electrical service			\$ 2,500
Natural gas service			\$ 2,500
New construction of site access roads			\$ 15,000
Sub-Total	\$ 165,100	\$ 176,800	\$ 205,800
Engineering	\$ 49,530	\$ 53,040	\$ 61,740
Contingency (15%)	\$ 32,195	\$ 34,476	\$ 40,131
Total	\$ 246,825	\$ 264,316	\$ 307,671



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: East Industrial Sanitary Lift Station Date of July 16, 2012
Agenda:
Prepared By: Rob Cressman, Director of Public Services
Attachments: Cost Estimate - July 5, 2012
Topic: East Industrial Sanitary Sewage Lift Station
Background: Council's 2011 capital budget included funding of \$55,000 to upgrade the East Industrial Sanitary Sewage Lift Station...
Options: 1. Council accepts the July 5, 2012 East Industrial Sanitary Lift Station memo from AE.
2. Council approves reallocation of 95,000 reserve funding from the 2012 Truck Fill Station project, to the 2012 East Taber Industrial Sanitary Lift Station project.
Recommendation: Option #1 - Council accepts the July 5, 2012 East Industrial Sanitary Lift Station memo from AE.
Option #2 - Council approves reallocation of \$95,000 reserve funding from the 2012 Truck Fill Station project, to the 2012 East Taber Industrial Sanitary Lift Station project.
Approval Date: July 12, 2012 Acting CAO: Rob Cressman



Date: July 5, 2012 File: 20103981

To: Boon Koay

From: Greg Cooper

Project: Taber Lift Station Upgrades

Subject: Cost Estimate

MEMO

At the request of the Town of Taber, Associated Engineering (AE) has prepared a cost estimate to completely refurbish the East Taber Industrial Lift Station (ETILS). This cost estimate anticipates design and construction will occur during 2013, with costs being priced to reflect such. The cost estimate includes engineering fees, construction fees, and an allowance for contingency. The following tables outline the proposed fees.

Proposed ETILS Engineering Fees

Line Items	Engineering Fees
Project Administration	\$2,800
Design	\$11,800
Construction Assistance	\$4,000

Proposed ETILS Construction Cost

Line Items	Construction Cost
Mobilization/Demobilization/Civil	\$28,600
Mechanical	\$57,000
Electrical	\$5,400

Total ETILS Refurbishment Costs

Engineering Fees	\$18,600
Construction Cost	\$91,000
Contingency (10%)	\$11,000
Total Fees	\$120,600

*Based on the above cost breakdown, we recommend that the Town of Taber budget \$125,000 for the ETILS refurbishment project

It is assumed that the project will be publicly tendered, and that EPCOR will administer the tender process and finalize any right-of way issues before construction commences. AE anticipates providing the following support during the design and construction process:





**Associated
Engineering**

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

Memo To: Boon Koay

July 5, 2012

- 2 -

- **Technical specifications (performance specification)**
- **2 construction drawings (plan / section / details and an electrical drawing)**
- **3 half day inspections out of our Lethbridge office**
- **Answering of technical enquiries during the tendering and construction process**



