

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
April 19, 2022 8:30 a.m.**  
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; April 5, 2022 (enclosure)
4. **DELEGATION – CLOSED SESSION**
  - 4.1. 8:40 a.m. Kelly Hellinga – Hellinga Development Company Ltd. – *FOIP Act 24(1)(c) Advice from officials*
5. **DEPARTMENT REPORTS**
  - 5.1. Community Services (enclosure)
  - 5.2. Finance (enclosure)
  - 5.3. Operations (PW) (enclosure)
  - 5.4. Planning and Economic Development (enclosure)
  - 5.5. Chief Administrative Officer (CAO) (enclosure)
6. **UNFINISHED BUSINESS**
  - 6.1. Governance Workshop (enclosure)
  - 6.2. Front Yard Fences (enclosure)
7. **NEW BUSINESS**
  - 7.1. May Briefing Committee Meeting (enclosure)
8. **BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 8.1. 2022 Rates of Taxation Bylaw 2022-08 (enclosure)
  - 8.2. Fire Services Bylaw 2022-11 – 2<sup>nd</sup> and 3<sup>rd</sup> Readings (enclosure)
  - 8.3. Repeal of Bylaws 116 and 117 – Bylaw 2022-12 (enclosure)

**POLICIES**

  - 8.4. Proclamation of Special Days, Weeks, or Months Policy Amendment (enclosure)

**AGREEMENTS**

  - 8.5. Dandelion Renewables Agreement (enclosure)
9. **WORKSHOPS/MEETINGS/CONFERENCES**
10. **COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Laing (enclosure)
  - 10.3 Councillor Bidney (enclosure)

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- 10.4 Councillor May (enclosure)
- 10.5 Councillor Roemer (enclosure)

**11. CORRESPONDENCE**

- 11.1. Edmonton Garrison Family Resource Centre (enclosure)
- 11.2. Nature Canada (enclosure)

**12. PRESENTATION OF NOTICE OF MOTION**

**13. NOTICE OF MOTION**

- 13.1. Off Highway Vehicles (enclosure)

**14. CLOSED SESSION**

- 14.1. Regional Services – *FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations*

**15. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
April 5, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lacey Laing  
Councillor Lynn Bidney  
Councillor Tanya May  
Councillor Cory Roemer

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Finance Manager  
Mark Prutchick – Operations Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR MAY MOVED THAT Council approve the addition of item 7.1 resident letter, item 10.1 Internet Service by Deputy Mayor Laing, and item 10.2 Off-Highway Vehicles by Councillor May to the April 5, 2022 agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-139**

DEPUTY MAYOR LAING MOVED THAT Council adopt the April 5, 2022 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-140**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – March 15, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the March 15, 2022 Regular Meeting of Council, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-141**

***Special Meeting of Council Minutes – March 29, 2022***

COUNCILLOR MAY MOVED THAT Council adopt the March 29, 2022 Special Meeting of Council minutes, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-142**

***Council Briefing Committee Meeting Minutes – March 30, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the March 30, 2022 Council Briefing Committee Meeting, as amended.

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**CARRIED UNANIMOUSLY RESOLUTION 22-143**

**UNFINISHED BUSINESS**

***2021 Audited Financial Statements as amended***

COUNCILLOR ROEMER MOVED THAT Council approves the 2021 audited financial statements as amended with the additional transfer of \$26,032 to the Recreation – Operating Reserve and the amending correction to Note 17.

**CARRIED UNANIMOUSLY RESOLUTION 22-144**

***Community Safety and Security Report***

DEPUTY MAYOR LAING MOVED THAT Council directs administration to bring forward information from Lac La Biche on their CCTV set up and further direct administration to look into front gates and fences for residents.

In Favour: Mayor Holden, Deputy Mayor Laing

Opposed: Councillor Bidney, Councillor Roemer, Councillor May

**DEFEATED RESOLUTION 22-145**

COUNCILLOR BIDNEY MOVED THAT Council accept the Community Safety and Security Report as information and further direct administration bring back information on front gates and fences.

**CARRIED UNANIMOUSLY RESOLUTION 22-146**

**NEW BUSINESS**

***Appointment of Library Board Trustee and Financial Reviewer***

COUNCILLOR MAY MOVED THAT Council approve Annette McManus to serve as a Library Board Trustee on the Bon Accord Public Library Board.

**CARRIED UNANIMOUSLY RESOLUTION 22-147**

COUNCILLOR BIDNEY MOVED THAT Council approve Beverly Lehtonen as the Financial Reviewer for the Bon Accord Public Library Board's 2021 accounts.

**CARRIED UNANIMOUSLY RESOLUTION 22-148**

***Regular Meeting of Council Action Item List***

COUNCILLOR MAY MOVED THAT Council approves the removal of the action item list from the Council Agenda template and further that the Action Item list be included in the CAO Monthly Report.

**CARRIED UNANIMOUSLY RESOLUTION 22-149**

**BYLAWS | POLICIES | AGREEMENTS**

***2022 Rates of Taxation Bylaw 2022-08***

COUNCILLOR BIDNEY MOVED THAT Council gives second reading to the 2022 Rates of Taxation Bylaw 2022-08 as presented.

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In Favour: Mayor Holden, Councillor Bidney  
Opposed: Deputy Mayor Laing, Councillor May, Councillor Roemer  
**DEFEATED RESOLUTION 22-150**

COUNCILLOR MAY MOVED THAT Council direct administration to revisit the Taxation Bylaw, changing from Scenario C to Scenario A, and arrange a Special Meeting of Council with proper advertising, where Council can restart the bylaw at first reading.  
**CARRIED UNANIMOUSLY RESOLUTION 22-151**

**Fire Services Bylaw 2022-11**

DEPUTY MAYOR LAING MOVED THAT Council give first reading to Fire Services Bylaw 2022-11 to repeal and replace Fire Bylaw 2020-20.  
**CARRIED UNANIMOUSLY RESOLUTION 22-152**

**Repeal of Bylaw 65 Bylaw 2022-10**

COUNCILLOR MAY MOVED THAT Bylaw 2022-10 – Repeal of Bylaw 65 be given first reading, as presented.  
**CARRIED UNANIMOUSLY RESOLUTION 22-153**

COUNCILLOR ROEMER MOVED THAT Bylaw 2022-10 – Repeal of Bylaw 65 be given second reading, as presented.  
**CARRIED UNANIMOUSLY RESOLUTION 22-154**

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2022-10 – Repeal of Bylaw 65 in one meeting.  
**CARRIED UNANIMOUSLY RESOLUTION 22-155**

DEPUTY MAYOR LAING MOVED THAT Bylaw 2022-10 – Repeal of Bylaw 65 be given third and final reading, as presented.  
**CARRIED UNANIMOUSLY RESOLUTION 22-156**

***Council Remuneration Policy Amendment***

COUNCILLOR MAY MOVED THAT Council approve the amendments to the Council Remuneration Policy as presented and circulated.  
**CARRIED UNANIMOUSLY RESOLUTION 22-157**

***Dandelion Renewables Construction Agreement***

COUNCILLOR MAY MOVED THAT Council table the Dandelion Renewables Construction agreement until the April 19, 2022 Regular Meeting of Council.  
**CARRIED UNANIMOUSLY RESOLUTION 22-158**

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**CORRESPONDENCE**

***Sturgeon Public Schools***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to RSVP Mayor Holden, Deputy Mayor Laing, and Councillor Roemer to the Sturgeon Public School Division Meeting on April 13<sup>th</sup> from 1-2 p.m. AND FURTHER THAT administration request the following additions to the meeting agenda: Bon Accord Community School parking lot concerns, pre-kindergarten enrichment program funding, PUFF funding, lack of funding for speech therapy and transportation.

**CARRIED UNANIMOUSLY RESOLUTION 22-159**

***National Police Federation***

COUNCILLOR MAY MOVED THAT the Town of Bon Accord join the call to action and direct administration to reply to the email included before April 15, 2022, with our agreement to join.

**CARRIED UNANIMOUSLY RESOLUTION 22-160**

***Town of Fox Creek***

COUNCILLOR MAY MOVED THAT Council direct administration to contact the Town of Fox Creek advising of our intention to write a letter of support and request clarification on specific areas of focus.

MAYOR HOLDEN MADE A FRIENDLY AMENDMENT THAT administration draft a letter on behalf of Council to be signed by Mayor Holden.

**CARRIED UNANIMOUSLY RESOLUTION 22-161**

Mayor Holden called a short recess at 8:56 p.m.

Mayor Holden called the meeting back to order at 9:04 p.m.

**PRESENTATION OF NOTICE OF MOTION**

***Internet Service***

Deputy Mayor Laing tabled the Presentation of Notice of Motion – Internet Service.

***Off Highway Vehicles***

**NOTICE OF MOTION**

***Bon Acres Park***

DEPUTY MAYOR LAING rescinded the Bon Acres Park Notice of Motion.

***Skateboard Park Land***

COUNCILLOR MAY MOVED THAT Council direct administration to look into the piece of land with the old baseball diamond at the arena as a potential new location for the

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skateboard park and contact potential interests in that ball diamond to investigate possible complications.

**CARRIED UNANIMOUSLY RESOLUTION 22-162**

**CLOSED SESSION**

- ***Community Gardens MOA – FOIP Act 24(1)(c) Advice from officials***
- ***Code of Conduct Bylaw – FOIP Act 17(1) Disclosure harmful to personal privacy***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Community Gardens MOA – FOIP Act 24(1)(c) Advice from officials and Code of Conduct Bylaw – FOIP Act 17(1) Disclosure harmful to personal privacy at 9:30 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-163**

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 9:58 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-164**

Deputy Mayor Laing left the meeting.

**ADJOURNMENT**

The April 5, 2022 Regular Meeting of Council adjourned at 10:00 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

# *Council Report*

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**Date:** April 19, 2022  
**Reporting Period:** March 15 – April 19, 2022  
**Department:** Recreation and Community Services Manager  
**Submitted by:** Lila Quinn

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## **RECREATION AND PARKS**

### ***ARENA***

A fire drill was completed at the Arena on March 21 with the assistance of Minor Hockey who were on the ice for a practice during the drill. Coaches and some parents had been informed but not the players on the ice.

In conclusion, it was noted that additional signage is needed on the north-facing wall facing the ice surface directing patrons on the ice to proceed to the East and West exits away from the fire if the location is known.

In the event of an ammonia emergency, they will need to be directed to the West exit, which is away from the ice plant room.

The ice plant has been shut down for the season, ice has been removed, and floor cleaned.

### ***PARKS***

We have not heard back if we were successful on receiving the Canada Summer Jobs grant for two summer students to work in the parks for 16 weeks this summer. If successful we will receive up to \$21,564 to help offset our staff costs. We should know within the next two weeks.

Working with the Community League regarding renewing the Sports Ground Agreement for the upcoming season.

## **COMMUNITY EVENTS/PROGRAMS**

### ***PICKLE BALL PROGRAM***

Pickle ball is on hold until Lillian Schick School establishes a booking procedure and forms to manage their gymnasium bookings.

## ***FAMILIES FIRST PARTNERSHIP***

Partnered with Families First to offer the Silly Sprouts Pre-school Program in the basement of the Town Office.

## ***EASTER EGG HUNT***

This free event is planned for Friday, April 15, 10:00 a.m.–12:00 p.m. at the Bon Accord Community School playground. It's for ages 1-12. We have had a great response to this program with 108 registrations and a waiting list of 7. 4H has partnered with us and are organizing the games and activities while staff and volunteers hide the goodies. We have made accommodations for one child with a peanut allergy. ATB Financial sponsored this event with a \$100.00 donation.

## ***VOUNTEER APPRECIATION NIGHT***

Volunteer Appreciation Night is scheduled for Tuesday, April 26 from 6:00 p.m.–8:00 p.m. at the Arena. As done in the past, we are planning the popular sundae event and hoping the Mayor and Council will be able to attend and assist with the event by handing out ice cream.

## ***MUSIC IN THE PARK***

Created a Music in the Park Sponsorship letter (as attached). This will go out to local businesses in the community to help offset the costs of the program.

## **INFORMATION AND REFERRALS**

Assisted one resident seeking support/resources.

## **BOARDS AND COMMITTEES**

### ***RECREATION TRANSITION GROUP***

Attended a meeting on March 10 where we continued to look at one software program that could potentially meet our needs to track resident usage at sub-regional recreation amenities relative to the recreation cost sharing agreement with Sturgeon County.

### ***COMMUNITY SERVICES ADVISORY BOARD***

Will be discussing upcoming programs at our next meeting on April 14.

## **MEETINGS**

- Recreation Transition Group Meeting: March 10, 17, 30

- Support for Ukraine Regional FCSS Meeting: March 11
- Regular Meeting of Council: March 15
- Intergenerational Meeting: March 16
- Council Community Connections (served hot dogs): March 16
- Management Team Meeting: March 18, April 11
- Social Committee Meeting: March 22
- FCSS Partnership Meeting: March 22
- Communities in Bloom Meeting: March 31
- Senior Citizens Advisory Network Meeting: March 31
- Meeting with Town of Bon Accord resident regarding programming: April 1
- Meeting with Lilian Schick School Administration: April 5
- Interviews for Parks and Recreation Staff: April 5, 7
- North Central Emergency Social Services Networking Meeting: April 7
- Edmonton Evergreen FCSS Meeting: April 8

## **TRAINING**

- Completed Introduction to Incident Command System (I-100 ICS) on-line training March 15
- Completed FCSS Outcomes Measures Foundation training March 17
- Completed FCSS Final Report IT training March 22

## **REPORTS**

- Completed first draft of FCSS Annual Program Report which is due the end of April.

## **Lila Quinn**

*Recreation and Community Services Manager  
Town of Bon Accord*

March 31, 2022

To Whom It May Concern:

**Bon Accord Music in the Park Sponsorship Letter**

For the seventh consecutive year, Bon Accord Community Services is partnering with local musicians and musical talent from Bon Accord and the greater Edmonton area, for Music in the Park (MITP). MITP is the fastest growing event that the Town of Bon Accord offers, subsequently it is one of the highest attended Town events. In past years we have seen 100 – 200 spectators at each show. This event is free to all and takes place every Tuesday evening from July 5<sup>th</sup> – September 6<sup>th</sup> at Centennial Park.

The Town of Bon Accord is looking for businesses to sponsor this event. Your sponsorship will allow us to continue to host this wonderful event that brings our community together.

<b>Sponsorship Levels:</b>	<b>Bronze \$250</b>	<b>Silver \$500</b>	<b>Gold \$750</b>	<b>Platinum \$1000</b>
Company banner displayed at the event (Company must supply banner)	✓	✓	✓	✓
Company highlighted by MC or your opportunity to speak during event	✓	✓	✓	✓
Table display and acknowledgment on Town website	✓	✓	✓	✓
Acknowledgment in Town monthly newsletter		✓	✓	✓
Acknowledgment on the Town's Social Media (FaceBook)			✓	✓
Acknowledgment on Town Commercial Electronic Highway Sign				✓

***For a small town, this event creates a large buzz!***

If you would like to sponsor Music in the Park, or you have any questions, please contact me at 780-921-3550 or [rscmanager@bonaccord.ca](mailto:rscmanager@bonaccord.ca)

Thank you for your time, consideration, and generosity.

Lila Quinn  
Recreation & Community Services Manager

# Council Report

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**Date:** April 19, 2022  
**Reporting Period:** March 2022  
**Department:** Corporate Services  
**Submitted by:** Falon

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## Finance Report

### **Administration**

Administration is expected to be on par with budget in revenues and expenses. Per the variance report, it appears that administration expenses are over budget, however this is due to many of the larger invoiced items having been paid within the first quarter of the year such as the annual subscription for our software program, insurance, and the audit. As the variance report shows the cost breakdown of the budget monthly, these larger items are skewing the variance.

### **Protective Services**

Bylaw revenues includes a portion of the MSI Operating Grant not yet received.

