



BOARD OF DIRECTORS
9:00 a.m.
Friday, June 16, 2023
ACRWC WWTP - Kisiskaciwan Room

1. Adoption of Agenda
2. Adoption of March 16, 2023, Meeting Minutes
3. Board Committees:
 - a. Board 2023 Workshop Report – *Neal Comeau*
4. Administrative Reports – *Kate Polkovsky*
5. 2023-2027 Financial Auditor Appointment - *Paul Krueger*
6. Debt Authorization
 - a. SERTS North Twinning – *Paul Krueger*
 - b. Train 4 Plant MBR Upgrade - *Paul Krueger*
7. Adoption of Administration and Procedures Bylaw – *Kate Polkovsky*
8. Adoption of the Fees and Charges Bylaw – *Kate Polkovsky*
9. Adoptions of Quality of Wastewater Bylaw – *Kate Polkovsky*
10. TIME SPECIFIC 10:00 a.m. Political Landscape Overview – *Cathy Chichak and Alana Yim, Canadian Strategy Group (verbal update)*
11. Enoch Servicing Update - *Kate Polkovsky (verbal update)*
12. Branding Update – *Kate Polkovsky*
13. Notices of Motion
14. Communications
 - a. Correspondence
 - b. Reporting In
 - c. Reporting Out
 - d. Conference Attendance
15. Calendar of Events
16. Adjourn

Meeting Minutes

Board Meeting
Friday March 17th, 2023, 09:00 am
Kisiskaciwan Boardroom

Members Present:

Bill Hamilton	City of Leduc
Gordon Harris	City of Fort Saskatchewan
Harold Pawlechko	Town of Stony Plain
Ken Mackay	City of St. Albert
Kristina Kowalski	Parkland County
Lynn Bidney	Town of Bon Accord
Neal Comeau	Sturgeon County
Rick Smith	Leduc County
Robert Parks	Strathcona County
Stephen Dafoe	Town of Morinville
Steven vanNieuwkerk	City of Beaumont
Willis Kozak	Town of Gibbons

Members Absent:

Stuart Houston	City of Spruce Grove
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Commission Staff & Others

Kate Polkovsky	Chief Executive Officer
Paul Krueger	Director of Corporate Services
Wade Teveniuk	Director of Regulatory Services
Dwayne Cikaluk	Director of Operations
Jerry Yang	Director of Engineering
Colleen Moody	Board Assistant

Call to Order:

Vice-Chair Ken Mackay called the meeting to order at 08:52 a.m.

Adoption of Agenda

CM15-23

MOVED BY Harold Pawlechko THAT the agenda as distributed be adopted.

CARRIED

Board Appointments:

CM16-23

MOVED BY Gordon Harris THAT the updated appointments from Strathcona County be received for information.

CARRIED

Board/CEO Covenant:

CM17-23

MOVED BY Kristina Kowalski THAT the Board approve and sign the Board-CEO Covenant.

CARRIED

Elections:

MOVED BY Neal Comeau THAT the resignation of Ken Mackay as ACRWC Vice-Chair be approved.

CARRIED

Election of Chair:

CEO Kate Polkovsky called for nominations for the position of Chair of the ACRWC Board.

Harold Pawlechko nominated Ken Mackay for Chair

CEO Kate Polkovsky called three times for further nominations.

CM18-23

MOVED BY Lynn Bidney THAT the nominations for Chair Cease.

CARRIED

Ken Mackay was elected Chair of the ACRWC Board.

Election of Vice-Chair:

Chair Ken Mackay called for nominations for the position of Vice-Chair of the ACRWC Board.

Kristina Kowalski nominated Harold Pawlechko for Vice-Chair

Neal Comeau nominated Gordon Harris for Vice-Chair

Chair Ken Mackay called three times for further nominations.

CM19-23

MOVED BY Stephen Dafoe THAT the nominations for Vice-Chair cease.

CARRIED

Ballots were distributed, Paul Krueger and Colleen Moody were appointed scrutineers of the ballots.

Harold Pawlechko was elected Vice-Chair of the ACRWC Board.

CM20-23

MOVED BY Robert Parks THAT the ballots from the election of the Vice-Chair's position be destroyed.
CARRIED

Ex Officio Member

CM21-23

MOVED BY Steven vanNieuwkerk THAT Ken Mackay be approved as Ex Officio Member on the ACRWC Sub-Committees.
CARRIED

Adoption of 2023 01 20 Meeting Minutes

CM22-23

MOVED BY Neal Comeau THAT the amended minutes of the January 20th, 2023, meeting be adopted.
CARRIED

2022 Audited Financial Statements & Financial Information Return

CM-23-23

MOVED BY Bill Hamilton THAT the 2022 Audited Financial Statements and Financial Information Return be approved by the Board.
CARRIED

CM24-23

MOVED BY Lynn Bidney THAT the Audit Findings Report be received for information.
CARRIED

CM-25-23

MOVED BY Willis Kozak THAT the 2022 Financial Report and Comparison be received for information.
CARRIED

Board Committees:

Workshop Committee

CM26-23

MOVED BY Neal Comeau THAT the ACRWC Board Workshop Committee Report be received as information.
CARRIED

Communication & Advocacy Committee

CM27-23

MOVED BY Harold Pawlechko THAT the ACRWC Communication and Advocacy Committee Report be received as information.
CARRIED

Administrative Reports

CM28-23

MOVED BY Stephen Dafoe the Administrative Reports be received for information.
CARRIED

Administration and Procedures Bylaw Redline:

CM29-23

MOVED BY Robert Parks THAT the Board receive the Administration and Procedures Redline Report as information and bring forward a bylaw amendment at the June 2023 Board Meeting.

CARRIED

Bylaw No. 7, Fees and Charges Redline.

CM30-23

MOVED BY Neal Comeau THAT the Board receive Bylaw No. 7, Fees and Charges Redline Report as amended and bring forward a bylaw amendment at the June 2023 Board Meeting.

CARRIED

Bylaw No. 8, Quality of Wastewater Redline:

CM31-23

MOVED BY Kristina Kowalski THAT the Board received Bylaw No. 8, Quality of Wastewater Redline Report as information and bring forward a bylaw amendment at the June 2023 Board Meeting.

CARRIED

Source Control Annual Report

CM32-23

MOVED BY Rick Smith THAT the Board receive the Source Control Annual Report as information.

CARRIED

Water Re-Use Update:

CM33-23

MOVED BY Harold Pawlechko THAT the Board receive the Water Re-Use Update as information.

CARRIED

Adjourn

Chair Ken Mackay adjourned the meeting 11:41 a.m.

These minutes approved this _____ day of _____, 2023

ACRWC Board Chair

Chief Executive Officer

Recorder:
Colleen Moody
Board Assistant

Board Report

Date: June 16, 2023

Subject: Administration Reports

Recommendation

THAT the Administrative Reports be received for information.

Attached are the following reports:

- Operations Report
- Incidents and Contraventions Report

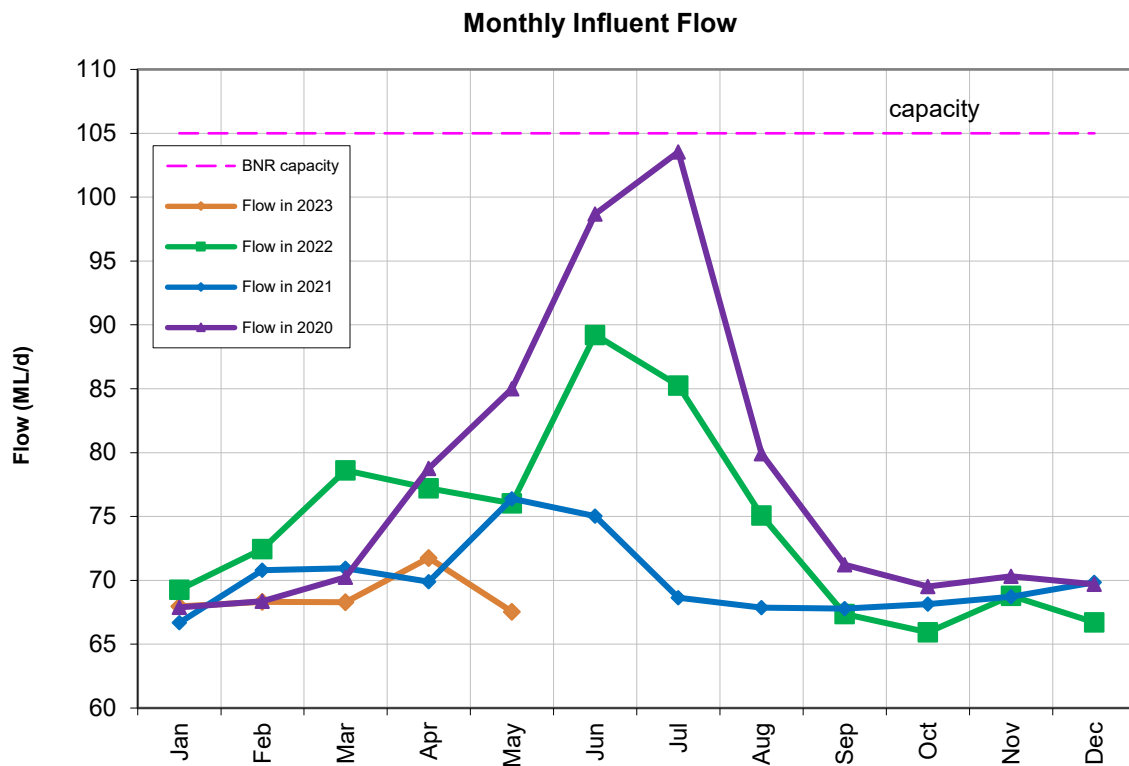
Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
- Responsible Leadership

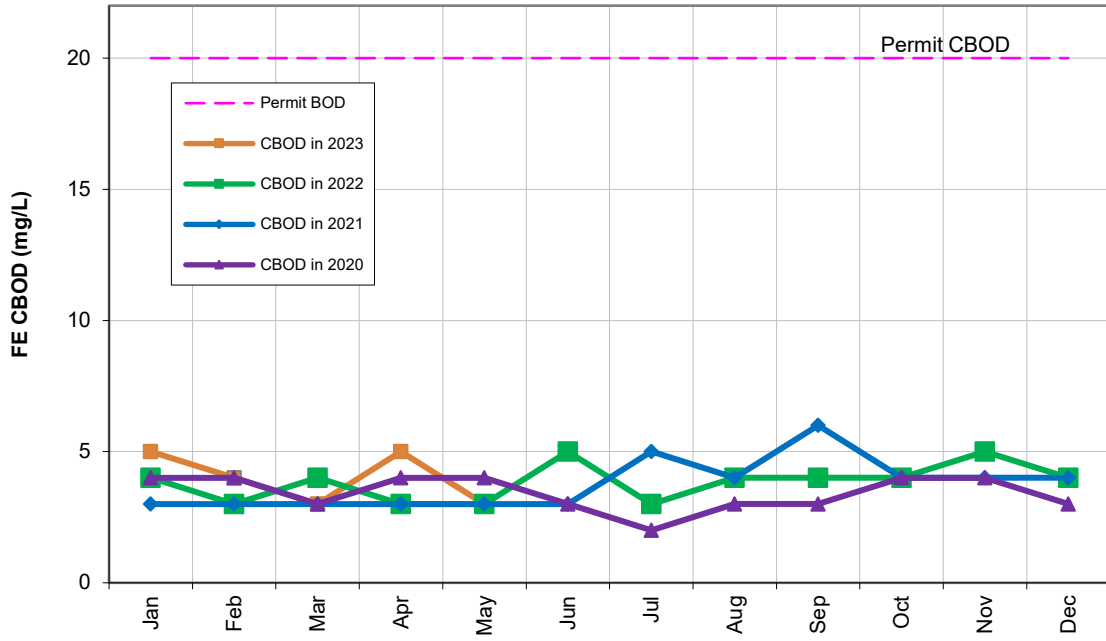
Operations Summary May-June 2023

- Fort Saskatchewan emergency back up sewage pump 2 failed due to gear box challenges between the pump and the back up generator. The pump was taken off-line for assessment. After inspection it was determined that the unit could not be salvaged. A temporary back up generator is in the process of being installed to supply emergency power in the event of future power failures, for the intermediary period until the Fort Saskatchewan Generator Capital Project is able to install and commission the ordered generator.
- On June 1st, at approximately 5:40pm Instinct Trucking that hauls biosolids from the ACRWC plant to EPCOR Clover Bar lagoons rolled over into the ditch on TWP 540. The emergency response plan for spills was immediately initiated by operations. Contractors were on site to remove the truck and trailer followed by clean up of approximately 15,000 Litres of biosolids and diesel. The fire department along with the RCMP were on site to control and monitor the incident site. This is an Instinct Trucking matter that is being dealt by their team.

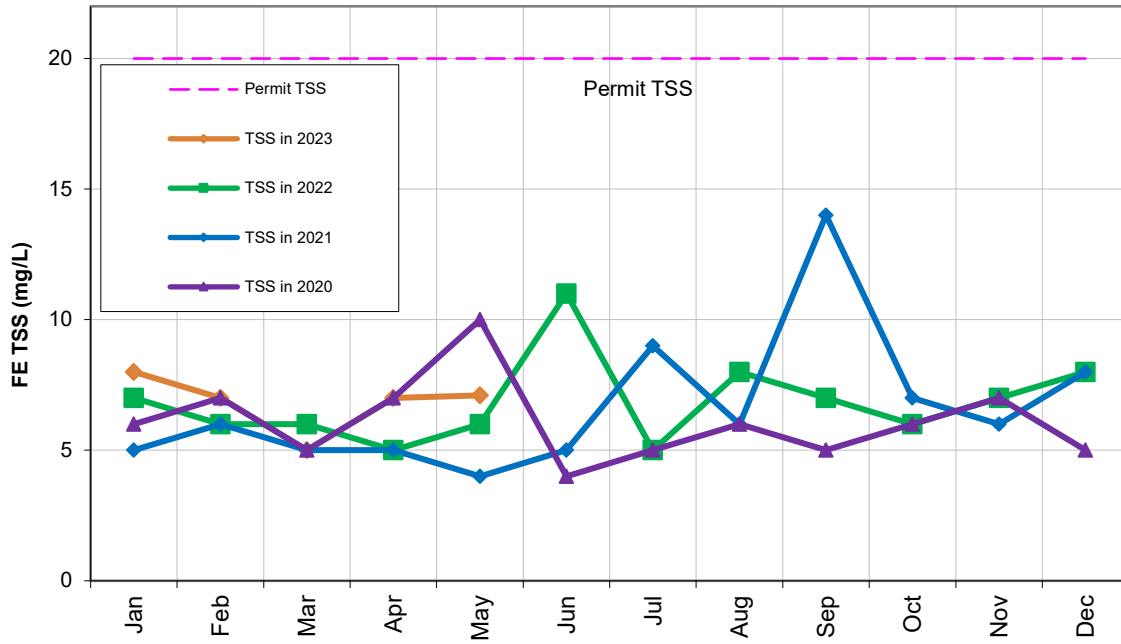
Treatment Targets by Concentrations



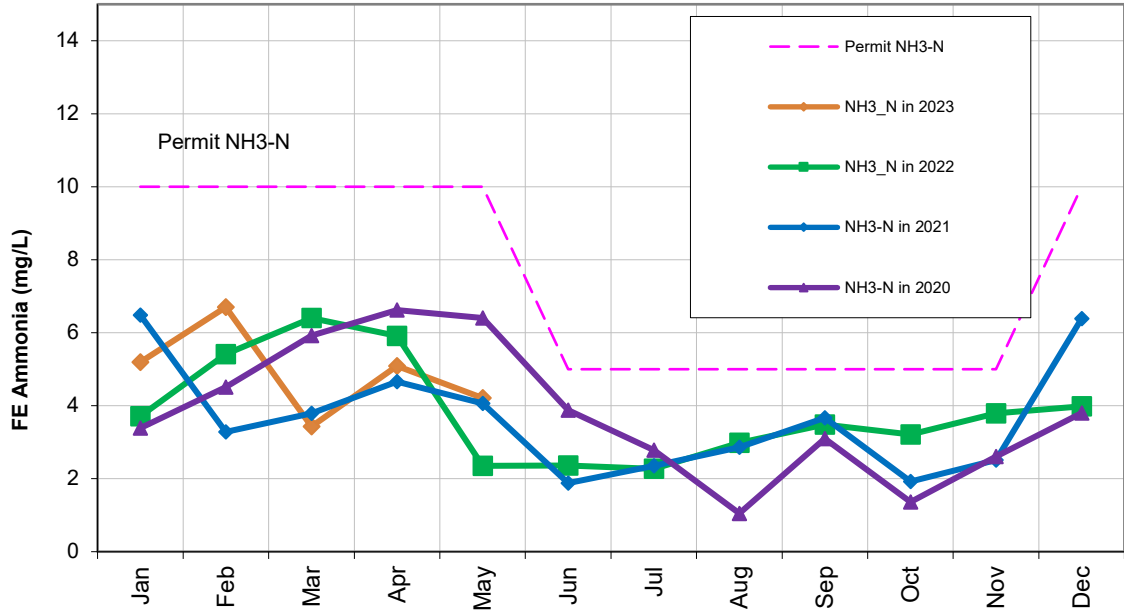
Monthly Effluent Carbonaceous Biological Oxygen Demand