TOWN OF TABER
2012 to 2014 Amended Capital Project Detail

2012 CAPITAL PROJECTS	Proposed Budget	Operating	Reserves	Provincial Transfers	Other Local Governments	Donations / Sales / Other	Offsite Levies	Local Improvement / Borrowing
Continuing Projects								
2011 Admin Bldg Energy Retrofit & Re-Design	750,000	-	-	(750,000)	-	-	-	-
2011 Bi-annual Surface Works Program	135,000	-	(135,000)	-	-	-	-	-
2011 Water Treatment Plant Upgrades	2,977,780	-	-	(2,977,780)	-	-	-	-
2012 Water Loading Station Replacement	15,000	-	(15,000)	-	-	-	-	-
2011 East Taber Industrial Lift Station Replacement	55,000	-	(55,000)	-	-	-	-	-
2011 Automated Sideload (small bin) Truck	274,000	-	(274,000)	-	-	-	-	-
2011 Roll Out Bins	44,000	-	(44,000)	-	-	-	-	-
2010 Arena Condenser	5,000	-	(5,000)	-	-	-	-	-
2011 Ice Resurfacer	105,000	-	(90,000)	-	-	(15,000)	-	-
2009 Trail System	103,955	-	(62,018)	(31,937)	-	(10,000)	-	-
* Add new row above for new item				-				
Continuing Projects Total	4,464,735	-	(680,018)	(3,759,717)	-	(25,000)	-	-
12-02 - Administration								
2012 Color Photocopier	32,000	-	(32,000)	-	-	-	-	-
2012 Annual Computer Replacement	50,000	-	(50,000)	-	-	-	-	-
2012 Meeting Management Software	30,000	-	(30,000)	-	-	-	-	-
2012 Server Virtualization	25,000	-	(25,000)	-	-	-	-	-
2012 Storage Area Network (SAN) Backup	30,000	-	(30,000)	-	-	-	-	-
* Add new row above for new item				-				
12-02 - Administration Total	167,000	-	(167,000)	-	-	-	-	-
21-10 - Police - Commission								
2012 Police Car	35,000	-	(35,000)	-	-	-	-	-
2012 Patrol Car Camera Sets	30,000	-	(30,000)	-	-	-	-	-
2012 API3 Records System	85,000	-	(85,000)	-	-	-	-	-
* Add new row above for new item				-				
21-10 - Police - Commission Total	150,000	-	(150,000)	-	-	-	-	-
23-10 - Fire Protection								
2012 SCBA Compressor Fill Station	30,000	-	(12,760)	-	(9,240)	(8,000)	-	-
2012 Thermal Imaging Camera	14,000	-	-	-	-	(14,000)	-	-
* Add new row above for new item				-				
23-10 - Fire Protection Total	44,000	-	(12,760)	-	(9,240)	(22,000)	-	-



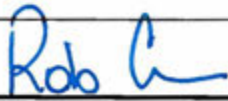
TOWN OF TABER
2012 to 2014 Amended Capital Project Detail

2012 CAPITAL PROJECTS	Proposed Budget	Operating	Reserves	Provincial Transfers	Other Local Governments	Donations / Sales / Other	Offsite Levies	Local Improvement / Borrowing
25-10 - Ambulance Services								
2012 Ambulance Stretcher	15,000	-	-	-	-	(15,000)	-	-
2012 Ambulance	130,000	-	(130,000)	-	-	-	-	-
* Add new row above for new item				-				
25-10 - Ambulance Services Total	145,000	-	(130,000)	-	-	(15,000)	-	-
32-06 - Roads, Streets, Walks, Lighting								
2012 Annual Concrete Program	400,000	-	(400,000)	-	-	-	-	-
2012 3/4 Ton Truck	30,000	-	(30,000)	-	-	-	-	-
2013 Bi-annual Surface Works Program	125,000	-	(31,250)	(93,750)	-	-	-	-
* Add new row above for new item				-				
32-06 - Roads, Streets, Walks, Lighting Total	555,000	-	(461,250)	(93,750)	-	-	-	-
37-10 - Stormwater Management								
2012 6' Front Mount Mower	40,000	-	(40,000)	-	-	-	-	-
2012 Berm Reconstruction - West of Taber	500,000	-	-	(325,000)	-	(175,000)	-	-
* Add new row above for new item				-				
37-10 - Stormwater Management Total	540,000	-	(40,000)	(325,000)	-	(175,000)	-	-
41-06 - Water Supply and Distribution								
2012 Water Treatment Plant Upgrades	3,500,000	-	-	(3,500,000)	-	-	-	-
2012 Water Loading Station Replacement	165,000	-	(165,000)	-	-	-	-	-
2012 Water Meter Replacement Program	110,000	-	(110,000)	-	-	-	-	-
2013 North Pump Station Upgrades	55,000	-	(34,100)	(20,900)	-	-	-	-
* Add new row above for new item				-				
41-06 - Water Supply and Distribution Total	3,830,000	-	(309,100)	(3,520,900)	-	-	-	-
42-08 - Wastewater Treatment and Disposal Total	-	-	-	-	-	-	-	-
43-08 - Waste Management - Landfill Total	-	-	-	-	-	-	-	-
43-09 - Waste Management - Collection Systems								
2012 Solid Waste Bins Program (Tan)	21,375	-	(21,375)	-	-	-	-	-
* Add new row above for new item				-				
43-09 - Waste Management - Collection Systems Total	21,375	-	(21,375)	-	-	-	-	-
56-10 - Cemetery								
2012 Zero Turn Mower	10,000	-	(10,000)	-	-	-	-	-
* Add new row above for new item				-				
56-10 - Cemetery Total	10,000	-	(10,000)	-	-	-	-	-
66-10 - Subdivision Land and Development Total	-	-	-	-	-	-	-	-





TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject:	Rental Fee Waiver – Southern Alberta Amateur Radio Club	Date of	July 16, 2012
		Agenda:	
Prepared By:	Aline Holmen, Leisure Services Manager		
Attachments:	Southern Alberta Amateur Radio Club Request		
Topic:	Southern Alberta Amateur Radio Club Waiver Request		
Background:	Attached is a letter from the Southern Alberta Amateur Radio Club with additional detail about their event being held June 23 rd and 24 th 2012 and requesting a facility rental fee waiver for the Administration Building Parking lot rental fee. Use of the park facility is at no charge; however, the group wishes to park a few trailers in the parking lot as their event spans through the night. The cost of this facility rental for this type of activity is \$128.25 based on the 2012 Fee Schedule. There is no cost to the Town of Taber for this event.		
	This request was referred to the Taber Recreation Board at their recent meeting, resulting in the following comments and resolution:		
	<p><i>“The Recreation Board acknowledged that the Radio Club could be a lifeline in the future during an emergency and this request would be at no real cost to the Town.</i></p> <p><i>37/2012 MOVED by Councilor R. Sparks that the Recreation Board recommends Council approve the Administration Parking lot waiver fee request from the Southern Alberta Amateur Radio Club for their Ham Radio Field Day event.</i></p> <p style="text-align: right;"><i>CARRIED UNANIMOUSLY”</i></p>		
Options:	1. That Council approve the Administration Parking Lot waiver fee request from the Southern Alberta Amateur Radio Club in the amount of \$128.25.		
	2. That Council approve a rental fee reduction of (list %) for the Administration Parking Lot waiver fee request from the Southern Alberta Amateur Radio Club.		
	3. That Council deny the Administration Parking Lot waiver fee request from the Southern Alberta Amateur Radio Club.		
Recommendation:	Option #1 – That Council approve the Administration Parking Lot waiver fee request from the Southern Alberta Amateur Radio Club in the amount of \$128.25.		
Approval Date:	July 12, 2012	Acting CAO:	

SOUTHERN ALBERTA AMATEUR RADIO CLUB



Town of Taber Recreation Board
Taber, Alberta
May 24, 2012

To the Chairman and Members of the Board:

We are planning on holding the Clubs Annual Field Day in Taber. The property that we have booked is the Centennial Park. Our members represent Ham operators all across Southern Alberta, West of Medicine Hat.

All across North America similar clubs are staging Field days on the same weekend which is the 4th weekend of June. (June 23 & 24, 2012)

The purpose of the field day is to give Amateur Radio operators a chance to set up their equipment in a simulated emergency fashion as if they were operating in a real emergency. Ham operators were asked to stand in to pass messages last May when the fires burned down Slave Lake, Alberta. You may already know that in the event of something really happening; the cell phone systems and the ground telephone systems are shut down.

We as Ham Radio operators are able to offer our services to our communities to facilitate communications in emergencies. There are best practices and procedures that are used to make proper communication work. We need the opportunity to practice these procedures. The Field Day goes for 24 hrs operating from Noon on Saturday to Noon Sunday.

Some of members have trailers that they stay in over night for a rest, they will only be there from the noon setup on the 23 and be leaving after the noon breakup on Sunday. We are asking that you wave the fee for parking a trailer for that night. We do not know how many will show up with trailers but we do not expect many. We are a non-profit organization where everyone owns his own equipment and in emergencies donates their time and equipment to be of service to others.

We would also ask that you keep the public restrooms open as late as you can for those attending the field day.

We are opening up our field day to the public and want to invite you to attend our event. We get special licenses to afford non-licensed people the opportunity to talk on the radios. Hope to see you there.

Yours truly,

A handwritten signature in cursive script that reads "Keith D. Lawlor".

Keith D. Lawlor VA6KOL President of the Southern Alberta Amateur Radio Club
6007 - 51 Street,
Taber, Alberta, T1G1K5
403-223-2044, kdlawlor@shaw.ca



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Health and Safety Policy C-4	Date of July 16, 2012 Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: Proposed Health and Safety Policy C-4		
Topic: Proposed Health and Safety Policy C-4		
Background:	<p>The existing policy has been reviewed by the Joint Health and Safety Committee and suggested updates are evidenced in the attached. This policy continues to detail best practice while also referencing the required legislation to fulfill audit requirements.</p>	
	<p>Administration continues to review and update policies and procedures to ensure that the Town of Taber is consistent with the philosophy of best practice.</p>	
Options:	1. That Council adopts the Health and Safety Policy C-4, as proposed.	
	2. That Council does not adopt the Health and Safety Policy C-4, as proposed.	
Recommendation: Option #1 – That Council adopts the Health and Safety Policy C-4, as proposed.		
Approval Date:	July 12, 2012	Acting CAO:



Health and Safety

Policy No.: C-4	Council Resolution No.: 75/11
Department: Administration	Authority: Council
Effective Date: February 2005	Revision Date: February 2008, February 2011
Review Date: February 2013 2012	Repealed Date:
Supersedes: 03/10/14	
Related Procedure No.: N/A	
Related Procedure Name: Town of Taber Health and Safety Program	

Purpose

The Town of Taber is committed to the protection from accidental loss of all its resources, including employees and physical assets.