*In review: The door in the fire hall needs to be repaired; the maintenance will likely bring the fire department over budget by approximately \$500 for the year. The fire services invoice has been paid to Sturgeon County. The first quarter bylaw services invoice has been paid.*

### **Public Works**

Roads and water revenue include a portion of the MSI Operating Grant not yet received. Spending to date in the snow removal line for roads is \$3,665 of the budgeted \$12,000. This includes some operator overtime and fuel costs. Bulk water sales are approximately \$6,376 under budget; however, this number fluctuates throughout the year based on demand, and is expected to increase during the spring, summer, and early fall months. The Town received notification from GFL Environmental that due to rising fuel costs the company will be charging an additional fuel recovery fee in accordance with our waste collection contract. The letter from GFL stated that: the cost per litre of diesel fuel has been benchmarked at \$1.10/litre. As per agreement – for every 1 cent/litre that fuel rises above the benchmarked rate, it will in turn increase the Fuel Recovery Rate by 2 cents per unit per month.

## **Recreation & Community Services**

With winter (hopefully) coming to an end, the parks department will have more expenses coming in and the arena should have fewer expenses. Three temporary summer staff positions have been budgeted for with application to the Canada Summer Jobs Grant. Should this grant be received, it would be additional unbudgeted revenue funds to offset the cost of the summer staff.

*In Review: The Sturgeon Recreation Grant funding was received; the Town received \$3,479.56 higher than expected due to the higher rate of CPI. The total amount received was \$306,972. This has been allocated per the budget to parks, recreation, and the arena.*

*The Zamboni at the arena broke down and requires repairs; in the meantime, the arena is renting a Zamboni. This was an unexpected expense and while there is some contingency in the budget for unexpected occurrences, this may cause contracted services/repairs and maintenance to be over budget. The full impact has yet to be determined until the repair is complete and the rental is discontinued, and final invoices are paid.*

## **Capital Projects**

Administration is currently working on the application for the Green and Inclusive Community Building Grant and the application for the Community Facility Building Grant. Tenders for the road project have gone out.

## **MEETINGS**

- March 1 – Regular Meeting of Council
- March 4 – Manager’s Meeting
- March 15 – Regular Meeting of Council
- March 8 – Meeting with Phil Dirks of Metrix Group and Town Manager to review Financial Statements
- March 18 – Manager’s Meeting

## **Falon Fayant**

*Corporate Services Manager  
Town of Bon Accord*



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2022  
 Reporting Month: MARCH

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	84,941	558,814	- 473,873	12,616	101,624	- 89,008	72,325	457,190	- 384,865	84%
<b>TOTAL MUNICIPAL</b>	<b>\$ 84,941.00</b>	<b>\$ 558,813.75</b>	<b>-\$ 473,872.75</b>	<b>\$ 12,616.00</b>	<b>\$ 101,623.50</b>	<b>-\$ 89,007.50</b>	<b>\$ 72,325</b>	<b>\$ 457,190</b>	<b>-\$ 384,865</b>	<b>84%</b>
Election	-	-	-	-	1,375	- 1,375	-	(1,375)	1,375	100%
Council	-	-	-	20,525	28,592	- 8,067	(20,525)	(28,592)	8,067	28%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,525</b>	<b>\$ 29,967</b>	<b>-\$ 9,442</b>	<b>-\$ 20,525</b>	<b>-\$ 29,967</b>	<b>\$ 9,442</b>	<b>32%</b>
Administration	966	1,000	- 34	137,058	124,189	12,869	(136,092)	(123,189)	(12,903)	10%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 966</b>	<b>\$ 1,000</b>	<b>-\$ 34</b>	<b>\$ 137,058</b>	<b>\$ 124,189</b>	<b>\$ 12,869</b>	<b>-\$ 136,092</b>	<b>-\$ 123,189</b>	<b>-\$ 12,903</b>	<b>10%</b>
Fire Services	9,945	9,471	474	31,563	47,007	-15,444	(21,618)	(37,536)	15,918	42%
Emergency Services	-	-	-	1,910	4,986	-3,076	(1,910)	(4,986)	3,076	62%
Bylaw	1,737	11,180	-9,443	10,305	24,935	-14,630	(8,568)	(13,755)	5,187	38%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 11,682</b>	<b>\$ 20,651</b>	<b>-\$ 8,969</b>	<b>\$ 43,778</b>	<b>\$ 76,929</b>	<b>-\$ 33,151</b>	<b>-\$ 32,096</b>	<b>-\$ 56,278</b>	<b>\$ 24,182</b>	<b>43%</b>
Municipal Planning	597	2,438	- 1,841	20,195	55,423	- 35,228	(19,598)	(52,985)	33,387	63%
Economic Development	-	5,850	- 5,850	17,875	28,236	- 10,361	(17,875)	(22,386)	4,511	20%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 597</b>	<b>\$ 8,288</b>	<b>-\$ 7,691</b>	<b>\$ 38,070</b>	<b>\$ 83,659</b>	<b>-\$ 45,589</b>	<b>-\$ 37,473</b>	<b>-\$ 75,371</b>	<b>\$ 37,898</b>	<b>50%</b>
Public Works - Roads	-	2,491	- 2,491	76,017	105,514	- 29,497	(76,017)	(103,023)	27,006	26%
Storm Sewer & Drain	-	-	-	3,601	4,790	-1,189	(3,601)	(4,790)	1,189	25%
Water	92,557	85,549	7,008	50,952	140,195	-89,243	41,605	(54,646)	96,251	176%
Sewer	57,126	53,301	3,825	42,865	88,324	-45,459	14,261	(35,023)	49,284	141%
Garbage	14,349	15,304	- 955	14,224	28,945	-14,721	125	(13,641)	13,766	101%
Cemetery	2,050	1,750	300	2,177	2,279	-102	(127)	(529)	402	76%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 166,082</b>	<b>\$ 158,395</b>	<b>\$ 7,687</b>	<b>\$ 189,836</b>	<b>\$ 370,046</b>	<b>-\$ 180,210</b>	<b>-\$ 23,754</b>	<b>-\$ 211,652</b>	<b>\$ 187,898</b>	<b>89%</b>
FCSS	11,346	10,870	476	13,324	14,046	- 722	(1,978)	(3,175)	1,197	38%
<b>TOTAL FCSS</b>	<b>\$ 11,346</b>	<b>\$ 10,870</b>	<b>\$ 476</b>	<b>\$ 13,324</b>	<b>\$ 14,046</b>	<b>-\$ 722</b>	<b>-\$ 1,978</b>	<b>-\$ 3,175</b>	<b>\$ 1,197</b>	<b>38%</b>
Parks	78,576	77,255	1,321	11,362	34,571	- 23,209	67,214	42,684	24,530	57%
Arena	108,239	95,587	12,652	81,052	68,699	12,353	27,187	26,888	299	1%
Recreation	171,858	174,450	- 2,592	12,965	57,566	- 44,601	158,893	116,885	42,008	36%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 358,673</b>	<b>\$ 347,293</b>	<b>\$ 11,380</b>	<b>\$ 105,379</b>	<b>\$ 160,836</b>	<b>-\$ 55,457</b>	<b>\$ 253,294</b>	<b>\$ 186,456</b>	<b>\$ 66,838</b>	<b>36%</b>
Library	-	-	-	26,089	28,773	- 2,684	(26,089)	(28,773)	2,684	9%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,089</b>	<b>\$ 28,773</b>	<b>-\$ 2,684</b>	<b>-\$ 26,089</b>	<b>-\$ 28,773</b>	<b>\$ 2,684</b>	<b>9%</b>
Total Excl. General Municipal	\$ 549,346	\$ 546,496	\$ 2,850	\$ 574,059	\$ 888,445	-\$ 314,386	-\$ 24,713	-\$ 341,949	\$ 317,236	93%
Total Incl. General Municipal	\$ 634,287	\$ 1,105,309	-\$ 471,022	\$ 586,675	\$ 990,068	-\$ 403,393	\$ 47,612	\$ 115,241	-\$ 67,629	59%

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

# *Council Report*

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**Date:** March - April 2022

**Department:** Public Works

**Submitted by:** Mark Prutchick, Operations Manager

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## **PUBLIC WORKS/OPERATIONS MANAGER**

- Regularly attended Council Meetings.
- Regularly attend Management meetings.
- Regularly process Invoices/Timesheets, and all information related to day-to-day operating activities.
- Setting staff up with all essential training/certification and renewals for Staff in 2022, this will be continuous throughout the year.

## **CAPITAL PROJECTS**

- Continue to review the 2021 capital project contract documents/payment certificates. This is ongoing since substantial completion is still pending from the 2021 road work, and we will be having the contractor address the 2021 deficiencies in the summer of 2022. AE has confirmed that they will be contacting the Contractor shortly to address the 2021 deficiencies.
- Capital project 2022 – Assisted AE with preparing the Tender Document, which was released April 7, 2022, and is set to close on April 20, 2022. Attached to this report is the invitation to bid from AE.

## **ROADS**

- Removed the ice surface from the arena and hauled it to the Lagoon.
- Removed the last of the snow (hopefully) and graded the Alleys to remove ice ruts.
- Removed the Christmas Decorations/Trees and changed out the Banners.
- The burning of the brush pile at the Lagoon has been completed.
- Completed full snow and ice removal in the arena parking lot in preparation of a weekend tournament.

## **EQUIPMENT/VEHICLES**

- Ongoing Washing and Cleaning of trucks and equipment.
- Ordered Grader and Loader Blades in preparation for Nov/Dec 2022 winter operations.
- Equipment maintenance ongoing including daily greasing of equipment.
- Replacement of skid steer lift pins.
- Replaced emergency Beacon Light on Loader.
- Started doing the necessary oil changes on equipment.

## **CEMETERY**

- No openings and closings of Graves since last report.

## **WATER**

- Ongoing Daily and Weekly readings/sampling/testing (Chlorine/Bacteria see attached).
- Monthly Meter Readings completed on April 1.
- Completed monthly water utilities checks/inspections.

## **SEWER**

- Sewer pump stations and blower house monthly checks completed.
- Completed Generator tune up at both lift stations (spark plugs and wires).

## **Stormwater**

- Addressed flooding issues in the Northwest area of town on 54<sup>th</sup> St and 55<sup>th</sup> Street Cul-de-sac's.
- Thawed out more culverts and catch basins throughout the town.
- Conducted multiple site visits throughout the day at areas where pooling of water existed. (Checking water levels)
- The Pond and holding area water levels on the Southeast corner of 28 and the Lagoon Road are low and are expected to accept the remaining spring thaw without being over charged.

## **On-Call Operator**

- Total of two call outs during this period. One was from the Town Office where the Fire Department set off the alarms. The other call out was the flooding in the above-mentioned cul-de-sacs.

## **SAFETY/TRAINING/STAFF**

- Ongoing Morning Meetings (Tailgate) regarding work safe plans.

- Continue to emphasize the importance of Covid safety measures and always keeping up to date with AHS even though restrictions have been reduced significantly.
- In the final phase for the hiring of two Parks and Recreation Maintenance Seasonal Worker positions as well as the seasonal part time Public Works/Parks and Recreation position. Offer letters for employment went out April 13, 2022. The anticipated start date is May 9, 2022.

### **ADDRESSED CONCERNS / MISCELLANEOUS**

- Received multiple calls and emails regarding surface water run-off in town, both concerned and thankful residents.
- Replaced stained ceiling tiles in council chambers and Library.
- Repaired the Traffic Speed Sign by reinforcing and pouring a new concrete base. The sign will be ready to go back out the week of May 2<sup>nd</sup>.
- Completed the bi-annual building facility checks throughout the town.
- Temporarily mounted the No Swimming/Wading/Skating signs near the pond. Once the ground thaws, we will install the proper posts for these signs.
- Completed town wide fire protection deficiencies which include all town facilities and vehicles/equipment.

Public Works Report ending April 14<sup>th</sup>, 2022.

*Respectfully submitted by:*

*Mark Prutchick, C.E.T., CRS, rci  
Operations Manager  
Public Works*

Town of Bon Accord  
2022 Road Rehabilitation Program  
2022-04/2022-3316

00 11 16  
INVITATION TO BID  
Page 1 of 2

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**TOWN OF BON ACCORD**  
**2022 ROAD REHABILITATION PROGRAM**  
**APRIL 2022**

Sealed bids marked "**Bid for Town of Bon Accord 2022 Road Rehabilitation Program**" will be received through the Bids and Tenders – Online Bidding System up to **2:00 pm on April 20, 2022**. Bids submitted after the Online Bidding System closing time will not be accepted by the Online Bidding System. The time as indicated by the declining time clock on the Online Bidding System shall be the official time for closing.

The work involves the construction of the following work items and estimated quantities:

**Part A – Full Depth Reclamation 46 St.**

1. Approximately 75 sq.m of concrete monolithic sidewalk replacement (various spot repairs).
2. Approximately 105 m of 0.5 m wide concrete swale replacement.
3. Base Repairs – 400 cu.m provision for base repairs
4. Approximately 5,600 sq.m of Full Depth Reclamation with Cement Stabilized Base.
5. Approximately 5,600 sq.m of Hot Mix Asphalt Paving 90mm depth.

Part B will be subject to available budget once pricing for both Part A and Part B are received and evaluated. The quantities noted below may all be included in the scope of work, or in part or may be deleted in its entirety.

**Part B – Mill and Overlay - 53 Avenue, 48 Street & 51a Avenue – (Subject to Budget Availability)**

1. Crack Repairs – Approximately 100 meters.
2. Base Repairs – 400 sq.m provision for base repairs.
3. 4,650 sq.m - 40mm depth Cold Milling and 50mm Hot Mix Asphalt Overlay.

Contract Documents will be available on the Bids and Tenders website (<https://ae.bidsandtenders.ca>) on or after 2:00 pm on **April 6, 2022**. Bidders are required to check for any updated information and addenda issued before the closing date and time at the Bids and Tenders website (<https://ae.bidsandtenders.ca>).

Any changes to the Bid Documentation will be issued by means of written addenda and posted to the Bids and Tenders website and will form part of the Bid. No amendment of any kind to the tender is effective unless it is posted in a formal written addendum. Upon submitting to this Bid, Bidders will be deemed to have received notice of all addenda that have been posted and deemed to have considered the information for inclusion in the tender submitted.

Technical inquiries by bidders are to be directed to **Imad Bazzi, E.I.T.** via email at **bazzii@ae.ca**.

Bids must be accompanied by the specified Bid Bond and Consent of Surety Company payable to the Town of Bon Accord.

*Q:\2022-3316-00\\_doc\_prod\specs\001116.doc:*

Town of Bon Accord  
2022 Road Rehabilitation Program  
2022-04/2022-3316

00 11 16  
INVITATION TO BID  
Page 2 of 2

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The lowest or any bid will not necessarily be accepted.

Mark Prutchick, C.E.T., CRS, rc  
Operations Manager  
Town of Bon Accord  
Box 779  
5025 50 Avenue  
Bon Accord, AB T0A 0K0

Diego Mejia, P.Eng.  
Project Manager  
Associated Engineering Alberta  
Ltd.  
#500, 9888 Jasper Avenue NW  
Edmonton, AB T5J 5C6

**END OF DOCUMENT**

3030 Hospital Dr. NW Calgary, AB T2N 4W4 403-  
944-1215 8440-112 St. Edmonton, AB T6G 2J2 780-407-8925

# 9400170, Bon Accord

Box 779

Bon Accord, AB T0A0K0  
7809213550

## Environmental Public Health, Sherwood Park -ER4

2 Brower Drive (780)342-4661  
Sherwood Park, AB T8H 1V4

**Accession #:** WE-22-0017600  
**AESRD Approval #:** 0000438  
**EI #:**  
**Provlab Study #:**

<b>Environmental Microbiology</b>		
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	<b>Collected Date</b> <b>Collected Time</b>	
	<b>2022-03-28</b> <b>09:29:00</b>	
<b>Procedure</b>		<b>Units</b>
Total Coliforms by Enzyme Substrate	ABSENT <sup>In1</sup>	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2022-03-28 1250	
Analyzed Date	28-MAR-2022	
ID Number	1883867	
Sample Collected By	Terry D	
Collected By Phone Number	780-908-5856	
Sample Collection Site.	See Below <sup>T1</sup>	

**Textual Results**

T1: 2022-03-28 09:29 (Sample Collection Site.)  
4812 52 St (Referee Dressing Room )

**Interpretive Data**

In1: Total Coliforms by Enzyme Substrate  
Total Coliforms and E coli testing performed by Enzyme Substrate Method  
Presence/Absence.





