

Village of Berwyn Utility Bylaw

Bylaw No. 720

A bylaw of the Village of Berwyn, in the Province of Alberta, to establish and regulate utility services, including water, sewer, garbage, wastewater management and recycling services for the Village of Berwyn.

WHEREAS Section 7(a) of the Municipal Government Act, RSA 2000, c. M-26, states that a council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property;

WHEREAS Section 7(f) of the Municipal Government Act, RSA 2000, c. M-26, states that a council may pass bylaws for services provided by or on behalf of the municipality;

WHEREAS Section 7(g) of the Municipal Government Act, RSA 2000, c. M-26, states that a council may pass bylaws for public utilities;

WHEREAS the Village of Berwyn has constructed and now maintains utility systems to provide water, sewer, and garbage services to residents and businesses within the municipality;

WHEREAS it is deemed just and proper to levy rates and charges on all persons to whom such utility services are provided and to set forth the terms and conditions under which such utility services will be provided; and

WHEREAS provincial legislation, including the Municipal Government Act, authorizes the council of the Village of Berwyn to regulate and provide for the supply and use of water, sewer, and garbage disposal throughout the municipality.

NOW THEREFORE the Council of the Village of Berwyn, duly assembled, enacts as follows:

Title

This bylaw may be cited as the "Village of Berwyn Utility Bylaw."

Definitions

- a) **“Apartment Building” or “Multi-Family Building”** shall mean a residential building containing three or more dwelling units.

- b) **“Approved”** shall mean authorized by the Village of Berwyn.
 - c) **“Authorized Employee”** is a person appointed by the Village’s Chief Administrative Officer to act on behalf of the Village regarding the water, sewer, and garbage systems.
 - d) **“Consumer”** shall mean a corporation, person, contractor, occupant, or owner requiring the service, as the context requires.
 - e) **“Owner”** refers to the registered owner of a property or a purchaser under a legally binding agreement for sale.
 - f) **“Premises”** includes land and buildings.
 - g) **“Service Connection”** refers to the infrastructure connecting the public utility main to the property line of the serviced property, including pipes, meters, and associated components.
 - h) **“Street”** shall mean all lands situated within a registered road right-of-way at the Land Titles Office, Edmonton, Alberta.
 - i) **“Sewer”** shall mean the Village’s sanitary sewer system, including all mains, services, treatment, and storage facilities.
 - j) **“Storm Drainage”** shall mean the Village’s storm drainage system, including ditches, catch basins, underground works, and outflows.
 - k) **“Village”** shall mean the municipality of the Village of Berwyn, an incorporated body in the Province of Alberta.
 - l) **“Utility” and “Utility Service”** shall mean and include, as the context may require:
 - i. The supply of water
 - ii. The provision of wastewater collection and disposal
 - iii. The provision of garbage collection and disposal
 - iv. The provision of recycling services
 - m) **“Water”** shall mean the Village’s waterworks system, including all mains, services, storage, and treatment facilities.
 - n) **“Garbage”** shall mean the solid waste collected and disposed of by the Village’s authorized garbage collection services, including all rules and regulations outlined in Schedule B of this bylaw.
 - o) **“Recycling”** shall mean materials that can be recycled and are collected through the Village’s authorized recycling services, including all guidelines provided by the Village.
3. The Village of Berwyn utility rates, charges, times, and places when and where they will be payable shall be fixed as specified in the Village of Berwyn’s Fees Bylaw.
 4. Fines and penalties for infractions of this bylaw shall be established as specified in the Village of Berwyn’s Fees Bylaw.

Purpose and Scope

- This bylaw establishes the administration, regulation, and provision of utility services in the Village of Berwyn, including water, sewer, garbage, recycling, and wastewater management. It applies to all residential, commercial, institutional, and industrial properties receiving these services within the Village of Berwyn

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Utility Accounts

- A utility account is the method by which residences, businesses, and other institutions pay for water, sewer, recycling, and garbage services in the Village of Berwyn. This applies to all registered property owners with a principal building on the property requiring services from the Village of Berwyn.
- A single utility bill is issued monthly for each water meter installed within the Village, detailing itemized charges for water, sewer, recycling, and garbage services. Unmetered services, including garbage, sewer, and recycling, are billed as flat rates, while water charges include both a base flat rate and a consumption-based component.