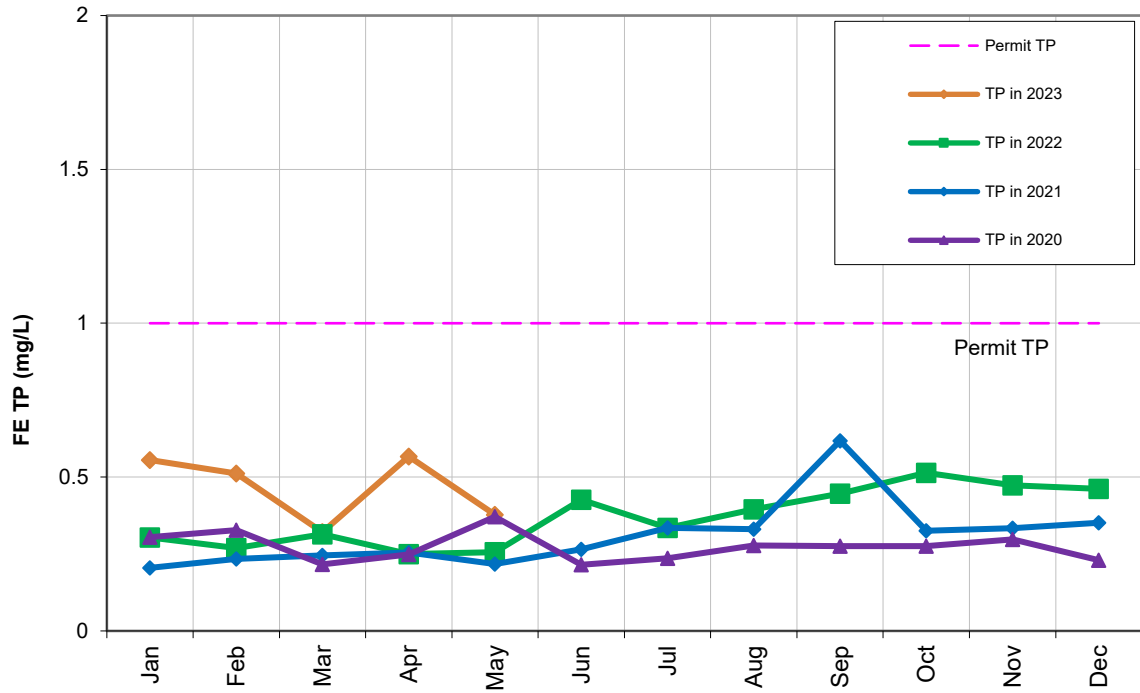
Monthly Effluent Total Suspended Solids



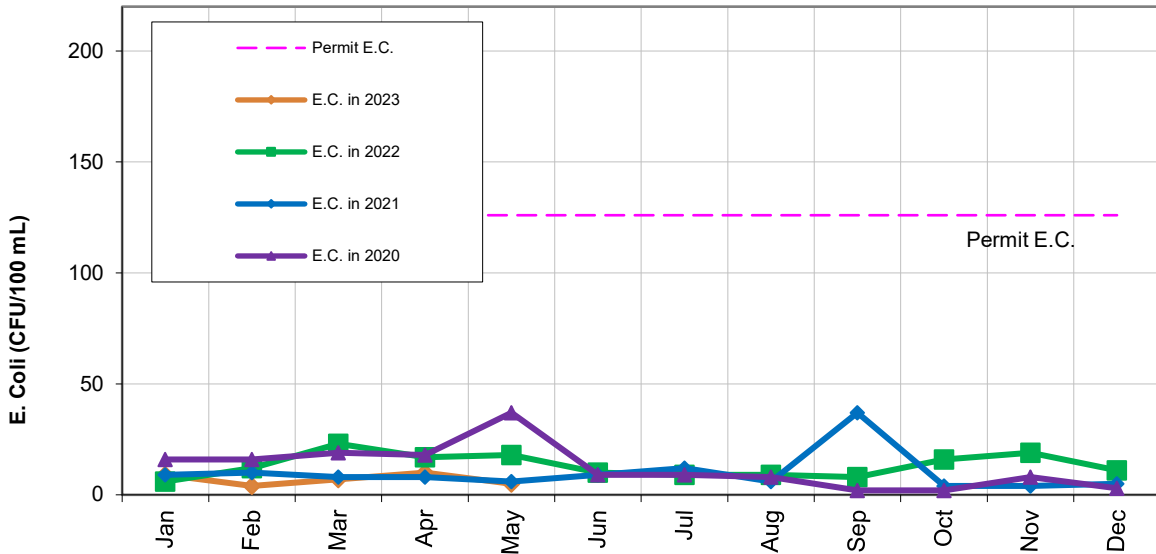
Monthly Effluent Ammonia



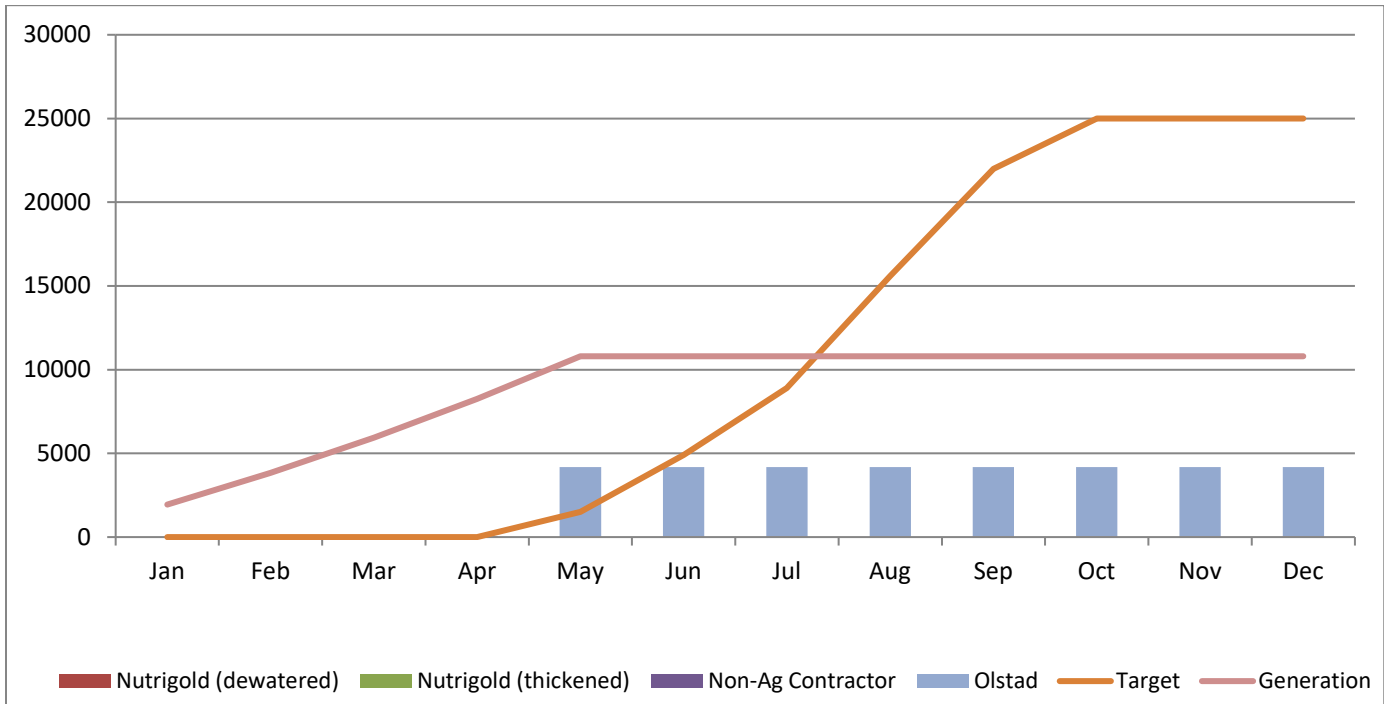
Monthly Effluent Total Phosphorus



Monthly Effluent E. Coli



Biosolids - May 2023



Last update from EPCOR – June 5, 2023

“We had a strong start hauling 4148 dt thickened material from 3W to agricultural fields. The dewatering contractor, APG, has started to mobilize on site and we will be hauling dewatered material in June.”

Incidents and Contraventions Summary

Date: June 6, 2023

Reporting Period: March 1, 2023, to May 31, 2023

Update on Parkland Vault Untreated Wastewater Release to Big Lake

Date of Incident: December 24-28, 2022

Summary of Activities since last reported during March 8th Board meeting:

- March 13: Alberta Environment and Protected Areas (AEPA) approved the Big Lake Water Body Monitoring Plan ACRWC had submitted. 6 rounds of sampling at 17 locations within Big Lake including Sturgeon River and Atim creek.
- March 24: Alberta Health Services (AHS) asked University of Alberta research lab to conduct qPCR bacterial analysis from Big Lake (separate from Water Body Monitoring Plan).
- March 28: Conducted first sampling event in accordance with the Water Body Monitoring Plan
- March 30: AEPA notified ACRWC that the incident was under investigation and requested further information.
- April 12: ACRWC submitted the following to AEPA:
 - Inspection records of Parkland force main
 - ACRWC's Wastewater Treatment Operations Plan
 - Sampling results
 - Remediation report
 - Root cause investigation report
 - Release assessment report and restoration plan
 - Water Management Plan for Withdrawal and Flushing
 - Water Body Monitoring Plan
 - Engineering drawings of the Parkland Forcemain.
- May 2/3: Second round of sampling. Results much better overall compared with first round of sampling and appears Big Lake is rebounding from the wastewater release.
- May 12: The lead of the University of Alberta research lab concluded, "Overall, it looks like risks associated with the human sewage spill has been rectified, and most contamination (pathogens and fecal indicators) appear to be coming from the animals.
- May 23: Further inquiries from AEPA Investigator regarding sampling and analysis techniques, and request for data.
- May 30/31: Third round of sampling conducted.
- June 1: Supplied AEPA analytical results from the first two rounds of sampling as requested and responded to several questions regarding sampling and analysis techniques.

Incident Classification: Environmental Contravention

Date: March 22, 2023

Location: 1.6 km west of Cardiff, northwest of intersection of Range Road 252 and Cardiff Road

Contaminant: Untreated Wastewater

Estimated Volume of Release: 10,000 liters

Description of Events:

Mar 22

10:30 am: A Town of Morinville Utilities worker discovered surfacing water above a section of ACRWC's Morinville forcemain and reported to ACRWC.

11:50 am: ACRWC Transmission Operations staff arrived on site and confirmed a pipeline break had occurred. Alberta Environment was notified immediately. Wastewater pooled in the roadside ditch, slowly flowing northwards through shallow snow cover and mud. The released wastewater was contained in the ditch and did not enter a body of water.

Recovery and future actions:

Mar 22 12:50 pm: Flows from the Morinville pump station were diverted to the Morinville wet weather storage lagoon which stopped the release from the forcemain within about 15 minutes. Alberta Environment was notified that the release had stopped.

One vacuum truck was used to remove about 10,000 liters of the pooled wastewater from the ditch which was discharged back into the contained wastewater system.

Snow fencing was installed around the affected area.

Mar 23: Contractors prepped the area for excavation.

Mar 24: Contractors excavated the area to enable the repair.

Mar 25: The failed forcemain was replaced with 1.5 meters of new pipe and recoupled to the existing pipe.

Mar 28

The repair was leak tested and placed back into service.

Causes and future actions:

The failure point was a small crack on the bell portion of a pipe joint. The crack likely formed because of the thawing temperatures and related to the pipe materials used when constructed (~35 years old).

Incident Classification: Near-miss Environmental Contravention

Date: March 24, 2023

Location: START Pipeline. City of Edmonton - about 500m east of 82nd street just south of 195th avenue.

Contaminant: Untreated Wastewater

Description of Events:

March 24 at about 3pm: A sink hole was discovered by ACRWC's construction contractor while completing an inspection of a section of the START line they had replaced. An obvert section of

the START pipeline had collapsed, causing the sink hole. Wastewater was contained within the intact invert section of the pipeline thus none was released to ground.

Recovery and future actions:

March 24: The sink hole site was secured with fencing. ACRWC personnel monitored the site over night.

March 25: Contractors mobilized and began setting up to bypass the failed section of the START pipeline.

March 26: Contractor mobilized equipment to site to safely slope the hole and get flow to move through the area of the failure.

March 27: Open trenching was used to bypass the failed section of pipe.

Apr 28: In total, about 650 meters of piping was replaced and placed back in service.

Causes and future actions:

Many sections of the START and Outfall pipelines are in poor condition resulting from hydrogen sulphide corrosion. Continued planned rehabilitation is being systematically executed.

Board Report

Date: June 16, 2023

Subject: 2023-27 Financial Auditor Appointment

Recommendation:

THAT JDP Wasserman be appointed auditor for the years 2023 to 2027 inclusive, subject to meeting performance requirements.

Alignment to Priorities in Board's Strategic Plan

- Responsible Leadership
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

The current Auditor Appointment Policy requires soliciting proposals at 5-year intervals. Ernst & Young was appointed for a five-year term in 2018, with their final year concluding in 2023.

A request for proposal was advertised on the Alberta Purchasing Connection website allowing full access to all auditing firms to compete with proposals. Four firms submitted proposals and were evaluated on the basis of regional municipal experience, the quality, and the value for cost of their submissions. The four proposals all have a clear understanding of the ACRWC requirements and would be able to address all proposal requirements.

The submitted proposals financial proposals have been summarized in the below table.

SUMMARY OF PROPOSED AUDIT FEES

	2023	2024	2025	2026	2027	Total
JDP Wasserman	\$16,200	\$16,700	\$17,200	\$17,700	\$18,200	\$86,000
Metrix Group	\$26,000	\$26,000	\$27,000	\$27,000	\$27,000	\$133,000
Ernst & Young	\$39,000	\$41,300	\$43,600	\$46,000	\$48,800	\$218,700
MNP	\$71,000	\$67,900	\$69,800	\$71,800	\$73,900	\$354,400

Based on the proposal evaluation, delineated in the call for proposals, JDP Wasserman has been identified as the lowest compliant bidder. Their proposal delineates their local experience with both municipalities and utility commissions. Their proposal reflected a clear understanding of the ACRWC requirements and addressed all proposal requirements. Their proposal identified their technical depths of being able to support the audit, this was supported by the references provided.

Prepared by: Paul Krueger, Director of Corporate Services

Approved by: Kate Polkovsky, Chief Executive Officer

Board Report

Date: June 16, 2023

Subject: **Debenture Borrowing Authorization- SERTS North Twinning**

Recommendation

1. THAT for the purpose of constructing the SERTS North Twinning project that the sum of \$8,000,000 be borrowed from the Province of Alberta by way of debenture on the credit and security of the Commission.
2. THAT the debentures to be issued under this authorization shall not exceed the sum of \$8,000,000 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing.
3. THAT debentures shall bear interest during the currency of the debentures at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semiannually.
4. THAT debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal semi-annual or annual installments over a period not exceeding 20 years in accordance with the debenture schedule.
5. THAT debentures shall be payable in lawful money of Canada at the Toronto Dominion Bank or at such other bank or financial institution as the Commission may authorize as its banking agency during the currency of the debenture.
6. THAT the Chairperson and Chief Executive Officer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such date and in such amounts as specified in the repayment schedule forming part of each debenture.
7. THAT the debentures shall be signed by the Chairperson and Chief Executive Officer of the Commission or their designates.
8. THAT there shall be levied and raised in each year of the currency of the loan a wastewater rate to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan.
9. THAT the resolution comes into force on the date it is passed

Alignment to Priorities in Board's Strategic Plan

Responsible Leadership

- Build partnerships that benefit the Commission and the Community
- Keep utility rates reasonable and predictable for member municipalities.

Discussion

During the 2023 budget approval, the Board approved the SERTS North Twinning. The approved budget for the project in 2023 is \$10.4M, with contractual commitments to complete the project by the middle of the fourth quarter of 2023. This project allows for growth flows from Strathcona County and industrial growth flows from the Aurum Road area.