### Water Distribution System Monthly Report

**MARCH**

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problems
1	348	1.73	258	83	1.63	5008 - 47 Ave		0.00	None
2	339	1.77	249	64	1.67	5025 - 50 Ave		0.00	switched pumps from 101 to 102
3	240	1.68	220	2	1.53	4944 - 50 Ave		0.00	None
4	237	1.71	210	23	1.48	5222 - 44 St		0.00	None
5	0	0.00	0	0	0.00			0.00	
6	0	0.00	0	0	0.00			0.00	
7	833	1.75	737	156	1.62	4803-53 Ave.	*	0.00	None
8	301	1.69	232	95	1.64	5008-47 Ave.		0.00	None
9	307	1.69	223	48	1.58	5025-50 Ave.		0.00	Switched pump 102 to 103.
10	302	1.73	216	29	1.60	4944-50 Ave.		0.00	None
11	321	1.69	235	124	1.59	4812 52st		0.00	None
12	0	0.00	0	0	0.00			0.00	
13	0	0.00	0	0	0.00			0.00	
14	884	1.75	750	242	1.65	5025-50 Ave.	**	0.00	None
15	449	1.75	250	122	1.62	4803-50 Ave.		0.00	None
16	347	1.79	218	58	1.66	5008-47 Ave.		0.00	Switched pump 103 to 101.
17	338	1.78	223	37	1.67	4812-52 St.		0.00	None
18	239	1.83	224	81	1.58	4944-50 Ave.		0.00	None
19	0	0.00	0	0	0.00			0.00	
20	0	0.00	0	0	0.00			0.00	
21	839	1.68	793	167	1.68	#144 5231 51st	***	0.00	None
22	416	1.69	236	66	1.71	5008 47ave		0.00	None
23	342	1.67	219	88	1.73	5025 50ave		0.00	Switched pump 101 to 102.
24	337	1.77	228	50	1.60	4803-53 Ave.		0.00	None
25	319	1.72	223	67	1.68	4812 52st		0.00	None
26	0	0.00	0	0	0.00			0.00	
27	0	0.00	0	0	0.00			0.00	
28	796	1.75	779	179	1.32	4812-52 St.	****	0.00	None
29	285	1.72	215	48	1.63	5008-47 Ave.		0.00	Switched pump 102 to 103.
30	270	1.71	204	27	1.56	5025-50 Ave.		0.00	None
31	294	1.76	224	64	1.63	4803-53 Ave.		0.00	None

<b>SUBTOTAL</b>	9383	N/A	7366	1920	N/A
<b>TOTAL</b>	<b>9383</b>	<b>N/A</b>	<b>9286</b>		<b>N/A</b>
<b>AVERAGE</b>	302.68	1.28	237.61	61.94	1.20
<b>MAX</b>	884.00	1.83	793.00	242.00	1.73
<b>LOW</b>	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222-6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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**Water Distribution System Monthly Report**



**APRIL**

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problems
1	279	1.69	208	76	1.43	4944-50 Ave.		0.00	None
2	0	0.00	0	0	0.00			0.00	
3	0	0.00	0	0	0.00			0.00	
4	1122	1.57	698	235	1.43	4222-54 Ave.	*	0.00	None
5	351	1.60	249	28	1.60	5025 50ave		0.00	None
6	275	1.50	247	46	1.52	4812 52st		0.00	switched pump 103 to 101
7	201	1.54	253	31	1.49	#144 5231 51st		0.00	None
8	265	1.38	227	130	1.52	5008 47 ave		0.00	None
9	0	0.00	0	0	0.00			0.00	
10	0	0.00	0	0	0.00			0.00	
11	1128	1.56	726	142	1.62	5025 50ave	**	0.00	None
12	309	1.48	231	92	1.51	#144 5231 51st		0.00	None
13	324	1.48	241	114	1.36	5222 - 44 St		0.00	Switched pumps from 101 to 102
14	301	1.43	224	23	1.46	4944 - 50 Ave		0.00	None
15								0.00	
16								0.00	
17								0.00	
18								0.00	
19								0.00	
20								0.00	
21								0.00	
22								0.00	
23								0.00	
24								0.00	
25								0.00	
26								0.00	
27								0.00	
28								0.00	
29								0.00	
30								0.00	
31								0.00	

<b>SUBTOTAL</b>	4555	N/A	3304	917	N/A
<b>TOTAL</b>	4555	N/A	4221		N/A
<b>AVERAGE</b>	325.36	1.09	236.00	65.50	1.07
<b>MAX</b>	1128.00	1.69	726.00	235.00	1.62
<b>LOW</b>	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222-6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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# Council Report

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**Date:** April 19, 2022  
**Reporting Period:** March 11/22 to April 13/22  
**Department:** Planning and Development  
**Submitted by:** Dianne Allen

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## **ECONOMIC DEVELOPMENT**

### ***Tourism Industry Association Alberta (TIAA)***

Inbound vaccinated travelers will no longer have to provide a Covid-19 test result to enter Canada as of April 1/22. While travelers may still be selected for random testing, vaccinated travelers will not have to quarantine while waiting for their results.

TIAA endorses Ottawa's move, declaring that it provides certainty for everyone in the industry to finally move ahead, recover and re-emerge fully from the last 24 months of economic hardship. <https://www.canada.ca/en/public-health/news/2022/03/government-of-canada-will-remove-pre-entry-test-requirement-for-fully-vaccinated-travellers-on-april-1.html>

### ***Canadian Home Builders Association (CHBA) – Supply Chain Issues***

Supply chain issues continue to put a strain on Canada's residential construction industry. Challenges sourcing materials and labor have caused extensive delays in home closings and make predicting construction timelines extremely difficult, along with the unprecedented price increases on many construction materials adding up to tens of thousands of dollars onto the cost of building a home.

These challenges are not unique to the construction sector and can be challenging to explain to home buyers. CHBA has a public-facing page on supply chain issues that may be helpful to bring understanding and what to expect in home construction.

[https://www.chba.ca/CHBADocs/CHBA/HousingCanada/Industry-Issues/2022-02-Text-for-Members-to-Give-Clients.pdf?utm\\_source=Informz&utm\\_medium=Email&utm\\_campaign=Bulk%20Email](https://www.chba.ca/CHBADocs/CHBA/HousingCanada/Industry-Issues/2022-02-Text-for-Members-to-Give-Clients.pdf?utm_source=Informz&utm_medium=Email&utm_campaign=Bulk%20Email)

### ***Canadian Home Builders Association (CHBA) – Adaptive Home Renovations***

CHBA is launching an Adaptive Home Renovation Course for aging-in-place. This course provides the knowledge and tools for professionals to better support Canadians who wish to live at home as long as they can.

The course focuses on improving design and safety, security, ease of use, comfort, accessibility and occupant health. The Adaptive Home Renovation Course is the first step of being part of a

network of professionals who offer services to homeowners who want to live in their home safely and comfortably for as long as possible regardless of age, ability, size of circumstance. When done correctly with the homeowner in mind, home modifications can significantly improve quality of life. The cost is \$750 for CHBA members and \$1,000 for non-members. The course will be offered virtually over 3 days on the following dates:

Course #1: March 23, March 30 and April 6

Course #2: June 1, June 8 and June 15

### ***Energy Roundtable – Skilled Futures in Energy***

Canada is focused on electrification, involving doubling the size of the power grid which is a massive undertaking. This takes place at a time of rising energy prices and rates of inflation not seen for a generation, in a country that remains heavily reliant on the use of fossil fuels.

At present there is disconnect between energy transition policies and on the ground realities, including a shortage of the skilled workers that are needed to achieve the country's electrification goals. Training for these skills is critical to tackle climate change and prepare workers for this sector.

This discussion included energy sector leaders, emphasising what is needed to electrify Canada with a skilled work force. [https://energyroundtable.org/skilled-futures-in-energy/?utm\\_campaign=N-ERT%202021&utm\\_term=VIEW%20PROGRAMME&utm\\_medium=email&utm\\_source=directmailmac](https://energyroundtable.org/skilled-futures-in-energy/?utm_campaign=N-ERT%202021&utm_term=VIEW%20PROGRAMME&utm_medium=email&utm_source=directmailmac)

### ***Municipal Climate Control Centre – Solar for Schools Program***

With budgets being tight, school authorities have an opportunity to reduce operating costs by producing their own energy to lower utility bills. The Solar for Schools Program provides funding to install solar PV systems for Alberta Schools. Eligible projects can receive a rebate up to 50% of the total cost. The program application deadline date is April 30/22.

Program information was sent to the Principals at BACS and Lilian Schick School for their review and awareness of funding opportunities available. <https://mccac.ca/programs/solar-for-schools-program/>

### ***Municipal Climate Control Centre – Electric Vehicle Charger Program***

The Climate Control Centre has executed the EVCP Funding Agreement for the Towns charging program, signifying the project can now commence.

### ***Build Alberta – Building Codes Published***

The new National Building, Plumbing, Fire and Energy Codes have been published and are available in electronic format for free through the NRC's Publication Archive and for purchase from the NRC's virtual store. <https://nrc-publications.canada.ca/eng/search/?q=NRCCode&q=&q=&ps=50&s=ntp&m=1>

To note, the new National Energy Code for Buildings (NECB) includes information related to energy efficiency tiers or Tiered Energy Codes, which will allow provinces and territories to choose the appropriate tier of energy efficiency requirements with the goal of a Net Zero Ready standard for new homes and buildings by 2030.

## ***Recreational Vehicles***

After a much-anticipated winter to be over, residents are anxious to get their RV's out and ready for summer. It is important for residential owners to know parking and storage guidelines for the Town of Bon Accord.

A recreational vehicle (RV) is defined as a vehicle or trailer that is designed, constructed and equipped, either temporarily or permanently, as a temporary accommodation for travel, vacation or recreational use and to be driven, towed or transported.

RVs include:

- duly licensed travel trailers
- motorized homes
- slide-in campers
- chassis-mounted camper
- boats
- all-terrain vehicles
- snowmobile
- tent trailers

As per the *Land Use Bylaw 2016-03*, recreational vehicles can be temporarily located in a front yard if the vehicle is located on a hard-surfaced driveway or parking pad. Please note, recreational vehicles are to be removed at the end of the summer camping season (**April 1 to October 31**) annually.

No person may occupy a recreational vehicle for a period longer than 14 consecutive days, in a calendar year on any lot. Additionally, utility trailers are prohibited in front yards. Front yards are considered to be a portion of the site abutting the road to the dwelling foundation.

## **PLANNING AND DEVELOPMENT**

### ***Safety Codes Council***

The Sturgeon County / Bon Accord / Gibbons / Legal / Redwater 2021 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been accepted. As noted prior, this is an Annual Internal Review conducted by Safety Codes Council. The audit provides reporting on the accredited organization's performance in the previous year, identifies and explains any issues or anomalies that impacted this performance and demonstrates the municipalities compliance with the terms and conditions of the municipality's accreditation.

### ***Plan 1854KS Parcel C – East***

Administration has been in extensive conversations with the property owner/developer regarding the proposed development of this land site. There is a process to sub-dividing the site with additional off-site development improvements to be considered. Developing in an urban municipality requires detailed planning not only for the present, but for the future needs of the community referencing the Towns Land Use Bylaws, Municipal Development Plan and other planning documents as required.

The Delegation today has the opportunity to present their desire and intent on this subdivision project, providing Council with an understanding and broad scope of the intended development.

**737 Enterprises Ltd.**

The proposed development will accommodate 3 commercial bays for mixed commercial usage. All bays have signed lease agreements in place; two bays will consist of a liquor store and the one bay will be a Montessori Day Care.

**Investment and Development**

- Interest in land available on highway frontage

**BYLAW COMPLAINTS / CONERNS**

- Barking dog

**Peace Officer Enforcement Services**

Matt Roblin (Supervisor) provided March reports regarding citations and incidents for Council’s review (refer attachments):

March 2022 – Bon Accord Citation Report

March 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	0	0	7	9	1	This Period
2	0	0	38	31	7	YTD

**MEETINGS / EVENTS ATTENDED / EDUCATION**

- Manager Meetings
- Council Meetings / Council Connect
- Local Government Administration Association Conference
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developers
- Stakeholders / Residents – development questions, inquires and concerns
- Bylaw Enforcement – discussions

**Dianne Allen**

*Manager, Planning & Economic Development  
Town of Bon Accord*

**Sturgeon County**

BON ACCORD CITATION REPORT Statistics from: 3/1/2022 12:00:00AM to 3/31/2022 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 2  
Total Mandatory Appearances: 0

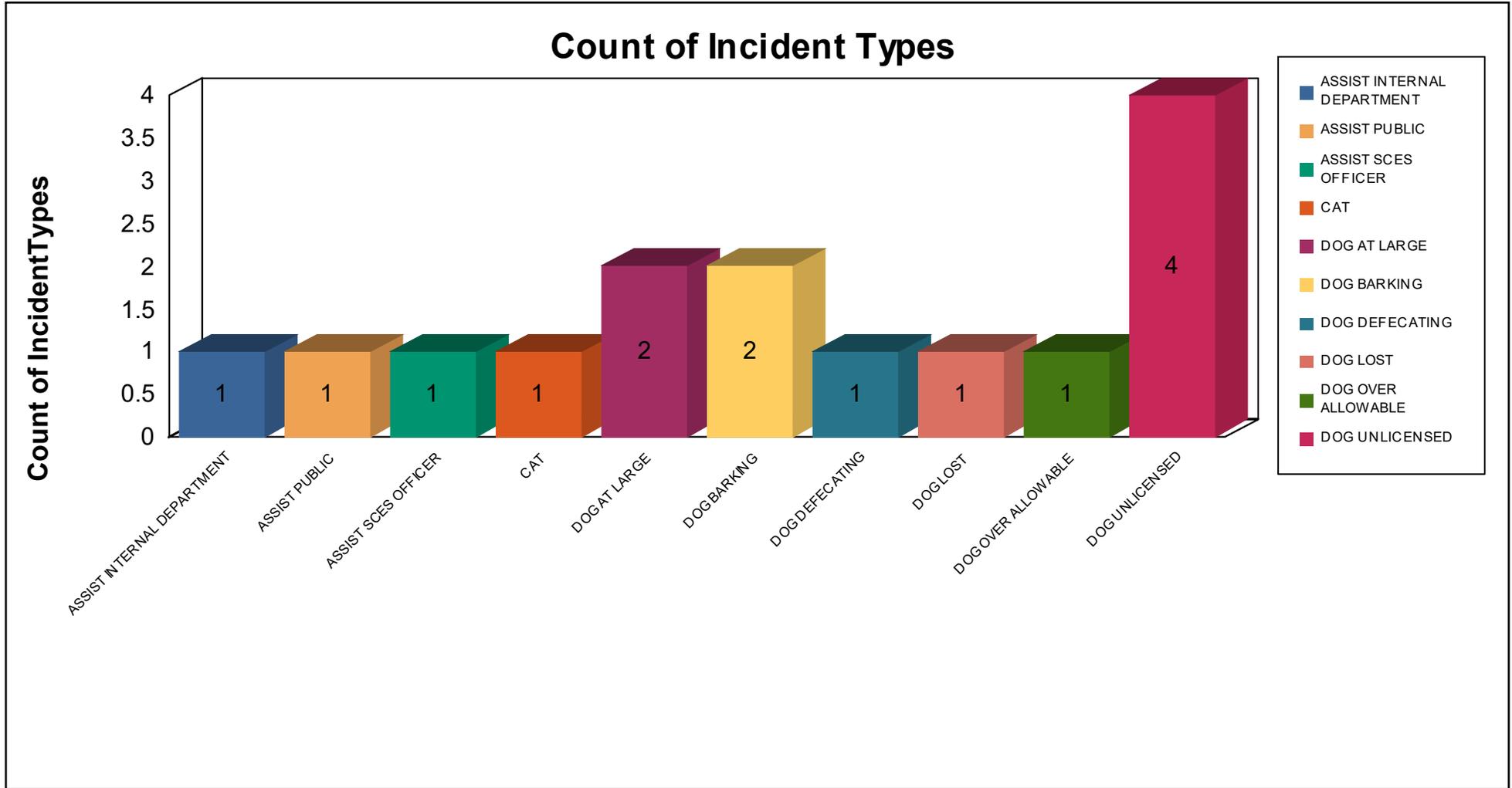
Total Citations of (VEH S.74(2) SIDE MIRRORS NOT GIVE CLEAR VIEW): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1  
Total Mandatory Appearances: 0

