

**BYLAW NO. 331-14
OF THE TOWN OF PONOKA**

(Hereinafter referred to as "the Municipality")
IN THE PROVINCE OF ALBERTA

**A BYLAW TO REGULATE UTILITY SERVICES
(WATER, SEWER AND STORM DRAINAGE SERVICES)**

A BYLAW OF THE TOWN OF PONOKA, IN THE PROVINCE OF ALBERTA, TO SET FORTH THE TERMS AND CONDITIONS FOR THE SUPPLY OF UTILITY SERVICES (WATER, SEWER AND STORM DRAINAGE SERVICES) IN THE TOWN OF PONOKA.

WHEREAS:

Pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, including ss.7 and 8, and Part 8, Division 3, and amendments thereto, the Town of Ponoka may pass Bylaws for the purpose of operating a public utility, subject to any terms, costs or charges which may be established by Council;

Under the *Environment Protection and Enhancement Act*, R.S.A. 2000 c.E-12, as amended, the Town of Ponoka has been granted an approval for a Class II Water Distribution System (including reservoirs and pumping) to service the Town of Ponoka as a public utility for the benefit of its residents;

Pursuant to Part 2, Division 2, of the *Environment Protection and Enhancement Act* R.S.A. 2000, c. E-12, as amended, the Town of Ponoka has been granted an approval for a Class II Wastewater Collection System (including sewage lift stations and force mains) to service the Town of Ponoka as a public utility for the benefit of its residents;

Pursuant to Part 2, Division 2, of the *Environment Protection and Enhancement Act* R.S.A. 2000, c. E-12, as amended, the Town of Ponoka has been granted an approval for a Storm Water Drainage System(s) to service the Town of Ponoka as a public utility for the benefit of its residents;

Section 33 of the *Municipal Government Act* provides that a Council may, by bylaw, prohibit any Person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality;

The Town of Ponoka deems it necessary and desirable to establish a Utility Services Bylaw to govern the management and operations of the Utilities;

NOW THEREFORE:

The Town of Ponoka in the Province of Alberta, duly assembled, enacts as follows:

1. General

- 1.1.** This Bylaw may be cited as, "The Utility Services Bylaw".
- 1.2.** The Utility Services provided by the Town of Ponoka to a User shall be provided pursuant to the terms, conditions and provisions of this Utility Services Bylaw, the contents of which shall be binding upon and form part of an agreement between the Town of Ponoka and the User for the provision of Utility Services.
- 1.3.** Nothing in this Bylaw relieves any person from complying with any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order or license.
- 1.4.** Every provision of this Bylaw is independent of all other provisions, and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 1.5.** All schedules attached to this Bylaw shall form part of this Bylaw.
- 1.6.** Any headings or subheadings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- 1.7.** Specific references to statutes and bylaws in this Bylaw are meant to refer to the current laws applicable within the province of Alberta as at the time this Bylaw was enacted, and as they are amended from time to time, including successor legislation.

2. Definitions

- 2.1.** In this Bylaw each of the following words or terms will have the following meaning unless expressly stated otherwise:
 - 2.1.1.** "Application" means the Application made by a Person to the Town of Ponoka for the supply of Potable Water, Storm Water and Sewer Services.
 - 2.1.2.** "Catch Basin" means a receptacle for receiving storm water and retaining sediment from an exterior area or surface.
 - 2.1.3.** "CC" means the Service Curb Cock, a shut-off valve located on the Town Service Pipe between the Water Main and the structure or improvement receiving water service, for the purpose of isolating the Water Services from a parcel of land.
 - 2.1.4.** "Council" means the Municipal Council of the Town of Ponoka in the Province of Alberta.
 - 2.1.5.** "Town" means the corporation of the Town of Ponoka and its duly authorized representatives.
 - 2.1.6.** "CAO" means the Chief Administrative Office of the Town of Ponoka or his/her designate.
 - 2.1.7.** "Town Service Pipe(s)" means that portion of a pipe used for the supply of Potable Water which extends from the Water Main to the CC, and that portion of a Sewer Line which extends from the Sewer Main to the Property

Line used for the collection of Sewage, and that portion of a Storm Water Line which extends from the Storm Water Main to the Property Line used for the collection of Storm Water.

- 2.1.8.** “Due Date” means fifteen (15) DAYS following the mailing date of a Utility Bill.
- 2.1.9.** “Emergency” means an act of God, a condition over which the User or the Town of Ponoka has no control, a condition which creates an imminent danger or a real possibility of Property damage, or personal injury, or when a condition or situation is declared to be an Emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction.
- 2.1.10.** “Engineering Standards” are the Town of Ponoka’s General Design Standards, or in the absence of such standards, generally accepted municipal engineering standards.
- 2.1.11.** “Fees and Charges” means the Fees and Charges referred to in the Schedule of Fees and Charges Bylaw, as approved by Council from time to time.
- 2.1.12.** “Improvement” means an Improvement as defined by Part 9 of the *Municipal Government Act (MGA)*, including a structure or a building.
- 2.1.13.** “Meter” means an approved measuring device and all other equipment and instruments supplied or approved by the Town of Ponoka to calculate and register the amount of water consumed, on the Property upon which such devices are situated, including, but not limited to the meter itself, radio frequency units and remote readers.
- 2.1.14.** “Owner” means the Person who is registered under the Land Titles Act as an Owner of a parcel of land, or in the case of Property other than land and the Improvements thereon, any Person who is in legal possession thereof.
- 2.1.15.** “Peace Officer” means a Bylaw Enforcement Officer, or a Peace Officer within the meaning of the *Peace Officer Act*, employed or appointed by the Town of Ponoka.
- 2.1.16.** “Person” includes a partnership, a firm, a body corporate, and the successors, heirs, executors, administrators or other legal representatives of a Person to whom the context can apply according to law.
- 2.1.17.** “Private Service” or “Private Service Pipe” means that portion of a pipe used or intended to be used for the supply of Potable Water, which extends from the CC to the Improvement or Improvements intended to be serviced or which, in the case of the Sewer Services, runs from the property line to the Improvement or Improvements to be serviced, and in the case of Storm Water Services, runs from the property line to the Improvement or Improvements to be serviced and, in all cases, includes those works and devices described in Section 29 of the *Municipal Government Act (MGA)*.
- 2.1.18.** “Property” means a parcel of land or an Improvement or a parcel of land and the Improvement to it, as the context requires, whether the Improvement is occupied or unoccupied.
- 2.1.19.** “Rates” means the tariff or charges for the supply of Water, Sewer and Storm Services set out in the Schedule of Fees and Charges.

- 2.1.20.** “Remote Reader” means an approved device attached to the outside of an Improvement enabling the Town of Ponoka to read water consumption without entering the Improvement.
- 2.1.21.** “Radio Frequency Reader” means an approved device attached to the Water Meter of an Improvement enabling the Town of Ponoka to read water consumption without entering the Improvement.
- 2.1.22.** “Schedule of Fees and Charges” means the Town of Ponoka’s Schedule of Fees and Charges Bylaw, as may be adopted, amended or altered by Council from time to time.
- 2.1.23.** “Service Area” means those areas of the Town of Ponoka as set out in Schedule “E” of this Bylaw.
- 2.1.24.** “Sewer Main” means those pipes installed for the collections of sewage throughout the Town of Ponoka to which the Town Service Pipes may be connected.
- 2.1.25.** “Sewer Services” means the provision of Sewer Services to Property within the Town of Ponoka by means of pipes and related equipment and systems, but does not include the provision of Sewage Services by any other means.
- 2.1.26.** “Tenant” means a Person who is not the Owner but who is in legal possession of a Property or Improvement to which a Utility Service is provided.
- 2.1.27.** “Turn Off” means a discontinuance of the Water Supply to a Property.
- 2.1.28.** “User” means any Person who is the registered Owner of a Property or Improvement, or where permitted pursuant to this Bylaw, is not the Registered Owner but is in lawful possession of a Property or Improvement:
- 2.1.28.1. for which an Application of a connection to the Town of Ponoka’s Utility Services has been accepted;
 - 2.1.28.2. which has been connected to Utility Services; or
 - 2.1.28.3. which receives Utility Services.
- 2.1.29.** “Utility Bill” means a document issued by the Town of Ponoka which sets out charges for Water, Sewer and Storm Water Services provided to the User, and which may include charges, arrears and late payment charges as set out in the Schedule of Fees and Charges.
- 2.1.30.** “Utility Services” means the Water Services, Sewer Services and Storm Water Services collectively.
- 2.1.31.** “Utility System” means the water distribution system, sewage collection system and storm water collection system and all accessories and appurtenances thereof owned or operated by the Town Of Ponoka as a public utility.
- 2.1.32.** “Water Main” means those pipes installed for the conveyance of water throughout the Town of Ponoka to which the Town Service Pipes may be connected.
- 2.1.33.** “Water Services” means the provision of water to Property within the Town of Ponoka by means of pipes and related equipment and systems, but does not include the provision of bottled or self-contained drinking water in units

of ten (10) gallons or less, or the provision of bulk water for irrigation purposes.