As outlined in the Board's Debt Management Policy, the ACRWC obtains debt financing from the Treasury Board through the Province of Alberta. According to provincial guidelines, debt is borrowed for specific projects.

Prepared by: Paul Krueger, Director of Corporate Services

Approved by: Kate Polkovsky, Chief Executive Office

Board Report

Date: June 16, 2023

Subject: Debenture Borrowing Authorization- Train 4 Plant MBR Upgrade

Recommendation

1. THAT for the purpose of constructing the Train 4 Plant MBR Upgrade project that the sum of \$30,000,000 be borrowed from the Province of Alberta by way of debenture on the credit and security of the Commission.
2. THAT the debentures to be issued under this authorization shall not exceed the sum of \$30,000,000 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing.
3. THAT debentures shall bear interest during the currency of the debentures at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semiannually.
4. THAT debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal semi-annual or annual installments over a period not exceeding 20 years in accordance with the debenture schedule.
5. THAT debentures shall be payable in lawful money of Canada at the Toronto Dominion Bank or at such other bank or financial institution as the Commission may authorize as its banking agency during the currency of the debenture.
6. THAT the Chairperson and Chief Executive Officer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such date and in such amounts as specified in the repayment schedule forming part of each debenture.
7. THAT the debentures shall be signed by the Chairperson and Chief Executive Officer of the Commission or their designates.
8. THAT there shall be levied and raised in each year of the currency of the loan a wastewater rate to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan.
9. THAT the resolution comes into force on the date it is passed

Alignment to Priorities in Board's Strategic Plan

Responsible Leadership

- Build partnerships that benefit the Commission and the Community
- Keep utility rates reasonable and predictable for member municipalities.

Discussion

During the 2023 budget approval, the Board approved the train four treatment expansion which will treat primary effluent through a Membrane Bioreactor (MBR) and produce a higher quality effluent than that which the existing BRN reactors are able to achieve. The train 4 expansion will be used as a revenue generating opportunity supplying industry with process water while supporting the additional influx of flow and both ammonia and phosphorus concentrations that the ACRWC Plant continues to receive as the region grows.

The overall project is conceptually budgeted at \$90.3M. While both Administration and the Board advocate to government to secure grant funding and work with the local councils to continue to raise awareness and have more voices identifying the need for grant funding, work on the project continues to move forward to meet 2025 timelines.

It is anticipated that the Commission will be required to finance at minimum between 30-50% of project costs if grants are able to be confirmed through the 2024 budget. As such, a debenture authorizing borrowing up to \$30M is recommended to ensure that the project continues to move forward on the projected timelines and would support the first 1/3 of the project delivery.

The approval of this debenture borrowing authorization would move the ACRWC pulled debt to the 150% in 2024. Any additional debenture would exceed the 150% of debt outlined in Policy. The projected cash flow on this project would consider pulling \$12M from this debenture in Q3/Q4 2023 and the remaining \$18M in 2024. Through 2024, the Commission would drop slightly below the 150% debt as revenues change.

As outlined in the Board's Debt Management Policy, the ACRWC obtains debt financing from the Treasury Board through the Province of Alberta. According to provincial guidelines, debt is borrowed for specific projects.

Prepared by: Paul Krueger, Director of Corporate Services

Approved by: Kate Polkovsky, Chief Executive Office

Board Report

Date: June 16, 2023

Subject: Administration and Procedures Bylaw

Recommendation

THAT the Board adopt the updated Administration and Procedures Bylaw.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Release water of the highest possible quality into the North Saskatchewan River
- Responsible Leadership
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

Administration has completed a comprehensive review of the Administration and Procedures Bylaw. This bylaw was developed in 2021 as a consolidation of three bylaws and addressed necessary bylaw inclusions that are required by the Municipal Government Act, with the redline presented at the March 2023 Board meeting.

The Bylaw was advertised for the require a 30-day notice of motion period. Administration is recommending that the presented Bylaw is adopted.

Prepared by: Kate Polkovsky, Chief Executive Officer

BEING BYLAWS OF THE BOARD OF DIRECTORS OF THE ALBERTA CAPITAL REGION WASTEWATER COMMISSION

WHEREAS the Alberta Capital Region Wastewater Commission was established by the Alberta Capital Region Wastewater Commission Regulation, AR 129/85;

AND WHEREAS the Commission is a continued commission pursuant to s. 602.47 of the *Municipal Government Act*, RSA 2000, c. M-26;

AND WHEREAS the Board of Directors of the Commission wishes to enact Bylaws respecting certain matters set out ins. 602.09(1) of the *Municipal Government Act*, RSA 2000, c. M-26, as more particularly set out herein;

NOW THEREFORE the Board of Directors of the Alberta Capital Regional Wastewater Commission hereby enacts as follows:

1. DEFINITIONS

1.1. In this By-Law:

- (a) "Act" shall mean the *Municipal Government Act* RSA 2000, c. M-26, as amended from time to time;
- (b) "Board" shall mean the Board of Directors of the Alberta Capital Region appointed pursuant to Section 4 of this Bylaw;
- (c) "Chair" shall mean the Chair of the Board;
- (d) "Chief Executive Officer" or "CEO" shall mean the CEO of the Commission appointed by the Board pursuant to Section 5 of this By-Law;
- (e) "Commission" shall mean the Alberta Capital Region Wastewater Commission;
- (f) "Committee" shall mean any Ad-Hoc Committee established pursuant to Section 6 of this By-Law;
- (g) "Members" shall mean the individuals appointed to the Board by the Municipalities;
- (h) "Municipalities" shall mean the City of Fort Saskatchewan, City of Leduc, City of Spruce Grove, City of St. Albert, Leduc County, Parkland County, Strathcona County, Sturgeon County, City of Beaumont, Town of Bon Accord, Town of Gibbons, Town of Morinville, and Town of Stony Plain subject to any addition or withdrawal of Members pursuant to Section 10.4 of this Bylaw

from time to time;

- (i) "Vice-Chair" shall mean the Vice-Chair of the Commission appointed pursuant to Section 4 of this By-Law.

2. APPOINTMENT OF BOARD MEMBERS

2.1. The Municipal Council of each of the Municipalities shall by resolution appoint one member of Council to the Board at the Council's organizational meeting.

2.2. The term of each Board member's appointment shall be specified by the appointing Municipality but such term shall be no less than one year.

2.3. In the event that:

- (a) A Board member ceases to be a member of Council;
- (b) A Board member is absent from all regular council meetings held during any period of 8 consecutive weeks starting with the date the first meeting is missed, whether or not the absence is excused is authorized pursuant to ss. 174(2) of the Act or in accordance with a bylaw under s. 144.1 of the Act, or;
- (c) There are extenuating circumstances which, in the opinion of the majority of the Board, warrant the termination of the appointment of a Board member and appointment of a replacement member by the appointing Municipality

the appointing Municipality may by resolution terminate the appointment of the Board member and appoint a replacement Board Member at the next council meeting following the event referred to in subsection (a)-(c) herein, but in any event no later than the Council's next organizational meeting.

2.4. In the event that a Municipality appoints a member of Council other than the Municipality's chief elected official as a member of the Board the appointing municipality's chief elected official shall not be a member of the Board.

3. BOARD MEETINGS AND COMMITTEE MEETINGS

3.1. The Board shall meet on and at such date, time and place determined by the Board or as may be directed from time to time by the Chair.

3.2. A quorum for meetings of the Board shall be a majority of Members of the Board.

3.3. Except as otherwise provided, the business of the Board or of a Committee thereof shall be conducted at meetings of the Members of the Board or the Committee.

- 3.4. Notice of the time and place of any regularly scheduled meeting of the Board or of a Committee need not be given to the Members of the Board or the Committee.
- 3.5. Each Member of the Board or of a Committee shall have one (1) vote and all Members shall vote except in conflict of interest situations of a personal nature.
- 3.6. A vote on a matter shall not be recorded unless specifically directed by the Chair or requested by any Member of the Board.
- 3.7. In the absence of the Chair and the Vice-Chair from a meeting of the Board, those present may elect one of their Members to preside as Chair at the meeting.
- 3.8. The agenda for all meetings of the Board and for meetings of Committees of the Board shall be prepared by the CEO and approved by the Chair or the Chair of the Committee involved as the case may be.
- 3.9. Members of the Board, at the discretion of the Chair of a meeting of the Board, shall be entitled to speak more than once on any matter before the Board and the mover shall be entitled to close the debate on any matter.
- 3.10. With respect to motions before the Board the following shall apply:
 - (a) General - no seconder required;
 - (b) Referral or Deferral - debatable;
 - (c) Tabling - nondebatable;
 - (d) Amending - no seconder required;
 - (e) Separation - can be requested
 - (f) Reconsideration - must be made by voter on prevailing side of original motion at same meeting or by notice of motion;
 - (g) Notices of Motion In writing prior to distribution of Agenda or by proper waiving of Rules of Procedure or by verbal notice at a meeting for the next meeting.
- 3.11. In the event that a question shall arise as to the rules of procedure to be followed at a meeting of the Board or a Committee thereof, and if the procedure to be followed has not been otherwise dealt with in a bylaw, policy or procedure adopted by the Board, Robert Rules of Order shall apply to such question.
- 3.12. Any motion to waive a rule of procedure established by a bylaw of the

Board, or, in the absence of a bylaw, by Roberts Rules of Order, shall require an affirmative vote by two-thirds (2/3) of all Board Members in attendance at the meeting.

- 3.13. The Board and any Committee thereof shall cause minutes to be kept of each Board or Committee meeting and minutes of all Committee meetings, once adopted, shall be distributed promptly to all Board Members.

4. CHAIR AND VICE-CHAIR

- 4.1. The Board shall annually elect from amongst its members a Chairperson to serve for a term beginning no earlier than November 1 of the year in which the appointment occurs and ending no later than November 30 of the following year
- 4.2. The Board shall annually elect from amongst its Members a Vice-Chair to serve for a term, beginning no earlier than November 1 of the year in which the appointment occurs and ending no later than November 30 of the following year.
- 4.3. In the absence of the Chair, the Vice-Chair shall preside at all regular and special meetings of the Board and shall perform all other duties of the Chair.
- 4.4. The Chair shall be paid such remuneration, travelling and other expenses by the Commission as may be approved from time to time by the Board.
- 4.5. The Chair shall be an ex-officio Member of any committee appointed by the Board from time to time in addition to any other Members appointed to such committee.
- 4.6. Notwithstanding that the term of office of the Chair or the Vice-Chair may have expired, the Chair and the Vice-Chair shall remain in office until such time as a successor has been appointed.

5. CEO AND OTHER OFFICIALS

- 5.1. The Board shall appoint a CEO who shall act as the administrative head of the Commission.
- 5.2. The CEO shall:
- (a) Ensure that the Commission's programs and policies, as approved by the Board, are implemented;
 - (b) Advise and inform the Board on the operation and affairs of the Commission, and;
 - (c) Perform the duties and functions and exercise the powers assigned to the CEO by the Board from time to time.

- 5.3. The Board may appoint such other officials as the Board shall deem necessary from time to time to serve the needs of the Commission and shall define the duties and responsibilities of any such official so appointed.

6. AD HOC COMMITTEES

- 6.1. The Board may establish Ad Hoc Committees as the Board deems necessary and expedient for the orderly and efficient handling of the affairs of the Commission. The Board will also establish the terms of reference for such Committees, the duties and responsibilities, and the duration of the Committee.
- 6.2. The Chair of any Committee shall be selected by the Committee.
- 6.3. The Chair of any Committee shall preside at meetings of the Committee and in the absence of the Committee Chair those present may elect one of their Members to preside as Chair at the meeting.
- 6.4. Meetings of any Committee shall be held on such day, time and place as may be determined from time to time by the Committee and the Committee Chair shall be at liberty to call a special meeting of the Committee.
- 6.5. The quorum for Committee meetings shall be the majority of Members that comprise the Committee.

7. SEAL

- 7.1. The Board shall adopt a seal of the Commission and the seal shall be in the custody of the CEO.
- 7.2. The seal of the Commission shall only be affixed to any document by the CEO, or their delegate, as authorized by the Board.

8. FINANCIAL REPORTS AND BANKING

- 8.1. The Board shall cause to be kept proper books of account and records and such books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission and shall be open during reasonable business hours to the inspection and examination of every Member of the Board.
- 8.2. The Board shall appoint an auditor or auditors who are permitted to conduct audits in the Province of Alberta.
- 8.3. The Board shall cause minutes to be made and books to be provided for the purpose of recording all Resolutions passed by and of all proceedings of any meeting of the Board and any Committee and shall cause to be recorded the names of all persons present at such meeting.

- 8.4. The Board shall at all times ensure that the requirements of the Act relating to the delivery of reports, financial statements and information to the Members of the Commission are met.
- 8.5. The Board shall from time to time appoint a bank or banks as banker or bankers for the Commission and the Board shall designate those officials and Members of the Board who are authorized to sign cheques on behalf of the Board.

9. HONORARIA AND EXPENSES FOR BOARD MEMBERS

- 9.1. The Board shall from time to time designate the remuneration payable to Members of the Board and provide for the reimbursement of Members of the Board for expenses incurred in the course of their duties as Members of the Board.

10. ADDITION AND REMOVAL OF MUNICIPALITIES

- 10.1. The Commission may agree to the addition of a municipality as a member of the Commission if, in the sole discretion of the Commission, there is sufficient capacity for the supply of services to the municipality and the addition of the municipality as a member is in the best interest of the Commission.

- 10.2. The addition of a municipality as a member of the Commission shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.

- 10.3. Without limitation to Section 10.2 herein, the Board may in its sole discretion require a municipality to make a payment to the Commission as a condition of the addition of that municipality as a member of the Commission. Any such payment shall be an amount determined by the Board to be reasonable, and may include but shall not be limited to:

- (a) A one-time membership fee payable to the Commission reflecting a proportionate share of the formation costs of the Commission plus applicable debt servicing costs;
- (b) A proportionate share of the capital costs incurred by the Commission for the provision or services; and
- (c) Any costs related to the provision of services by the Commission to the new member.

- 10.4. The withdrawal of any one or more of the Municipalities as a member of the Commission shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.

- 10.5. Without limitation to Section 10.4 herein, the Board may require a Municipality to enter into an agreement with the Commission as a condition of withdrawal of the Municipality as a member of the Commission. The form and terms and conditions of such agreement shall be determined by the Board, and may include but shall not be limited to:
- (i) the transition period for the withdrawal of the Municipality as a member of the Commission;
 - (ii) the withdrawing Municipality's entitlement, if any, to services from the Commission after its withdrawal;
 - (iii) the withdrawing Municipality's responsibility, if any, to pay for a portion of the Commission's debt servicing or capital costs;
 - (iv) the withdrawing Municipality's entitlement, if any, to ownership of any portion of the assets of the Commission used in the delivery of services, and;
 - (v) any other matter determined by the Board to be required to be addressed as a term of condition of the Member's withdrawal.
- 10.6. The Commission shall notify the Minister of Municipal Affairs of any change in the membership of the Commission within 60 days of the change in membership.

11. DISPOSAL OF ASSETS BY THE MEMBERS

- 11.1. The CEO, or their designate, has the authority to dispose of any assets owned by the Commission, including machinery, equipment, computers and office supplies, subject to the following restrictions:
- (a) The disposal of any asset or assets with a fair market value or proposed sale price of more than fifty thousand (\$50,000.00) dollars shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board;
 - (b) The disposal of any land or assets identified as engineering structures shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.
- 11.2. The CEO may seek the Board's approval to dispose of an asset or assets other than those identified in Subsections 11.1(a) and (b) above if, in the opinion of the CEO, the approval of the Board is necessary or desirable.

12. DISESTABLISHMENT

- 12.1. Approval of (two-thirds) 2/3 of the Members of the Board is required to disestablish the Commission.
- 12.2. In the event that the Board approves the disestablishment of the Commission, the Board must at the time of approval specify further particulars of the procedure for the disestablishment including:
- (a) a timeline for disestablishment of the Commission, and;
 - (b) the treatment of assets and liabilities upon disestablishment of the Commission, which shall take into account each Municipality's respective contributions to the Commission in the form of any assets contributed to the Commission and historical consumption by the Municipality and include a process for the collection and disposition of any property and assets owned by the Commission and the discharge, assignment or transfer of the Commission's obligations.
- 12.3. The Commission shall, as of the date of the Board's decision to approve disestablishment of the Commission, cease to provide services or begin the process of ceasing to provide services except to the extent that the Commission is legally required to do so or as required for the beneficial winding-up of the business or affairs of the Commission.