Privacy and Confidentiality

- The Village of Berwyn is committed to protecting the personal information of utility account holders in compliance with the **Freedom of Information and Protection of Privacy Act (FOIP Act)**.

Use and Disclosure of Information

- Personal information, including account details for tenants and property owners, will be collected, used, and disclosed only for purposes related to utility account management, in compliance with the Freedom of Information and Protection of Privacy Act (FOIP). Unauthorized disclosure is prohibited
- Account details will only be shared with the registered property owner unless the tenant has provided explicit written consent.
- Any unauthorized access to or disclosure of personal information must be reported to the Village Administration Office.

Account Set-Up

Responsibilities:

- Property owners are responsible for all utility accounts, which must be in the registered property owner's name.
- Tenants may have their own utility accounts for billing and payment purposes, but any unpaid balances will revert to the property owner after the specified non-payment period.
- The Village will only discuss utility accounts with the registered property owner or tenant unless signed, written authorization has been provided by the property owner.

Process for Setting Up Accounts:

- New property owners must contact the Village office to establish their utility account before taking possession of the property. Failure to do so may result in a \$30.00 administration fee.
- Required information for account setup includes:
 - i. Mailing address,
 - ii. Email address,
 - iii. Physical address of the property,
 - iv. Phone Number
 - v. Proof of income supplement if applying for the **Guaranteed Income Supplement rate**

Account Management

Account Details:

- Each utility account is assigned a unique account number and is itemized into charges for water, sewer, recycling, and garbage.
- If a property lacks access to one of these services, contact the village office.

Tenant-Occupied Properties:

- While tenants may pay utility bills, the property owner remains ultimately responsible for all utility charges.

- Property owners may request duplicate billing for tenants by signing the **Request for Duplicate Copy of Utility Bill Waiver Form (Schedule A)**. However, failure by the tenant to pay will ultimately result in the outstanding balance being transferred to the property owner's tax roll after two months of non-payment.

Non-Payment by Tenants:

- In cases where tenants fail to pay, the outstanding balance will be transferred to the property tax roll in compliance with Section **553(1)(b) of the MGA**.
- The Village will notify both the property owner and tenant of the overdue balance via regular mail or email. A grace period of five business days, excluding weekends and statutory holidays, will be allowed for mail delivery before the 72-hour payment deadline begins. If payment is not received within this timeframe, a fluorescent disconnection notice will be posted on the property door, specifying the disconnection date.
- Should the balance remain unpaid, the water service will be disconnected, and the outstanding amount, including any penalties, will be transferred to the property owner's tax roll.
- Property owners are responsible for ensuring tenants are aware of payment timelines and responsibilities. The Village will not mediate disputes between property owners and tenants regarding utility charges, as ultimate responsibility for payment rests with the property owner.

Payment Responsibility and Billing

Liability:

- For jointly owned properties, all owners are jointly and severally liable for utility payments.
- Responsibility reverts to the property owner after two months of non-payment by the tenant.

Disputed Bills:

- Payment must still be made on any undisputed portion of the bill by the due date while the dispute is being resolved.
- The Village will investigate disputed bills within 15 days of receiving a formal written complaint. Adjustments will be applied only if billing errors are verified.

Billing and Payment Timeline:

- The utility bills are mailed out at the beginning of each month and are based on the usage of the prior month.
- Payment is due on the **20th of the month, in which the bill is mailed**. If the 20th falls on a weekend or holiday, the due date will be the next business day.

Water and Sewer Public Utility Charges

- Water and sewer accounts are due and payable when rendered. Payments can be made at the Village Administration Office, banks designated by the Council, or via email money transfer to finance@berwyn.ca.
- Failure to receive a utility bill does not release the consumer from the responsibility to pay by the due date.

Overdue Accounts and Penalties

- If the water and sewer utility bill remain unpaid by the due date, the following actions will be taken:
- Bills not paid by the due date are considered overdue and will be subject to a **10% late penalty**, which will be added to the current amount.

Penalties and Administrative Charges

Administrative charges and penalties applied to utility accounts are outlined in **Schedule C** and are subject to periodic review by the Village of Berwyn Council. These charges reflect the costs incurred by the Village in managing delinquent accounts and maintaining utility services.