2.1.34. “Water Supply” means the potable water supplied to a User’s Property through the Water Services.

2.1.35. “Working Day” means that portion of the day between 8:30 a.m. and 4:30 p.m. from Monday to Friday inclusive, except for statutory holidays and other holidays approved by Council.

3. Connections – General

3.1. Upon the date of this Bylaw coming into effect and where an existing utility account is in arrears and in the name of an occupant, the Town will give 3 months’ notice to the property owner that the utility account will be closed and utility services will be shut off. At the end of that time, the utilities will be disconnected unless an account has been opened in the name of the property owner.

3.2. A property owner who requires utility services may apply to the Town and upon payment of the deposit or application fee set forth in this Bylaw; the Town shall open a utility account in the name of the property owner.

3.3. No person shall construct or install any manner of connection, whether on a permanent or temporary basis, to any part of the Utility System without first having obtained permission in writing from the Town of Ponoka, in the manner prescribed in this Bylaw.

3.4. The Owner of the Property to be serviced shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Utility Services. The Town of Ponoka shall not be required to commence Water, Sewer and Storm Drainage Service to a Property unless and until the Owner has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the Town of Ponoka’s requirements applicable to the installation and operation of the Water or Sewer or Storm Service connections. The Town of Ponoka reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained.

3.5. Any Person seeking to obtain Water Services, Sewer Services and Storm Drainage Services from the Town of Ponoka shall submit a completed Application, along with non-refundable water/sewer connection fee as set out in the Utility Rates Bylaw, as amended from time to time, for those Services prior to the subject Property or improvement to be serviced being occupied or otherwise put into use by any Person.

3.6. An Application under Section 3.3 shall be in the form proscribed by the Town of Ponoka and shall be submitted not less than five (5) Working Days prior to the date the Utility Services are proposed to become active.

3.7. The Town of Ponoka shall be under no obligation to process any incomplete Application or any Application for which the water/sewer connection fee has not been submitted, or where the Applicant or the Owner of the Property or

Improvement to be serviced has any outstanding accounts with the Town of Ponoka.

- 3.8. A User receiving Water, Sewer and Storm Drainage Services pursuant to Section 3 of this Bylaw, or a Person who otherwise receives Utility Services, shall pay to the Town of Ponoka the monthly service charges and consumption rates set out in the Utility Rates Bylaw within the time limits set out in the Bylaw and the Schedule of Fees and Charges.
- 3.9. Upon the change of ownership of a Property, the new Owner shall be required to submit a new application for Utility Services to the Town of Ponoka pursuant to the requirements of this Bylaw; however, the failure of the new Owner to submit an Application shall not relieve that new Owner from the obligation to pay the Fees and Charges incurred for the provision of Utility Services to the Property pursuant to Section 42(1) of the *Municipal Government Act (MGA)*.
- 3.10. The Application, when accepted by the Town of Ponoka, shall form a binding contract between the User and the Town of Ponoka, and the provisions of this Bylaw shall form part of the terms and conditions of that contract, which the User agrees to comply with by submitting the Application.
- 3.11. Except as otherwise provided for under this Bylaw, a Tenant shall not be entitled to submit an application or to otherwise enter into a contract for the provision of Utility Services to any Property or Improvement.
- 3.12. Notwithstanding Section 3.1 and 3.9, a Tenant in whose name Utility Services are currently provided to a Property or Improvement and whose account is in good standing at the time this Bylaw comes into effect may continue to receive Utility Services until such a time as the Tenant closes the account, or the Utility Services are discontinued for any reason pursuant to this Bylaw or the *Municipal Government Act (MGA)*.
- 3.13. Notwithstanding section 3.10 above, the Owner of a Property where Water, Sewer and Storm Drainage Services are received shall be responsible for all Utility Services delivered or consumed and all charges levied for Water, Sewer and Storm Services delivered to a Property, whether the delivery of Utility Services was measured by way of a Meter or metering device, or whether delivered or consumed by accidental or illegal means.
- 3.14. All Users wishing to cancel Utility Services shall advise the Town of Ponoka, in writing, providing at least five (5) Working Days' notice prior to final date, however, all fees and charges shall continue to apply until a new application is received.
- 3.15. All Properties receiving Water Services shall have a Meter installed to calculate the amount of water consumed on that Property. The Meter must be approved by and installed to the satisfaction of the Town of Ponoka.
- 3.16. All Meters shall be owned, supplied and maintained by the Town of Ponoka, except as herein provided.
- 3.17. The Town of Ponoka, as a condition of providing Utility Services, may inspect the Property of a User or potential User who applies to the Town of Ponoka for Water, Sewer and Storm Drainage Services.

- 3.18. No Person shall uncover, alter, disturb, or make use of connections with or openings into, any public sewer, storm drainage system or appurtenances thereof without prior written authorization from the Town of Ponoka.
- 3.19. In the event that a Private Service is abandoned or discontinued within a Property, the Owner of the Property, at this expense, shall cap the sewer, and storm drainage system at a suitable location within the Property in order to prevent wastewater, storm water, soil, dirt or debris from being washed or backed up into the Town of Ponoka Service Pipes, Sewer Main, Storm Drainage Main, or Utility System.
- 3.20. Where required by the Town of Ponoka, the Owner of a Property receiving Sewer Services shall install a suitable sampling manhole in the Private Service Pipe, or such other location as directed by the Town of Ponoka, for the purpose of determining wastewater quality, temperature, rate of flow, and other measurements. Such a manhole shall be located and constructed in accordance with established Town of Ponoka Engineering Standards and installed and maintained at all times by the Owner at his own expense.

4. Connections – New Developments

- 4.1. A Person developing a Property requiring the provision of Utility Services during construction and development may apply for a permit to receive those Utility Services on the subject Property. An application for a permit under this Section shall be submitted with and shall be accompanied by the Town of Ponoka water, sewer and storm drainage permit fee, construction water use fee and a water Meter installation fee as set out in the Utility Rates Bylaw as amended from time to time.
- 4.2. Application for the permit and payment of the fees set out in Section 4.1 shall be made at the time of application for the building permit under the *Safety Codes Act*. The Town of Ponoka may impose any conditions determined to be reasonable and necessary as part of the permit, if granted, including but not limited to requiring construction water use to be metered and billed in accordance with the Utility Rates Bylaw.
- 4.3. A Person developing a Property requiring connection to the Utility Services shall provide spacing for the Water Meter in the design of the plumbing infrastructure of the Property or Improvement to be serviced, in accordance with the Town's Engineering Standards, and shall install where required, wiring for the installation of a Meter and a Remote Reader in locations that provide unobstructed access to designated Town of Ponoka employees for the purpose of the installation, removal, inspection, repair, monitoring, and reading of the Meter and Remote Reader.
- 4.4. Meters of 50.8 millimeters (two (2") inch) or less will be installed by the Town of Ponoka at the expense of the Owner of the Property, or his general contractor. It is the responsibility of the Owner or his general contractor to notify the Town of Ponoka to install the Meter and Remote Reader.
- 4.5. Meters of more than 50.8 millimeters (two (2") inch) will be installed by the Owner's general contractor at the Owner's expense. The Owner shall ensure that the Town of Ponoka is provided with notification of the installation of a Meter under this Section within 24 hours of the installation.