13. PROVISION OF COMMISSION'S SERVICES

- 13.1 The Commission is authorized to supply sewage transmission and treatment services to its Members and to any additional persons to whom the Board decides to supply services to from time to time (the "Wastewater Services")
- 13.2 Without limitation to Section 13.1 herein, the Commission may in its discretion supply reclaimed water generated by the provision of the Treatment Services to any person to whom the Board decides to supply such reclaimed water to from time to time. The rates and applicable terms and conditions with respect to the supply of effluent water referred to herein shall be determined by the Board.

14. AMENDMENTS

- 14.1. This Bylaw may be amended from time to time upon thirty (30) days' notice of motion and approval of two-thirds (2/3) of the Members of the Board.

15. SEVERABILITY AND REPEAL

- 15.1. Should any provision or part of this Bylaw be found to have been improperly enacted, for any reason, then such provision or part shall be

severable from the remainder of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the provision or part found to be improperly enacted had not been enacted as part of this Bylaw.

- 15.2 Bylaws No. 1, 2, 3, 4, 5 and 6 of the Board of Directors of the Alberta Capital Region Wastewater Commission are hereby repealed as of the effective date of this Bylaw.

ENACTED at a meeting of the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION at a meeting duly held on the 16th day of June, 2023.

Chairperson

Chief Executive Officer

**BEING BYLAWS OF THE BOARD OF DIRECTORS OF THE ALBERTA
CAPITAL REGION WASTEWATER COMMISSION**

WHEREAS the Alberta Capital Region Wastewater Commission was established by the Alberta Capital Region Wastewater Commission Regulation, AR 129/85;

AND WHEREAS the Commission is a continued commission pursuant to s. 602.47 of the *Municipal Government Act*, RSA 2000, c. M-26;

AND WHEREAS the Board of Directors of the Commission wishes to enact Bylaws respecting certain matters set out ins. 602.09(1) of the *Municipal Government Act*, RSA 2000, c. M-26, as more particularly set out herein;

NOW THEREFORE the Board of Directors of the Alberta Capital Regional Wastewater Commission hereby enacts as follows:

1. DEFINITIONS

1.1. In this By-Law:

(a) "Act" shall mean the *Municipal Government Act* RSA 2000, c. M-26, as amended from time to time;

(b) "Board" shall mean the Board of Directors of the Alberta Capital Region appointed pursuant to Section 4 of this Bylaw;

(c) "Chair" shall mean the Chair of the Board;

(d) "Chief Executive Officer" or "CEO" shall mean the CEO of the Commission appointed by the Board pursuant to Section 5 of this By-Law;

~~(d)~~(e) "Commission" shall mean the Alberta Capital Region Wastewater Commission;

~~(e)~~(f) "Committee" shall mean any Ad-Hoc Committee established pursuant to Section 6 of this By-Law;

~~(f)~~ "General Manager/CEO" shall mean the General Manager/CEO of the Commission appointed by the Board pursuant to Section 5 of this By-Law;

(g) "Members" shall mean the individuals appointed to the Board by the Municipalities;

- (h) "Municipalities" shall mean the City of Fort Saskatchewan, City of Leduc, City of Spruce Grove, City of St. Albert, Leduc County, Parkland County, Strathcona County, Sturgeon County, City of Beaumont, Town of Bon Accord, Town of Gibbons, Town of Morinville, and Town of Stony Plain subject to any addition or withdrawal of Members pursuant to Section 10.4 of this Bylaw from time to time;
- (i) "Vice-Chair" shall mean the Vice-Chair of the Commission appointed pursuant to Section 4 of this By-Law.

2. APPOINTMENT OF BOARD MEMBERS

- 2.1. The Municipal Council of each of the Municipalities shall by resolution appoint one member of Council to the Board at the Council's organizational meeting.
- 2.2. The term of each Board member's appointment shall be specified by the appointing Municipality but such term shall be no less than one year.
- 2.3. In the event that:
 - (a) A Board member ceases to be a member of Council;
 - (b) A Board member is absent from all regular council meetings held during any period of 8 consecutive weeks starting with the date the first meeting is missed, whether or not the absence is excused is authorized pursuant to ss. 174(2) of the Act or in accordance with a bylaw under s. 144.1 of the Act, or;
 - (c) There are extenuating circumstances which, in the opinion of the majority of the Board, warrant the termination of the appointment of a Board member and appointment of a replacement member by the appointing Municipality

the appointing Municipality may by resolution terminate the appointment of the Board member and appoint a replacement Board Member at the next council meeting following the event referred to in subsection (a)-(c) herein, but in any event no later than the Council's next organizational meeting.

- 2.4. In the event that a Municipality appoints a member of Council other than the Municipality's chief elected official as a member of the Board the appointing municipality's chief elected official shall not be a member of the Board.

3. BOARD MEETINGS AND COMMITTEE MEETINGS

- 3.1. The Board shall meet on and at such date, time and place determined by the Board or as may be directed from time to time by the Chair.

- 3.2. A quorum for meetings of the Board shall be a majority of Members of the Board.
- 3.3. Except as otherwise provided, the business of the Board or of a Committee thereof shall be conducted at meetings of the Members of the Board or the Committee.
- 3.4. Notice of the time and place of any regularly scheduled meeting of the Board or of a Committee need not be given to the Members of the Board or the Committee.
- 3.5. Each Member of the Board or of a Committee shall have one (1) vote and all Members shall vote except in conflict of interest situations of a personal nature.
- 3.6. A vote on a matter shall not be recorded unless specifically directed by the Chair or requested by any Member of the Board.
- 3.7. In the absence of the Chair and the Vice-Chair from a meeting of the Board, those present may elect one of their Members to preside as Chair at the meeting.
- 3.8. The agenda for all meetings of the Board and for meetings of Committees of the Board shall be prepared by the ~~General Manager~~CEO and approved by the Chair or the Chair of the Committee involved as the case may be.
- 3.9. Members of the Board, at the discretion of the Chair of a meeting of the Board, shall be entitled to speak more than once on any matter before the Board and the mover shall be entitled to close the debate on any matter.
- 3.10. With respect to motions before the Board the following shall apply:
 - (a) General - no seconder required;
 - (b) Referral or Deferral - debatable;
 - (c) Tabling - nondebatable;
 - (d) Amending - no seconder required;
 - (e) Separation - can be requested
 - (f) Reconsideration - must be made by voter on prevailing side of original motion at same meeting or by notice of motion;
 - (g) Notices of Motion In writing prior to distribution of Agenda or by proper waiving of Rules of Procedure or by verbal notice at a meeting for the next meeting.

- 3.11. In the event that a question shall arise as to the rules of procedure to be followed at a meeting of the Board or a Committee thereof, and if the procedure to be followed has not been otherwise dealt with in a bylaw, policy or procedure adopted by the Board, Robert Rules of Order shall apply to such question.
- 3.12. Any motion to waive a rule of procedure established by a bylaw of the Board, or, in the absence of a bylaw, by Roberts Rules of Order, shall require an affirmative vote by two-thirds (2/3) of all Board Members in attendance at the meeting.
- 3.13. The Board and any Committee thereof shall cause minutes to be kept of each Board or Committee meeting and minutes of all Committee meetings, once adopted, shall be distributed promptly to all Board Members.

4. CHAIR AND VICE-CHAIR

- 4.1. The Board shall annually elect from amongst its members a Chairman to serve for a term beginning no earlier than November 1 of the year in which the appointment occurs and ending no later than November 30 of the following year
- 4.2. The Board shall annually elect from amongst its Members a Vice-Chair to serve for a term, beginning no earlier than November 1 of the year in which the appointment occurs and ending no later than November 30 of the following year.
- 4.3. In the absence of the Chair, the Vice-Chair shall preside at all regular and special meetings of the Board and shall perform all other duties of the Chair.
- 4.4. The Chair shall be paid such remuneration, travelling and other expenses by the Commission as may be approved from time to time by the Board.
- 4.5. The Chair shall be an ex-officio Member of any committee appointed by the Board from time to time in addition to any other Members appointed to such committee.
- 4.6. Notwithstanding that the term of office of the Chair or the Vice-Chair may have expired, the Chair and the Vice-Chair shall remain in office until such time as a successor has been appointed.

5. GENERAL MANAGER/CEO AND OTHER OFFICIALS

- 5.1. The Board shall appoint a **General Manager/CEO** who shall act as the administrative head of the Commission.
- 5.2. The **General Manager/CEO** shall:

- (a) Ensure that the Commission's programs and policies, as approved by the Board, are implemented;
- (b) Advise and inform the Board on the operation and affairs of the Commission, and;
- (c) Perform the duties and functions and exercise the powers assigned to the ~~General Manager~~CEO by the Board from time to time.

5.3. The Board may appoint such other officials as the Board shall deem necessary from time to time to serve the needs of the Commission and shall define the duties and responsibilities of any such official so appointed.

6. AD HOC COMMITTEES

6.1. The Board may establish Ad Hoc Committees as the Board deems necessary and expedient for the orderly and efficient handling of the affairs of the Commission. The Board will also establish the terms of reference for such Committees, the duties and responsibilities, and the duration of the Committee.

6.2. The Chair of any Committee shall be selected by the Committee.

6.3. The Chair of any Committee shall preside at meetings of the Committee and in the absence of the Committee Chair those present may elect one of their Members to preside as Chair at the meeting.

6.4. Meetings of any Committee shall be held on such day, time and place as may be determined from time to time by the Committee and the Committee Chair shall be at liberty to call a special meeting of the Committee.

6.5. The quorum for Committee meetings shall be the majority of Members that comprise the Committee.

7. SEAL

7.1. The Board shall adopt a seal of the Commission and the seal shall be in the custody of the ~~General Manager~~CEO.

7.2. The seal of the Commission shall only be affixed to any document by the ~~General Manager~~CEO, or their delegate, as authorized by the Board.

8. FINANCIAL REPORTS AND BANKING

8.1. The Board shall cause to be kept proper books of account and records and such books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the

Commission and shall be open during reasonable business hours to the inspection and examination of every Member of the Board.

- 8.2. The Board shall appoint an auditor or auditors who are permitted to conduct audits in the Province of Alberta.
- 8.3. The Board shall cause minutes to be made and books to be provided for the purpose of recording all Resolutions passed by and of all proceedings of any meeting of the Board and any Committee and shall cause to be recorded the names of all persons present at such meeting.
- 8.4. The Board shall at all times ensure that the requirements of the Act relating to the delivery of reports, financial statements and information to the Members of the Commission are met.
- 8.5. The Board shall from time to time appoint a bank or banks as banker or bankers for the Commission and the Board shall designate those officials and Members of the Board who are authorized to sign cheques on behalf of the Board.

9. HONORARIA AND EXPENSES FOR BOARD MEMBERS

- 9.1. The Board shall from time to time designate the remuneration payable to Members of the Board and provide for the reimbursement of Members of the Board for expenses incurred in the course of their duties as Members of the Board.

10. ADDITION AND REMOVAL OF MUNICIPALITIES

- 10.1. The Commission may agree to the addition of a municipality as a member of the Commission if, in the sole discretion of the Commission, there is sufficient capacity for the supply of services to the municipality and the addition of the municipality as a member is in the best interest of the Commission.
- 10.2. The addition of a municipality as a member of the Commission shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.
- 10.3. Without limitation to Section 10.2 herein, the Board may in its sole discretion require a municipality to make a payment to the Commission as a condition of the addition of that municipality as a member of the Commission. Any such payment shall be an amount determined by the Board to be reasonable, and may include but shall not be limited to:
 - (a) A one-time membership fee payable to the Commission reflecting a proportionate share of the formation costs of the Commission plus applicable debt servicing costs;

- (b) A proportionate share of the capital costs incurred by the Commission for the provision of services; and
 - (c) Any costs related to the provision of services by the Commission to the new member.
- 10.4. The withdrawal of any one or more of the Municipalities as a member of the Commission shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.
- 10.5. Without limitation to Section 10.4 herein, the Board may require a Municipality to enter into an agreement with the Commission as a condition of withdrawal of the Municipality as a member of the Commission. The form and terms and conditions of such agreement shall be determined by the Board, and may include but shall not be limited to:
- (i) the transition period for the withdrawal of the Municipality as a member of the Commission;
 - (ii) the withdrawing Municipality's entitlement, if any, to services from the Commission after its withdrawal;
 - (iii) the withdrawing Municipality's responsibility, if any, to pay for a portion of the Commission's debt servicing or capital costs;
 - (iv) the withdrawing Municipality's entitlement, if any, to ownership of any portion of the assets of the Commission used in the delivery of services, and;
 - (v) any other matter determined by the Board to be required to be addressed as a term of condition of the Member's withdrawal.
- 10.6. The Commission shall notify the Minister of Municipal Affairs of any change in the membership of the Commission within 60 days of the change in membership.

11. DISPOSAL OF ASSETS BY THE MEMBERS

- 11.1. The ~~General Manager~~CEO, or their designate, has the authority to dispose of any assets owned by the Commission, including machinery, equipment, computers and office supplies, subject to the following restrictions:
- (a) The disposal of any asset or assets with a fair market value or proposed sale price of more than fifty thousand (\$50,000.00) dollars shall require the approval of two-thirds (2/3) of the Members of the

Board and be subject to any terms and conditions established by the Board;

- (b) The disposal of any land or assets identified as engineering structures shall require the approval of two-thirds (2/3) of the Members of the Board and be subject to any terms and conditions established by the Board.

- 11.2. The ~~General Manager~~CEO may seek the Board's approval to dispose of an asset or assets other than those identified in Subsections 11.1(a) and (b) above if, in the opinion of the ~~General Manager~~CEO, the approval of the Board is necessary or desirable.

12. DISESTABLISHMENT

- 12.1. Approval of (two-thirds) 2/3 of the Members of the Board is required to disestablish the Commission.

- 12.2. In the event that the Board approves the disestablishment of the Commission, the Board must at the time of approval specify further particulars of the procedure for the disestablishment including:

- (a) a timeline for disestablishment of the Commission, and;
- (b) the treatment of assets and liabilities upon disestablishment of the Commission, which shall take into account each Municipality's respective contributions to the Commission in the form of any assets contributed to the Commission and historical consumption by the Municipality and include a process for the collection and disposition of any property and assets owned by the Commission and the discharge, assignment or transfer of the Commission's obligations.

- 12.3. The Commission shall, as of the date of the Board's decision to approve disestablishment of the Commission, cease to provide services or begin the process of ceasing to provide services except to the extent that the Commission is legally required to do so or as required for the beneficial winding-up of the business or affairs of the Commission.

13. PROVISION OF COMMISSION'S SERVICES

- 13.1 The Commission is authorized to supply sewage transmission and treatment services to its Members and to any additional persons to whom the Board decides to supply services to from time to time (the "Wastewater Services")

- 13.2 Without limitation to Section 13.1 herein, the Commission may in its discretion supply reclaimed water generated by the provision of the Treatment Services to any person to whom the Board decides to supply such reclaimed water to from time to time. The rates and applicable terms and conditions with respect to the supply of effluent water referred to herein shall be determined by the Board.

~~13.14.~~ AMENDMENTS

~~13.1.14.1.~~ This Bylaw may be amended from time to time upon thirty (30) days' notice of motion and approval of two-thirds (2/3) of the Members of the Board.

~~14.15.~~ SEVERABILITY AND REPEAL

15.1. Should any provision or part of this Bylaw be found to have been improperly enacted, for any reason, then such provision or part shall be ~~14.1.—~~ severable from the remainder of this Bylaw and the Bylaw remaining

after such severance shall be effective and enforceable as if the provision or part found to be improperly enacted had not been enacted as part of this Bylaw.

~~14.2.~~ **15.2** Bylaws No. 1, 2, 3, 4, 5 and 6 of the Board of Directors of the Alberta Capital Region Wastewater Commission are hereby repealed as of the effective date of this Bylaw.

ENACTED at a meeting of the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION at a meeting duly held on the ~~16th~~ ~~the~~ day of ~~June~~ 16th ~~2021~~ 2023.

Chairperson

Chief Executive Officer

Board Report

Date: June 16, 2023

Subject: Fees and Charges Bylaw

Recommendation

THAT the Board adopt the updated Fees and Charges Bylaw.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Release water of the highest possible quality into the North Saskatchewan River
- Responsible Leadership
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

Administration has completed a comprehensive review of Bylaw No 7, Fees and Charges. This Bylaw was reviewed in 2021, with the changes to the MGA, but was originally developed in 1985. It currently meets the requirements delineated in the MGA. A redlined update was presented at the March 2023 Board meeting

The Bylaw was advertised for the require a 30-day notice of motion period. Administration is recommending that the presented Bylaw is adopted.