Policy Statement

- 1) In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness. Protection of employees from injury or occupational disease is a major continuing objective.
- 2) All supervisors, employees and contractors must protect their own and fellow workers' health and safety by working in compliance with the *Occupational Health and Safety Act* and Regulations and Code and all applicable safe work practices and procedures established by the Town of Taber.
- 3) Town of Taber will ensure contractors and their workers are responsible for meeting or exceeding the requirements of the Town of Taber Health and Safety Program.
- 4) All employees will be equally responsible for minimizing hazards to reduce incidents/injuries on our worksites. Safe work practices and procedures are clearly defined in the Town of Taber Health and Safety Program for all employees to follow.



- 5) In order to protect the health of workers, all management functions will comply with the Town of Taber Health and Safety Program as it relates to operations and maintenance of facilities and equipment.
- 6) The safety information in this policy does not take precedence over the *Occupational Health and Safety Act* and Regulations and Code. All employees must be familiar with the *Occupational Health and Safety Act* and Regulations and Code.
- 7) It is the responsibility of the Chief Administrative Officer and the Management Team to ensure that the provisions of this policy are followed.

Administration shall establish a program procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- *Occupational Health and Safety Act* and Regulations and Code
- *Workers Compensation Act* and Regulations (Alberta)
- *Criminal Code* (Canada)
- MSDS Binder
- Policy on Employee Conduct – Rules and Regulations

MAYOR

DATE


CHIEF ADMINISTRATIVE OFFICER

DATE





TOWN OF TABER
Council Request For Decision

Subject: Canadian Badlands Welcome Sign Funding Program		Date of July 16, 2012
		Agenda:
Prepared By: Jillianne Koroluk, Development Officer		
Attachments: Canadian Badlands Sign Proof Canadian Badlands Proposed Locations Canadian Badlands Sign Quote		
Topic: Placement of Canadian Badlands signs for the Town of Taber		
Background:	<p>The Canadian Badlands Municipality Welcome Sign Funding Program is a program designed to inform visitors and residents that they are in the Canadian Badlands region. The Sign Funding Program is a cost sharing program where the costs of the signs are split 50/50 between the Canadian Badlands and the Municipality.</p> <p>The Town of Taber Planning Department has researched various locations throughout the Taber area to display these gateway signs. The proposal is to place four Canadian Badlands signs, at each highway entrance to the Town of Taber. The style of sign decided upon is four 4ft X 8ft freestanding signs, with the Canadian Badlands logo printed on it.</p> <p>The design of the signs as attached has been approved by the Canadian Badlands.</p> <p>Alberta Transportation has been contacted and administration hopes to have feedback from them prior to the Council Meeting held on July 16, 2012.</p>	
	Options:	1. Allow Administration and Alberta Transportation to determine the location of signs.
		2. Contribute to the discussion of the Canadian Badlands signage location.
Recommendation: Option #2 - Contribute to the discussion of the Canadian Badlands signage location.		
Approval Date:	July 12, 2012	Acting CAO: 

(TOP BOARD IS 4"X6"X12' PRESSURE TREATED)



Canadian
Badlands

(BADLANDS SIGN IS ON ALUMAPANEL 4'X8')

(SIDE BOARDS ARE 4"X4" X 10'... ALLOWING 2' IN GROUND)
(MIDDLE BRACE BARS ARE 2"X4" X 10')

Highway 36 – Southbound



Highway 36 – Northbound



Highway 3 – Westbound



Highway 3 – Eastbound



Canadian Badlands Sign Quote

Lumber and hardware.....\$160.00
4'x8' one sided alumapanel sign\$390.00
Installation.....\$200.00
Drilling 2 holes, tamping, leveling, gravel.....\$450.00
Staining pressure treated boards.....\$180.00