- 4.6. All Persons doing any work or service upon a Private Service or the plumbing system attached thereto shall comply with all federal or provincial statutes, regulations and codes, all applicable bylaws, and any permits, licenses or approvals governing the work, in force at the time.
- 4.7. The Owner of the Property shall ensure that a back flow preventer is installed on the Private Service Pipes in the location as approved by the Town of Ponoka. The type and installation of the back flow preventer shall comply with the Alberta Plumbing Regulations, National Plumbing Code and that the CAN/CSA B64 Standard for the selection of back flow preventers.
- 4.8. No Person shall have, construct or maintain more than one Private Service to any Property owned, occupied or controlled by him, except with the express written approval of the Town of Ponoka.
- 4.9. A Property or Improvement shall be approved for occupancy by the Building Inspector only after the Meter is in place.
- 4.10. Any Person proposing to connect anything, including but not limited to, Private Service Pipes, valves, to the Town of Ponoka's Utility System must apply to the Town of Ponoka for approval. Such an application must include:
 - 4.10.1. Construction drawings identifying the proposed connection, associated piping, fittings and installations, and any other information required by or set out in the Engineering Standards.
- 4.11. All Applications for development and all development, construction or installations contemplated under this Bylaw shall comply with the provisions of the *Safety Codes Act*, the regulations and codes made thereunder the Town of Ponoka's Engineering Standards.
- 4.12. No Person other than a duly authorized employee, contractor or other authorized representative of the Town of Ponoka may operate a CC, except with the written consent of the CAO. Consent from the CAO may only be granted for the purpose of testing a Private Service Pipe or replacing or renewing of a master covered valve. After completion of the testing, the Person shall immediately close the CC. no Person other than a duly authorized employee, contractor or other authorized representative of the Town of Ponoka shall operate valves of 40mm or larger in size for any purpose.

5. Service and Servicing

- 5.1. The Town of Ponoka is hereby authorized to supply Water Services, Sewer Services and Storm Drainage Service within the boundaries of the Service Area pursuant to the terms of this Bylaw and subject to such economic or other restraints as Council, in their discretion, may deem appropriate.
- 5.2. The Town of Ponoka shall be the sole provider of Water Services, Sewer Services and Storm Drainage Services to land and Properties within the Service Area, unless Council, in its discretion, authorizes the Town of Ponoka to enter into an express written agreement to the contrary. No other Person shall provide Water Services, Sewer Services and Storm Drainage Services within the Service Area unless Council, in its discretion, expressly so authorizes.

- 5.3.** No Person shall use, within the Service Area, a source of water other than Water Services without the written consent of the Town of Ponoka. However nothing contained in this paragraph shall prevent a Person from purchasing bottled or self-contained drinking water in units of 45.4 liters (ten (10) gallons) or less, or bulk water for irrigation purposes, or require the Town of Ponoka's consent therefore.
- 5.4.** No Person who has been granted permission to use an alternate source of Water Supply shall allow any form of cross-connection between the alternate Water Supply to and the Water Services.
- 5.5.** A User shall:
- 5.5.1.** Allow access to a Property by the Town of Ponoka or the Town of Ponoka's employees, agents or contractors charged with the installation, removal, inspection, repair, checking, monitoring, reading or maintaining a Meter, or any service piping connected to or drawing water from the Utility System.
- 5.5.2.** Be responsible for the repair and maintenance of any Private Service Pipes. The Town of Ponoka shall not be responsible for any damage resulting from the failure of any piping beyond the Town of Ponoka's Service Pipes.
- 5.5.3.** The User shall continue to provide a suitable place on their Property for a Meter, where access is not obstructed.
- 5.6.** In the event that access to the Meter is obstructed due to alterations made to a Property, the Town of Ponoka may require the Meter to be relocated to a location that provides unobstructed access. All costs, including Town of Ponoka costs associated with relocation of the Meter, shall be borne by the Owner of the Property.
- 5.7.** Meters shall be read at the discretion of the Town of Ponoka. If a Meter reader cannot enter the premises to read the Meter, they may leave a card with instructions requesting the User to notify the Town of Ponoka with the Meter reading as soon as possible.
- 5.8.** No Person shall do, cause to be done, or permit to be done, any act which may obstruct or impede direct, safe and convenient access to a Meter.
- 5.9.** A User shall be responsible for the safekeeping of the Meter located at a Property. No User shall fail to comply with any directions of the Town of Ponoka intended to prevent Meter damage due to frost, heat or other causes, and shall refrain from taking any action that causes Meter damage due to frost, heat or other causes, and shall promptly notify the Town of Ponoka of any condition or event that may cause Meter damage. Damage resulting from extremes in temperature or damage from neglect of the User, will be charged to the User.
- 5.10.** The Town of Ponoka's employees, agents or other representatives shall have the right to enter a User's Property at all reasonable times to install, maintain, inspect, replace, test, monitor, read, or remove the Town of Ponoka's Property, respond to a User's complaint or query, conduct and inspection relating to concerns with unauthorized use of water, sewer, or storm drainage or tampering with the Utility System, or for any other purpose incidental to the provision of Utility Services. No Person shall hinder or prevent entry to Property by Town of Ponoka employees, agents or other representatives pursuant to this Section.

- 5.11.** Except in the case of an Emergency, where entry is permitted by an Order of the Court, or where otherwise legally empowered to enter, before entering a User's Property, the Town of Ponoka will make reasonable effort to give notice of entry to the User or other responsible Person who is present on the Property and who appears to have sufficient authority to permit entry.
- 5.12.** A User shall be responsible to thaw out frozen Private Service Pipes. The Town of Ponoka may provide this service at the User's expense.
- 5.13.** When a Private Service Pipe passes through an excavation, an area of backfill, through a finished or unfinished basement wall, or through a retaining wall, the Town of Ponoka shall not be responsible for any damages due to displacement, settlement or any cause due to the Owner's operations whether damage occurs during building construction or afterwards.
- 5.14.** No person shall take water from a Town of Ponoka fire hydrant, except with the approval of the Town of Ponoka, which approval may be subject to such conditions that the Town of Ponoka, in his discretion, deems appropriate. Any Person using water from a fire hydrant pursuant to the approval of the Town of Ponoka shall use a Town of Ponoka supplied fire hydrant meter, use an approved back flow prevention device, and shall take steps necessary to prevent damage to municipal infrastructure, tools and equipment.
- 5.15.** No Person having receiving authorization to draw water from a Town of Ponoka fire hydrant shall proceed to draw water from that hydrant until:
- 5.15.1.** That Person has paid all applicable Fees and Charges as imposed by the Town of Ponoka or otherwise provided for in the Schedule of Fees and Charges; and,
- 5.15.2.** The fire hydrant meter and back flow prevention device has been properly installed as required under Section 5.15.
- 5.16.** No Person shall do anything to obstruct access to a fire hydrant or to interfere with the operations of a fire hydrant.
- 5.17.** No Person shall install a hydrant on private Property except with the written approval of the Town of Ponoka. Private Fire Hydrants Service and Private Fire Services Water Mains and such installation shall be at the Person's expense. The Town of Ponoka's approval may be subject to such conditions that the Town of Ponoka, in his discretion deems appropriate, including the performance of maintenance and inspection of hydrants located on private Property at the Owner's expense.
- 5.18.** Any Person who owns Property on which a hydrant is located or Property adjacent to Property on which a hydrant is located, shall maintain a clearance of one and a half (1.5) meters around a hydrant and shall not permit anything to be constructed or erected within that area, or permit anything to interfere with a hydrant. Piling of snow around a hydrant is prohibited.
- 5.19.** No Person shall obstruct access to a CC, any Person obstructing access to a CC shall be responsible for all costs incurred by the Town of Ponoka to gain access to the CC, or to clear or remediate the obstruction.
- 5.20.** Any User seeking to have Utility Services Turned-Off for his own purposes shall submit a request in writing at least five (5) Working Days in advance of the intended date of Turn-Off, and shall be accompanied by Payment of the water

disconnection fee and a reconnection fee, both as set out in the Schedule of Fees and Charges.