Prepared by: Kate Polkovsky, Chief Executive Officer

FEES AND CHARGES BYLAW

BEING A BYLAW OF THE BOARD OF DIRECTORS
OF THE ALBERTA CAPITAL REGION
WASTEWATER COMMISSION TO GOVERN THE
FEES TO BE CHARGED BY THE COMMISSION

WHEREAS the ALBERTA CAPITAL REGION WASTEWATER COMMISSION has been established by the Lieutenant Governor in council under Alberta Regulations 129/85 made pursuant to the Regional Municipal Services *Ad.* S.A. 1981 c.R-9.1, s.2; and

WHEREAS effective September 1st, 1995 the Regional Municipal Services *Ad.* will be replaced by provisions in the Municipal Government Act S.A. 1994 c.M-26.1: and

WHEREAS the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION **wishes** to make a Bylaw pursuant to S.602.07 of the Municipal Government *Ad.* S.A. 1994 c.M-26.1 governing the fees to be charged by the Commission for services provided to its customers or to any class of its customers.

NOW THEREFORE **BE IT ENACTED** as a Bylaw of the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION as follows:

1. (a) Definitions

In this Bylaw:

- i. "Board" shall mean the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION appointed from time to time pursuant to this Bylaw;
- ii. "Commission" shall mean the ALBERTA CAPITAL REGION WASTEWATER COMMISSION;
- iii. "Members" shall mean the County of Leduc, the City of Leduc, the City of Beaumont, Parkland County, the Town of Stony Plain, the City of Spruce Grove, the City of St. Albert, Sturgeon County, the Town of Morinville, the Town of Gibbons, the City of Fort Saskatchewan, the Town of Bon Accord, and Strathcona County and such other municipal authorities as may be made Commission members.

2. The fees charged by the Commission for services provided to Members shall not be less than the amount necessary to cover the estimated expenditures and expenses less any grants, transfers from reserves, interest, rents and any other revenues.

3. The fees charged by the Commission for services provided to non Member customers shall be the amount as determined by the Board.
4. The fees shall be set annually by the Board at the time the annual budgets are approved by the Board.

ENACTED at a meeting of the Board of Directors of the ALBERTA CAPITAL REGION WASTEWATER COMMISSION **at a** meeting duly held on the 16th day of June, A.O. 2023.

Chairperson

Chief Executive Officer

~~BYLAW NO. Z FEES AND CHARGES BYLAW~~

BEING A BYLAW OF THE BOARD OF DIRECTORS
OF THE ALBERTA CAPITAL REGION ~~SEWAGE
WASTEWATER~~ COMMISSION TO GOVERN THE
FEES TO BE CHARGED BY THE COMMISSION

WHEREAS the ALBERTA CAPITAL REGION ~~SEWAGE—WASTEWATER~~ COMMISSION has been established by the Lieutenant Governor in council under Alberta Regulations 129/85 made pursuant to the Regional Municipal Services *Ad.* S.A. 1981 c.R-9.1, s.2; and

WHEREAS effective September 1st, 1995 the Regional Municipal Services *Ad.* will be replaced by provisions in the Municipal Government Act S.A. 1994 c.M-26.1: and

WHEREAS the Board of Directors of the ALBERTA CAPITAL REGION ~~SEWAGE
WASTEWATER~~ COMMISSION **wishes** to make a Bylaw pursuant to S.602.07 of the Municipal Government *Ad.* S.A. 1994 c.M-26.1 governing the fees to be charged by the Commission for services provided to its customers or to any class of its customers.

NOW THEREFORE **BE IT ENACTED** as a Bylaw of the Board of Directors of the ALBERTA CAPITAL REGION ~~SEWAGE-WASTEWATER~~ COMMISSION as follows:

1. (a) Definitions

In this Bylaw:

- (i) "Board" shall mean the Board of Directors of the ALBERTA CAPITAL REGION ~~SEWAGE WASTEWATER~~ COMMISSION appointed from time to time pursuant to this Bylaw;
- (ii) "Commission" shall mean the ALBERTA CAPITAL REGION ~~SEWAGE-WASTEWATER~~ COMMISSION;
- (iii) "Members" shall mean the County of Leduc, the City of Leduc, the ~~Town~~ City of Beaumont, Parkland County, the Town of Stony Plain, the City of Spruce Grove, the City of St. Albert, ~~the Municipal-District of~~ Sturgeon County, the Town of Morinville, the Town of Gibbons, the City of Fort Saskatchewan, the Town of Bon Accord, and Strathcona County and such other municipal authorities as may be made Commission members.

2. The fees charged by the Commission for services provided to Members shall not be less than the amount necessary to cover the estimated expenditures and expenses less any grants, transfers from reserves, interest, rents and any other revenues.
3. The fees charged by the Commission for services provided to non Member customers shall be the amount as determined by the Board.
4. The fees shall be set annually by the Board at the time the annual budgets are approved by the Board.

ENACTED at a meeting of the Board of Directors of the **A L B E R T A** CAPITAL REGION **SEWAGE-WASTEWATER** COMMISSION at a meeting duly held on the ~~13th~~ **16th** day of ~~October~~**June**, A.O. ~~1995~~**2023**.

~~Chairman~~-Chairperson

~~General Manager~~-Chief Executive Officer

Board Report

Date: June 16, 2023

Subject: Quality of Wastewater Bylaw

Recommendation

THAT the Board adopt the Quality of Wastewater Bylaw.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Release water of the highest possible quality into the North Saskatchewan River
- Responsible Leadership
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

Administration has completed a comprehensive review of Bylaw No 8, Quality of Wastewater. This bylaw was last reviewed in 2021, with the changes to the MGA, but was originally developed in 1985. It currently meets the requirements delineated in the MGA. A redlined update was presented at the March 2023 Board meeting.

The Bylaw was advertised for the require a 30-day notice of motion period. Administration is recommending that the presented Bylaw is adopted.

Prepared by: Kate Polkovsky, Chief Executive Officer

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

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

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

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

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INTRODUCTION

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

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

1. DEFINITIONS

In this Bylaw:

- i. "ACCREDITED LABORATORY" shall mean any laboratory accredited by an authorized accreditation body in accordance with a standard based on "CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories" established by the Standards Council of Canada, as amended, or "ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories" established by the International Organization for Standardization, as amended.
- ii. "ACRWC" shall mean Alberta Capital Region Wastewater Commission
- iii. "ADDITIONAL OVERSTRENGTH SURCHARGE" shall mean the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the wastewater works that exceeds one or more constituent concentrations set out in Column B of Schedule "C".
- iv. "BEST MANAGEMENT PRACTICES (BMP)" shall mean an integrated plan to control and reduce the release of restricted and prohibited waste into the wastewater works to a practicable extent, through methods including physical controls, pretreatment processes, operational procedures and staff training.
- v. "BIOCHEMICAL OXYGEN DEMAND (BOD)" shall mean the five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.
- vi. "BIOMEDICAL WASTE" shall mean biomedical waste as defined in the Province of Alberta's

- Waste Control regulation, as amended from time to time.
- vii. "BLOWDOWN WATER" shall mean recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.
 - viii. "CHEMICAL OXYGEN DEMAND or (COD)" shall mean a measure of the capacity of water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.
 - ix. "CHIEF EXECUTIVE OFFICER OR (CEO)" shall mean the CEO of the Commission appointed by the Board of Directors, pursuant to Section 5 of the Being Bylaws of the ACRWC.
 - x. "CLEAR-WATER WASTE" shall mean includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.
 - xi. "CODE OF PRACTICE" shall mean a set of practices applicable to specific industrial, commercial or institutional sector operations; a code of practice identifies mandatory procedures, equipment, training or other provisions required as a condition of wastewater discharge into the wastewater works system by the specified sector discharger. A code of practice may be included in approved Best Management Practices.
 - xii. "COMBUSTIBLE LIQUID" – shall mean a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.
 - xiii. "COMPLIANCE PROGRAM" shall mean the necessary steps undertaken by a discharger to bring wastewater discharged into the wastewater works into compliance with the terms and conditions of this Bylaw or related permit. Compliance programs are applicable to existing dischargers only; new discharges must fully comply with the requirements of this bylaw.
 - xiv. "COMPOSITE SAMPLE" shall mean a volume of wastewater, storm water, uncontaminated water, clear- water or effluent made up of four or more grab samples that have been combined automatically or manually and taken at intervals during a sampling period.
 - xv. "CONNECTION or DRAIN" shall mean that part or those parts of any pipe or system of pipes leading directly to a wastewater works.
 - xvi. "COOLING WATER" shall mean water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.
 - xvii. "DENTAL AMALGAM" shall mean a dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.
 - xviii. "DENTAL AMALGAM SEPARATOR" shall mean any technology, or combination of

technologies, designed to separate dental amalgam particles from dental operation wastewater.

- xix. "DESIGNATED SECTOR OPERATIONS" shall mean industrial, commercial or institutional sectors required to adopt Codes of Practice approved by ACRWC.
- xx. "DESIGNATED SEWER OFFICER" shall mean the person appointed by the Municipality, and his or her successors or his or her duly authorized representative. (Note the Designated Sewer Officer may hold the position of Chief Executive Officer, City Manager, Inspector or other position suitable to the organization of the Municipality.)
- xxi. "DOMESTIC WASTEWATER" shall mean sanitary waste produced on residential premises, or sanitary waste and wastewater from sanitary facilities produced on a non-residential property.
- xxii. "EFFLUENT" shall mean liquid flowing out of a facility or premises into a sewer.
- xxiii. "FLASHPOINT" shall mean the temperature at which enough vapour collects on the surface of a liquid to become flammable. The lower the flashpoint, the more flammable the material is.
- xxiv. "FLOW MONITORING POINT" shall mean an access place to the private sewer connection for the purpose of:
 - A. Measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and
 - B. Collecting representative samples of the wastewater, storm water, clear water waste or subsurface water released from the premises.
- xxv. "FUELS" shall mean alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.
- xxvi. "GRAB SAMPLE" shall mean a volume of wastewater, storm water, uncontaminated water or effluent which is collected over a period not exceeding 15 minutes.
- xxvii. "GROUND WATER" shall mean water beneath the earth's surface accumulating as a result of seepage.
- xxviii. "HAULED WASTE" shall mean any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.
- xxix. "HAULED WASTEWATER" shall mean waste removed from a collection system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet or a wastewater holding tank.
- xxx. "HAZARDOUS SUBSTANCES" shall mean

A. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and

B. Any substance that is designated as a hazardous substance within the meaning of the Province of Alberta's Waste Control Regulation 192/1996 as amended from time to time.

- xxxi. "HAZARDOUS WASTE" shall mean any Hazardous Substance disposed of as waste.
- xxxii. "IGNITABLE WASTE" shall mean a substance that:
- A. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume, and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
 - B. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
 - C. Is an ignitable compressed gas as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended; or
 - D. Is an oxidizing substance as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended.
- xxxiii. "INDUSTRIAL" shall mean of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.
- xxxiv. "INDUSTRY" shall mean any owner or operator of industrial, commercial or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer or storm sewer of a Member Municipality, the City of Edmonton, or ACRWC.
- xxxv. "INSPECTOR" shall mean a person authorized by ACRWC and/or Member Municipality to carry out observations and inspections and take samples as prescribed by this bylaw.
- xxxvi. "INSTITUTION" shall mean a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, or industrial processes.
- xxxvii. "LOWER EXPLOSIVE LIMIT or (LEL)" shall mean the concentration of a gas or vapour in the air. Below the LEL, there is not enough vapour in the air to fuel a fire.

- xxxviii. "MATTER" shall mean any solid, liquid or gas.
- xxxix. "MEMBER MUNICIPALITIES" shall mean those municipalities who are members of ACRWC.
 - xl. "MONITORING ACCESS POINT" shall mean an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.
 - xli. "MUNICIPAL SEWER CONNECTION" shall mean that part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.
 - xlii. "MULTIPLE MUNICIPAL SEWER CONNECTION" shall mean a municipal sewer connection providing service to two or more premises.
 - xlili. "NON-CONTACT COOLING WATER" shall mean water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate or finished product other than heat.
 - xliv. "NON-DOMESTIC WASTEWATER" shall mean all Wastewater except Domestic Wastewater, Uncontaminated Water, and Septic Tank Waste.
 - xlv. "OIL AND GREASE" shall mean -Hexane extractable matter as described in Standard Methods.
 - xlvi. "OIL – WATER SEPARATOR" shall mean a three-stage oil-water separator that meets the Standard for Oil- Water Separators (ULC-S656-14) prepared by Underwriters' Laboratories of Canada or the equivalent oil-water separation technology able to achieve an effluent quality of 100 mg/L of oil and grease (mineral-synthetic/hydrocarbons) or less.
 - xlvii. "OVERSTRENGTH" shall mean wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Column A of Schedule "C" of this Bylaw.
 - xlviii. "OVERSTRENGTH SURCHARGE" shall mean the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the sewer that exceeds one or more constituent concentrations set out in Column A of Schedule 'C'.
 - xliv. "PATHOLOGICAL WASTE" shall mean pathological waste within the meaning of the Canadian Human Pathogens and Toxins Act, as amended.
 - I. "PCBs" shall mean any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.
 - li. "PERSON" shall mean an individual, association, partnership, corporation, municipality or

an agent or employee of such a person.

- lii. "PESTICIDE" shall mean a pesticide regulated under the Canadian Pests Control Products Act and the Province of Alberta's Pesticide (Ministerial) Regulation and Pesticide Sales, Handling, Use and Application Regulation, all as amended.
- liii. "PRETREATMENT" – shall mean the reduction, elimination or alteration of matter in wastewater prior to discharge into the wastewater works. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention, or by other means, except by diluting the concentration of the pollutants.
- liv. "PRETREATMENT PROCESSES" shall mean one or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer connection to enable compliance with effluent limits established in this Bylaw. Pretreatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.
- lv. "PRIVATE SEWER CONNECTION/PRIVATE DRAINAGE SYSTEM" shall mean that part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection, the maintenance of which is the property owner's responsibility.
- lvi. "PROHIBITED WASTE" shall mean prohibited waste as defined in Schedule 'A' of this Bylaw.
- lvii. "REACTIVE WASTE" shall mean a substance that:
 - A. Is normally unstable and readily undergoes violent changes without detonating;
 - B. Reacts violently with water;
 - C. Forms potentially explosive mixtures with water;
 - D. When mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
 - E. Is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
 - F. Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
 - G. Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
 - H. Is an explosive as defined in the regulations under the Canadian Explosives Act, as amended.
- lviii. "RESTRICTED WASTE" shall mean restricted waste as defined in Schedule 'B' of this Bylaw.
- lix. "SAMPLING PORT" shall mean a valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that

the ACRWC and/or Member Municipality may establish from time to time.

- lx. "SANITARY SEWER" shall mean a sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.
- lxi. "SEPTIC TANK WASTE" shall mean any Waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor or other containment for human excretion and wastes.
- lxii. "SEWER" shall mean a pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water or uncontaminated water, or any combination thereof.
- lxiii. "SPILL" shall mean a direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.
- lxiv. "STORM SEWER" shall mean a sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination.
- lxv. "STORM WATER" shall mean the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.
- lxvi. "SUBSURFACE DRAINAGE PIPE" shall mean a pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.
- lxvii. "SUBSURFACE WATER" shall mean groundwater including foundation drain water.
- lxviii. "STANDARD METHODS" shall mean a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by ACRWC.
- lxix. "TOTAL SUSPENDED SOLIDS or (TSS)" shall mean insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.
- lxx. "TOXIC SUBSTANCE" shall mean any substance defined as toxic under the *Canadian Environmental Protection Act 1999*, as amended from time to time and within the meaning of Alberta's Waste Control Regulation, as amended from time to time.
- lxxi. "UNCONTAMINATED WATER" shall mean water with a level of quality which is typical of potable water normally supplied by a Member Municipality.
- lxxii. "WASTE DISPOSAL SITE LEACHATE" shall mean the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is

produced by water percolating through waste or by liquid in waste.