- A 10% penalty will be added to all overdue utility balances after the due date of each month.
- Administrative fees, such as disconnection and reconnection charges, will be applied for services rendered.

All charges are designed to be reasonable and proportional to the costs incurred by the Village.

Dispute Resolution Process

If a customer disputes a utility charge or penalty, they may submit a written complaint to the Village Administration Office within **30 days** of the billing date.

The dispute resolution process includes the following steps:

- The Village Administration will review the complaint and provide a written response within **15 business days**.
- If the customer is not satisfied with the resolution, they may escalate the dispute to the Chief Administrative Officer (CAO) for review.
- If unresolved, the matter can be brought before the Council for final resolution during a scheduled council meeting.

Disputes regarding charges older than **30 days** from the billing date will not be considered.

Non-Payment Procedures for All Properties (Owner-Occupied or Tenant-Occupied)

- If a bill remains unpaid for more than **60 days**, the following steps will be taken:

Notice to Delinquent Customer:

- In cases where owner or tenant fail to pay, the outstanding balance will be transferred to the property tax roll in compliance with **Section 553(1)(b) of the MGA**.
- A written notice will be sent to the delinquent customer if applicable via regular mail or email. A grace period of five business days, excluding weekends and statutory holidays, will be allowed for mail delivery before the 72-hour payment deadline begins. If payment is not received within this timeframe, a fluorescent disconnection notice will be posted on the property door, specifying the disconnection date.
- A final disconnection notice, in bright fluorescent color, will also be posted on the property, outlining the required action to avoid service disconnection, including the time and location for payment.

- **For tenant-specific scenarios, refer to the "Non-Payment by Tenants" section for additional details regarding responsibilities and procedures.**

Water Shut-Off Timing:

- If water service is to be shut off, it will occur on the first working day following the notification period as stated above, except if this day is a Friday or statutory holiday. In such cases, the disconnection will occur on the next regular working day.

Verification and Work Order for Disconnection:

- The Clerk responsible for water accounts will verify all payments received and ensure accurate account records before issuing a work order to disconnect services for accounts with outstanding balances.
- In cases where water service disconnection is required, the Village will ensure all reasonable steps are taken to notify the property owner and tenant in advance, as outlined in the notification procedure. Property owners are responsible for taking preventative measures to protect their property, such as insulating pipes or using other winterization methods, to avoid damage due to frozen lines following disconnection.
- The Village shall not be held liable for any damages resulting from service disconnection, as property owners are expected to maintain their property in a manner that mitigates potential risks.

Transfer Unpaid Amounts to Tax Roll:

- For any unpaid utility bills, under the authority of **Section 553(1)(b)** of the Municipal Government Act the Village reserves the right to keep the water service connected and transfer the unpaid balance to the **property tax roll**. The outstanding balance will include penalties and an administration fee.

Additional Steps for Tenant-Occupied Properties:

- If a utility bill remains unpaid after 60 days, the outstanding balance, including penalties and administrative fees, will be transferred to the **property tax roll** for the property. The Village will recover the amount owed through the property taxes, ensuring the utility service debt is resolved.

- The property owner will receive written notification detailing the outstanding amount, the associated penalties, administrative fees, and the exact date the amount will be transferred to the tax roll.

Responsibility between owner and tenant:

- The property owner is ultimately responsible for all utility charges associated with their property. Any payment arrangements or disputes between the owner and tenant must be resolved independently of the Village. The Village's responsibility is to ensure payment for services rendered, and unpaid balances will always revert to the property owner for collection via the tax roll.

Tax Certificates:

- All outstanding utility balances will appear on any tax certificate issued for the property.

Charges for Service Adjustments:

- A charge, as specified in the Village of Berwyn's Fees Bylaw, will apply each time water is shut on and off at the curb stop along with administration fee.

Curb Stop Repairs:

- In cases where repairs are required on the curb stop, the matter may be referred to Senior Administration or Council for a decision. However, the cost of the repair will be borne by the Village.
- An administration fee will apply to various account services, including but not limited to connection, disconnection, and transferring overdue utility amounts to property taxes. Refer to Schedule C for specific administration fees applicable in these scenarios.