**Grand Total**

Total Number of Citations Reported: 7  
Total Fine Amounts Reported: \$1072.00  
Total Money Collected:  
Total Money Still Due: \$1072.00  
Total Mandatory Appearances: 0

Incident Report



ASSIST INTERNAL DEPARTMENT: 1 2%

**Incident Report**

**ASSIST PUBLIC: 1 2%**

**ASSIST SCES OFFICER: 1 2%**

**CAT: 1 2%**

**DOG AT LARGE: 2 5%**

**DOG BARKING: 2 5%**

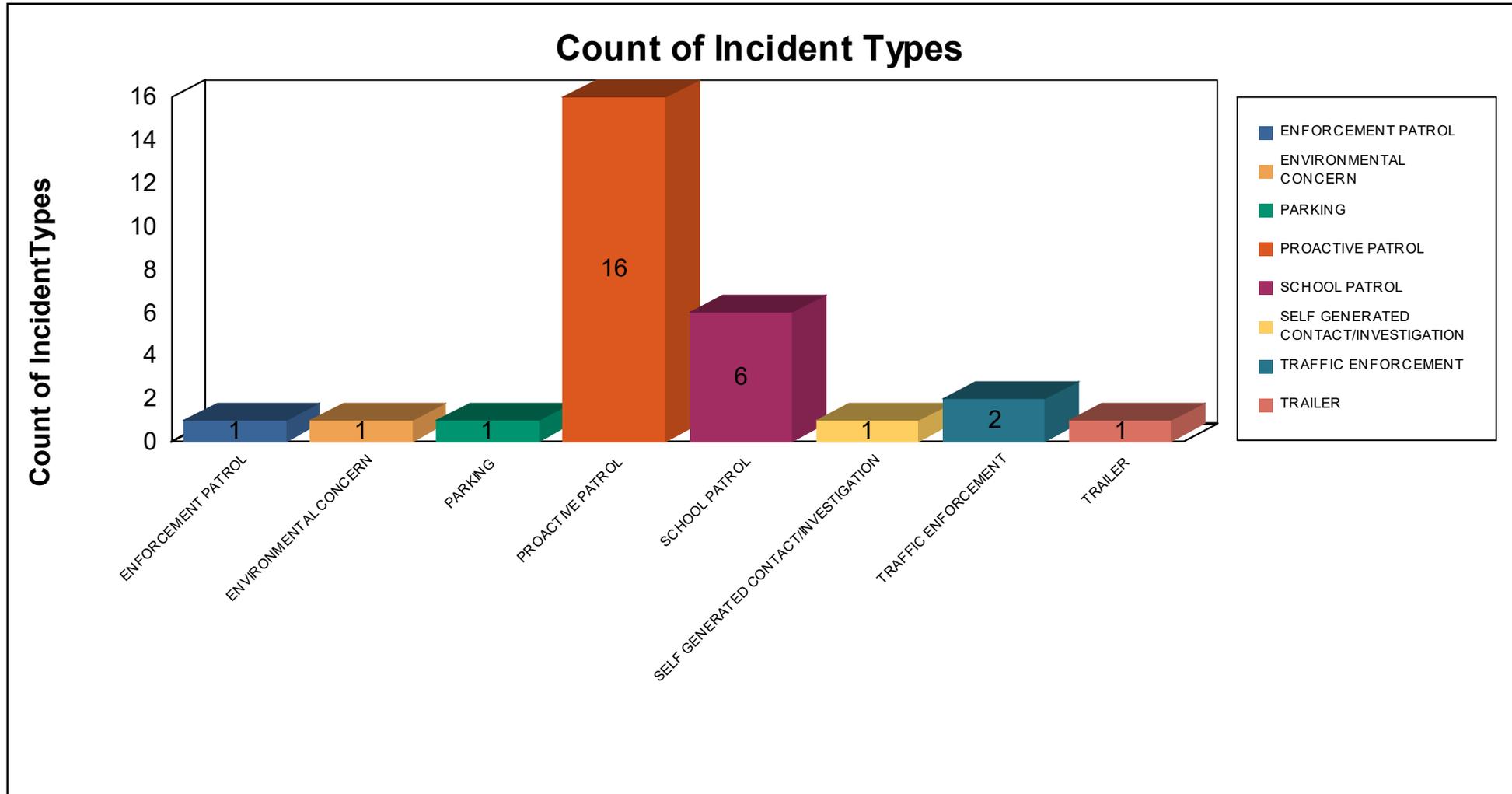
**DOG DEFECATING: 1 2%**

**DOG LOST: 1 2%**

**DOG OVER ALLOWABLE: 1 2%**

**DOG UNLICENSED: 4 9%**

Incident Report



**ENFORCEMENT PATROL: 1 2%**

**ENVIRONMENTAL CONCERN: 1 2%**

**PARKING: 1 2%**

**PROACTIVE PATROL: 16 36%**

**Incident Report**

**SCHOOL PATROL: 6 14%**

**SELF GENERATED CONTACT/INVESTIGATION: 1 2%**

**TRAFFIC ENFORCEMENT: 2 5%**

**TRAILER: 1 2%**

**Grand Total: 100.00% Total # of Incident Types Reported: 44**

# Council Report

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**Date:** April 19<sup>th</sup>, 2022  
**Reporting Period:** March 15<sup>th</sup>, 2022 – April 19<sup>th</sup>, 2022  
**Department:** CAO/Town Manager  
**Submitted by:** Jodi Brown

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## **INFRASTRUCTURE:**

*Stormwater Drainage and Spring Melt:* During this reporting period I met frequently with the Operations Manager to review stormwater drainage and spring melt issues in Town. We will be working on reviewing the Stormwater Master Plan and recommendations provided by our engineers in 2019. Plans for upgrades will be brought forward to Council. Staff is also working on researching grant opportunities for stormwater upgrades.

## **COLLABORATION:**

*Communities in Bloom:* I met with the Communities in Bloom volunteers and the Recreation and Community Services Manager regarding the upcoming spring/summer season. Discussions included plans for the spring/summer and return of the hanging flower baskets in the downtown core. Administration is looking into options for the hanging baskets based on these discussions.

*New Redwater CAO Welcome:* I sent a welcome message to the new CAO of Redwater (Ken Van Buul) on behalf of myself, Council and the Town of Bon Accord. I look forward to working with Ken on regional initiatives.

## **PROFESSIONALISM (CONFERENCES AND TRAINING):**

*Training:* Several staff (including myself) attended the Regional Emergency Management Training Exercise on March 23<sup>rd</sup> and March 24<sup>th</sup> hosted by the Sturgeon Region Emergency Management Program.

*Conferences:* I attended the annual Local Government Administration Association of Alberta Conference from April 06<sup>th</sup> – April 08<sup>th</sup> with the Planning and Economic Development Manager in Red Deer. Sessions attended include effective procedural bylaws, group discussion of trends impacting small municipalities (focus was on staff retention and recruitment), legal trends (focus on contracts and hybrid workplace models), budget processes, Community Peace Officers and Bylaw Officers (key differences and roles), information and tips on CAO contracts and supports,

Information panel and discussion on Organizational Culture and a presentation by Municipal Affairs on current funding models.

**PROJECTS:**

- Review of the Procedural Bylaw
- Update to the Facility Rentals Policy and Fees
- Review of Town Employment Policies
- Final completion of Municipal Accountability Program Review by Municipal Affairs started in 2019
- Working with the Management Team to develop a new administrative budgeting process

**ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS**

Action Item	Status
Council Photo Session	Rescheduled until the first Regular Council Meeting in May 2022
Veteran's Park MOU	Administration met with the Veteran's Memorial Park Society and is drafting an amendment to the existing MOU based on discussions at that meeting
Community Services Acknowledgement (plaque presentation)	Administration is working on making arrangements with Gail Critchley regarding the date and time of the presentation
Governance Workshop Information	Administration is bringing forward options for Council consideration at the April 19 <sup>th</sup> Regular Council Meeting
Location of Sky Shed Observatories	Administration is bringing forward information on the condition of the sky sheds to a future meeting
Strategic Planning Session: April 21 <sup>st</sup> from 3 - 7 pm	Administration is working on developing the final draft of the updated Strategic Plan for Council review.
EV Charging Station: Construction Agreement Dandelions Renewables	Administration will bring the amended construction agreement forward for Council consideration at the April 19 <sup>th</sup> Regular Council Meeting
Response to email requests from Grade Six students in Calgary	Administration has compiled a box of Bon Accord promotional items for the students in this class; Letters to respond to students by the Mayor and/or Deputy Mayor are being drafted
Developer to present to Council: Municipal Planning Services to attend presentation	Scheduled for April 19 <sup>th</sup> Regular Council Meeting
Community Safety Addition of fences and gates for front yards	Administration to bring forward information at the April 19 <sup>th</sup> Regular Council Meeting

2022 Rates of Taxation Bylaw (0% Increase)	The new 2022 Rates of Taxation Bylaw (reflecting a 0% increase) will be brought forward to Council at the April 19 <sup>th</sup> Regular Council Meeting
Potential land reserve by arena (location of old ball diamond) for concrete Skateboard Park and contact of ball groups regarding this plan.	In-progress Administration is working on this task.
OHV Vehicle Notice of Motion to be included for discussion on the April 19 <sup>th</sup> Regular Council Meeting Agenda	In-progress (included on the April 19 <sup>th</sup> Agenda) to be adopted by Council

## **ACTION ITEM LIST: COMPLETED (January – April 19<sup>th</sup>, 2022)**

### ***January Action Items***

- ✓ Community Safety and Security Report presented to Council during April 05<sup>th</sup> Regular Meeting of Council
- ✓ Administration registered the Mayor and Council for the Brownlee Emerging Trends Legal Seminar
- ✓ Administration registered Councillor May and Councillor Roemer for the ACCPA Conference
- ✓ Administration renewed the existing agreement with the Golden Gems Society for 3 years

### ***February Action Items***

- ✓ Public Engagement Session Plan (First quarter—March 16<sup>th</sup>) approved at February 15<sup>th</sup> Regular Meeting of Council
- ✓ Public Participation Policy was revised to include Council Community Connections events on a quarterly basis and the amended policy was approved during the March 15<sup>th</sup> Regular Meeting of Council
- ✓ Business Properties Report was provided to Council during the February 01<sup>st</sup> and March 15<sup>th</sup> Regular Meeting of Council; Administration has since completed follow up as directed with property owners
- ✓ The Municipal Development Plan Kick Up Meeting took place on March 29<sup>th</sup> as directed by Council
- ✓ Administration completed registration for EOEP Courses for the Mayor and Council
- ✓ Administration completed registration for the Spring Alberta Municipalities Leadership Caucus (Mayor and Council)
- ✓ Administration drafted and sent the letter regarding the resident request and invoice

### ***March Action Items***

- ✓ The audio/visual equipment ordered for Council Chambers was returned as the equipment did not perform as needed; Administration will continue to investigate other options
- ✓ Application assistance provided to the Provincial Minister's Awards for Municipal and Public Library Excellence; The Library Board Chair confirmed that the application has been submitted for consideration to the provincial office
- ✓ Council Remuneration Policy Amendment (inclusion of Schedule A) approved at the April 05<sup>th</sup> Regular Council Meeting

- ✓ Administration registered Mayor Holden and Councillor Bidney as directed for the FCM Conference
- ✓ Donation of \$100 issued to the Library for the Memory Plaques for the red chairs in front of the Library (now installed)
- ✓ Notified CNN Spurs of donation from the Town for the Arena Scoreboard Project
- ✓ Notified CNN Spurs of the donation from the Town of \$1000 for Arena Changeroom Project
- ✓ Community Services Appreciation Award Policy (including annual deadline of Feb. 28 or 29<sup>th</sup> for nominations) approved
- ✓ The Funding agreement with the Municipal Climate Change Action Centre and AMA for the EV Charging Station Program has been fully executed (signed by both parties)

***April Action Items (to date):***

- ✓ Administration advised the Library Board Chair of appointment of the Library Board Trustee and the Financial Reviewer as requested
- ✓ The National Police Federation has been advised to add the Town of Bon Accord logo to their “Call for Action” letter to the Premier advocating against the provincial policing initiative
- ✓ Administration responded to the invitation from the Sturgeon Public School Board; attendance by Mayor Holden, Deputy Mayor Laing and Councillor Roemer was confirmed and the agenda items requested for the meeting agenda were also confirmed at the same time

**CAO MEETINGS**

- March 16<sup>th</sup>: Council Community Connections and RCMP Town Hall
- March 18<sup>th</sup>: Management Team Meeting & Meeting
- March 18<sup>th</sup>: Meeting with Library Board Chair
- March 24<sup>th</sup>: Regional Emergency Management Exercise
- March 29<sup>th</sup>: MDP Kick Off Meeting and Special Meeting of Council
- March 30<sup>th</sup>: Council Briefing Committee Meeting
- March 31<sup>st</sup>: Communities in Bloom Meeting
- April 05<sup>th</sup>: Regular Meeting of Council
- April 11<sup>th</sup>: Management Team Meeting
- April 13<sup>th</sup>: Internal Training Session (Town Financial Software)
- April 14<sup>th</sup>: Regional CAO Meeting
- April 19<sup>th</sup>: Regular Meeting of Council

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Governance Workshop
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

At the February 1, 2022, regular meeting of Council:

*COUNCILLOR BIDNEY MOVED THAT Council direct administration to research further opportunities for a half-day workshop on governance. Carried resolution #22-059*

Administration has received quotes from professional firms that have experience in governance-related processes to provide high-level workshops.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following pricing options are available for a half-day, on-site workshop facilitation:

Strategic Steps Inc.

- \$5000 + tax

Brownlee LLP

- \$3000 + mileage + tax
- Available after May 9

Transitional Solutions Inc.

- Preliminary meeting with Mayor and CAO is recommended (included in pricing)
- \$2500 + tax

It's Logical – Strategic Planning Services

- \$1700 + tax

**Recommendation:** These workshops are valuable opportunities for learning and professional development. However, given the cost of these workshops, Administration recommends that Council considers incorporating a governance workshop into the 2023 budget. This will allow more time to consider specific topics needed that are not already covered in other elected official training during the year.

## **STRATEGIC ALIGNMENT**

Town of Bon Accord Vision, Mission, Values Statement:

**PROFESSIONALISM** – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

## **COSTS/SOURCES OF FUNDING**

Council Membership and Registration Budget

Approximately \$3500 remaining in this budget line for the remainder of 2022

Note: The AMA Fall Convention is planned for Calgary, Alberta in 2022 and costs for this Conference have yet to come out of this budget line.