- lxxiii. “WASTE RADIOACTIVE SUBSTANCES” shall mean substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended.
- lxxiv. “WASTEWATER” shall mean the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.
- lxxv. “WASTEWATER SLUDGE” shall mean solid material recovered from the wastewater treatment process.
- lxxvi. “WASTEWATER TREATMENT FACILITY” shall mean any structure or thing used for the physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage and disposal facilities.
- lxxvii. “WASTEWATER DISCHARGE PERMIT” shall mean a permit issued by ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.
- lxxviii. “WASTEWATER WORKS” shall mean any works for the collection, transmission, treatment and disposal of wastewater, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies. Wastewater works, sanitary sewer and sewer in this Bylaw refer to the Works owned by ACRWC, those owned by the Member Municipalities, and those owned by the City of Edmonton which direct wastewater to ACRWC facilities pursuant to the Regional Exchange Agreement entered in 2008.
- lxxix. “WATERCOURSE” shall mean an open channel, ditch or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

2. SANITARY SEWER REQUIREMENTS

- (1) No person shall release, or permit the release of, any matter into the sanitary sewer or wastewater works except:
 - (a) Domestic wastewater;
 - (b) Non-domestic wastewater that complies with the requirements of this Bylaw;
 - (c) Hauled wastewater, including septage, that complies with the requirements of this Bylaw, or where a Wastewater Discharge Permit has been issued by ACRWC;
 - (d) Storm water, Clear-water waste, Subsurface water or other matter where a Wastewater Discharge Permit has been issued by ACRWC.
- (2) No person shall release, or permit the release of, any prohibited substance listed in Schedule ‘A’ of this Bylaw into the wastewater works.
- (3) No person shall release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule ‘B’ of this Bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- (4) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit an “**Abbreviated Wastewater Discharge Application**” (available on ACRWC

website: www.acrwc.ab.ca) to ACRWC.

- (5) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit a **“Detailed Wastewater Discharge Application”** (available on ACRWC website: www.acrwc.ab.ca) to ACRWC.
- (6) When required by ACRWC, non-domestic and hauled wastewater dischargers shall not discharge to the wastewater works system until the discharger has obtained a **“Wastewater Discharge Permit”** from ACRWC.
- (7) ACRWC may issue, and amend, a Wastewater Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as ACRWC considers appropriate and, without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
 - (a) Place limits and restrictions on the quantity, composition, frequency and nature of the wastewater permitted to be discharged; and
 - (b) Require the holder of a Wastewater Discharge Permit to repair, alter, remove, add to, or construct new pretreatment facilities; and
 - (c) Provide that the Wastewater Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.
- (8) ACRWC may issue a **Discharge Abatement Order** to a Member Municipality requiring the Member Municipality to:
 - (a) Require and direct a person within the boundary of that Member Municipality to alter the quantity, composition, duration and timing of the discharge or cease discharge of non-domestic waste or hauled wastewater to a sewer or wastewater facility;
 - (b) Comply with any terms or conditions that could be included in a Wastewater Discharge Permit; and
 - (c) Shut down all non-compliant releases.ACRWC may amend or cancel a Discharge Abatement Order.

3. PROHIBITION OF DILUTION

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

4. SAMPLING

- (1) Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:
 - (a) Be collected manually or by using an automatic sampling device; and
 - (b) Contain additives for its preservation.
- (2) For the purpose of determining compliance with Schedules ‘A’ or ‘B’, discrete wastewater streams within premises may be sampled, at the discretion of ACRWC.
- (3) Any single grab sample may be used to determine compliance with Schedules ‘A’ and ‘B’.
- (4) All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by an Accredited Laboratory for analysis of the particular substance(s)

using a method which is within the laboratory's scope of accreditation or to the satisfaction of ACRWC as agreed in writing prior to sample analysis.

5. SELF MONITORING BY DISCHARGER

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

6. ADDITIONAL REQUIREMENTS

6.1 FOOD-RELATED GREASE INTERCEPTORS

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

6.2 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

- (1) Every owner or operator of a vehicle or equipment service station, repair shop or garage or of an industrial, commercial or institutional premises or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to a sanitary sewer shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the sanitary sewer in excess of the provisions of this bylaw. Oil and Grease interceptors shall not discharge to storm sewers.
- (2) The owner or operator of the premises referred to in Subsection 6.2(1) shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Fuels Association (formerly the Canadian Petroleum Products Institute).
- (3) All oil and grease interceptors and separators shall be maintained in good working order and according to the manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and to ensure the surface oil and sediment levels do not exceed the recommended level. In the absence of manufacturer's recommendations, the floating oil and grease shall not accumulate in the final stage chamber of the oil and grease separator in excess of 5% of the wetted height and the settled solids shall not accumulate in the final stage chamber of the oil and grease separator in excess of 25% of the wetted height. Maintenance and clean out shall be documented at the time it is performed.
- (4) A maintenance schedule and record of maintenance shall be submitted to ACRWC upon request for each oil and grease interceptor installed.
- (5) The owner or operator of the premises as set out in Subsection 6.2(1), shall, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

6.3 SEDIMENT INTERCEPTORS

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

request for each sediment interceptor installed.

6.4 DENTAL WASTE AMALGAM SEPARATOR

- (1) Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – “Dentistry - Amalgam Separators”*, in any piping system at its premises that connects directly or indirectly to a sewer, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:
 - (a) Orthodontics and dentofacial orthopedics;
 - (b) Oral and maxillofacial surgery;
 - (c) Oral medicine and pathology;
 - (d) Periodontics; or
 - (e) A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.
- (2) Notwithstanding compliance with Subsection 6.4 (1), all persons operating or carrying on the business of a dental practice shall comply with Schedules ‘A’ and ‘B’ of this Bylaw.
- (3) All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer’s recommendations.
- (4) A maintenance schedule and record of maintenance shall be submitted to the ACRWC upon request for each dental amalgam separator installed.

6.5 FOOD WASTE GRINDERS

- (1) In the case of industrial, commercial or institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule ‘A’ and Schedule ‘B’.

6.6 PRETREATMENT FACILITIES

- (1) When not adhering to the requirements and prohibitions to the bylaw or where required by ACRWC, the owner or operator shall install on the premises, and prior to the sampling point, a wastewater pretreatment facility.
- (2) The owner or operator shall ensure the design, operation and maintenance of the pretreatment facility achieves the treatment objectives and operates and is maintained in accordance with the manufacturer’s recommendations.
- (3) The owner or operator shall not deposit the waste products from the pretreatment facility in a wastewater works and shall ensure any waste products from the pretreatment facility are disposed of in a safe manner.
- (4) The maintenance records and waste disposal records shall be submitted to ACRWC upon request.
- (5) The owner or operator shall keep documentation pertaining to the pretreatment facility

and waste disposal for two years.

7. HAULED WASTEWATER/WASTE

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

8. NON-CONTACT COOLING WATER

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

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

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

10. SPILLS

- (1) In the event of a spill to a wastewater works, the person responsible or the person having the charge, management and control of the spill shall:
 - (a) immediately notify and provide any requested information with regard to the spill to:
 - (i) If there is any immediate danger to human health and/or safety
 - a. 9-1-1 emergency
 - b. The applicable Member Municipality's Utility Department's emergency

number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967)

or

- (ii) If there is no immediate danger:
 - a. The applicable Member Municipality's Utility Department's emergency number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967), and
 - b. the owner of the premises where the spill release occurred, and
 - c. any other person whom the person reporting knows or ought to know may be directly affected by the spill release.
- (b) Provide a detailed report on the spill to the applicable Member Municipality's Utility Department and to ACRWC via email: discharge@acrwc.ab.ca, within five working days after the spill, containing the following information to the best of his or her knowledge:
 - (i) Location where spill occurred;
 - (ii) Name and telephone number of the person who reported the spill and the location and time where and when they can be contacted;
 - (iii) Date and time of spill;
 - (iv) Material spilled;
 - (v) Characteristics and composition of material spilled;
 - (vi) Volume of material spilled;
 - (vii) Duration of spill event;
 - (viii) Work completed and any work still in progress in the mitigation of the spill;
 - (ix) Preventive actions being taken to ensure a similar spill does not occur again; and
 - (x) Copies of applicable spill prevention and spill response plans.
- (c) The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- (d) Nothing in this Bylaw relieves any persons from complying with any notification or reporting provisions of:
 - (i) Other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,
 - (ii) Any other Bylaw of the Member Municipality.
- (e) The Member Municipality may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.
- (f) ACRWC may require the person responsible for the spill to prepare and submit a spill contingency plan to ACRWC to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

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

- (1) ACRWC, together with, or when designated by, its Member Municipality, has the authority to carry out any inspection reasonably required to ensure compliance with this bylaw, including but not limited to:
 - (a) Inspecting, observing, sampling and measuring the flow in any private
 - (i) sewer,
 - (ii) wastewater disposal system, and
 - (iii) flow monitoring point;
 - (b) Take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
 - (c) Perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pretreatment facilities and storm water management facilities;
 - (d) Collect and analyze samples of hauled wastewater coming to a discharge location into the wastewater works;
 - (e) Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to the wastewater works;
 - (f) Require information from any person concerning a matter;
 - (g) Inspect and copy documents or remove documents from premises to make copies;
 - (h) Inspect chemical storage areas and spill containment facilities and request Safety Data Sheets (SDS) for materials stored or used on site;
 - (i) Inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that could reasonably have been part of the release.
- (2) No person shall hinder or prevent ACRWC and/or the Member Municipality from carrying out any of their powers or duties.

12. AUTHORITY OF CHIEF EXECUTIVE OFFICER

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

13. DISCONNECTION OF SEWER

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

(c) Causes or is capable of causing an adverse effect;

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

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

14. ACCESS TO INFORMATION

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

15. MONITORING ACCESS POINTS

- (1) The owner or operator of industrial, commercial or institutional premises shall install and maintain in good repair in each private sewer connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a monitoring access point is not possible, an alternative device or facility may be substituted with the prior written approval of ACRWC:
 - (a) when the sewer connection is new;
 - (b) when the premises is redeveloped; and
 - (c) when required to do so by ACRWC and the Member Municipality.
- (2) The monitoring access point or alternative device or facility, such as a sampling port, shall be located on the industrial, commercial or institutional premises, as close to the property line as possible, unless ACRWC and the applicable member municipality have given prior written approval for a different location.

- (3) Each monitoring access point, alternative device or facility installed shall be designed and constructed in accordance with good engineering practice and the requirements of ACRWC and the Member Municipality, and shall be constructed and maintained by the owner or operator of the premises at his or her expense.
- (4) The owner or operator of an industrial, commercial or institutional premises shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to ACRWC and the Member Municipality for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

16. OVERSTRENGTH SURCHARGE

- (1) ACRWC may assess Overstrength and Additional Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set out in Schedule 'C'.
- (2) Overstrength and Additional Overstrength Surcharges are assessed to the Member Municipality where the Wastewater discharge originates.
- (3) Testing of the wastewater being discharged into the sanitary sewer to determine Overstrength Surcharges shall be conducted by ACRWC and/or the Member Municipality, or by the discharger to the satisfaction of ACRWC that a representative sample is obtained, using automated sampling devices or in accordance with the following manual sampling protocol:
 - (a) Samples from the wastewater produced at a location will be collected each day for a minimum of two days;
 - (b) A minimum of four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart;
 - (c) The analysis shall be conducted on a composite sample made of each day's grab samples;
 - (d) The respective results of these tests for each of the days on which samples are taken, shall be averaged to determine the characteristics and concentration of the effluent being discharged into the wastewater system.
- (4) The Overstrength and Additional Overstrength Surcharge Rates will be reviewed and adjusted accordingly from time to time as determined by ACRWC.

17. COMPLIANCE PROGRAMS

- (1) ACRWC may require an industry to apply for, and then issue, a Wastewater Discharge Permit to discharge wastewater to the Wastewater Works that does not comply with Schedule 'A' and/or 'B' of this bylaw. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the permit.
- (2) As a term set out in the Wastewater Discharge Permit, ACRWC may require an industry to submit a Compliance Program setting out activities to be undertaken by the industry that would result in the prevention or reduction and control of the discharge or deposit of matter and/or uncontaminated water, ground water or storm water from the industry's

premises into municipal sewer connections or private sewer connections to any sanitary sewer. This may include, but is not limited to planning, design and construction or installation of facilities or works needed to implement the approved Compliance Program.

- (3) Each Compliance Program shall include the following :
 - (a) A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
 - (b) A description of those processes at the premises which are to be the subject of the Compliance Program.
 - (c) A list of non-complying pollutants present at the premises at any stage of the operations at the premises.
 - (d) A description setting out the types, quantities and concentrations of all non-complying pollutants discharged, directly or indirectly, to a sewer.
 - (e) A description of current wastewater reduction, recycling, wastewater treatment and compliance activities at the premises with respect to discharges to a sewer from the premises.
 - (f) A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
 - (g) A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit that may have been issued to the discharger) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
 - (h) A declaration from an authorized person that the content of the Compliance Program is, to the best of that person's knowledge, true, accurate and complete.
- (4) Every proposed Compliance Program shall be for a specified length of time during which pretreatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the Compliance Program.
- (5) Industries which are required to submit a Compliance Program shall also submit a Compliance Program progress report to ACRWC within 14 days after the scheduled completion date of each activity listed in the Compliance Program.
- (6) ACRWC may terminate any proposed Wastewater Discharge Permit related to a Compliance Program by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its Compliance Program.
- (7) In the event that an Industry submitting a Compliance Program is not sent written notice from ACRWC that its Compliance Program is not approved by ACRWC within 90 days of the Industry delivering a copy of the Compliance Program to ACRWC, the Compliance Program shall be deemed to have been approved by ACRWC.
- (8) Where an Industry receives notice from ACRWC that its Compliance Program has not been approved, ACRWC shall provide the Industry with a date by which it must submit an amended Compliance Program to ACRWC for approval in accordance with this article.

- (9) In the event that a Compliance Program resubmitted to ACRWC in accordance with Subsection 17 (8) of this section does not comply with the requirements of this bylaw, ACRWC shall so notify the Industry, within 30 days of delivery to ACRWC of the amended Compliance Program, and the Industry shall be in contravention of Subsection 17 (1) and shall continue to be in contravention of this section until such time as ACRWC approves an amended Compliance Program resubmitted by the Industry, in accordance with this section.
- (10) When required by ACRWC, an Industry which has received approval from ACRWC for its Compliance Program shall submit a revised and updated Compliance Program for the approval of ACRWC within the timeframe specified by ACRWC. Such revised and updated Compliance Program shall, in addition to the requirements otherwise set out in this section, detail and evaluate the progress of the Industry to accomplish the objectives set out in its Compliance Program.
- (11) A copy of the Compliance Program shall be kept at all times at the premises in respect to which it was prepared and shall be available for inspection by ACRWC and/or the Member Municipality at any time.

18. BEST MANAGEMENT PRACTICES & CODES OF PRACTICE

- (1) The Chief Executive Officer is authorized to approve the adoption of Best Management Practices which include Codes of Practice. The provisions of this bylaw requiring compliance with Best Management Practices, including Codes of Practice apply to all Best Management Practices approved by the Chief Executive Officer
- (2) ACRWC has adopted one or more Best Management Practices which include Codes of Practice which applies to the Designated Sector Operations, as outlined in ACRWC's Code of Practice Registration Form for Designated Sector Operations, available on ACRWC's website at www.acrwc.ab.ca.
- (3) A code of practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the Wastewater Discharge Permit.
- (4) A code of practice does not apply to the discharge of domestic wastewater.
- (5) Nothing in a code of practice relieves a person discharging wastewater from complying with this bylaw, a Wastewater Discharge Permit or any other applicable enactment.
- (6) ACRWC may require a discharging operation to obtain a Wastewater Discharge Permit if considered necessary by ACRWC due to circumstances not covered by a code of practice.
- (7) As a condition of discharge of wastewater into a sewer connected to a Wastewater Works, an operator of a discharging operation listed within ACRWC's Code of Practice Registration Form for Designated Sector Operations must submit to ACRWC a completed Code of Practice registration form:
 - (a) Within 90 days of the date of adoption of the applicable code of practice in the case of a discharging operation in existence on the adoption date; or
 - (b) In all other cases, within 30 days of the discharging operation commencing the discharge of wastewater into a sewer connected to a Wastewater Works.

- (8) An operator must report to ACRWC any change in the ownership, name, location, contact person, telephone number, or email address of a discharging operation registered under a code of practice within 30 days of the change by submitting a completed code of practice registration form referred to in Section 18.2 showing the changes.
- (9) An operator must within 30 days of any change in the discharging operation registered under a code of practice resulting in the operation no longer meeting the definition applicable to that type of discharging operation report the change by submitting a completed code of practice registration form referred to in Section 18.2 describing the changes.
- (10) If a code of practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this bylaw, the requirement in the code of practice prevails.

19. MEMBER MUNICIPALITY OBLIGATIONS

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

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

Chairperson

Chief Executive Officer

SCHEDULE 'A' PROHIBITED WASTES

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

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

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

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

(3) The wastewater contains:

- (a) Hazardous substances;
- (b) Combustible liquid;
- (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended.
- (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.
- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
- (f) Fuel;

- (g) Ignitable waste.
- (h) Pathological waste.
- (i) PCBs.
- (j) Pesticides which are not otherwise regulated in this Bylaw.
- (k) Reactive waste.
- (l) Toxic substances which are not otherwise regulated in this Bylaw.
- (m) Waste radioactive substances in excess of concentrations greater than those specified for release to the environment under the *Nuclear Safety and Control Act* and Regulations or amended versions thereof.
- (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a wastewater works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.