Rates

Overview of Utility Fees

- All utility fees will be periodically reviewed and adjusted by the Village of Berwyn Council to reflect operational costs and ensure sustainability.

- Each utility bill consists of four separate charges: water, sewer, recycling, and garbage. These charges vary based on property type: residential, commercial, or institutional.

Flat Rate vs. Metered Usage

- Sewer, garbage, and recycling services are charged at a **flat monthly rate**.
- Water services include a **base rate** plus a metered usage charge. The metered rate ensures fair billing based on actual consumption.

Guaranteed Income Supplement Rate

- Seniors or residents with disabilities on a fixed income are eligible for a reduced "**Guaranteed Income Supplement**" rate.
- Proof of eligibility must be provided to the Village Administration (e.g., Guaranteed Income Supplement documentation).
- Contact the Village office for further information on eligibility requirements and application procedures.

Mandatory participation

- Utility services are **mandatory** for all residents with access to these services. Refusal to use or pay for utility services is not **permitted**.

Unoccupied Properties and Reduced Rates

Eligibility for Unoccupied Rate

- Properties may qualify for a reduced "unoccupied" rate if the residence is vacant, and the water service is disconnected. However, the property owner will still be responsible for the billing, whether the water is connected or not.

Application Process:

- Property owners must submit a written request to the Village Administration Office specifying the date the property became unoccupied.
- Public Works staff will verify the property's status and schedule a water disconnection.
- A **disconnection fee**, as outlined in **Schedule C**, will apply.

Conditions of the Unoccupied Rate:

- The unoccupied rate only applies while water service is disconnected by village at the curb stop.
- Sewer, garbage, and water services will continue to be charged at the reduced unoccupied rate. Recycling services will continue to be charged at occupied rate.

- The unoccupied rate does not apply retroactively; it begins once the Village has received and approved the request.

Returning to Occupied Rate

- Property owners must inform the Village Administration Office immediately when the property becomes occupied.
- Water service will be reconnected, and the property will be charged the standard occupied rates as outlined in **Schedule C**.
- A **reconnection fee**, as noted in **Schedule C**, will apply.

Reconnection for New Residents:

- If the property is being occupied by a new resident (e.g., a new tenant or homeowner), the reconnection fee will be waived for the first reconnection.
- The new resident or property owner is responsible for ensuring the utility account is updated with the Village Administration Office upon moving in.

Reconnection for Existing Owners:

- If the property owner or the same tenant requests reconnection after the unoccupied rate, a reconnection fee, as specified in **Schedule C**, will apply.

Notification Requirements

- Notification must include the date of occupancy and updated account information for the new resident or tenant.
- If the Village is not informed of a change in occupancy within 30 days, the property owner will be charged an administrative penalty as specified in Schedule C.

Retroactive Billing:

- Retroactive billing will apply, calculated based on the highest utility bill issued for that property during the previous 12-month period, to account for the standard occupied rate.
- Retroactive billing may be waived if the Village failed to update occupancy status due to administrative error.

Fee Structure and Updates

- All fees, penalties, and rates are detailed in **Schedule C**. Property owners are encouraged to review this schedule for the most current charges.

Water Services

Water will be provided to all residential, commercial, institutional, and industrial buildings. Water lines are made available to the property line of all privately-owned lots within the Village.

All costs associated with water and sewer installations and maintenance from the property line shall be the responsibility of the property owner, except for the cost of materials used. The remaining water service from the property line to the residence will be the sole responsibility of the property owner.

Before planning any digging, contact Utility Safety Partners to have buried utilities on your property located and marked. Make the request at least two full working days in advance. Visit their website at utilityafety.ca/wheres-the-line/submit-a-locate-request/ or call 1-800-242-3477 for more information

When a lot is created by subdivision from an already serviced lot, the Village of Berwyn will pay for only the cost of the materials (water/sewer lines) needed to extend the service from the main line to the property line. The Village will NOT pay for any other costs associated with the installation.

In the case of an un-serviced lot NOT created by subdivision from an existing serviced lot, the Village will pay for the costs of installation and material required to the property line. Any other situations not clearly outlined will be decided on a case-by-case situation by the Village of Berwyn staff and/or Council

Water Meters

Every building with water services is required to have a water meter. The Village of Berwyn is required to meter the water usage throughout the Village and report to Alberta Environment.