\$ 1380.00

Gst \$69.00

Total \$1449.00/ per sign



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Department Head Reports		Date of
		Agenda: July 16, 2012
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: Department Head Reports		
Topic: Department Head Reports		
Background:	The following reports are provided for Council Information.	
Options:	1. That Council accepts the Department Head Reports for information.	
Recommendation: Option #1 – That Council accepts the Department Head Reports for information.		
Approval Date:	July 12, 2012	Acting CAO: 



Town of Taber

ADMINISTRATION REPORT June 26, 2012 – July 16, 2012

CORPORATE SERVICES REPORT for June 26, 2012 – July 16, 2012

Corporate Services

- Met with planning consultant to review planning department operations.
- Met with EMS manager and Fire Chief to review department operations.
- Met with union president for monthly meeting and discuss several issues.
- Met with Director of Public Services to discuss various projects and department operations.
- Met with Human Resources Manager to discuss and review department operations.
- Working on budget document in preparation for 2013 budget deliberations.
- We are currently working on our service level document which will demonstrate specific tasks performed with financial allocations.

Information Technology Department

The I.T. Department deployed a new remote desktop server, which is the main resource used by staff to log in and access software programs at the Town of Taber. The new server is much faster, with more memory, and also features a new version of our Microsoft Office Suite, the version Office 2010. We ran training courses for staff to give them an introduction to the new Office 2010 software.

Highlights from our activities:

- Training Activities
 - For Payroll Department staff
 - Retro pay module training
 - For all staff
 - Microsoft Word 2010 Training
 - Microsoft Excel 2010 Training
- Replaced broken Public Services Shop printer under warranty
- Fixed several issues in Penny Timesheets, including managers being unable to view submitted timesheets.
- Created a new Alerts section for the Town of Taber website to display Community Warnings and Emergency Alerts. This section also links to the Alberta Emergency Alerts web page.
- Fixed email server problem, email stopped functioning due to problem completing Windows Updates.
- Changed AVLS master computer to a new PC

Currently working on:

- Projects: Alberta Police Integrated Information Initiative (API3); Virtualization Project; Asset Database; Computer Evergreening
- Troubleshooting using cell phones as tethered fax machines for EMS heart monitors in our ambulances

Human Resources Department

- Recruitment is ongoing for the following positions:
 - Permanent Full-time
 - Maintenance Operator II, Maintenance Operator I, Facility Maintenance Assistant, Recreation Facilities Manager, EMT
 - Permanent Part-time
 - ¾ time Recreation Cashier

- Temporary Full-time
 - None
- Temporary Part-time
 - None
- Casual
 - Lifeguard I
- Seasonal
 - None
- Involved in ongoing labour negotiations for CUPE EMS Agreement

Currently working on:

- Several new projects related to signing of CUPE Contract
- Establishment of a return to work program for injured employees to help lower our WCB premiums and costs.
- Service Levels Document.
- Processing of a recent FOIP request

Public Services Director Report

July 10, 2012

Activities from the past month

- Water Treatment Plant Upgrades – resolved raw water pipeline conflict, authorizing it to be added to scope of upgrades
- Continue monitoring SW Storm outfall channel blockage; along with AE, attended July 3 pre-construction meeting w/ contractor
- Detailed Design/tender development ongoing for water main to be constructed in NE Eureka Industrial area; anticipate tender award in August, construction in Sep/Oct 2012
- Along with AE, met with landowner to confirm/coordinate details for the water main construction
- Along w/ Aline Holmen, attended Recreation Sponsorship Phase 2 Sales kick-off mtg
- Confirmed alignment of 2012 pedestrian trail construction; coordinating base prep with Town and MD of Taber
- Reviewed servicing plans on various developments
- Preparing for July 19th meeting #2 with Developers re: proposed Offsite Levy bylaw
- Taber Kinsmen Club has committed \$19,000 funding, plus playground equipment labour for 2012 upgrades to 58th Avenue Park (east of 56 Street)
- Monitor ongoing interim management plan for Recreation Facilities section
- Recreation Facilities Manager recruitment ongoing
- Attended July 4 Waste Authority mtg – Authority authorized purchase of loader and class III landfill expansion on existing Taber site, funded from users/tipping fees
- Confederation Park entrance rehabilitation, following damages realized in 2011
- Attended July 10 Community Infrastructure Fund videoconference
- Participated in regular health & safety program workplace inspections/meetings
- AE finalizing waste study – final report expected July 13
- Support to Planning & Development functions, as required