(4) The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule 'B' of this Bylaw, unless:

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

SCHEDULE 'B' RESTRICTED WASTES – SANITARY SEWER DISCHARGES

(1)

Table A - CONVENTIONAL CONTAMINANTS

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

Table B - ORGANIC CONTAMINANTS

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

Table C - INORGANIC CONTAMINANTS

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

Table D - PHYSICAL PARAMETERS

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

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

SCHEDULE 'C' WASTEWATER OVERSTRENGTH LIMITS

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

QUALITY OF WASTEWATER BYLAW

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

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

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

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

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INTRODUCTION

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

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

1. DEFINITIONS

In this Bylaw:

- i. "ACCREDITED LABORATORY" ~~shall mean~~ **shall mean** Any laboratory accredited by an authorized accreditation body in accordance with a standard based on "CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories" established by the Standards Council of Canada, as amended, or "ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories" established by the International Organization for Standardization, as amended.
- ii. "ACRWC" ~~shall mean~~ **shall mean** —Alberta Capital Region Wastewater Commission
- iii. "ADDITIONAL OVERSTRENGTH SURCHARGE" ~~shall mean~~ **shall mean** ~~—t~~The rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the wastewater works that exceeds one or more constituent concentrations set out in Column B of Schedule "C".
- iv. "BEST MANAGEMENT PRACTICES (BMP)" ~~shall mean~~ **shall mean** ~~—a~~An integrated plan to control and reduce the release of restricted and prohibited waste into the wastewater works to a practicable extent, through methods including physical controls, pretreatment processes, operational procedures and staff training.
- v. "BIOCHEMICAL OXYGEN DEMAND (BOD)" ~~shall mean~~ **shall mean** ~~—t~~The five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.
- vi. "BIOMEDICAL WASTE" ~~shall mean~~ **shall mean** ~~—b~~Biomedical waste as defined in the Province of

Alberta's Waste Control regulation, as amended from time to time.

- vii. "BLOWDOWN WATER" shall mean ~~r~~Recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.
- viii. "CHEMICAL OXYGEN DEMAND or (COD)" shall mean ~~a~~A measure of the capacity of water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.
- ix. "CHIEF EXECUTIVE OFFICER OR (CEO)" shall mean the CEO of the Commission appointed by the Board of Directors, pursuant to Section 5 of the Being Bylaws of the ACRWC.
- x. "CLEAR-WATER WASTE" shall mean ~~i~~Includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.
- xi. "CODE OF PRACTICE" shall mean ~~a~~a set of practices applicable to specific industrial, commercial or institutional sector operations; a code of practice identifies mandatory procedures, equipment, training or other provisions required as a condition of wastewater discharge into the wastewater works system by the specified sector discharger. A code of practice may be included in approved Best Management Practices.
- xii. "COMBUSTIBLE LIQUID" – shall mean ~~A~~a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.
- xiii. "COMPLIANCE PROGRAM" shall mean ~~t~~The necessary steps undertaken by a discharger to bring wastewater discharged into the wastewater works into compliance with the terms and conditions of this Bylaw or related permit. Compliance programs are applicable to existing dischargers only; new discharges must fully comply with the requirements of this bylaw.
- xiv. "COMPOSITE SAMPLE" shall mean ~~A~~a volume of wastewater, storm water, uncontaminated water, clear- water or effluent made up of four or more grab samples that have been combined automatically or manually and taken at intervals during a sampling period.
- xv. "CONNECTION or DRAIN" shall mean ~~t~~That part or those parts of any pipe or system of pipes leading directly to a wastewater works.
- xvi. "COOLING WATER" shall mean ~~w~~Water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.
- xvii. "DENTAL AMALGAM" shall mean ~~A~~a dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

- xviii. "DENTAL AMALGAM SEPARATOR" shall mean ~~—a~~Any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.
- xix. "DESIGNATED SECTOR OPERATIONS" shall mean ~~—means—~~industrial, commercial or institutional sectors required to adopt Codes of Practice approved by ACRWC.

- xx. “DESIGNATED SEWER OFFICER” shall mean ~~the~~ the person appointed by the Municipality, and his or her successors or his or her duly authorized representative. (Note the Designated Sewer Officer may hold the position of ~~General Manager~~ Chief Executive Officer, City Manager, Inspector or other position suitable to the organization of the Municipality.)
- xxi. “DOMESTIC WASTEWATER” shall mean ~~s~~sanitary waste produced on residential premises, or sanitary waste and wastewater from sanitary facilities produced on a non-residential property.
- xxii. “EFFLUENT” shall mean ~~l~~iquid flowing out of a facility or premises into a sewer.
- xxiii. “FLASHPOINT” shall mean ~~t~~he temperature at which enough vapour collects on the surface of a liquid to become flammable. The lower the flashpoint, the more flammable the material is.
- xxiv. “FLOW MONITORING POINT” shall mean ~~a~~An access place to the private sewer connection for the purpose of:
 - A. Measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and
 - B. Collecting representative samples of the wastewater, storm water, clear water waste or subsurface water released from the premises.
- xxv. “FUELS” shall mean ~~Alcohol~~alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.
- xxvi. “GRAB SAMPLE” shall mean ~~A~~a volume of wastewater, storm water, uncontaminated water or effluent which is collected over a period not exceeding 15 minutes.
- xxvii. “GROUND WATER” shall mean ~~Water~~water beneath the earth’s surface accumulating as a result of seepage.
- xxviii. “HAULED WASTE” shall mean ~~Any~~any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.
- xxix. “HAULED WASTEWATER” shall mean ~~Waste~~waste removed from a collection system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet or a wastewater holding tank.
- xxx. “HAZARDOUS SUBSTANCES” shall mean
 - A. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
 - B. Any substance that is designated as a hazardous substance within the meaning of the

Province of Alberta's Waste Control Regulation 192/1996 as amended from time to time.

- xxxi. "HAZARDOUS WASTE" shall mean ~~a~~Any Hazardous Substance disposed of as waste.
- xxxii. "IGNITABLE WASTE" shall mean ~~a~~ substance that:
- A. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume, and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
 - B. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
 - C. Is an ignitable compressed gas as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended; or
 - D. Is an oxidizing substance as defined under federal or provincial regulation as appropriate for the Member Municipality, as amended.
- xxxiii. "INDUSTRIAL" shall mean ~~o~~Of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.
- xxxiv. "INDUSTRY" shall mean ~~a~~Any owner or operator of industrial, commercial or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer or storm sewer of a Member Municipality, the City of Edmonton, or ACRWC.
- xxxv. "INSPECTOR" shall mean ~~a~~ a person authorized by ACRWC and/or Member Municipality to carry out observations and inspections and take samples as prescribed by this bylaw.
- xxxvi. "INSTITUTION" shall mean ~~a~~ a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, or industrial processes.
- xxxvii. "LOWER EXPLOSIVE LIMIT or (LEL)" shall mean ~~t~~The concentration of a gas or vapour in the air. Below the LEL, there is not enough vapour in the air to fuel a fire.
- xxxviii. "MATTER" shall mean ~~includes~~ any solid, liquid or gas.
- xxxix. "MEMBER MUNICIPALITIES" shall mean ~~t~~ Those municipalities who are members of ACRWC.

- xl. “MONITORING ACCESS POINT” shall mean ~~—A~~an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

- xli. "MUNICIPAL SEWER CONNECTION" shall mean ~~That that~~ part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.
- xlii. "MULTIPLE MUNICIPAL SEWER CONNECTION" shall mean ~~A a~~ municipal sewer connection providing service to two or more premises.
- xlili. "NON-CONTACT COOLING WATER" shall mean ~~w~~Water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate or finished product other than heat.
- xliv. "NON-DOMESTIC WASTEWATER" shall mean ~~All all~~ Wastewater except Domestic Wastewater, Uncontaminated Water, and Septic Tank Waste.
- xlv. "OIL AND GREASE" shall mean ~~n~~Hexane extractable matter as described in Standard Methods.
- xlvi. "OIL – WATER SEPARATOR" shall mean ~~a~~ a three-stage oil-water separator that meets the Standard for Oil- Water Separators (ULC-S656-14) prepared by Underwriters' Laboratories of Canada or the equivalent oil-water separation technology able to achieve an effluent quality of 100 mg/L of oil and grease (mineral-synthetic/hydrocarbons) or less.
- xlvii. "OVERSTRENGTH" shall mean ~~w~~Wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Column A of Schedule "C" of this Bylaw.
- xlviii. "OVERSTRENGTH SURCHARGE" shall mean ~~t~~the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the sewer that exceeds one or more constituent concentrations set out in Column A of Schedule 'C'.
- xliv. "PATHOLOGICAL WASTE" shall mean ~~p~~Pathological waste within the meaning of the Canadian Human Pathogens and Toxins Act, as amended.
 - i. "PCBs" shall mean ~~a~~Any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.
 - ii. "PERSON" shall mean ~~a~~An individual, association, partnership, corporation, municipality or an agent or employee of such a person.
 - iii. "PESTICIDE" shall mean ~~a~~ a pesticide regulated under the Canadian Pests Control Products Act and the Province of Alberta's Pesticide (Ministerial) Regulation and Pesticide Sales, Handling, Use and Application Regulation, all as amended.
 - liii. "PRETREATMENT" – shall mean ~~t~~The reduction, elimination or alteration of matter in wastewater prior to discharge into the wastewater works. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention,

or by other means, except by diluting the concentration of the pollutants.

- liv. "PRETREATMENT PROCESSES" shall mean —one or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer connection to enable compliance with effluent limits established in this Bylaw. Pretreatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.
- lv. "PRIVATE SEWER CONNECTION/PRIVATE DRAINAGE SYSTEM" shall mean —that part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection, the maintenance of which is the property owner's responsibility.
- lvi. "PROHIBITED WASTE" shall mean —~~means~~ prohibited waste as defined in Schedule 'A' of this Bylaw.
- lvii. "REACTIVE WASTE" shall mean— ~~A~~a substance that:
 - A. Is normally unstable and readily undergoes violent changes without detonating;
 - B. Reacts violently with water;
 - C. Forms potentially explosive mixtures with water;
 - D. When mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
 - E. Is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
 - F. Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
 - G. Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
 - H. Is an explosive as defined in the regulations under the Canadian Explosives Act, as amended.
- lviii. "RESTRICTED WASTE" shall mean —~~means~~ restricted waste as defined in Schedule 'B' of this Bylaw.
- lix. "SAMPLING PORT" shall mean —~~A~~a valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the ACRWC and/or Member Municipality may establish from time to time.
- lx. "SANITARY SEWER" shall mean —~~A~~a sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.
- lxi. "SEPTIC TANK WASTE" shall mean —any Waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor or other containment for human excretion and wastes.

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

- lxiii. "SPILL" shall mean ~~A~~a direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.
- lxiv. "STORM SEWER" shall mean ~~A~~a sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination.
- lxv. "STORM WATER" shall mean ~~The~~the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.
- lxvi. "SUBSURFACE DRAINAGE PIPE" shall mean ~~A~~a pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.
- lxvii. "SUBSURFACE WATER" shall mean ~~Groundwater~~groundwater including foundation drain water.
- lxviii. "STANDARD METHODS" shall mean ~~A~~a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by ACRWC.
- lxix. "TOTAL SUSPENDED SOLIDS or (TSS)" shall mean ~~I~~insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.
- lxx. "TOXIC SUBSTANCE" shall mean ~~any~~any substance defined as toxic under the *Canadian Environmental Protection Act* 1999, as amended from time to time and within the meaning of Alberta's Waste Control Regulation, as amended from time to time.
- lxxi. "UNCONTAMINATED WATER" shall mean ~~w~~water with a level of quality which is typical of potable water normally supplied by a Member Municipality.
- lxxii. "WASTE DISPOSAL SITE LEACHATE" ~~shall mean~~ ~~T~~the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.
- lxxiii. "WASTE RADIOACTIVE SUBSTANCES" shall mean ~~s~~Substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended.
- lxxiv. "WASTEWATER" shall mean ~~means~~the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.
- lxxv. "WASTEWATER SLUDGE" shall mean ~~s~~Solid material recovered from the wastewater treatment process.
- lxxvi. "WASTEWATER TREATMENT FACILITY" shall mean ~~a~~Any structure or thing used for the

physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage and disposal facilities.

- lxxvii. “WASTEWATER DISCHARGE PERMIT” shall mean ~~—A~~a permit issued by ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.
- lxxviii. “WASTEWATER WORKS” shall mean ~~—Any~~any works for the collection, transmission, treatment and disposal of wastewater, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies. Wastewater works, sanitary sewer and sewer in this Bylaw refer to the Works owned by ACRWC, those owned by the Member Municipalities, and those owned by the City of Edmonton which direct wastewater to ACRWC facilities pursuant to the Regional Exchange Agreement entered in 2008.
- lxxix. “WATERCOURSE” shall mean ~~—An~~an open channel, ditch or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

2. SANITARY SEWER REQUIREMENTS

- (1) No person shall release, or permit the release of, any matter into the sanitary sewer or wastewater works except:
 - (a) Domestic wastewater;
 - (b) Non-domestic wastewater that complies with the requirements of this Bylaw;
 - (c) Hauled wastewater, including septage, that complies with the requirements of this Bylaw, or where a Wastewater Discharge Permit has been issued by ACRWC;
 - (d) Storm water, Clear-water waste, Subsurface water or other matter where a Wastewater Discharge Permit has been issued by ACRWC.
- (2) No person shall release, or permit the release of, any prohibited substance listed in Schedule ‘A’ of this Bylaw into the wastewater works.
- (3) No person shall release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule ‘B’ of this Bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- (4) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit an **“Abbreviated Wastewater Discharge Application”** (available on ACRWC website: www.acrwc.ab.ca) to ACRWC.
- (5) When required by ACRWC, non-domestic and hauled wastewater dischargers shall complete and submit a **“Detailed Wastewater Discharge Application”** (available on ACRWC website: www.acrwc.ab.ca) to ACRWC.
- (6) When required by ACRWC, non-domestic and hauled wastewater dischargers shall not discharge to the wastewater works system until the discharger has obtained a **“Wastewater Discharge Permit”** from ACRWC.
- (7) ACRWC may issue, and amend, a Wastewater Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as ACRWC considers appropriate and, without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
 - (a) Place limits and restrictions on the quantity, composition, frequency and nature of the wastewater permitted to be discharged; and

- (b) Require the holder of a Wastewater Discharge Permit to repair, alter, remove, add to, or construct new pretreatment facilities; and
 - (c) Provide that the Wastewater Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.
- (8) ACRWC may issue a **Discharge Abatement Order** to a Member Municipality requiring the Member Municipality to:
- (a) Require and direct a person within the boundary of that Member Municipality to alter the quantity, composition, duration and timing of the discharge or cease discharge of non-domestic waste or hauled wastewater to a sewer or wastewater facility;
 - (b) Comply with any terms or conditions that could be included in a Wastewater Discharge Permit; and
 - (c) Shut down all non-compliant releases.
- ACRWC may amend or cancel a Discharge Abatement Order.

3. PROHIBITION OF DILUTION

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

4. SAMPLING

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

5. SELF MONITORING BY DISCHARGER

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

6. ADDITIONAL REQUIREMENTS

6.1 FOOD-RELATED GREASE INTERCEPTORS

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

6.2 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

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

Building Code and be maintained as recommended by the Canadian Fuels Association (formerly the Canadian Petroleum Products Institute).

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

6.3 SEDIMENT INTERCEPTORS

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

6.4 DENTAL WASTE AMALGAM SEPARATOR

- (1) Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dentistry - Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer, except where the sole dental-

related practice at the premises consists of one or more of the following specialties or type of practice:

- (a) Orthodontics and dentofacial orthopedics;
 - (b) Oral and maxillofacial surgery;
 - (c) Oral medicine and pathology;
 - (d) Periodontics; or
 - (e) A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.
- (2) Notwithstanding compliance with Subsection 6.4 (1), all persons operating or carrying on the business of a dental practice shall comply with Schedules 'A' and 'B' of this Bylaw.
 - (3) All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer's recommendations.
 - (4) A maintenance schedule and record of maintenance shall be submitted to the ACRWC upon request for each dental amalgam separator installed.

6.5 FOOD WASTE GRINDERS

- (1) In the case of industrial, commercial or institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule 'A' and Schedule 'B'.