Tampering with, bypassing, or otherwise interfering with water meters is strictly prohibited. Violations will incur penalties of up to **\$1,000**, as outlined in Schedule C, along with recalculated utility rates based on estimated maximum consumption.

Village Responsibilities

- The Village of Berwyn will provide a water meter to each property requiring water services. The Village is responsible for supplying and maintaining the external water infrastructure up to the property line.
- The Village Public Works department will supply a water meter to a new homeowner. The homeowner must ensure it is installed

properly. If the water meter is not installed within one month, the homeowner will be charged a “non-metered” rate for their water service

- If a water meter becomes faulty or defective due to normal wear and tear, the Village will replace or repair the meter at no cost to the resident. In such cases, the monthly rate will be calculated based on an average of the previous consumption for billing purposes until the meter is fixed.

Resident Responsibilities

- Property owners are responsible for the proper care and protection of the water meter once it is installed on their property. They must ensure that the meter is kept free from damage due to freezing, impact, tampering, or neglect.
- If the water meter is damaged due to freezing, tampering, or other forms of negligence, the resident will bear the full cost of repair or replacement, including labor.
- It is the resident’s responsibility to ensure that high-quality heat tape or insulation is used to protect the meter from freezing. In the case of trailer units, it is recommended that the meter be installed indoors or in a heated, insulated area to prevent freezing.
- If the water meter is damaged due to inadequate protection, including insufficient insulation or heat tape, the resident will bear the full cost of repair or replacement, including labor.
- Property owners must ensure that Village personnel have safe and unobstructed access to the water meter for inspections, maintenance, and readings.

Tampering or Damage to Water Meters

- Tampering with, bypassing, or otherwise damaging the water meter is strictly prohibited. If a water meter is found to be tampered with or damaged, the following actions will be taken:
- The utility charge rate will be recalculated based on the highest monthly rate of water consumption within the prior 12-month period for the property.
- This recalculated rate does not exempt the resident from any fines or penalties associated with tampering or damaging the meter, as outlined in **Schedule C**.

Advanced Metering

- Property owners must ensure uninterrupted access to smart meters or remote reading systems installed by the Village. Damage or tampering with advanced metering systems will result in fines as specified in **Schedule C**.

Faulty or Defective Meters


- If a water meter is determined to be faulty or mechanically defective due to causes not attributable to the resident, the Village will calculate the monthly rate based on an average of prior consumption until the meter is repaired or replaced. The Village will cover repair or replacement costs in such cases.

Meter Reading Failures

- If the Village is unable to read a water meter due to obstruction or damage, an estimated bill will be issued based on historical consumption. - Property owners are responsible for ensuring meters are accessible for readings. Failure to maintain accessibility may result in fines or penalties as specified in **Schedule C**.

Emergency water shut offs

In the event of a water break, damage to the water system, or any other occurrence of an emergency nature which requires that the water service be interrupted, the following guidelines shall be followed:

- The Public Works department will notify Administration and make immediate preparations to have the damage repaired and have the water system returned to normal operating condition as quickly and efficiently as possible.
 - Administration/Public Works will make a reasonable effort to notify affected parties of water interruptions where possible and will give an approximate period for the shut-off.
 - In the event of a widespread stoppage in service, a public service notification shall be called in to the local radio stations. When possible, such notification shall also be done before service is stopped, and an estimate will be given of the amount of time the service will be interrupted.
 - Any significant costs of materials, equipment, or contractors required to assist with the repair must be approved by administration.
-  **Any Property owners requesting emergency curb stop shut-offs to do repairs on plumbing will be charged an after-hours emergency call-out fee, as per rate sheet. For any utility shut offs that are determined to be caused by problems**

with the main water lines up to the curb stop, residents will not be charged a reconnection fee. If water lines freeze up due to lack of use, homeowner must install bleeder at their own cost and have it turned on during the winter months (November 15th – March 31st)

Disconnection/Reconnection of Utility Account

- Property owners are responsible for the utility account associated with their residences. If the residence is sold, account holders must let the Village office know the final date to which they are still owners, and therefore responsible for the utility bill. If the residence is being rented out, it is still the property owner's responsibility to ensure the office is aware of any changes to the account. New property owners are responsible for setting up their account, prior to owning the residence. Failure to do so may result in an administrative fee.