Activities planned for upcoming month

- Contract execution & 2012 project start-up – SE Storm Outfall, Surface Works C1 and C2, Recreation Sponsorship Sales
 - Monitor/review design & tender package prep for 2012 Eureka Industrial water main
 - Complete recruitment for vacant Recreation Facilities Manager position
 - Next steps re: Aquafun Centre Tile project
 - Health & Safety program inspections, and meetings
 - Follow-up on AB Utilities Commission hearing & monitor for decision
 - Meeting #2 with Developers re: proposed Offsite Levy bylaw
 - Continue monitoring WTP Upgrades project and other utility system projects/services
 - Continue developing Public Services dept Service Level descriptions & review/update policies/procedures
 - Various personnel matters
-

Manager of Public Services

July, 2012

Department Report

Civic Centre

- Regular operation and bookings ongoing in both Auditorium and Arena's.
- Refrigeration plant maintenance projects being prepared and will start up refrigeration plant July 23rd for the hockey camp. RV parking will also be set up in the parking lot.
- Review of Safe Work practices and procedures ongoing.

Trail

- Regular maintenance/inspection checks ongoing.
- Community in Blooms replanted the Rest/Bench areas along the Golf Course.
- The Trail Head Kiosk is scheduled to be installed in July.

Parks

- Summer seasonal maintenance/irrigation program ongoing.
 - Turf management program ongoing.
 - Regular maintenance/inspection checks ongoing.
 - Off Leash Dog Park open and functioning. Advertisement in Corn Husk Chronicles (utility news letter) and in Town of Taber section of Taber Times. Checking into approval to install highway directional signage to the dog park.
 - Turf/Tree/Irrigation maintenance management program for Quality Living Park. Items completed, turf is aerated, the flower beds cleaned out and tilled, tree wells removed and ready to install sod around the bases, adjust the irrigation system to allow more watering times on top of the berm, sprayed herbicide application to all rock landscaping. Sod installed around tree wells July 10th other maintenance to the park is ongoing.
 - Removed one tree and light pole from the Kiwanis Park that was damaged by the wind storm. The new light pole should be here the end of July. The Spray Pool has a temporary power service and is in operation.
 - Repairs to the damaged bricks at the Confederation Entrance should be completed by July 13th.
 - Leak repair completed on the Raw Water irrigation main line that feeds part of the Golf Course and Confederation Park.
 - Review of Safe Work practices and procedures ongoing.
-

Sportsfields

- Summer seasonal maintenance/irrigation/line marking program ongoing.
- Herbicide application completed.
- Turf aeration completed.
- Gopher control ongoing.
- Regular maintenance/inspection checks ongoing.
- New automated irrigation system installed in the tree nursery.
- Review of Safe Work practices and procedures ongoing.

Cemetery

- Summer seasonal maintenance/irrigation program ongoing.
 - Regular maintenance/inspection checks ongoing.
 - Installing sod on grave sites.
 - Road grading ongoing.
 - Review of Safe Work practices and procedures ongoing
-

Manager of Public Works – Monthly Dept Report July 2012

Facility Maintenance

- Implementation of the 2012 Facility & Equipment Maintenance program is ongoing including monthly work at the Admin Bldg, Auditorium, Ice Arenas, Aquafun Centre, Police Services Building, PS Shop & Landfill/Transfer Station Scale Building.
- Monthly Health & Safety meeting.
- Recruiting for Facility Maintenance Assistance position.

Transportation

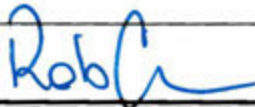
- Pothole maintenance ongoing
- Applying gravel to lanes and industrial area roads
- Working on content for the Infrastructure Service Levels
- Sweeping roadways, track, pathways and parking lots on a regular weekly schedule
- Annual concrete curb and sidewalk program will start July 16rd.
- Traffic Line striping will be completed July 13th.
- Recruiting for Maintenance Operator one & two.
- Monthly Health & Safety meeting

Solid Waste Collection and Transfer Station

- Tan/Green Collection Bin maintenance ongoing
 - Green Compost bins will be picked up twice per week between Apr 1 – Dec 1
 - Exploring options w/ recycling contractor to reduce cardboard in waste stream
 - Monthly Health & Safety meeting.
-



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Mayor and Councillor Reports (Verbal)		Date of July 16, 2012
		Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: None		
Topic: Mayor and Councillor Reports (Verbal)		
Background:		
Options:	1. That Council accepts the Mayor and Councillor reports, as presented.	
Recommendation: Option #1 - That Council accepts the Mayor and Councillor reports, as presented.		
Approval	Acting	
Date: July 12, 2012	CAO:	