6. Restriction, Prohibitions and Interruption of Service

- 6.1.** The Town of Ponoka may, in its discretion, Turn-Off Utility Services, in whole or in part, to any User for any lawful reason, including non-payment, upon providing reasonable notice to the User in accordance with Section 41 of the *Municipal Government Act*.
- 6.2.** The Town of Ponoka does not guarantee or warrant the continuous supply of Utility Services and the Town of Ponoka reserves the right, in case of emergencies, water shortages, construction or maintenance activities, to change the operating pressure, restrict the availability of Utility Services or to Turn-Off Utility Services, in whole or in part, with or without notice.
- 6.3.** The Town of Ponoka may prohibit, restrict or ration the use of water, as the Town of Ponoka deems appropriate, including circumstances of heavy demand, low reserves, maintenance, repairs, fire-fighting or Emergency. However, the Town of Ponoka will endeavor to provide twenty-four (24) hours' notice of such prohibitions, restrictions or rationing, when practical.
- 6.4.** Users depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities as are considered necessary to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use. The Town of Ponoka will not be responsible therefore.
- 6.5.** The Town of Ponoka shall not be liable for damages, including losses caused by a break within the Town of Ponoka's Water System or caused by the interference or cessation of Water Supply including those necessary or advisable regarding the repair or proper maintenance of the Town of Ponoka's Water System, or generally for any accident due to the operation of the Town of Ponoka's Water System or for the Turning-Off of water nor by reason of the water containing sediments, deposits, or other foreign matter.
- 6.6.** The Town of Ponoka may, on reasonable notice to the User, inspect the Property of the User in order to do any tests on Private Service Pipes so as to determine compliance with this Bylaw. In the event that the User fails or refuses to permit access to the Property, the supply of water to that User may be subject to a Turn-Off.
- 6.7.** No Person shall attempt to obtain Utility Services from the Utility System by, from or through a bypass or bypasses of a Meter, or otherwise, in any fraudulent manner.
- 6.8.** No User shall damage or tamper with a water seal, or a Meter, for any purpose, including the alteration of any readings shown thereon.
- 6.9.** No User shall vend, sell, supply, dispose of, or give away water from the Utility System or permit the same to be taken or carried away from a Property, unless approved by the Town of Ponoka in writing.

- 6.10. No Person shall allow the discharge from a sump pump to enter the Sewer System. However, when the Town of Ponoka deems it advisable, the Town of Ponoka may, but shall not be required to, approve an interim measure for connecting the Sump Pump Discharge to the Sanitary Sewer during the period of November 1st through to April 30th of any given year. Any such approval must be in writing and may be subject to such conditions as the Town of Ponoka may deem advisable.
- 6.11. No Person shall connect, or allow to be connected, either directly or indirectly, a sump pump or its discharge, to the Sewer System unless this Bylaw otherwise specifically allows such connection.
- 6.12. All processing facilities, restaurants and vehicle or gasoline service stations and vehicle and equipment washing establishments shall have grease, oil and sand interceptors installed by and at the expense of the Owners on such Properties.
- 6.13. In addition, such interceptors may be required for other types of businesses or Properties if the Town of Ponoka determines they are necessary or desirable for the proper handling of waste, located at or used within or by such businesses or Properties.
- 6.14. Such interceptors shall be of a type and capacity approved by the Town of Ponoka, and shall be located to provide easy access for cleaning, inspection and maintenance by the Owner, at his expense.
- 6.15. No Person shall develop, construct, or operate, a food processing facility, or a restaurant or a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or such other types of businesses or Properties as may be designated by the Town of Ponoka pursuant to s.6.12 hereof, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the Town of Ponoka.
- 6.16. No Person shall fail to properly maintain a grease, oil and sand interceptor that is required by this Bylaw.
- 6.17. Grease, oil and sand interceptors shall be installed on private Property and shall be maintained by the Owner of the Property at the Owner's sole cost and expense.

7. Releases to the Sanitary Sewer System

- 7.1. No Person shall release or discharge anything or matter which, if discharged, would contravene or result in the contravention of any federal or provincial legislation, this Bylaw or any other Town of Ponoka Bylaw, or the discharge of which may interfere with the proper operation of the sewage system or would be or may become a hazard to Persons, Property, animals or the environment.
- 7.2. Except as permitted below, no Person shall release or permit the release of any matter into a sanitary sewer.
- 7.3. No Person shall release or permit the release of any matter containing a hazardous waste into a sanitary sewer.
- 7.4. The following may be released into a sanitary sewer system:
 - 7.4.1. Wastewater that does not contain:
 - 7.4.1.1. A Hazardous waste;

- 7.4.1.2. A Prohibited waste as defined in Schedule "B", which is attached hereto and forms part of this Bylaw; or
- 7.4.1.3. A Restricted waste as defined in Schedule "C", which is attached hereto and forms party of this Bylaw.
- 7.4.2. Storm water from a high potential contaminant release area that is:
 - 7.4.2.1. Covered by a permanent structure;
 - 7.4.2.2. Uncovered, but only if the area is 250 square meters or less, and,
 - 7.4.2.3. Where drainage from other outdoors areas does not drain into the high potential contaminant release area.
- 7.4.3. Storm water from a snow storage site; or
- 7.4.4. Storm water directed to the sanitary sewer by Alberta Environment.
- 7.5. No Person shall release or permit the release of hauled wastewater that contains any of the following:
 - 7.5.1. Grit or skimming's from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
 - 7.5.2. Sludge from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
 - 7.5.3. Matter containing a hazardous waste; or
 - 7.5.4. Matter not permitted under Schedule "C" attached hereto.
- 7.6. Notwithstanding paragraphs 7.3 and 7.4 above, hauled wastewater from a domestic source that:
 - 7.6.1. Contains no Prohibited Wastes listed in Schedule "B"; contains no Restricted Wastes listed in Parts 1(b), 1(c), and 2 of Schedule "C";
 - 7.6.2. Does not contain commercial or industrial wastewater; and
 - 7.6.3. Contains no hazardous wastes, will be exempt from section 7.5.2 and from the limits set out in paragraph 1(a) or Schedule "C" attached hereto.
- 7.7. No Person shall dilute wastewater so as to avoid the requirements of this Bylaw or of the requirement of the Town of Ponoka's Wastewater Discharge Regulating Releases to the Sanitary Sewerage System, which are incorporated herein, by reference.

8. Administration

- 8.1.** The current Fees and Charges applicable to the Water Services, Sewer Services and Storm Drainage Services provided pursuant to this Bylaw are as set out in the Utility Rates Bylaw, which may be amended, from time to time.
- 8.2.** Utility Bills are intended to be issued on a monthly basis unless the Town of Ponoka determines that another billing frequency is necessary or desirable.
- 8.3.** The amount of the billing shall be based upon the Fees and Charges, or other Rates described herein, with water consumption being determined by the applicable Meter reading obtained on a monthly basis. Where a Meter reading is not obtainable, at the discretion of the Town of Ponoka, a system generated estimate may be used.
- 8.4.** An actual Meter reading may be required at least once in each calendar year for each Property receiving Utility Services.
- 8.5.** If there is a discrepancy between an inside Meter reading and the Remote Reader for the same Property, the inside Meter reading will be deemed to be accurate, subject to the further provisions of this Bylaw.
- 8.6.** In the event that the Town of Ponoka disputes the accuracy of a Meter, a written notice shall be given to the User. In the event that a User disputes the accuracy of a Meter, the User shall present the Town of Ponoka with written notice accompanied by a payment of the water Meter test fee in accordance with the Schedule of Fees and Charges.
- 8.7.** Where accuracy of a Meter is disputed under section 8.6., at a time determined by the parties, the Meter situated on the Property of the User shall be tested or calibrated by a proper official delegated by the Town of Ponoka. In the event that the said Meter is found to be accurate within 97% to 103% of the water passing through the same, the expense of such test or calibration shall be borne by the party giving such notice. In the event that the said Meter is found not to be accurate within the aforesaid limits, the Meter shall be repaired or replaced as soon as is practical and the expense of so doing shall be borne by the Town of Ponoka.
- 8.8.** In the event that testing of a Meter determines that the Meter must be replaced under Section 8.7., the Town of Ponoka shall return the water Meter test fee paid by the User, and shall adjust the water charges previously billed for a maximum of two (2) billing cycles.
- 8.9.** Payment on account may be made to the Town of Ponoka at such locations designated and under any payment method utilized by the Town of Ponoka from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.
- 8.10.** Payment of a Utility Bill is due fifteen (15) days from the date of mailing. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner, User, or the Property receiving the Utility Services, as the case may be. In the event of non-payment:
 - 8.10.1.** A Utility Bill not paid by the due Date will be considered to be in arrears and subject to late penalty charges, the rate for which is set out in the Schedule of Fees and Charges;