6.6 PRETREATMENT FACILITIES

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

7. HAULED WASTEWATER/WASTE

- (1) No person shall discharge hauled wastewater/waste to the wastewater works unless:

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

8. NON-CONTACT COOLING WATER

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

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

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

10. SPILLS

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

- (a) immediately notify and provide any requested information with regard to the spill to:
 - (i) If there is any immediate danger to human health and/or safety
 - a. 9-1-1 emergency
 - b. The applicable Member Municipality's Utility Department's emergency number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967)

or

- (ii) If there is no immediate danger:

- a. The applicable Member Municipality's Utility Department's emergency number. (The member shall then notify ACRWC's Wastewater Treatment Plant's Control Room at 780 416 9967), and
 - b. the owner of the premises where the spill release occurred, and
 - c. any other person whom the person reporting knows or ought to know may be directly affected by the spill release.
- (b) Provide a detailed report on the spill to the applicable Member Municipality's Utility Department and to ACRWC via email: discharge@acrwc.ab.ca, within five working days after the spill, containing the following information to the best of his or her knowledge:
 - (i) Location where spill occurred;
 - (ii) Name and telephone number of the person who reported the spill and the location and time where and when they can be contacted;
 - (iii) Date and time of spill;
 - (iv) Material spilled;
 - (v) Characteristics and composition of material spilled;
 - (vi) Volume of material spilled;
 - (vii) Duration of spill event;
 - (viii) Work completed and any work still in progress in the mitigation of the spill;
 - (ix) Preventive actions being taken to ensure a similar spill does not occur again; and
 - (x) Copies of applicable spill prevention and spill response plans.
- (c) The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- (d) Nothing in this Bylaw relieves any persons from complying with any notification or reporting provisions of:
 - (i) Other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,
 - (ii) Any other Bylaw of the Member Municipality.
- (e) The Member Municipality may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.
- (f) ACRWC may require the person responsible for the spill to prepare and submit a spill contingency plan to ACRWC to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

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

- (1) ACRWC, together with, or when designated by, its Member Municipality, has the authority to carry out any inspection reasonably required to ensure compliance with this bylaw, including but not limited to:
 - (a) Inspecting, observing, sampling and measuring the flow in any private
 - (i) sewer,
 - (ii) wastewater disposal system, and
 - (iii) flow monitoring point;
 - (b) Take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
 - (c) Perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pretreatment facilities and storm water management facilities;
 - (d) Collect and analyze samples of hauled wastewater coming to a discharge location into the wastewater works;
 - (e) Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to the wastewater works;
 - (f) Require information from any person concerning a matter;
 - (g) Inspect and copy documents or remove documents from premises to make copies;
 - (h) Inspect chemical storage areas and spill containment facilities and request Safety Data Sheets (SDS) for materials stored or used on site;
 - (i) Inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that could reasonably have been part of the release.
- (2) No person shall hinder or prevent ACRWC and/or the Member Municipality from carrying out any of their powers or duties.

12. AUTHORITY OF ~~GENERAL MANAGER~~ CHIEF EXECUTIVE OFFICER

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

13. DISCONNECTION OF SEWER

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

(c) Causes or is capable of causing an adverse effect;

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

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

14. ACCESS TO INFORMATION

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

15. MONITORING ACCESS POINTS

- (1) The owner or operator of industrial, commercial or institutional premises shall install and maintain in good repair in each private sewer connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a monitoring access point is not possible, an alternative device or facility may be substituted with the prior written approval of ACRWC:
 - (a) when the sewer connection is new;
 - (b) when the premises is redeveloped; and
 - (c) when required to do so by ACRWC and the Member Municipality.
- (2) The monitoring access point or alternative device or facility, such as a sampling port, shall be located on the industrial, commercial or institutional premises, as close to the property line as possible, unless ACRWC and the applicable member municipality have given prior written approval for a different location.

- (3) Each monitoring access point, alternative device or facility installed shall be designed and constructed in accordance with good engineering practice and the requirements of ACRWC and the Member Municipality, and shall be constructed and maintained by the owner or operator of the premises at his or her expense.
- (4) The owner or operator of an industrial, commercial or institutional premises shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to ACRWC and the Member Municipality for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

16. OVERSTRENGTH SURCHARGE

- (1) ACRWC may assess Overstrength and Additional Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set out in Schedule 'C'.
- (2) Overstrength and Additional Overstrength Surcharges are assessed to the Member Municipality where the Wastewater discharge originates.
- (3) Testing of the wastewater being discharged into the sanitary sewer to determine Overstrength Surcharges shall be conducted by ACRWC and/or the Member Municipality, or by the discharger to the satisfaction of ACRWC that a representative sample is obtained, using automated sampling devices or in accordance with the following manual sampling protocol:
 - (a) Samples from the wastewater produced at a location will be collected each day for a minimum of two days;
 - (b) A minimum of four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart;
 - (c) The analysis shall be conducted on a composite sample made of each day's grab samples;
 - (d) The respective results of these tests for each of the days on which samples are taken, shall be averaged to determine the characteristics and concentration of the effluent being discharged into the wastewater system.
- (4) The Overstrength and Additional Overstrength Surcharge Rates will be reviewed and adjusted accordingly from time to time as determined by ACRWC.

17. COMPLIANCE PROGRAMS

- (1) ACRWC may require an industry to apply for, and then issue, a Wastewater Discharge Permit to discharge wastewater to the Wastewater Works that does not comply with Schedule 'A' and/or 'B' of this bylaw. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the permit.
- (2) As a term set out in the Wastewater Discharge Permit, ACRWC may require an industry to submit a Compliance Program setting out activities to be undertaken by the industry that would result in the prevention or reduction and control of the discharge or deposit of matter and/or uncontaminated water, ground water or storm water from the industry's

premises into municipal sewer connections or private sewer connections to any sanitary sewer. This may include, but is not limited to planning, design and construction or installation of facilities or works needed to implement the approved Compliance Program.

- (3) Each Compliance Program shall include the following :
- (a) A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
 - (b) A description of those processes at the premises which are to be the subject of the Compliance Program.
 - (c) A list of non-complying pollutants present at the premises at any stage of the operations at the premises.
 - (d) A description setting out the types, quantities and concentrations of all non-complying pollutants discharged, directly or indirectly, to a sewer.
 - (e) A description of current wastewater reduction, recycling, wastewater treatment and compliance activities at the premises with respect to discharges to a sewer from the premises.
 - (f) A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
 - (g) A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit that may have been issued to the discharger) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
 - (h) A declaration from an authorized person that the content of the Compliance Program is,
to the best of that person's knowledge, true, accurate and complete.
- (4) Every proposed Compliance Program shall be for a specified length of time during which pretreatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the Compliance Program.
- (5) Industries which are required to submit a Compliance Program shall also submit a Compliance Program progress report to ACRWC within 14 days after the scheduled completion date of each activity listed in the Compliance Program.
- (6) ACRWC may terminate any proposed Wastewater Discharge Permit related to a Compliance Program by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its Compliance Program.
- (7) In the event that an Industry submitting a Compliance Program is not sent written notice from ACRWC that its Compliance Program is not approved by ACRWC within 90 days of the Industry delivering a copy of the Compliance Program to ACRWC, the Compliance Program shall be deemed to have been approved by ACRWC.
- (8) Where an Industry receives notice from ACRWC that its Compliance Program has not been approved, ACRWC shall provide the Industry with a date by which it must submit an amended Compliance Program to ACRWC for approval in accordance with this article.

- (9) In the event that a Compliance Program resubmitted to ACRWC in accordance with Subsection 17 (8) of this section does not comply with the requirements of this bylaw, ACRWC shall so notify the Industry, within 30 days of delivery to ACRWC of the amended Compliance Program, and the Industry shall be in contravention of Subsection 17 (1) and shall continue to be in contravention of this section until such time as ACRWC approves an amended Compliance Program resubmitted by the Industry, in accordance with this section.
- (10) When required by ACRWC, an Industry which has received approval from ACRWC for its Compliance Program shall submit a revised and updated Compliance Program for the approval of ACRWC within the timeframe specified by ACRWC. Such revised and updated Compliance Program shall, in addition to the requirements otherwise set out in this section, detail and evaluate the progress of the Industry to accomplish the objectives set out in its Compliance Program.
- (11) A copy of the Compliance Program shall be kept at all times at the premises in respect to which it was prepared and shall be available for inspection by ACRWC and/or the Member Municipality at any time.

18. BEST MANAGEMENT PRACTICES & CODES OF PRACTICE

- (1) The ~~General Manager~~Chief Executive Officer is authorized to approve the adoption of Best Management Practices which include Codes of Practice. The provisions of this bylaw requiring compliance with Best Management Practices, including Codes of Practice apply to all Best Management Practices approved by the ~~General Manager~~Chief Executive Officer
- (2) ACRWC has adopted one or more Best Management Practices which include Codes of Practice which applies to the Designated Sector Operations, as outlined in ACRWC's Code of Practice Registration Form for Designated Sector Operations, available on ACRWC's website at www.acrwc.ab.ca.
- (3) A code of practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the Wastewater Discharge Permit.
- (4) A code of practice does not apply to the discharge of domestic wastewater.
- (5) Nothing in a code of practice relieves a person discharging wastewater from complying with this bylaw, a Wastewater Discharge Permit or any other applicable enactment.
- (6) ACRWC may require a discharging operation to obtain a Wastewater Discharge Permit if considered necessary by ACRWC due to circumstances not covered by a code of practice.
- (7) As a condition of discharge of wastewater into a sewer connected to a Wastewater Works, an operator of a discharging operation listed within ACRWC's Code of Practice Registration Form for Designated Sector Operations must submit to ACRWC a completed Code of Practice registration form:
 - (a) Within 90 days of the date of adoption of the applicable code of practice in the case of a discharging operation in existence on the adoption date; or
 - (b) In all other cases, within 30 days of the discharging operation commencing the discharge of wastewater into a sewer connected to a Wastewater Works.

- (8) An operator must report to ACRWC any change in the ownership, name, location, contact person, telephone number, or email address of a discharging operation registered under a code of practice within 30 days of the change by submitting a completed code of practice registration form referred to in Section 18.2 showing the changes.
- (9) An operator must within 30 days of any change in the discharging operation registered under a code of practice resulting in the operation no longer meeting the definition applicable to that type of discharging operation report the change by submitting a completed code of practice registration form referred to in Section 18.2 describing the changes.
- (10) If a code of practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this bylaw, the requirement in the code of practice prevails.

19. MEMBER MUNICIPALITY OBLIGATIONS

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

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

 ChairmanChairperson

 General ManagerChief Executive Officer

SCHEDULE 'A' PROHIBITED WASTES

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

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

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

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

(3) The wastewater contains:

- (a) Hazardous substances;
- (b) Combustible liquid;
- (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended.
- (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.
- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
- (f) Fuel;

- (g) Ignitable waste.
- (h) Pathological waste.
- (i) PCBs.
- (j) Pesticides which are not otherwise regulated in this Bylaw.
- (k) Reactive waste.
- (l) Toxic substances which are not otherwise regulated in this Bylaw.
- (m) Waste radioactive substances in excess of concentrations greater than those specified for release to the environment under the *Nuclear Safety and Control Act* and Regulations or amended versions thereof.
- (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a wastewater works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.

(4) The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule 'B' of this Bylaw, unless:

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

SCHEDULE 'B' RESTRICTED WASTES – SANITARY SEWER DISCHARGES

(1)

Table A - CONVENTIONAL CONTAMINANTS

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

Table B - ORGANIC CONTAMINANTS

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

Table C - INORGANIC CONTAMINANTS

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

Table D - PHYSICAL PARAMETERS

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

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

SCHEDULE 'C' WASTEWATER OVERSTRENGTH LIMITS

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

Board Report

Date: June 16, 2023

Subject: Branding Update

Recommendation:

THAT the Board receive the branding update as information.

Alignment to Priorities in Board's Strategic Plan

- Responsible Leadership
 - Engage with the Broader Community to increase awareness of the Commission and its Work
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities
- Organizational Excellence

Discussion

As a follow-up to discussions held at the 2023 strategic retreat, Administration has been working through a further examination of updates to branding to support advocacy, engagement, and thoughtful relationship building. As a component of this work, colors, taglines, and a brand narrative have been compiled to guide the next steps of the project and will be shared at the meeting.

Administration will bring a report on re-naming to the September 2023 Board Meeting. Throughout the summer months Administration will be working through brand pillars, key messages, renaming options, visual identity, brand guidelines, etc. The goal would be to launch the new brand in late September to support and enhance the advocacy work that continues to occur.

Prepared by: Kate Polkovsky, Chief Executive Officer

CALENDAR OF EVENTS

Board Dates

June 16, 2023, Board Meeting
September 15, 2023, Board Meeting
November 24, 2023 (Organization Meeting)

Upcoming Conferences & Workshops

WCW Annual Conference & Exhibition September 25 – 28, 2023 Saskatoon, Saskatchewan	Years of Working Together for Water. https://www.wcwwa.ca/page/AnnualConf
WEFTEC 2023 September 30 – October 4, 2023 Chicago, IL	Wide variety of material from high level to very technical. Excellent intro to wastewater industry. Recommend attending once in four-year term.
NWWC 2023 November 12-15, 2023 Niagara Falls, ON	The National conference for water utility sector, focusing on what senior water managers need to know

Fact Sheet and Acronyms

Treatment Plant

- The ACRWC operates a Class 4 treatment plant (highest class in Alberta)
- Design capacity – 105 ML(million liters)/day (or 27.7 million gallons/day)
- Average flow – approximately 82.85 ML/day
- About 5,600 dry tonnes/yr of biosolids are produced
 - 83.7% of solids are dewatered and composted at the city site
 - 16.3% of solids are stabilized and directly land applied from the city site
 - ACRWC biosolids are considered class B
 - ACRWC spends approximately \$4.4 million/yr to truck and pay for external treatment of biosolids
- 1,920,000 cubic meters of biogas burned for heat
- 2,860,000 cubic meters of biogas flared

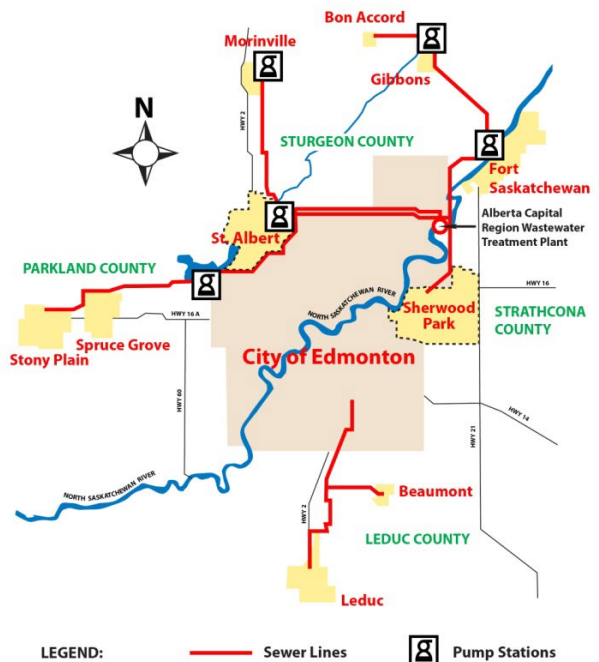
Utilities

- Natural gas purchased – 29,100 GJ
- Electricity purchased – 17,485,000 kWh

Transmission System

- The trunk system is 205 km of large diameter pipe.
- There are 5 large pump stations with some of the largest equipment of its type in Canada.
- The pump stations together total 5850 horse power to move water from the region to the treatment plant

Wastewater Transmission Network



ACRONYMS

ACFA	Alberta Capital Finance Authority
ACRWWTP	Alberta Capital Region Wastewater Treatment Plant
AEP	Alberta Environment and Parks
BNR	Biological Nutrient Removal (Nitrogen and phosphorous removal)
BOD	Biological Oxygen Demand (measure of wastewater's strength)
DAF	Dissolved air flotation (process to thicken solids)
DO	Dissolved Oxygen
DWF	Dry Weather Flow
Effluent	Flow leaving the plant
Influent	Flow coming into the plant
I&I	Inflow and infiltration (wet weather flow)
L/S	Litres per second (used to measure flow)
M3/S (cms)	Cubic meters/second (used to measure flow; 1 M3/S = 1000 L/S)
MLD	Megalitres per day (1 megaliter = 1 million litres)
NERTS	North East Regional Trunk Sewer (serves members in northeast)
PSTS	Parkland Regional Trunk
QA/QC	Quality Assurance/Quality Control
ROW, R/W	Right of Way
SERTS	South East Regional Trunk Sewer (serves southern members)
SS	Suspended Solids
START	St. Albert Regional Trunk (serves members in northwest)
TSS	Total Suspended Solids
UV	Ultra Violet, process used to disinfect wastewater
WWF	Wet Weather Flow (excess flow during rain events)