## **RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. THAT Council direct administration to arrange a half-day governance workshop on [date] at [time] with [company] in the amount of [dollar value].
2. THAT Council direct administration to bring forward governance workshop information and pricing during 2023 budget deliberations.
3. THAT Council direct administration to.....

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Dianne Allen, Manger Planning & Economic Development
<b>Title:</b>	Front Yard Fences
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

On April 5, 2022 at the Regular Meeting of Council, there was discussion on front yard fences and if they are allowed. This discussion was reflective to additional security for a residential property to ward off undesired activity.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As per *Town of Bon Accord Land Use Bylaw 2016-03, Part 7 – General Provisions* states:

12. Fences

- 1). Notwithstanding any regulation respecting required minimum yard to the contrary in this Bylaw, a fence or hedge may be constructed along a boundary line of a site.
- 2). Unless otherwise provided in this Bylaw, no fence or hedge shall be:
  - a. higher than 1.8 m (6.0 ft) above grade in side yards and rear yards, or
  - b. higher than 1.0 m (3.3 ft) above grade in front yards

As per *Town of Bon Accord Land Use Bylaw 2016-03, Part 1 – General Administrative Procedures* states:

3. Interpretation

320). “yard, front” means that portion of the lot extending across the full width of the site from the front line of the site to the exterior wall of the building.

**STRATEGIC ALIGNMENT**

As per Councils Strategic Plan 2018-2021:

Priority 2

The Residents of Bon Accord Live in a Safe and Attractive Community

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

THAT ... Council accepts this report as information.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	May Briefing Committee Meeting
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

Schedule A of the Town of Bon Accord Procedural Bylaw covers procedures relative to the Council Briefing Committee Meetings.

As per Schedule A, these meetings are “Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

Additionally, as per Schedule A of the Procedural Bylaw, meetings of the Council Briefing Committee are public meetings and therefore shall be governed and advertised accordingly (including a public agenda package).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration would like to provide an information briefing for Council on the following documents and topics:

- Procedural Bylaw Amendments
- Long Term Service Awards Policy Draft
- Update regarding options for per diem payments

**Potential Dates:**

- Monday, May 09<sup>th</sup> from 6 – 8 pm
- Monday, May 16<sup>th</sup> from 6 – 8 pm
- Thursday, May 18<sup>th</sup> from 6-8 pm

**STRATEGIC ALIGNMENT**

Town of Bon Accord Vision, Mission, Values Statement

- TRANSPARENCY – open and accountable to our residents and encourage open communications.
- PROFESSIONALISM – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

## **COSTS/SOURCES OF FUNDING**

Annual Budget

## **RECOMMENDED ACTION (by originator)**

That Council approve one of the following options:

1. That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on \_\_\_\_\_ (date) from \_\_\_\_\_ time.
2. That Council direct Administration to...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	2022 Rates of Taxation Bylaw 2022-08
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

At the April 5 Regular Meeting of Council, Administration presented Bylaw 2022-08 for second and third reading with Scenario C rates representing the budgeted 1.27% increase.

COUNCILLOR BIDNEY MOVED THAT Council gives second reading to the 2022 Rates of Taxation Bylaw 2022-08 as presented. In Favour: Mayor Holden, Councillor Bidney. Opposed: Deputy Mayor Laing, Councillor May, Councillor Roemer. Defeated, Resolution #22-150.

COUNCILLOR MAY MOVED THAT Council direct administration to revisit the Taxation Bylaw, changing from Scenario C to Scenario A, and arrange a Special Meeting of Council with proper advertising, where Council can restart the bylaw at first reading. Resolution #22-151. Due to scheduling conflicts, Council and administration were unable to schedule a special meeting and Bylaw 2022-08 was moved to the April 19 Regular Meeting of Council.

At the March 15 Regular Meeting of Council, Administration presented Bylaw 2022-08 for first reading, and three different tax rate scenarios for Council's consideration.

COUNCILLOR BIDNEY MOVED THAT Council give first reading to the Rates of Taxation Bylaw 2022-08, as amended, with scenario C rates. In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer. Opposed: Deputy Mayor Laing, Councillor May. Resolution #22-119.

The attached Bylaw 2022-08 represents the rates of taxation for 2022 with Scenario A rates at a 0% increase from 2021. The annexed properties are shown with a 1.8% increase per the 1<sup>st</sup> and 2<sup>nd</sup> reading of Sturgeon County's taxation bylaw.

Please note that Bylaw 2022-08 is being presented for first reading only during this Regular Meeting of Council on April 19, 2022, due to information received about the proper process for taxation bylaws in relation to annexed properties. The Town of Bon Accord's annexed lands are to be taxed as though they remained in Sturgeon County per Section 5(2) of Order in Council 032/2018 until the year 2069.

The recommended procedure from Municipal Affairs is to wait for Sturgeon County to pass their taxation bylaw, and then the Town of Bon Accord can pass our bylaw. In the past we have had our Combined Assessment and Tax Notices sent out by April 30<sup>th</sup>. This date is not governed by any of the Town's bylaws or policies. Aligning with Sturgeon County's timeline will require the delay of our tax notices being sent out until mid to end of May, still allowing for time to meet the restrictions of the June 30<sup>th</sup> payment deadline.

Sturgeon County's timeline per their website is to pass their taxation bylaw by the end of April and then send tax notices out by May 21<sup>st</sup>. Both Sturgeon County and the Town's tax notice deadline is June 30<sup>th</sup>. In correspondence with Sturgeon, they passed 1<sup>st</sup> and 2<sup>nd</sup> reading of their taxation bylaw on April 12<sup>th</sup> and intend to take it for 3<sup>rd</sup> and final reading on April 22<sup>nd</sup>. Amending a taxation bylaw requires a ministerial order, therefore it is not recommended to pass our taxation bylaw and send out tax notices prior to Sturgeon County passing their taxation bylaw.

Scenario A represents a 0% increase for all classes and would raise \$32,667 (*\$32,778 more taking into consideration the increase for annexed properties*) more than the expected budget value.

The impact of the rates of Scenario A on the average residential, commercial, and farmland properties is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,660.30	\$ 71.56
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,143.67	\$ 440.30
Average Farmland	10,533	\$ 521.24	10,533	\$ 521.24	\$ -

*\*\* These values are the average values from the Town's assessor taken from the Town as a whole and are not representative of a specific property or person.*

The monthly affect for the average residential property is a cost increase of \$5.97 per month, an increase of \$36.70 for the average commercial property, and no change for the average farmland property.

*In review:* Overall assessments for the Town of Bon Accord for 2022 have increased by 3% from 2021. 2021 assessment totals were \$141,475,070 and 2022 assessment totals are \$146,248,510. Historically, assessments have been decreasing by an average of 2% every year since 2019.

At the Special Meeting of Council December 14, 2021, Council approved the budget where \$1,536,839 was to be raised by general municipal taxation.

The 2022 Alberta School Foundation Requisitions are \$364,710 for residential/farmland and \$25,631 for non-residential for a total of \$392,268 to be remitted. This is based on the equalized assessment released by the Alberta Government, and the Town has no control over these values. There was an under-levy of \$20,915 identified from 2021, meaning the Town did not collect the same amount of funds from ASFF taxes as was remitted to the Alberta School Foundation. This was due in part to the late approval of the Order in Council, and as such the property tax requisitions were not released as expected by March 15, 2021, and instead were released May 4, 2021. This under-levy has been added to be collected to this year's requisition.

The 2022 Homeland Housing requisition is \$12,616 and is based upon the equalized assessment values, and the Town has no control over these values.

To date, the designated industrial property requisition levy rate has not been released by the government. Values under \$1,000 are not expected to be remitted back to the government.

Per Section 353 of the MGA

- (1) Each Council must pass a property tax bylaw annually.
- (2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
  - (a) the expenditures and transfers set out in the budget of the municipality, and
  - (b) the requisition

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration also presented Council with two other scenarios for consideration.

*Scenario B*

The tax rates from Scenario B would collect the budgeted dollar value (or as close as could possibly be calculated) of \$1,536,845 (slight difference of \$6). These tax rates also represent a decrease of approximately 2.09% for residential/farmland and 2.08% for non-residential/M&E.

The impact of these rates on the average residential, commercial, and farmland properties is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,604.70	\$ 15.96
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 6,995.09	\$ 291.71
Average Farmland	10,533	\$ 521.24	10,533	\$ 510.35	-\$ 10.89

*\*\* These values are the average values from the Town’s assessor taken from the Town as a whole and are not representative of a specific property or person.*

The monthly affect for the average residential property is a cost increase of \$1.33 per month, an increase of \$24.31 for the average commercial property, and a decrease of \$0.91 for the average farmland property.

*Scenario C*

Scenario C represents the increase of 1.27% for all classes, which was the expected increase when preparing the budget, to collect the expected budgeted tax revenue. Because assessments came in higher than expected, should Council collect the budgeted 1.27% increase, Scenario C would raise \$52,521 more than the expected budgeted value.

The impact of the rates of Scenario C on the average residential, commercial, and farmland properties for the year is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,694.08	\$ 105.35
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,234.40	\$ 531.02
Average Farmland	10,533	\$ 521.24	10,533	\$ 527.86	\$ 6.62

*\*\* These values are the average values from the Town’s assessor taken from the Town as a whole and are not representative of a specific property or person.*

The monthly affect for the average residential property is a cost increase of \$8.78 per month, an increase of \$44.25 for the average commercial property, and a decrease of \$0.55 for the average farmland property.

As previously discussed, the main reasons to consider Scenario A or C are the impacts to the budget that administration and Council were previously unaware of during the budget consideration:

- Public works – fuel increases and snow removal operation increases.
- Administration – town security system requires an upgrade.
- Current year capital projects– with the rising cost of inflation and fuel the total cost to complete the anticipated capital projects may be higher than expected, and our MSI capital funds are lower than what was expected.
- Transfers to reserves – savings for future growth and aging infrastructure repairs.
- Inflation increases across all areas are both higher than expected and higher than budgeted. In January, Canadian inflation was at 5.1% and 5.7% for February, and

Alberta was at 4.8% in January and 5.5% in February. At the time of budget deliberations, 2021 inflation was 4% for Alberta and 4.4% for Canada.

*Setting the rates of taxation is an opportunity to invest in the community – for current growth and maintenance and saving for future growth and infrastructure.*

*Tax rate planning strategies allow for slow, continual growth in line with inflation and with strategic plans and the growth of the community, rather than large gaps of stagnancy which then require large increases to catch up to inflation.*

## **STRATEGIC ALIGNMENT**

Priority #3 Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Professionalism – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

## **COSTS/SOURCES OF FUNDING**

Tax revenue to be raised is a major source of budget revenue.

## **RECOMMENDED ACTION (by originator)**

### **Resolution #1**

THAT ... Council rescinds Resolution #22-151 directing administration to revisit the Taxation Bylaw, changing from Scenario C to Scenario A, and arrange a Special Meeting of Council with proper advertising, where Council can restart the bylaw at first reading.

### **Resolution #2**

THAT ... Council gives 1<sup>st</sup> reading to the 2022 Rates of Taxation Bylaw 2022-08 as presented.

**TOWN OF BON ACCORD  
2022 RATES OF TAXATION BYLAW  
BYLAW 2022-08**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BON ACCORD FOR THE 2022 TAXATION YEAR.**

**WHEREAS**, the Town of Bon Accord has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held December 14, 2021; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Bon Accord for 2022 total \$6,984,510 and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$5,563,697 and \$1,569,617 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$385,138
Non-residential	\$26,117
Homeland Housing	\$12,616
Designated Industrial Property (Including M&E)	\$136.73

**WHEREAS**, the Council of the Town of Bon Accord is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000 and

**WHEREAS**, the assessed value of all taxable property in the Town of Bon Accord as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$138,024,000
Farmland	\$63,200
Non-residential vacant	\$459,700
Machinery & Equipment	\$45,080
Non-residential	\$6,197,240
Residential – Annexed	\$1,318,110
Farmland – Annexed	\$99,100
Machinery & Equipment - Annexed	\$42,080
	<u>\$146,248,510</u>

**TOWN OF BON ACCORD  
2022 RATES OF TAXATION BYLAW  
BYLAW 2022-08**

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bon Accord.

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential (including M&E)	\$118,863	\$6,242,320	.01904147
Residential	\$1,425,446	\$138,024,000	.01032752
Farmland	\$3,128	\$63,200	.04948654
Non-Residential Vacant	\$15,894	\$459,700	.03457485
Annexed Non-Residential/M&E	\$440	\$42,080	.01046590
Annexed Residential	\$4,891	\$1,318,110	.00371050
Annexed Farmland	\$955	\$99,100	.00964050
	\$1,569,617	\$146,248,150	
<u>Education</u>			
Residential/Farmland	\$385,138	\$139,504,410	.00276076
Non-residential	\$26,117	\$6,699,020	.00389856
	\$411,254	\$146,203,430	
<u>Homeland Housing</u>	\$12,616	\$146,248,510	.000086261
<u>Designated Industrial Property (Including M&amp;E)</u>	\$136.73	\$1,785,000	.00007660

2. That levy values for annexed properties are calculated based on Section 5(2) of Order in Council 032/2018 that states annexed land and assessable improvements must be assessed and levied as if they had remained in Sturgeon County.
3. The minimum amount payable as property tax for general municipal purposes shall be \$300.00. This minimum amount shall not apply to general municipal annexed land.
4. The minimum amount payable as property tax for general municipal purposes on annexed land shall be \$25.00.
5. The rates in this Bylaw shall also apply to the assessed value of all designated industrial property.

It is the intention of the Town Council that each separate provision of this bylaw shall be deemed independent of all other provisions, and it is further the intention of the Town Council that if any provision of this bylaw be declared as invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

**TOWN OF BON ACCORD  
2022 RATES OF TAXATION BYLAW  
BYLAW 2022-08**

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This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

READ A FIRST TIME THIS 19<sup>th</sup> DAY OF April 2022.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF May 2022.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 3<sup>rd</sup> DAY OF May 2022.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager/CAO
<b>Title:</b>	Fire Services Bylaw 2022-11
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

Municipal Affairs conducted the Municipal Accountability Program in Bon Accord in 2019/2020.

One of the outstanding items for correction from this review was the stipulation in the current Fire Bylaw 2020-20 (enclosed), that Council appoint the Fire Chief. The Municipal Government Act (MGA) does not specifically give Councils the authority to appoint Fire Chiefs. Hence, the bylaw needed to be updated in this respect and further to reflect the current practice of contracting fire services from Sturgeon County.

Therefore, the Town's legal counsel drafted the new Fire Services Bylaw 2022-11 to meet these requirements and further to update the bylaw to meet current legislation standards.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The enclosed new Fire Services Bylaw 2022-11 (draft) has been reviewed by Administration in consultation with the Sturgeon County Fire Chief. Following this review, the proposed changes to the draft Fire Services Bylaw 2022-11 are reflected in red. Further, in consultation with the Fire Chief, administration has added proposed Violation Ticket fines to the draft bylaw.

Once the Fire Services Bylaw 2022-11 has received third and final reading, the revisions shown in red and/or strike through will be finalized as shown in the enclosed clean copy of the proposed new bylaw.

**STRATEGIC ALIGNMENT**

Vision, Mission, Values Statement:

Professionalism: administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

Strategic Plan:

Priority Two: The residents of Bon Accord live in a safe and attractive community.

## **COSTS/SOURCES OF FUNDING**

Annual Budget

## **RECOMMENDED ACTION (by originator)**

### **Resolution #1**

THAT Council gives 2<sup>nd</sup> reading to the Fire Services Bylaw 2022-11 to repeal and replace Fire Bylaw 2020-20.

### **Resolution #2**

THAT Council gives 3<sup>rd</sup> and final reading to the Fire Services Bylaw 2022-11 to repeal and replace Fire Bylaw 2020-20.