- 8.10.2.** The Town of Ponoka reserves the right to discontinue providing Utility Services where Utility Bills are in arrears. Upon disconnection, any outstanding utility account balance along with a reconnection service fee as set out in the Utility Rates Bylaw must be paid in full prior to the Town of Ponoka re-establishing the Utility Service connection.
- 8.10.3.** The Fees and Charges owing to the Town of Ponoka by a Person for Utility Services pursuant to this Bylaw may be added to the Tax Roll for the Property to which the services are provided by Resolution of Council and, when added, for a special lien against the Property and any Improvements are recoverable in the same manner as a property tax.
- 8.10.4.** In the event of default in payment of any Utility Bill, the Town of Ponoka may, in addition to any other remedy available to the Town of Ponoka, enforce payment by action in a Court of competent jurisdiction.
- 8.10.5.** An administrative fee as set out in the Schedule of Fees and Charges will be levied in the event that a transfer of a utility account balance to the Property tax account is deemed necessary.
- 8.11.** If a User neglects or refuses to comply with a notice to repair within sixty (60) days of receipt thereof, the Town of Ponoka may make or cause to be made repairs at the expense of the said User.
- 8.12.** No reduction in Rates will be made in the monthly charge for water and sewer service available to any User because of any interruption by any cause whatsoever of the Water Supply.
- 8.13.** The Town of Ponoka Council hereby delegates to the CAO all those powers stipulated by this Bylaw to be exercised by the Town of Ponoka and all necessary authority to exercise those powers, excluding thereout, the power to set utility Rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the MGA.

9. Offences and Penalties

- 9.1.** Any Person who violates contravenes or breaches any provision or requirement of this Bylaw is guilty of an offence and liable upon summary conviction to the penalty set out at either Schedule "D": or Section 9.11, as applicable.
- 9.2.** A Peace Officer is hereby authorized, where that officer has reasonable grounds to believe that an offence has been committed under this Bylaw, to issue a municipal violation tag, or to proceed immediately to the issuance of a violation ticket pursuant to the provisions of Part 2 of the *Provincial Offences Procedures Act*, to the person responsible for the commission of that offence.
- 9.3.** A municipal violation tag may only be issued for those offences for which a specified penalty is prescribed by this Bylaw. The municipal violation tag shall state the specified penalty prescribed, and set out the voluntary payment option available there for.
- 9.4.** Where a municipal violation tag is issued pursuant to the terms of this Bylaw, the Person to whom the municipal violation tag is issued may plead guilty to the offence by signing the municipal violation tag in the space provided thereon, and in lieu of being prosecuted for the offence in Court, may deliver the signed municipal

- violation tag, and the voluntary payment set out on the municipal violation tag, to the Town of Ponoka, in the manner specified on the municipal violation tag.
- 9.5.** In those cases where a municipal violation tag has been issued and the specified penalty provided for therein has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*.
- 9.6.** Nothing contained in this Bylaw shall prevent or prohibit the immediate issuance of a violation ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*.
- 9.7.** In the case of an offence that is part of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person found guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day upon which the offence occurs.
- 9.8.** For the purpose of this Bylaw, an act or omission by an employee, acting in the course of their employment, is deemed to be an act or omission of their employer.
- 9.9.** For the purpose of this Bylaw, an act or omission by an agent, acting in the course of their agency, is deemed to be an act or omission of the agent's principal.
- 9.10.** When a corporation commits an offence under this Bylaw, every director, officer, manager, employee, or agent of the corporation, who authorized, assented to, acquiesced in, or participated in the offence, act, or omission, that constitutes an offence under this Bylaw, is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- 9.11.** A person who is guilty of an offence pursuant to this Bylaw for which no specified penalty has been set out at Schedule "D", is liable to pay a fine in an amount which is not to be less than FIVE HUNDRED (\$500.00) DOLLARS, and not more than TEN THOUSAND (\$10,000.00) DOLLARS.
- 9.12.** Notwithstanding the specified penalties provided for in Schedule "D" attached hereto, a Judge of the Provincial Court of Alberta, or any other Court, may increase the penalties provided for in Schedule "D", where the Court deems it appropriate to do so, having regard, among other things, to the gravity or consequences of the offence, or whether the offence has been repeated.
- 9.13.** Voluntary payments, where allowed, for any offence not specified in Schedule "D", shall be as follows:
- 9.13.1.** For a first offence, a specified penalty in the sun of THREE HUNDRED (\$300.00) DOLLARS;
- 9.13.2.** For a second offence, a specified penalty in the sun of ONE THOUSAND (\$1,000.00) DOLLARS; and
- 9.13.3.** For a third or subsequent offence, a specified penalty in the sun of ONE THOUSAND FIVE HUNDRED (\$1,500.00) DOLLARS.
- 9.14.** Notwithstanding s. 9 hereof, nothing contained herein shall restrict the Town of Ponoka from pursuing such further or other remedies as may be prescribed by law related to those matters set out in this Bylaw.

10. Repeal and Coming Into Force

- 10.1.** This Bylaw comes into effect upon third and final reading, and Bylaw No. 2-91 is hereby repealed.

First Reading: May 27, 2014

Second Reading: May 27, 2014

Third Reading: January 12, 2016

TOWN OF PONOKA

Deputy Mayor

Chief Administrative Officer

SCHEDULE "A"

Prohibited Wastes Applicable to Sanitary Sewer

The following are designated as Prohibited Wastes:

1. Any matter in a concentration that may cause a hazard to human health;
2. Any flammable liquid or explosive matter which, by itself or in a combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion;
3. Any matter which by itself or in combination with another substance is capable of obstructing the flow of or interfering with the operation or performance of the sewer system, watercourse or wastewater treatment facility, including but not limited to:
 - a) Agriculture wastes;
 - b) Animals, including fish and fowl or portions thereof that will not pass a two centimeter screen;
 - c) Ashes;
 - d) Asphalt;
 - e) Concrete and cement-based products;
 - f) Gardening wastes;
 - g) Glass;
 - h) Gravel into the sanitary sewer system;
 - i) Metal;
 - j) Paper and cardboard into the storm sewer system;
 - k) Plastics;
 - l) Rags and clothes;
 - m) Rock;
 - n) Sand into the sanitary sewer system;
 - o) Sharps;
 - p) Soil;
 - q) Straw;
 - r) Tar;
 - s) Wash water from washing equipment used in the mixing and delivery of concrete and cement-based products, or
 - t) Wood, sawdust or shavings from wood.
4. Any matter with corrosive properties which, by itself or in combination with another substance, may cause damage to any sewer system or wastewater treatment facility;
5. Any matter, other than domestic wastewater, which by itself or in combination with another substance is capable of creating an air pollution problem outside a sewer system or in and around a wastewater treatment facility;
6. Any matter which, by itself or in combination with another substance, is capable of preventing safe entry into a sewer system or wastewater treatment facility;

SCHEDULE "A" *Continued*

Prohibited Wastes Applicable to Sanitary Sewer

7. Any matter:
 - a) Consisting of two or more separate liquid layers;
 - b) Which when it comes in contact with storm water, clear water or wastewater is capable of forming a separate liquid layer.
8. Any matter which by itself or in combination with another substance is detrimental to the operation or performance of the sewer system, watercourse, wastewater treatment plant or to the environment, including but not limited to:
 - a) Biological waste;
 - b) Elemental mercury;
 - c) Paint, stains and coatings, including oil and water-based;
 - d) Prescription drugs;
 - e) Automotive and machine oils and lubricants;
 - f) Radioactive material in solid form;
 - g) Effluent from an industrial garage grinder;
 - h) Hazardous wastes;
9. Any matter which may:
 - a) Cause a hazard to human health and cannot be effectively mitigated by wastewater treatment;
 - b) Cause a hazard to the environment;
 - c) Cause a hazard to municipal employees responsible for operating and maintaining the sewer system or the wastewater treatment facility;
 - d) Cause an adverse effect to the sewer system;
 - e) Cause an adverse effect to the wastewater treatment facility;
 - f) Result in the wastewater being released by the Town of Ponoka's wastewater collection system being in contravention of provincial regulatory requirements, or
 - g) Restrict the beneficial use of bio-solids from the Town of Ponoka's wastewater collection system and the wastewater treatment facility;
10. Notwithstanding the above, the Town of Ponoka may prohibit or set discharge concentrations and or limit the loading rate for any other material or substance not referenced in Bylaw or this Schedule where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control of bio-solids, and where the Town of Ponoka has done so, those prohibitions, discharge concentrations or loading rates shall be deemed included within this Schedule and binding upon any Person using the Sewer Services;
11. Water from a swimming pool or hot tub have a volume of 100 m³ or more without first having received approval from the Town of Ponoka;