Sewer Services

Public Works Responsibility

- The Public Works department is responsible for the installation, maintenance, and repairs of all **main sewer lines** in the Village of Berwyn. If a sewer problem arises, the Public Works department will check to ensure the **main sewer lines** are intact and flowing properly.
- For any major repairs required from the **main sewer line to the property line** due to a Village Project, the Village will cover the cost of those repairs.

Utility Line Locates and Inspections:

- Public Works staff, with assistance from Utility Safety Partners if needed, can help identify underground utilities, such as sewer lines, gas lines, and electrical cables, upon request.
- Before backfilling an excavation, property owners must ensure that connections and lines are inspected by Public Works staff. **Failure to request an inspection** may result in the need to re-excavate the area at the **property owner's expense**, along with an **administrative fee**.

Property Owner Responsibilities:

- Property owners are responsible for the sewer lines running from their property connection to the main sewer line. This includes:
- Sewer backups.
- Clogged lines.
- Leaks.
- Routine maintenance and upkeep

Improper Disposal of Items:

- **Disposal of inappropriate items**, including but not limited to **baby wipes, sanitary napkins, diapers, grease, or other non-biodegradable materials**, can cause blockages and damage to sewer lines.
- Any **repairs required due to clogs or damage caused by improper disposal** will be the **sole responsibility of the property owner or tenant**.
- The Village reserves the right to recover any associated costs if such actions result in damage to municipal sewer systems.

Frozen Sewer Lines:

- The Public Works department assists with frozen sewer line issues upon request. However, a Public Works labor fee will apply for such services.

Garbage Services

Waste Services Commission Membership

- The Village of Berwyn is a member of the Long Lake Regional Waste Services Commission, which was incorporated under the Municipal Government Act, R.S.A. 2000. This Commission includes the Town of Grimshaw, the Town of Manning, the County of Northern Lights, and the Village of Berwyn.
- The Commission's services include garbage collection, use of a designated transfer station, and landfill access. Each municipality pays an annual requisition for these services, a portion of which is billed to residents on their monthly utility bill. This fee is based on the annual requisition amount and is reviewed before the approval of each year's budget.

Landfill and Transfer Station Access

- The regional landfill serving the Village of Berwyn is located in a forested area on **LSD 10 and LSD 15 of the NW 03-86-24-W5**, approximately 27 kilometers north of Grimshaw. Access to this site

is via the Daishowa logging road, which extends west from Highway #35.

- The Village's designated transfer station is located in the Town of Grimshaw.

Garbage Collection Services

- Garbage collection services in the Village of Berwyn are contracted out to Prairie Disposal Ltd., with collection scheduled **every Thursday**.
- Residents should refer to **Schedule B: Village of Berwyn Residential Garbage Pickup Guideline** for more details on garbage collection rules and procedures.

Recycling Services

- Recycling bins are available for residents at **5008 52 Ave, Berwyn**, where **13 blue bins** are placed specifically for recycling purposes. Residents are encouraged to recycle any acceptable recyclable waste materials using these bins.

Schedule A



Village of Berwyn
Box 250
Berwyn, AB T0H 0E0
P: 780-338-3922 x 1
F: 780-338-2224
Email: clerk@berwyn.ca

Village of Berwyn – Request for Duplicate Copy of Utility Bill Waiver Form

UTILITY ACCOUNT # _____

UTILITY SERVICE STREET ADDRESS: _____

OWNER'S NAME: _____

MAILING ADDRESS: _____

SEND DUPLICATE BILL TO:

NAME: _____

MAILING ADDRESS: _____

I, _____ being the owner of the property described above, hereby request the Village of Berwyn administration department to issue a duplicate copy of my bill to the person(s) named above beginning _____, 20__.

ACKNOWLEDGEMENT:

1. Regardless of the agreement to mail a duplicate bill, the undersigned shall continue to be directly responsible to the Village of Berwyn for all rates, charges, and other costs connected with providing water, sewer, and garbage services to the street address named above.
2. The undersigned understands that if the utility account remains unpaid, the outstanding charges may be transferred to the property tax account respective of the service address described above and/or services will be discontinued.
3. The undersigned agrees to notify our office promptly when there are changes to the information provided herein.