# Bylaw 2020-20

**BYLAW NO. 2020-20**  
**FIRE BYLAW**

**BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING FIRE SERVICES AND OPERATION THEREOF WITHIN THE BOUNDARIES OF THE TOWN OF BON ACCORD.**

**WHEREAS** the Municipal Government Act, provides that a Council of a Town of Bon Accord may pass bylaws for the extinguishing of Fires, prevention of Fires, the preservation of life and Property and the protection of Persons from injury or destruction by Fire;

**AND WHEREAS** the Council of the Town of Bon Accord wishes to establish a fire service within the Town of Bon Accord and to provide for the efficient operation of such a fire service;

**NOW THEREFORE,** the Council of the Town of Bon Accord in the Province of Alberta, duly assembled, enacts as follows:

**1. TITLE**

1.1 This Bylaw may be referred to as the “Fire Bylaw” of the Town of Bon Accord.

**2. DEFINITIONS**

2.1 In this Bylaw:

2.1.1 “Alberta Fire Code” means the most current version of fire safety regulations adopted by the Province of Alberta and legislated under the Safety Codes Act;

2.1.2 “Apparatus” means any vehicle provided with machinery, devices, Equipment, or materials for firefighting, as well as any vehicles used for transporting firefighters or firefighting Equipment or supplies;

2.1.3 “Acceptable Fire Pit” means an outdoor receptacle, (Recreational Fire Pit) that meets the following specifications and has been inspected by the Fire department in accordance with this by-law:

- i) Measured from the nearest edge, must be a minimum of 4 meters (13.1 feet) from any part of the residence including overhang;
- ii) Measured from the nearest edge, must be a minimum of three meters (9.84 feet) from any property line, out buildings, overhead power lines, or combustible materials such as fences, trees etc;
- iii) The opening shall be no greater than .8 meters (32 inches) in width as measured across its widest part;
- iv) Shall have a depth of no less than .3 meters (12 inches);
- v) In operation, shall have a spark arrester screen on it with maximum openings of 1.27 centimeters (1/2 inch);

vi) If there is no place on the property where a fire pit may be located using the above distances, a variance of the above clearances may be applied for. It, in the opinion of the Fire Chief or his designate, such safe guards and precautions are in place, and that the fire pit will be used safely, a variance may be granted with the person or persons obtaining the variance assuming all liability regarding the use of the fire pit.

- 2.1.4 “Council” means the Council of the Town of Bon Accord;
- 2.1.5 “Clerk of the Provincial Court” means an officer of a Provincial court who – accepts filings, issues process and keeps records;
- 2.1.6 “Dangerous Goods” means any material or substance that may constitute an immediate or long-term adverse effect to life, health, Property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment, and shall include those products, substances and organisms that are covered by the Transportation of Dangerous Goods Regulations;
- 2.1.7 “Deputy Fire Chief” means the manager of the Fire Department who performs duties as assigned by the Fire Chief, in the absence of the Fire Chief;
- 2.1.8 “District Fire Chief” means the manager of the Fire Department as appointed by Sturgeon County’s Fire Chief, if the Municipality has a contract in place with Sturgeon County, to oversee the day to day operations and administration of the Fire Department;
- 2.1.9 “Emergency Unit” means any vehicle operated for emergency purposes whether on land, water, or in the air, by the Fire Department;
- 2.1.10 “Equipment” means any tools, contrivances, devices or materials used by the Fire Department to combat an Incident or other emergency;
- 2.1.11 “False Alarm” means any notification to the Fire Department respecting the existence of a condition, circumstance, or event contrary to imminent danger to Persons or Property, wherein such a circumstance or event is in fact not in existence;
- 2.1.12 “Fire” means any combustible material in a state of combustion;
- 2.1.13 “Fire Ban” means a ban that is put in place by the Municipality prohibiting all Outdoor Fires, Incinerator Fires, Burning Barrel fires, Smudge fires, burning in barbeques/fire pits, or lighting or burning in a fire within a portable appliance not fueled by propane or natural gas;
- 2.1.14 “Fire Chief” means the manager of the Fire Department who performs the duties and responsibilities of a Fire Chief;

- 2.1.15 “Fire Department” means the Bon Accord Fire Department established by this Bylaw and including the persons duly appointed to the Fire Department by Council or the Fire Chief;
- 2.1.16 “Fire Pit Inspection” means a fire pit inspection in the form of Schedule “C” conducted by the Fire Chief or designate pursuant to this Bylaw
- 2.1.17 “Fire Permit” means a permit in the form of Schedule “B” issued by the Fire Chief or designate pursuant to this Bylaw and the Forest and Prairie Protection Act (FPPA);
- 2.1.18 “Fire Restriction” means restriction that are put in place by the Municipality relating to all Outdoor Fires, Incinerator Fires, Burning Barrel fires, Smudge fires, burning in barbeques/fire pits, or lighting or burning in a fire within a portable appliance not fueled by propane or natural gas;
- 2.1.19 “Garden/Yard Debris” means but not limited to wood, branches and dried leaves piled for the purposes of burning that is smaller than 3.6 meters long, 3.6 meters wide and 1.8 meters in height;
- 2.1.20 “High Hazard Fireworks” means those types of fireworks that only persons certified under the Canadian Explosives Act, may store, transport and discharge. For example, these are typically used at large events such as fairs, exhibitions, Canada Day displays;
- 2.1.21 “Incident” means a Fire or a situation where a Fire or explosion is imminent or other situation presenting a Fire or possible danger to life or Property, or the environment and to which the Fire Department has responded;  
OR  
“Incident” may be any motor vehicle collision, or any situation deemed an emergency or medical assist or any situation requiring a Fire Department response;
- 2.1.22 “Incinerator Fire” means a Fire that is confined within a non-combustible structure, container or barrel:
- i. With openings covered with heavy gauge metal screen having a mesh size no larger than thirteen (13) millimeters;
  - ii. That has a minimum of three (3) meters clearance from buildings, property lines and combustible materials;
  - iii. That is supervised at all times by a responsible adult person until such time that fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
  - iv. But does not include any industrial or commercial type incinerator that is required to be licensed under the Alberta Environmental Protection and Enhancement Act regulations;

- 2.1.23 “Large Brush Pile” means but not limited to wood, branches, tree stumps, yard debris piled for the purposes of burning that is larger than 3.6 meters long, 3.6 meters wide and 1.8 meters in height;
- 2.1.24 “Low Hazard Fireworks” means those types of fireworks which are regulated for storage, sale and discharge under the Alberta Fire Code. Commonly referred to as SHOP GRADE or FAMILY FIREWORKS;
- 2.1.25 “Member” means any person that is duly appointed Member of the Fire Department or a Member of the Public conscripted by the Fire Chief or their designate under section 7.5 herein;
- 2.1.26 “Municipality” means the Town of Bon Accord;
- 2.1.27 “Municipal Rural Area” is the area within the Municipality shown in yellow on Schedule “A”;
- 2.1.28 “Municipal Urban Area” is the area within the Municipality shown in orange on Schedule “A”;
- 2.1.29 “Officer” means a Member of the Fire Department appointed by the Fire Chief as an Officer;
- 2.1.30 “Officer in Charge” means the Member of the Fire Department responsible for the management of the Fire Department resources in Incident mitigation;
- 2.1.31 “Outdoor Fire” means any fire other than that defined as an Incinerator Fire, or Smudge Fire and shall include, but not be limited to:
- i. Fires involving humus, wood, soil, farm produce, brush, grass, feed, straw, coal;
  - ii. Any fire that has escaped or spread from a building, structure, machine, vehicle, incinerator or smudge fire;
  - iii. A fire lit or burning in an incinerator without the required metal screen;
- 2.1.32 “Owner” means the registered owner of real Property as listed on title;
- 2.1.33 “Peace Officer” means:
- i. a member of the Royal Canadian Mounted Police;
  - ii. a member of the municipal police service;
  - iii. a Community Peace Officer where under that person’s appointment as a Community Peace Officer that person is empowered to carry out the duties of a Peace Officer, or
  - iv. a Bylaw Enforcement Officer who is appointed by Council of the Town of Bon Accord;

- 2.1.34 “Person” means an individual, partnership, society, association, corporation, trustee, executor, administrator or other legal representative;
- 2.1.35 “Portable Appliance” means any appliance sold or constructed for the purpose of cooking food in the out of doors;
- 2.1.36 “Prohibited Debris” means any flammable debris or waste material that when burned, may result in the release to the atmosphere of dense smoke, offensive odors or toxic air contaminants as defined in Alberta Regulation 276/2003, Activities Designation Regulation pursuant to the Alberta Environmental Protection and Enhancement Act;
- 2.1.37 “Property” means real or personal Property, which, without limiting the generality of the foregoing, includes land and structures;
- 2.1.38 “Running Fire” means a Fire burning without being under proper or any supervision by any Person or a wild land Fire that is deemed out of control;
- 2.1.39 “Smudge Fire” means a fire confined within a non-combustible structure or container with that is set on land for the purpose of protecting livestock from insects or for protecting garden plants from frost. The structure or container must have openings covered with heavy gauge metal screen having a mesh size no larger than thirteen (13) millimeters. The structure or container shall be placed a minimum of three (3) meters clearance from buildings, property lines and other combustible materials;
- 2.1.40 “Structure Fire” means a fire confined to and within any building or structure, which will, or is likely to cause the destruction of or damage to such building or structure or other, structure fires are prohibited within municipal boundaries.
- 2.1.41 “Town Manager” means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer’s delegate;
- 2.1.42 “Violation Ticket” means a ticket issued pursuant to the *Provincial Offences Procedure Act*, R.S.A 2000 c. P-34, as amended or repealed and replaced from time to time and regulations there under; and
- 2.1.43 “Windrow Pile” means but not limited to wood, branches, tree stumps piled after clearing of land in windrows or piles for the purpose of burning.

### **3. INTERPRETATION**

- 3.1 Wherever the provisions of this Bylaw are at variance with each other, the more restrictive of the two (2) provisions shall apply.

- 3.2 Where there is any conflict between the provisions of this Bylaw and any other Bylaw related to fire services, the provisions of this Bylaw shall prevail.

#### **4. FIRE DEPARTMENT JURISDICTION**

- 4.1 The Fire Department shall consist of a Fire Chief, Deputy or District Fire Chief, Officers, Members, buildings, Apparatus and Equipment necessary to safeguard the health and welfare, and safety of people and to protect people and Property.
- 4.2 No Member of the Fire Department shall reside outside the boundaries of the Municipality, unless so approved by the Fire Chief.
- 4.3 At no time shall the Fire Chief reside outside the boundaries of the Municipality unless approved by Council.

#### **5. APPOINTMENTS OF FIRE CHIEF AND MEMBERS**

- 5.1 The Fire Chief shall be appointed by the Council of the municipality.
- 5.2 The Fire Chief shall be accountable to the Town Manager.
- 5.3 The Deputy or District Fire Chief shall be appointed by the Fire Chief.
- 5.4 The Fire Chief may appoint Officers as required by the Fire Department. These Officers will be supervised by the Fire Chief and Deputy or District Fire Chief.
- 5.5 The Fire Chief and Deputy or District Fire Chief may appoint Members to the Fire Department to maintain their manpower quota within the current budget. These Members shall be supervised by the Fire Chief, Deputy or District Fire Chief and Officers.

#### **6. POWER AND DUTIES OF THE FIRE CHIEF**

- 6.1 The Fire Chief may purchase or otherwise acquire Equipment, Emergency Units, materials, and supplies required for the operation, maintenance, and administration of the Fire Department within the approved budget.
- 6.2 The Fire Chief shall have, subject to the authority of the Town Manager or as otherwise agreed upon, the full and complete control and authority over the Fire Department, its Members, its organization, administration, and discipline, including powers of promotion for merit, or reprimand, suspend or dismiss for neglected duty, insubordination, or other cause.
- 6.3 The Fire Chief shall, subject to the approval of the Town Manager or as otherwise agreed upon, be authorized to establish rules, regulations, policies, and any committees necessary for the proper organization and administration of the Fire Department,

providing that any regulations, rules, or policies made pursuant to this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.

- 6.4 Where an emergency or a potential emergency exists, the Fire Chief, or in their absence the Deputy or District Fire Chief or their designate shall be at liberty to suspend all types of Fire within all, a portion, or portions of the Municipality for such a period of time and on such conditions as may be determined by the Fire Chief, Deputy or District Fire Chief or their designate.

## **7. POWERS AND DUTIES OF THE FIRE CHIEF, DEPUTY OR DISTRICT FIRE CHIEF, AND OFFICERS IN CHARGE**

- 7.1 The Fire Chief, Deputy or District Fire Chief or Officer in Charge at an Incident has the authority to cause a building or structure to be demolished or otherwise removed if the Fire Chief, Deputy or District Chief, or Officer in Charge deems it necessary to prevent the spread of Fire to other buildings, structure or places.
- 7.2 The Fire Chief, Deputy or District Chief, or Officer in Charge at an Incident is empowered to enter premises or Property where the Incident occurred and to cause any Members, Apparatus, or Equipment of the Fire Department to enter as they deem necessary in order to combat, control, or deal with the Incident.
- 7.3 The Fire Chief, Deputy or District Fire Chief or Officer in Charge at any Incident shall have the power, if they shall deem it necessary for the protection of any building or other Property, to enter or pass through, or to cause Members of the Fire Department to enter or pass through, any building or premise adjacent or near the scene of the Incident, or to convey through or to use to operate through, in, or from such adjacent or nearby building or premise any Emergency Units or Equipment which they shall deem necessary.
- 7.4 The Fire Chief, Deputy or District Fire Chief, or Officer in Charge at any Incident may in their discretion prescribe the limits in the vicinity of the Incident within which, until they remove or change such limits, no Person or vehicle shall be permitted to come, unless such Person be a regular Member of the Fire Department or a Police Department, or be admitted by order of the Fire Chief and any who shall without permission enter upon any portion of such limits herein specified during the time the same shall be so closed, shall be subject to the penalties of this Bylaw. The Fire Chief, Deputy or District Fire Chief, or the Officer in Charge shall be authorized to call upon Police.
- 7.5 For the prevention or extinguishing of Fires and for preservation of life and Property from injury or destruction by Fire, the Fire Chief, Deputy or District Fire Chief or Officer in Charge may compel adults for the time being in the Municipality to assist in the extinguishing of Fires and to assist in the prevention or the spread thereof.
- 7.6 The Fire Chief, Deputy or District Fire Chief, or Officer in Charge may obtain assistance and support from other officials of the Municipality as they deem necessary in order to

discharge their duties and responsibilities under this Bylaw and other officials of the Municipality shall provide such assistance forthwith when so requested.

- 7.7 The Fire Chief, Deputy or District Fire Chief, or Officer in Charge of an Incident shall have the power to commandeer and authorize payment for the possession or use of any Equipment necessary for the purpose of mitigating an Incident.

## **8. POWERS OF FIRE DEPARTMENT MEMBERS**

- 8.1 Each Member shall have the authority and power to:

- 8.1.1 Extinguish or control the Fire or the operations to preserve life and Property.
- 8.1.2 Enter onto any Property for the purpose of extinguishing or controlling the Fire.
- 8.1.3 Prevent interference with the efforts of Persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public in the vicinity of any Fire.

- 8.2 Each Member of the Fire Department while performing their duties may be required to carry an identification card issued by the Fire Department.

## **9. POWERS OF OFFICERS**

- 9.1 The Fire Chief or their designate shall have the authority and power to:

- 9.1.1 Issue a Fire Permit in respect of any land within the Town of Bon Accord.
- 9.1.2 Issue a Fire Permit unconditionally or impose conditions on the applicant, which the Fire Chief or their designate, in their discretion, deems appropriate.
- 9.1.3 Suspend or cancel, at any time, a Fire Permit.
- 9.1.4 Declare a partial or complete Fire ban on burning of any kind within the Municipality limits.
- 9.1.5 Issue a High Hazardous Fireworks permit in respect of any land within the Town of Bon Accord.