SCHEDULE "A" *Continued*

Prohibited Wastes Applicable to Sanitary Sewer

- 12.** Wastewater, storm water, clear water waste or matter having:
 - a) A temperature greater than 75 degrees Celsius;
 - b) A PH balance less than 6.0 or greater than 10.5;
- 13.** Wastewater, storm water, clear water, subsurface water or other matter resulting from site remediation activities unless a permit to release has been issued.

SCHEDULE "B"

Prohibited Wastes Applicable to Sanitary Sewer

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

I.

a) Conventional Contaminants

Biochemical Oxygen Demand (B.O.D.)	10,000 mg/L
Chemical Oxygen Demand (C.O.D.)	20,000 mg/L
Oil and Grease	800 mg/L
Phosphorus (P)	200 mg/L
Suspended Solids (S>S)	5,000 mg/L
Total Kjeldahl Nitrogen (T.K.N.)	500 mg/L

b) Inorganic Contaminants

Aluminum	50.0 mg/L
Boron	30.0 mg/L
Fluoride	10.0 mg/L
Phosphorus	200.0 mg/L
Sulphite	1500.00 mg/L
PH (Hydrogen ion)	Less than 6.0 or Greater than 11.5
Arsenic (As)	1.0 mg/L
Cadmium (Cd)	0.10 mg/L
Chlorine (Free) (Cl ₂)	5.0 mg/L
Chromium (Hexavalent) (Cr+6)	2.0 mg/L
Chromium (Total) (Cr)	4.0 mg/L
Cobalt (Co)	5.0 mg/L
Copper (Cu)	1.0 mg/L
Cyanide (CN)	2.0 mg/L
Lead (Pb)	1.0 mg/L
Mercury (Hg)	0.10 mg/L
Molybdenum (Mo)	5.0 mg/L
Nickel (Ni)	4.0 mg/L
Silver (Ag)	5.0 mg/L
Sulphide (S ⁼)	3.0 mg/L
Thallium (Tl)	1.0 mg/L
Zinc (Zn)	2.0 mg/L

SCHEDULE "B" *Continued*

Prohibited Wastes Applicable to Sanitary Sewer

c) Organic Contaminants

Hydrocarbons	50 mg/L
Phenols	1/0 mg/L

d) Physical Parameters

Property	Restricted
PH	Less than 6.0 or greater than 11.5
Temperature	Greater than 75 Degrees Celsius

2. Radioactive materials in concentrations greater than allowed under the Atomic Energy Control Act and the Atomic energy Control Regulations as amended from time to time.
3. Notwithstanding the above the Town of Ponoka may reduce the allowable concentration and/or limit the loading rate for items in Schedule "C", where required, to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or, control bio solids quality.
4. Dyes or coloring materials that will produce a color value greater than or equal to 500 Color Units except the dye is used by the Town of Ponoka as a tracer.

Concentrations that do not exceed the constituent concentration limits listed in Schedule "D" are permitted for discharge. However may be subject to an Over Strength Surcharge outlined in Schedule "D".

SCHEDULE "C"

Wastewater Over Strength Limits

	Column A	Column B
Substance	Over Strength Surcharge Concentration Limits, mg/L	Additional Over Strength Concentration Limits, mg/L
Biochemical Oxygen Demand (BOD)	300	3000
Chemical Oxygen Demand (COD)	600	6000
Oil and Grease (O&G)	600	6000
Total Suspended Solids	300	3000
Total Kjeldahl Nitrogen (TKN)	50	200
Total Phosphorus (TP)	10	75

SCHEDULE "D"

Specified Penalties

Offence	Section Number	Specified Penalty
Failure to cap a sewer after abandonment or discontinuance of sewer service	3.18	\$750.00
Failure to install a suitable sampling manhole after being required to do so by the CAO	3.19	\$2,500.00
Failure to provide wiring for a Meter or Remote Reader in locations that provide unobstructed access	4.3	\$500.00
Having, constructing, or maintaining more than one Private Service to a Property without the approval of the CAO	4.8	\$2,500.00
Allowing the discharge from a sump pump to enter the Sewer System	6.10	\$1,000.00
Connecting a Sump Pump or its discharge to the Sewer System	6.11	\$1,000.00
Developing, constructing or operating a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or any other type of business or Property designated by the Town of Ponoka, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the CAO	6.13	\$2,500.00
Failure to properly maintain a grease, oil and sand interceptor that is required by this Bylaw	6.14	\$2,500.00
Providing Water Services, or providing Sewer Services, within the Town of Ponoka, without the express approval	5.2	\$2,500.00
Unauthorized use of a source of water, other than Water Services, without the written consent of the CAO	5.3	\$1,000.00
Unauthorized use or taking of water from a Town of Ponoka fire hydrant	5.14	\$2,500.00
Obstructing access to a fire hydrant, or interfering with the operation of a fire hydrant	5.16	\$2,500.00
Obtaining, or attempting to obtain, Utility Services from the Utility System through the use of a bypass device, or through the use of any fraudulent means	6.7	\$1,000.00
Damaging or tampering with a water seal, a Remote Reader, or a Meter	6.8	\$1,000.00
Unauthorized vending, selling, supplying, disposing of, or giving away water from the Utility System	6.9	\$1,000.00
Unauthorized release or discharge which may interfere with the proper operation of the Sewage System	7.1	\$2,500.00

SCHEDULE "E"

Service Area

- 1.** Town of Ponoka
- 2.** Ponoka Airport

SCHEDULE "F"
Monthly Water Rates
(Effective January 1st, 2016)

1. RESIDENTIAL

a.	Service Charge per Service	\$	18.33
	Plus Commodity Charge	\$	2.65/m ³

2. COMMERCIAL

<u>a.</u>	<u>Meter Size</u> <u>Service</u>		<u>Service Charge per</u>
	¾" or less	\$	20.55
	1"		34.51
	1.25"		66.45
	1.50"		96.94
	2"		127.60
	3"		158.26
	4"		188.64
	6"		242.35
	Plus Commodity Charge	\$	2.65/m ³

3. HYDRANT METER

<u>a.</u>	<u>Meter Rental</u> <u>Service</u>		<u>Service Charge per</u>
	Daily Rental	\$	35.00
	Damage Deposit	\$	150.00
	Plus Commodity Charge	\$	2.65/m ³

CONNECTION OR RECONNECTION CHARGE

Charge per Connection or Reconnection on regular working days between 8:30 a.m. - 4:30 p.m. Monday to Friday	\$	35.00
Charge per Connection or Reconnection at any other time, i.e. after regular working hours, General Holidays, or weekends	\$	84.00

SCHEDULE "G"
Monthly Sewer Rates
(Effective January 1st, 2016)

1. RESIDENTIAL

b.	Service Charge per Service	\$	19.31
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	Plus Commodity Charge (based on water consumption)	\$	0.47/m ³
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2. COMMERCIAL

c.	Service Charge per Service	\$	29.16
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	Plus Commodity Charge (based on water consumption)	\$	0.47/m ³
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1. FLAT RATE SEWER CHARGE

	Ponoka Trailer Park	\$	822.00
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(Not connected to Town Water; connected to Town Sewer)

	Inland Concrete Inc.	\$	84.54
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(Majority of Water used is not discharged into Town Sewer System, therefore, a flat rate is hereby established)