Dated this _____ day of _____, 20__.

OWNER

Village of Berwyn Representative

Garbage Collection Guidelines (Schedule B)

Residential Pickup Guidelines -Berwyn

Collection Schedule and Requirements

- Garbage collection is provided weekly for each residential premise through automated cart collection. Residents must place their garbage carts at the curb by 7:00 a.m. every Thursday for pickup.

Prohibited Items

The following items will not be removed by the collector and should not be placed in garbage carts:

- Construction and demolition materials
- Dead animals
- Discarded furniture, automobile parts, private vehicles, and household appliances
- Fences, gates, and other permanent or semi-permanent fixtures
- Tree limbs, whole shrubs, bushes, and hedge portions

Residential Garbage Cart Requirements

Each residential property within the Village has been provided with one garbage cart. Property owners must:

- Place all solid waste in securely sealed plastic bags within the garbage cart.
- Ensure the garbage cart is positioned curbside by 7:00 a.m. on collection day, with the lid securely closed to prevent animal interference. Overflowing carts will not be collected.
- Use only the one garbage cart provided per premises for collection. Additional garbage bags must be tagged with a “bag tag” sticker, which can be purchased from the Village office.
- An extra Bin can be requested at the village office for an additional charge – Refer to **Schedule C** for rates.

Waste Preparation Guidelines

Waste should be prepared as follows before placing it in the garbage cart:

- **Grass clippings must** be placed in a securely tied garbage bag, not exceeding 25 kg (kilograms).
- **Domestic garbage and waste** must be thoroughly drained and securely tied in garbage bags.

- **Wastepaper, cardboard, and other inoffensive refuse** should be placed in securely tied garbage bags.
- **Ashes** will not be collected unless fully quenched and safe from causing a fire.

Responsibility for Unacceptable Waste

- Disposal of items that are unacceptable for regular garbage collection is the responsibility of the occupant or property owner. Any excess or prohibited waste must be taken directly to the designated transfer station.

Transfer Station Access

Access Card Requirement

- Residents are required to have a valid access card to use the designated transfer station. The first access card is provided free of charge and can be collected from the Village office.

Information Collection

To issue an access card, the Village will collect the following information, which will be tied to the resident's utility account:

- Proof of address
- Full name
- Phone number

Lost or Replacement Cards

- In the event of a lost or damaged card, a replacement card can be purchased. Fees for replacement cards are outlined in **Schedule C** of this bylaw.

Garbage Cart Management

- The garbage cart remains with the property and should not be removed if the resident moves. When vacating, empty the cart and leave it at the residence, ideally in a secure location, such as a garage or shed.

Schedule C



Village of Berwyn Utility Fees

Category	Fee
Administrative fee	\$30.00
Administrative penalty	\$100.00
Reconnection/Disconnection fee	\$50.00
After-hours emergency call-out fee	\$100.00
Public Works minimum Labor fee	3 hours @ \$30/hour
Tampering with Village property	\$1000
Note: After hours Emergency call out Fee Excludes labor fee.	

Water - Base Rate	
Residential	\$17.70
Guaranteed Income Supplement	\$10.62
Commercial/Industrial	\$22.42
Institutional	\$27.14
Non-metered	\$71.00
Unoccupied	\$16.52

Water - Consumption	
Residential	\$2.95/m ³
Guaranteed Income Supplement	\$2.95/m ³
Commercial/Industrial	\$2.95/m ³
Institutional	\$2.95/m ³

Sewer	
Residential	\$17.70
Guaranteed Income Supplement	\$10.62
Commercial/Industrial	\$22.42
Institutional	\$79.06
Unoccupied	\$13.02

Garbage	
Residential	\$21.24
Guaranteed Income Supplement	\$16.52
Institutional	\$24.78
Unoccupied	\$20.06
Additional bin	\$8.00
Replacement Transfer Station Card	\$5.00
Bag Tags	\$3.00

Recycling	
Residential	\$4.72
Non-residential	\$4.72

READINGS AND AUTHORIZATION

READ a first time this **12** day of **December 2024**.

READ a second time this **12** day of **December 2024**.

READ a third and final time this **12** day of **December 2024**.

Mayor _____

Nicole Johnson

Chief Administrative Officer _____

Jatin Saini