## **10. DISCHARGE OF DUTIES**

- 10.1 Council at its sole discretion may suspend or remove any Fire Chief from their duties.
- 10.2 The Fire Chief at their sole discretion may suspend or remove any Member from their duties.
- 10.3 Upon exit or termination from the Fire Department, any identification card(s) and/or Equipment must be turned into the Municipality.
- 10.4 The Fire Chief or any Members of the Fire Department or Peace Officers or the Town Manager or Council charged with the enforcement of this Bylaw, acting in good faith

and without malice for the Town of Bon Accord in the discharge of their duties, should not hereby render themselves liable personally and they are hereby relieved from all personal liability for any damage that may occur to Persons or Property as a result of any act or omission in the discharge of their duties.

## **11. TRAINING**

11.1 All Members shall have ongoing training to meet response requirements. No Member shall be expected to perform duties beyond their scope of training.

## **12. REQUIREMENT TO REPORT**

12.1 The Owner or authorized agent of any Property damaged by Fire shall immediately report to the Fire Department particulars of the Fire which are satisfactory to the Fire Chief or their designate.

12.2 The Owner or authorized agent of any Property containing a dangerous good(s) product which sustains accidental or unplanned release of dangerous good(s) product shall immediately report to the Fire Department particulars of the release which are satisfactory to the Fire Chief or their designate.

## **13. FIRE PERMITS AND FIRE PIT INSPECTIONS**

13.1 In addition to any Fire Permit required under the Forest and Prairie Protection Act (supra) Fire Permits regulating burning shall be required under this Bylaw year-round at a nil fee in the form of Schedule "B".

13.2 Where an emergency, a potential emergency or Fire hazard exists, the Fire Chief or their designate shall be at liberty to suspend all types of Fires, within all or a portion or portions of the Municipality for such a period of time and on such conditions as may be determined by the Fire Chief or their designate.

13.3 Any person wishing to light or burn an Outdoor Fire, an Incinerator Fire or Smudge Fire within the Municipal Rural Area (refer to Schedule "A" for area map) must first, unless exempted by this Bylaw, apply and obtain a valid Fire Permit from the Fire Chief or designate. A Fire Permit shall include specified dates during which the Fire Permit will be valid, and if intended to apply for specified periods in more than one year, shall be reviewed and approved annually. Fire Permit applications may be denied by the Fire Chief as deemed appropriate having regard to any potential safety or related issues that may be applicable.

13.4 A Fire Permit shall not be transferable.

13.5 No person within the Municipal Urban Area (refer to Schedule "A" for area map), is permitted an open-air fire, or any other fire, upon land owned, occupied or under his

or her control unless a Fire Pit Inspection has been conducted in accordance with Schedule "C".

#### **14. EXEMPTIONS**

- 14.1 Use of "Approved Fire Pits" is permitted throughout the Municipality. A Fire Permit is not required under this Bylaw for an attended fire that is lit in an "Approved Fire Pit" for recreation, cooking or warming purposes.
- 14.2 A Fire Permit is not required under this Bylaw for an attended fire that is lit in a "Portable Appliance" for recreation, cooking or warming purposes.
- 14.3 A Fire Permit is not required under this bylaw for fires set for the purpose of training firefighters.
- 14.4 A Fire Permit is not required under this bylaw for an Industrial or Commercial type incinerator that is required to be licensed under the Alberta Environmental Protection and Enhancement Act regulations.
- 14.5 A fire permit is not required for "Flaring" associated to the operation, installation, maintenance and or repair of gas related plants or gas lines.
- 14.6 Fires ignited and being used in the process of ground thawing by the Municipal staff are exempt from the provisions of this bylaw.

#### **15. CONTROL OF FIRE HAZARDS**

- 15.1 If the Municipality finds within its municipal boundaries on privately owned land or occupied public land, conditions that in its opinion constitute a Fire hazard, it may order in writing the Owner or the Person in control of the land on which the Fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Municipality.
- 15.2 When the Municipality finds that the order it made pursuant to Section 15(15.1) has not been carried out, the Municipality may enter on the land with any Equipment and any Person it considers necessary and may perform the work required to eliminate or reduce the Fire hazard.
- 15.3 The Owner or authorized agent of any Property on which work was performed pursuant to Section 15(15.1) shall on demand reimburse the Municipality for the cost of the work performed and in default of payment; such cost or fee may be charged against the land as taxes due and owing in respect to that land.

#### **16. FIREWORKS**

- 16.1 The Municipality may allow for the inclusion of High Hazard and Low Hazard Fireworks displays in Municipality-sponsored and/or co-sponsored events within the Municipality. All such displays shall be in accordance with the Alberta Fire Code and its regulations and in accordance with those conditions determined solely by the Municipality.

- 16.2 No other Person or organization shall initiate a fireworks display within the Municipal Urban Area (refer to Schedule "A" for area map).
- 16.3 Low Hazard Fireworks and High Hazard Fireworks sales are not permitted within Municipal boundaries.
- 16.4 The Municipality will only allow for the discharge of Low Hazard Fireworks within the Municipal Rural Area (refer to Schedule "A" for area map). All such displays shall be in accordance with the Alberta Fire Code and its regulations and in accordance with those conditions determined solely by the Municipality.
- 16.5 Any applicant residing within the Municipal Rural Area wishing to discharge Low Hazard Fireworks must apply to a minimum of one week in advance of the proposed discharge in the form of Schedule "D". The decision to approve or deny the application shall be made by the Fire Chief; the decision of the Fire Chief is final.
- 16.6 Any applicant wishing to discharge High Hazard Fireworks must apply to the Municipality a minimum of three weeks in advance of the event or proposed discharge. After receipt of a completed application in the form of Schedule "E" together with such fees as is approved by Council from time to time, the application form shall be forwarded to the Fire Chief for review. The decision to approve or deny the application shall be made by the Fire Chief; the decision of the Fire Chief is final.
- 16.7 Low Hazard Fireworks and High Hazard Fireworks shall not be sold, given away or discharged within the Municipality boundaries during times of Fire Restriction or Fire Ban.

## **17. RECOVERY OF FIREFIGHTING COSTS**

- 17.1 Where the department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in or outside the Municipality or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within or outside the Municipality, including any action taken by the department on a false alarm, the Fire Chief may in respect of any costs and expenses incurred by the department in taking such action, if the Fire Chief is of the opinion that grounds for doing so exist, charge any costs and expenses so incurred to the owner or occupant of the land in respect of which the action was taken.
- 17.2 The costs and fees to be charged by the Fire Department for services rendered pursuant to this bylaw shall be determined by Council by resolution from time to time and shall be set out in the Fees for Service Policy.
- 17.3 In the event that the owner or occupant of any land within the Municipality shall feel aggrieved by any action taken by the Fire Chief pursuant to Section 17.1, such owner or occupant shall have a period of thirty (30) days from the date of mailing or notice of

the action taken by the Fire Chief to appeal to Council for the Municipality the action taken by the Fire Chief and the decision of Council on any such appeal shall be final and binding upon the owner or occupancy of the land and shall not be subject to any further appeal.

- 17.4 In respect of land within Municipality , in the event that the amount levied by the Fire Chief shall not be paid within sixty (60) days after the mailing of a notice by the Fire Chief pursuant to Section 17.1, or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the action was taken as taxes due and owing in respect of that land.

## **18. PROHIBITIONS**

- 18.1 No person shall light or burn an Incinerator Fire/Burn Barrel Fire within the Municipal Urban Area of the Municipality (refer to Schedule "A" for area map).
- 18.2 Burning of Large Brush Piles is prohibited within the Municipal Urban Area of the Municipality. In all other areas of the Municipality (Municipal Rural Area) burning of Large Brush Piles is prohibited except between December 1 and March 31 of the following year.
- 18.3 Burning of Windrow Piles is prohibited within Municipal Urban Area of the Municipality. In all other areas of the Municipality (Municipal Rural Area) burning of Windrow Piles is prohibited except between December 1 and March 31 of the following year.
- 18.4 Burning of building related materials, waste used or produced during construction of structures is prohibited within the Municipal Urban Area of the Municipality.
- 18.5 No person shall light or burn an Outdoor Fire, an Incinerator Fire, Burn Barrel Fire, a Smudge Fire, or light or burn a fire in a barbecue/fire pit, or light or burn a fire within a Portable Appliance not fuelled by propane or natural gas, during a Municipal Fire Restriction or Fire Ban.
- 18.6 No person shall fail to comply with any of the terms or conditions set out in Fire Permit and or Fireworks Permit.
- 18.7 No person shall light or burn an Outdoor Fire or Smudge Fire for the purpose of ground thawing.
- 18.8 No person shall obstruct a Peace Officer, Fire Guardian or Fire Department member in the performance of their duties pursuant to this Bylaw or the Forest Prairie Protection Act (supra). Obstruction will include failure to provide access to property and failure to provide information as to identity of individuals.
- 18.9 No Owner shall allow, consent to, or permit a fire to be lit or burned on property under

the Owner's possession, control or ownership unless a valid Fire Permit has been issued for that fire as required by this Bylaw.

- 18.10 No person shall burn Prohibited Debris.
- 18.11 No person shall light a fire that obstructs or causes disruption to traffic or roadways.
- 18.12 No person shall a light a fire and let it continue to burn if that fire causes continuous physical discomfort to any nearby property and its residents.
- 18.13 No person shall either directly or indirectly, personally or through an agent, ignite a fire and let it become a Running Fire on any property or allow a Running Fire to pass from his or her own property to another property.
- 18.14 Burning of grass or stubble is prohibited.
- 18.15 Fires of any type are prohibited on or within lands designated by the Municipality as Municipal Reserve, Environmental Reserve or a Natural Area unless otherwise permitted by the Town Manager or their designate.
- 18.16 Lighting of fires within areas designated as Industrial Areas, Industrial Parks or Industrial Worksites is prohibited unless otherwise approved by the Town Manager or their Designate.
- 18.17 Burning in areas of peat moss or peaty soil is prohibited.
- 18.18 No Person shall place or cause to be placed, any matter or thing, so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Department water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.
- 18.19 No Person, other than the employee of the Town of Bon Accord Public Works Department or a Member of the Fire Department, shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the Public Works Manager or the Fire Department in writing.
- 18.20 No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.
- 18.21 All Persons at or near any Fire refusing to provide assistance as required under section 7 (7.5) shall be liable to penalty.
- 18.22 Any Person, who in any way obstructs, prevents or refuses to admit a Safety Codes Officer or Inspector in, to, or upon any land, premises, yards, or buildings, for the

purpose of inspecting or investigating on the same, or who incites or abets such shall be considered in breach of this Bylaw.

- 18.23 No Persons shall willfully or maliciously destroy or injure any Property at a Fire or any Emergency Units belonging to the Fire Department.
- 18.24 No Person shall falsely represent themselves to be an employee, or Member, or connected with the Fire Department.
- 18.25 No Person shall wear, use or have in their possession or under their control any official badge, identification card, insignia, button, cap, helmet or uniform of the Fire Department unless such Person is an active Member of the said Fire Department, and has direct and specific authority to wear or have in their possession or under their control such items.
- 18.26 No Person shall use, or have in their possession or under their control, any key for the Fire Department building or vehicle, or key for any fire alarm or control key box within the Municipality, unless directly and specifically authorized to do so by the Fire Chief.
- 18.27 No Person shall make any False Alarm by telephone, or any other method normally used to make or cause any False Alarm, unless authorized by the Fire Chief for practice purposes.
- 18.28 No Person shall falsely state that he has the sanction of the Fire Department in soliciting any person or company on any matter.
- 18.29 Any Person who refuses to provide or furnish any information required under this Bylaw, when requested by the Fire Chief or their designate or a Peace Officer, or who encourages such, shall be considered in breach of this Bylaw.
- 18.30 No Person shall enter the boundaries or limits of an Incident without the permission of the Fire Chief or Officer in Charge.
- 18.31 No Person shall build, ignite or allow any kind of Fire contrary to a Fire Restriction or Fire Ban declared by the Fire Chief or their designate.
- 18.32 No Person shall light a Fire unless they have taken reasonable steps to control the Fire for the purpose for which it was lit and prevent it from becoming a Running Fire.
- 18.33 No Person shall knowingly make a false statement in a Fire or Fireworks Permit application.
- 18.34 No Person shall light a Fire or burn any material contrary to federal, provincial, or municipal legislation or regulations.

- 18.35 No Person shall use a Fire to burn any normal waste, which results from the operating of a household or commercial business.
- 18.36 No Person shall release High Hazard Fireworks within the Municipality without a permit issued by the Municipality. Only Municipal Co-Sponsored events.
- 18.37 No person shall release Low Hazard Fireworks within the Municipal Urban Area (refer to Schedule "A" for area map).
- 18.38 No person shall fire to burn any structure within the municipal boundaries (refer to schedule "A" for area map).

## **19. OFFENCES**

- 19.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as set out in Schedule "F" which is attached hereto as part of this Bylaw.

## **20. VIOLATION TICKETS**

- 20.1 Notwithstanding the foregoing provision of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to Part II of the *Provincial Offences Procedure Act*, to any Person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 20.2 The Person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided for in Schedule "F" of this Bylaw.
- 20.3 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to section 19.3 and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of a fine in the amount of the specified penalty.

## **21. SEVERABILITY**

- 21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

## **22. GENERAL**

- 22.1 Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial legislation or regulation or Municipal Bylaw, or any requirement of any lawful permit, order or license.

22.2 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

22.3 All headings and subheadings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.

22.4 Specific references to statutes, regulations and other bylaws in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.

**23. Repeal of Bylaws**

23.1 Bylaw 2019-13 Fire Bylaw is hereby repealed.

This Bylaw will come into full force and effect upon the day it receives third and final reading by Council.

READ A FIRST TIME this 6th day of October 2020.

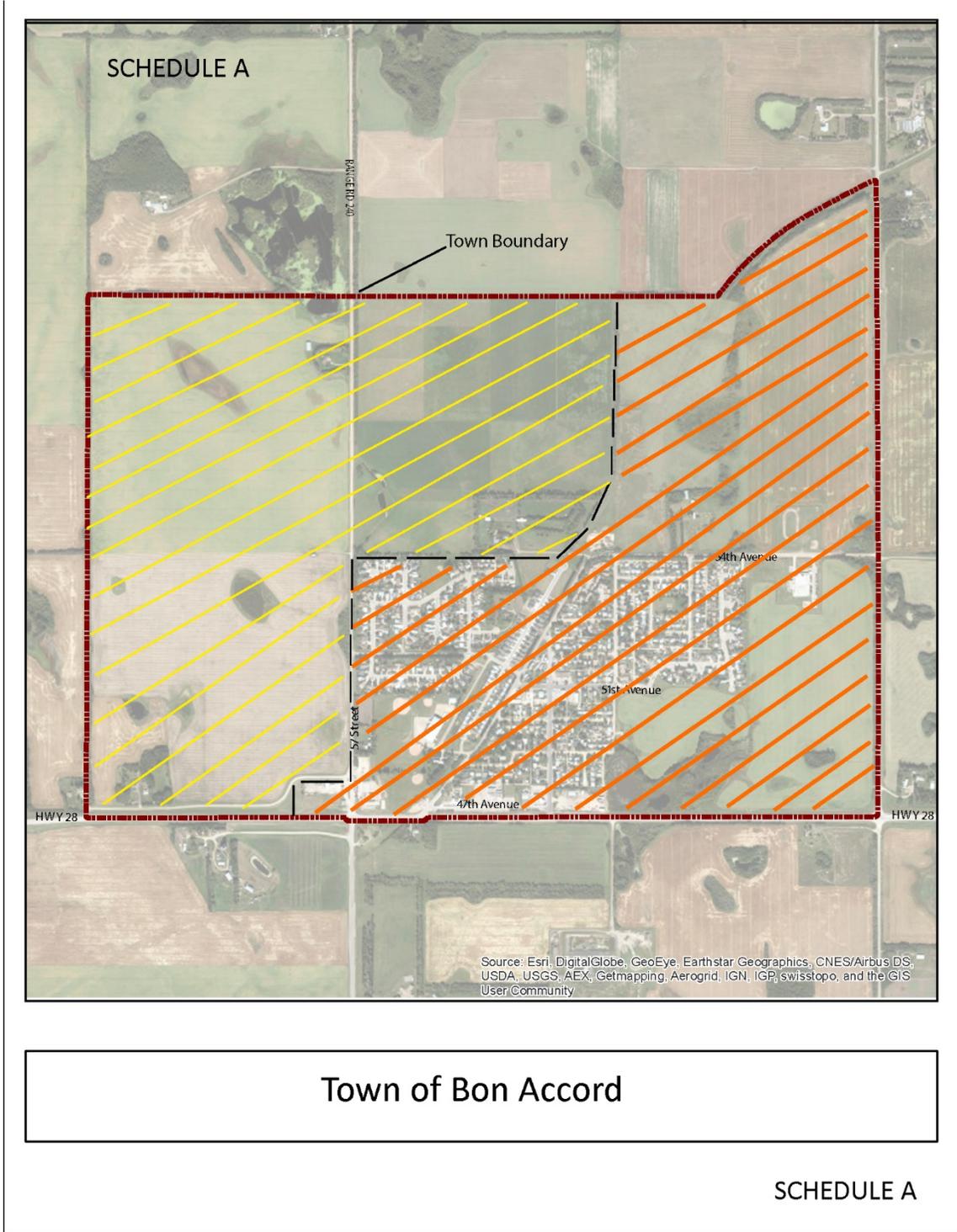
READ A SECOND TIME this 6th day of October 2020.