Appendix "A"

**Town of Ponoka
Application for Utility Services Account**

Property Information: LOT _____ BLOC _____ PLAN No. _____ ROLE # _____
PT. _____ ¼ SEC. _____ TWP _____ RANGE _____ MER _____
STREET ADDRESS _____

Owner(s) Information: NAME _____
(Please Print)
TELEPHONE _____ FAX _____

-
- 1) Are you applying for a Utility Services account only? YES ☐ NO ☐
If yes, only complete the Application for Utility Services Account.
If no, proceed to Question 2.
- 2) Are you applying for a water line connection? YES ☐ NO ☐
If yes, complete Application for Utility Services Account and Application for a Water Line Connection.
If no, proceed to Question 3.
- 3) Are you applying for a sewer line connection? YES ☐ NO ☐
If yes, complete Application for Utility Services Account and Application for a Sewer Line Connection.
If no, the application process is complete.
- 4) Are you applying for a storm water line connection? YES ☐ NO ☐
If yes, complete Application for Utility Services Account and Application for a Storm Water Line Connection.
If no, the application process is complete.
- 5) Are you applying for an industrial or commercial sewer line connection? YES ☐ NO ☐
If yes, you must complete the Application for Source Control Discharge.
If no, the application process is complete.

Once you have completed all the above steps and filled out all the applicable forms please submit the application package to the Town of Ponoka Office.

Appendix "A" Continued

**Town of Ponoka
Application for Utility Services Account**

I/We fully understand that I/We am responsible for the Utility Bills and that non-payment of the Utility Bills will result in transfer of outstanding balances to our tax account pursuant to the Town of Ponoka Bylaws. I/We understand that all Utility Bills, notices and other correspondence relating to this Utility Account will be sent to the address noted below and that a copy will not be issued to our tax roll mailing address.

I/We agree to promptly pay for all utility services and fees in accordance with the latest schedule of Utility Services rates established by the Town of Ponoka.

I/We agree to promptly safeguard and care for water meter(s) provided by the Town of Ponoka. Any damages caused to the metering equipment due to neglect, abuse or frost shall be charge to the customer.

I/We understand that the continuous/consistent/unrestricted/uninterrupted supply of Utility Services is not guaranteed by the Town of Ponoka, and,

I/We further agree that the Town of Ponoka shall not be liable for any losses, damages or amount that I/We suffer as a result of the inability/failure to provide continuous, consistent, and uninterrupted supply of water.

I/We the registered owner(s) of the aforementioned property do hereby request that all Utility Bills issued for the said property to be forwarded in my (our) name in care of the following Mailing Address:

Owner Information: NAME _____

MAILING ADDRESS

TELEPHONE _____ FAX _____

Owners Signature: _____

Date: _____

Date Service Requested _____

Appendix "B"

Town of Ponoka Application for Water Line Connection

I/We _____ the registered owner(s) are making application for a water line connection.

I/We agree with the applicable Provincial Plumbing, Health and Safety Codes, Rules and/or Regulations and such Bylaws and/or Resolutions as may be in effect or may be passed from time to time, in the future by the Municipal Authority relating to these facilities and service.

I/We agree to assume all costs of installation of service line from the water main to point of entry into the building/facility on the fore mentioned property (as per approved drawings). The work must be coordinated by the Town of Ponoka.

I/We agree to provide the required access and right of way to permit the installation and will also undertake the maintenance of the service connection.

I/We consent and agree to the Town of Ponoka, its workmen or agents having unrestricted right of ingress and/or egress to/from the above noted property for any whatsoever reason relating to or in regard to these facilities and service.

I/We agree promptly safeguard and care for the water(s) infrastructure provided by the said Town of Ponoka. Any damages caused to the said water(s) facilities due to neglect, abuse or frost shall be charged to the owner of the above mentioned property.

I/We understand that the continuous/consistent/unrestricted/uninterrupted supply of water service is not guaranteed by the Town of Ponoka, and

I/We further agree that the Town of Ponoka shall not be liable for any losses, damages or amount that I/We may suffer as a result of the inability/failure to provide a continuous, unrestricted, uninterrupted water service.

I/We agree to indemnify and save harmless the Town of Ponoka, its workmen or agents from and against any loss, damage, cost or inconvenience, however caused by the installation presence, alteration, repair, maintenance, inspection or removal of the water service facilities.

"Information provided to the Town of Ponoka is subject to and covered by the Freedom of Information and Protection of Privacy Act."

CONTRACTOR INFORMATION

Name _____

Mailing Address _____

Telephone _____ Fax _____

Certification No. _____

Owner(s)
Signature _____ Date _____

Appendix "B" Continued

Town of Ponoka Application for Water Line Connection

- 1) The water line used to be rated minimal 150 P.S.I. pressure tubing, ASTM B88 Standard Specification, Type K copper up to 2 inch size. (A substitute and/or alternate pipe product may be used subject to approval by the Town of Ponoka) Service lines larger than 2 inch shall be in accordance with Town of Ponoka Construction Standards.
- 2) Assume cost for labor and extra materials as may be required to install meter(s) provided by the Town of Ponoka inside the building at an accessible location. Conduit must be installed by the owner to an outside wall location to an easily accessible side of the building for meter reading. An adequate standard of wire is to be placed in the conduit for the connection thereof a remote water reading device.
- 3) If more than one meter is used, a manifold shall be installed in this location. Every meter shall have a valve on each side of the meter. Meters of one inch size or larger shall have a standard full size three valve by-pass.
- 4) Any/all cost associated with repairs, maintenance, alteration and/or relocation of valve and curb stop and the service line are the responsibility of the owner.
- 5) A three inch or larger "hot tap" shall have a valve extended to grade and marked.
- 6) All roads/approach crossings shall be made by boring or push pipe method. If road crossing is necessary, a full sized valve shall be placed on property line (for at least 1.5 feet outside the fence) as a curb stop. All water line service road crossings up to and including 2 inches (50 mm) in size shall be of copper line (approved type for underground installation). All cost to be the responsibility of the owner.
- 7) Jumpers will not be left in place for the convenience of the owner and are to be used only for the testing of lines.
- 8) An appointment must be booked at least 48 hours in advance for inspection of the connection to the municipal water supply. An appointment can be booked by calling the Town of Ponoka Operations Services office at 403-783-0159 during regular business hours.
- 9) Details must be provided regarding size and type of pipe, depth of burial, method of installation, type of bedding, distance from municipal supply main to the building and plan of installation. If the service crossed land not owned by the applicant, a copy of the registered easement for a six (6) meter water service line right of way must be deposited with the Town of Ponoka.

Appendix "C"

Town of Ponoka Application for Sewer Line Connection

I/We _____ the registered owner(s) are making application for a sewer line connection.

I/We agree with the applicable Provincial Plumbing, Health and Safety Codes, Rules and/or Regulations and such Bylaws and/or Resolutions as may be in effect or may be passed from time to time, in the future by the Municipal Authority relating to these facilities and service.

I/We agree to assume all costs of installation of service line from the sewer main to point of entry into the building/facility on the fore mentioned property (as per approved drawings). The work must be coordinated by the Town of Ponoka (see Appendix "C" conditions).

I/We agree to provide the required access and right of way to permit the installation and will also undertake the maintenance of the service connection (Inspection Port).

I/We consent and agree to the Town of Ponoka, its workmen or agents having unrestricted right of ingress and/or egress to/from the above noted property for any whatsoever reason relating to or in regard to these facilities and service.

I/We agree promptly safeguard and care for the sewer(s) infrastructure provided by the said Town of Ponoka. Any damages caused to the said sewer(s) facilities due to neglect, abuse or frost shall be charged to the owner of the above mentioned property.

I/We understand that the continuous/consistent/unrestricted/uninterrupted supply of sewer service is not guaranteed by the Town of Ponoka, and

I/We further agree that the Town of Ponoka shall not be liable for any losses, damages or amount that I/We may suffer as a result of the inability/failure to provide a continuous, unrestricted, uninterrupted sewerage service.

I/We agree to indemnify and save harmless the Town of Ponoka, its workmen or agents from and against any loss, damage, cost or inconvenience, however caused by the installation presence, alteration, repair, maintenance, inspection or removal of the water service facilities.

"Information provided to the Town of Ponoka is subject to and covered by the Freedom of Information and Protection of Privacy Act."

CONTRACTOR INFORMATION

Name _____

Mailing Address _____

Telephone _____ Fax _____

Certification No. _____

Owner(s)
Signature _____ Date _____

Appendix "C" Continued

Town of Ponoka Application for Sewer Line Connection

- 1) The sanitary sewer pipe used shall be 150 mm ASTM C3034 SDR 28 PVC pipe.
- 2) The Owner(s) shall assume the cost for labor and extra materials as may be requested to install a sanitary sampling well, as illustrated in the Town of Ponoka's design Guild Lines and Construction Standards.
- 3) The "Sanitary Sewer Sampling Well" sign must be installed within one (1) meter of the sanitary sewer sampling well on private property. The sign must be installed within one (1) week of completion of construction of the service.
- 4) All road/approaches crossings shall be made by boring or push pipe method. All cost is the responsibility of the Owner(s).
- 5) All cost associated with repairs, maintenance, alteration, and relocation of sanitary sewer sampling well, sanitary sewer sampling signage, and the sanitary sewer service lien are the responsibility of the Owner(s).
- 6) An appointment must be booked at least 48 hours in advance for inspection of the construction to the sanitary sewer main. An appointment can be booked by calling the Town of Ponoka Operations Services office at 403-783-0159 during regular business hours. An appointment for inspections must be made during regular work hours. All connections to the sanitary sewer must be inspected by and approved by the Town of Ponoka staff prior to burial.
- 7) Details must be provided regarding size and type of pipe, depth of burial, method of installation, type of bedding, distance from sanitary sewer main to the building and plan of installation. If the service crosses land not owned by the application, a copy of the registered easement for a six (6) meter sanitary sewer line right of way must be deposited with the Town of Ponoka.

Appendix "D"

Town of Ponoka Application for Storm Water Line Connection

I/We _____ the registered owner(s) are making application for a storm drainage line connection.

I/We agree with the applicable Provincial Plumbing, Health and Safety Codes, Rules and/or Regulations and such Bylaws and/or Resolutions as may be in effect or may be passed from time to time, in the future by the Municipal Authority relating to these facilities and service.

I/We agree to assume all costs of installation of service line from the storm drainage main to point of entry into the building/facility on the fore mentioned property (as per approved drawings). The work must be coordinated by the Town of Ponoka (see Appendix "C" conditions).

I/We agree to provide the required access and right of way to permit the installation and will also undertake the maintenance of the service connection (Inspection Port).

I/We consent and agree to the Town of Ponoka, its workmen or agents having unrestricted right of ingress and/or egress to/from the above noted property for any whatsoever reason relating to or in regard to these facilities and service.

I/We agree promptly safeguard and care for the storm drainage service line(s) infrastructure provided by the said Town of Ponoka. Any damages caused to the said storm drainage line(s) facilities due to neglect, abuse or frost shall be charged to the owner of the above mentioned property.

I/We understand that the continuous/consistent/unrestricted/uninterrupted supply of storm drainage service is not guaranteed by the Town of Ponoka, and

I/We further agree that the Town of Ponoka shall not be liable for any losses, damages or amount that I/We may suffer as a result of the inability/failure to provide a continuous, unrestricted, uninterrupted storm drainage service.

I/We agree to indemnify and save harmless the Town of Ponoka, its workmen or agents from and against any loss, damage, cost or inconvenience, however caused by the installation presence, alteration, repair, maintenance, inspection or removal of the storm drainage service facilities.

"Information provided to the Town of Ponoka is subject to and covered by the Freedom of Information and Protection of Privacy Act."

CONTRACTOR INFORMATION

Name _____

Mailing Address _____

Telephone _____ Fax _____

Certification No. _____

Owner(s)
Signature _____ Date _____

Appendix "D" Continued

Town of Ponoka Application for Storm Water Line Connection

- 8) The storm drainage service pipe used shall be 100 mm ASTM C3034 SDR 28 PVC pipe.
- 9) All road/approaches crossings shall be made by boring or push pipe method. All cost is the responsibility of the Owner(s).
- 10) An appointment must be booked at least 48 hours in advance for inspection of the construction to the storm drainage service connects main. An appointment can be booked by calling the Town of Ponoka Operations Services office at 403-783-0159 during regular business hours. An appointment for inspections must be made during regular work hours. All connections to the storm drainage system must be inspected by and approved by the Town of Ponoka staff prior to burial.
- 11) Details must be provided regarding size and type of pipe, depth of burial, method of installation, type of bedding, distance from connection point to the building and plan of installation. If the service crosses land not owned by the application, a copy of the registered easement for a six (6) meter service line right of way must be deposited with the Town of Ponoka.

Appendix "E"

**Town of Ponoka
Water, Sewer and Storm Line Connection
Preliminary Construction Drawing**

Preliminary Connection Sketch Plan

TOWN OF PONOKA

Development Permit Number _____

Approved for Connection _____ [Approval Officer]

Date _____

Permit No. _____ Proposed Date of Service _____

APPLICATION #

AUTHORITY #

Appendix "F"

Town of Ponoka Application for Source Control Discharge

I/We _____ the registered owner(s), or customer of the
aforementioned property, does hereby apply for a wastewater source control discharge approval.

I/We agree with the applicable Provincial Plumbing, Health and Safety Codes, Rules and/or Regulations and such Bylaws and/or Resolutions as may be in effect or may be passed from time to time, in the future by the Municipal Authority relating to these facilities and service.

I/We agree that the wastewater generated from the mentioned property may exceed the normal wastewater limits and the Town of Ponoka High Strength Wastewater Charges may apply as set out in the Town of Ponoka's Fees and Charges.

General Site Operation Information

1. Number of Employees Working in the Facility: _____
2. Average Daily Water Use: _____
3. Type of Manufacturing: _____
4. Is the operation seasonal? _____ If YES, then please specify _____

5. Descriptions of the products that will be disposed into the wastewater system (include Standard Industrial Code [SIC] and indicate if Canadian or Other):

Product(s)	Standard Industrial Code

6. List the discharge sources from the facility:

Effluent discharged	Point of Source
Sanitary Sewage	
Noncontact Cooling Water	
Process Wastewater	
Contact Cooling Water	
Other(s)	

Appendix "F" Continued

Town of Ponoka Application for Source Control Discharge

7. Known Characteristics of Discharge

Temperature	
TSS, mg/L	
TKN, mg/L	
Molybdenum, mg/L	
PH	
BOD5, mg/L	
TP, mg/L	
Selenium, mg/L	

8. Is the discharge to the Sewage Treatment system ...

- a. Through a Town of Ponoka Sewer Connection YES_____ NO_____
- b. Through a dump station YES_____ NO_____
- c. Does the facility have any Pre Treatment System for process effluents prior to discharge to the sewer system? YES_____ NO_____

If YES, please provide a summary of the Pre Treatment System.

9. Does the facility have a Spill Prevention and Emergency Storage to prevent spills from entering the sewage system? YES_____ NO_____

If YES, please provide a summary of the Spill Prevention and Emergency Storage program.

10. Does the facility have any of the following programs addressing discharges to the sewer system in place?

- a. Pollution Prevention Program YES_____ NO_____
- b. Best Management Practice Plans YES_____ NO_____
- c. Environmental Management System YES_____ NO_____
- d. Water Conservation Program YES_____ NO_____
- e. Other Programs/Practices YES_____ NO_____

If yes, please provide a copy of each to this form and explanation for implementation.

Appendix "F" Continued

**Town of Ponoka
Application for Source Control Discharge**

"Information provided to the Town of Ponoka is subject to and covered by the Freedom of Information and Protection of Privacy Act."

I/We fully understand that we are/I am responsible for the Utility Bills and that non-payment of the Utility Bills will result in transfer of outstanding balances to our tax account pursuant to the Town of Ponoka Bylaws.

REGISTERED OWNER(S) _____ DATE _____

REGISTERED OWNER(S) _____ DATE _____

OFFICE USE ONLY

Approved for Discharge _____ Date _____
Signature of Approval Officer

Permit No. _____ Proposed Date of Service _____

APPLICATION #

AUTHORITY #