READ A THIRD AND FINAL TIME this 6th day of October 2020.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

**SCHEDULE A – Municipal Map, Rural and Urban**



**SCHEDULE B – Town of Bon Accord Fire Permit**  
As required by the current Fire Service Provider – Sturgeon County.

**SCHEDULE C**

**FIRE PIT INSPECTION FORM**

Name of Applicant \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Residential Address \_\_\_\_\_

Legal Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Land Owner (if different than applicant) \_\_\_\_\_

Address of Land Owner \_\_\_\_\_

Terms and Conditions (check each box)

- I understand that a fire pit must meet the specifications outlined in the Town of Bon Accord Fire bylaw, as amended and repealed, which I have read and understood in its entirety.
  
- I have included a land site diagram of the fire pit showing the proximity to structures and fences on the property.

Signature of Applicant \_\_\_\_\_

Signature of Land Owner (if different than applicant) \_\_\_\_\_

*The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process Fire Pit Permits for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.*

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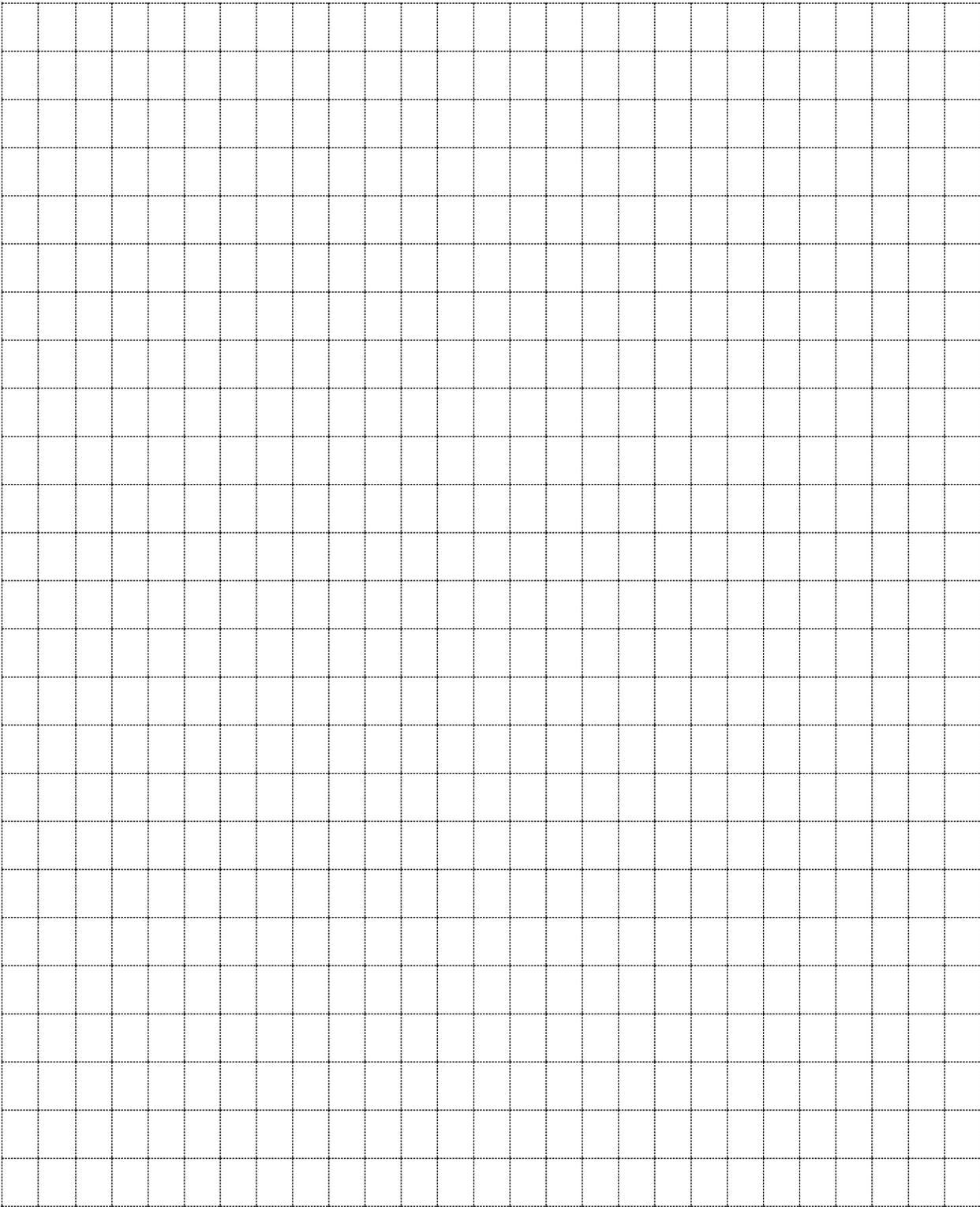
**Office Use Only**

Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Inspection \_\_\_\_\_

Conditions: \_\_\_\_\_

Signature of Fire Chief: \_\_\_\_\_

LAND SITE DIAGRAM



**SCHEDULE D - Low hazard Fireworks Permit**

As required by the current Fire Service Provider – Sturgeon County.

**SCHEDULE E – High Hazard Firework Permit**

As required by the current Fire Service Provider – Sturgeon County.

**SCHEDULE F – Violations/Penalties**

<b>Section</b>	<b>Prohibition/Violation</b>	<b>Penalty</b>
18.1	No person shall light or burn an Incinerator Fire/Burn Barrel Fire within the Municipal Urban Area of the Municipality (refer to Schedule “A” for area map).	\$500.00
18.2	Burning of Large Brush Piles is prohibited within the Municipal Urban Area of the Municipality. In all other areas of the Municipality (Municipal Rural Area) burning of Large Brush Piles is prohibited except between December 1 and March 31 of the following year.	\$500.00
18.3	Burning of Windrow Piles is prohibited within Municipal Urban Area of the Municipality. In all other areas of the Municipality (Municipal Rural Area) burning of Windrow Piles is prohibited except between December 1 and March 31 of the following year.	\$500.00
18.4	Burning of building related materials, waste used or produced during construction of structures is prohibited within the Municipal Urban Area of the Municipality.	\$500.00
18.5	No person shall light or burn an Outdoor Fire, an Incinerator Fire, Burn Barrel Fire, a Smudge Fire, or light or burn a fire in a barbecue/fire pit, or light or burn a fire within a Portable Appliance not fuelled by propane or natural gas, during a Municipal Fire Restriction or Fire Ban.	\$500.00
18.6	No person shall fail to comply with any of the terms or conditions set out in Fire Permit and or Fireworks Permit.	\$250.00
18.7	No person shall light or burn an Outdoor Fire or Smudge Fire for the purpose of ground thawing.	\$500.00
18.8	No person shall obstruct a Peace Officer, Fire Guardian or Fire Department member in the performance of their duties pursuant to this Bylaw or the Forest Prairie Protection Act (supra). Obstruction will include failure to provide access to property and failure to provide information as to identity of individuals.	\$1000.00
18.9	No Owner shall allow, consent to, or permit a fire to be lit or burned on property under the Owner’s possession, control or ownership unless a valid Fire Permit has been issued for that fire as required by this Bylaw.	\$500.00
18.10	No person shall burn Prohibited Debris	\$500.00
18.11	No person shall light a fire that obstructs or causes disruption to traffic or roadways.	\$250.00
18.12	No person shall a light a fire and let it continue to burn if that fire causes continuous physical discomfort to any nearby property and its residents.	\$250.00
18.13	No person shall either directly or indirectly, personally or through an agent, servant employee ignites a fire and let it become a Running Fire on any property or allow a Running Fire to pass from his or her own property to another property.	\$1000.00
18.14	Burning of grass or stubble is prohibited	\$500.00
<b>Section</b>	<b>Prohibition/Violation</b>	<b>Penalty</b>

18.15	Fires of any type are prohibited on or within lands designated by the Municipality as Municipal Reserve, Environmental Reserve or a Natural Area unless otherwise permitted by the Town Manager or their designate.	\$500.00
18.16	Lighting of fires within areas designated as Industrial Areas, Industrial Parks or Industrial Worksites is prohibited unless otherwise approved by the Town Manager or their Designate.	\$500.00
18.17	Burning in areas of peat moss or peaty soil is prohibited	\$500.00
18.18	No Person shall place or cause to be placed, any matter or thing, so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Department water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.	\$1000.00
18.19	No Person, other than the employee of the Town Public Works Department or a Member of the Fire Department, shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the Public Works Manager or the Fire Department in writing.	\$500.00
18.20	No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.	\$1000.00
18.21	All Persons at or near any Fire refusing to provide assistance as required under section 7 (7.5) shall be liable to penalty.	\$250.00
18.22	Any Person, who in any way obstructs, prevents or refuses to admit a Safety Codes Officer or Inspector in, to, or upon any land, premises, yards, or buildings, for the purpose of inspecting or investigating on the same, or who incites or abets such shall be considered in breach of this Bylaw.	\$1000.00
18.23	No Persons shall willfully or maliciously destroy or injure any Property at a Fire or any Emergency Units belonging to the Fire Department.	\$2000.00
18.24	No Person shall falsely represent themselves to be an employee, or Member, or connected with the Fire Department.	\$250.00
18.25	No Person shall wear, use or have in their possession or under their control any official badge, identification card, insignia, button, cap, helmet or uniform of the Fire Department unless such Person is an active Member of the said Fire Department, and has direct and specific authority to wear or have in their possession or under their control such items.	\$250.00
18.26	No Person shall use, or have in their possession or under their control, any key for the Fire Department building or vehicle, or key for any fire alarm or control key box within the Municipality, unless directly and specifically authorized to do so by the Fire Chief.	\$250.00
<b>Section</b>	<b>Prohibition/Violation</b>	<b>Penalty</b>
18.27	No Person shall make any False Alarm by telephone, or any other method normally used to make or cause any False Alarm, unless authorized by the Fire Chief for practice purposes.	\$500.00
18.28	No Person shall falsely state that he has the sanction of the Fire Department in soliciting any person or company on any matter.	\$1000.00

18.29	Any Person who refuses to provide or furnish any information required under this Bylaw, when requested by the Fire Chief or their designate or a Peace Officer, or who encourages such, shall be considered in breach of this Bylaw.	\$500.00
18.30	No Person shall enter the boundaries or limits of an Incident without the permission of the Fire Chief or Officer in Charge.	\$500.00
18.31	No Person shall build, ignite or allow any kind of Fire contrary to a Fire Restriction or Fire Ban declared by the Fire Chief or their designate.	\$500.00
18.32	No Person shall light a Fire unless they have taken reasonable steps to control the Fire for the purpose for which it was lit and prevent it from becoming a Running Fire.	\$250.00
18.33	No Person shall knowingly make a false statement in a Fire or Fireworks Permit application.	\$250.00
18.34	No Person shall light a Fire or burn any material contrary to federal, provincial, or municipal legislation or regulations.	\$500.00
18.35	No Person shall use a Fire to burn any normal waste, which results from the operating of a household or commercial business.	\$500.00
18.36	No Person shall release High Hazard Fireworks within the Municipality without a permit issued by the Municipality.	\$500.00
18.37	No person shall release Low Hazard Fireworks within the Municipal Urban Area (refer to Schedule "A" for area map).	\$500.00

# Red-Lined Draft

## TOWN OF BON ACCORD

### BYLAW No. 2022-11

#### FIRE SERVICES BYLAW

**BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND OPERATING FIRE SERVICES, PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS, AND AUTHORIZING THE RECOVERY OF FEES, EXPENSES AND CHARGES**

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**WHEREAS**, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the Town; and
- c) the enforcement of bylaws;

**AND WHEREAS**, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

**AND WHEREAS**, the *National Fire Code – 2019 Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

**AND WHEREAS**, the Town of Bon Accord wishes to provide for the prevention and control of fires within its boundaries;

**NOW THEREFORE**, Council for the Town of Bon Accord of the Province of Alberta, duly assembled, enacts as follows:

#### **PART I – INTERPRETATION AND DEFINITIONS**

##### **Bylaw Title**

- 1 This Bylaw may be cited as the “**Fire Services Bylaw**”.

##### **Definitions**

- 2 In this Bylaw:

- (a) “**Agreement**” means the Fire Services Agreement entered into between the Town and Sturgeon County respecting the provision of Fire Protection within the boundaries of the Town by Sturgeon County;
- (b) “**Apparatus**” means any vehicle provided with machinery, devices, Equipment or materials for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on the water;

**Bylaw No. 2022-11**  
**Fire Services Bylaw**

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- (c) **“Approved Fire Pit”** means an outdoor receptacle that meets the following specifications:
- (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
  - (ii) height does not exceed sixty (60) centimeters when measured from the surrounding grade to the top of the pit covering;
  - (iii) opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
  - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
  - (v) is not located over any underground utilities;
  - (vi) is a minimum of one (1) meter laterally and five (5) meters vertically from any aboveground wires; ~~and~~
  - (vii) when measured from the nearest edge must be a minimum of four (4) meters from any part of the residence including overhang;
  - (viii) when measured from the nearest edge must be a minimum of three (3) meters from any property line, out buildings, or combustible materials such as fences or trees;
  - (ix) when in operation, shall have a spark arrester screen with maximum openings of ½ inch and
  - (x) as may otherwise be determined by the Fire Chief having regard to health, safety, hazards and risks.
  - (xi) If there is no place on the property where a fire pit may be located using the above ~~distances~~—specifications, a variance may be applied for, if in the opinion of the Fire Chief or his designate, such safeguards and precautions are in place and that the fire pit will be used safely, a variance may be granted by the Fire Chief or his designate with the person or persons requesting the variance.
- (d) **“Burnable Debris”** has the same meaning given to it in the *Substance Release Regulation*, and includes **all combustible waste other than the Prohibited Debris as well as** cardboard and paper products;
- (e) **“Burning Barrel Fire”** means a fire confined to an outdoor receptacle that meets the following specifications:
- (i) non-combustible structure or container that has draft holes no larger than five (5) millimeters in diameter;

**Bylaw No. 2022-11**  
**Fire Services Bylaw**

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- (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than sixteen (16) millimeters secured in place with latches or weights;
  - (iii) which is lit for the purpose of burning household refuse or other Burnable Debris; and
  - (iv) is not located over underground utility services or below aboveground wires;
- (f) **“Burning Hazard”** means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or property or damage property;
- (g) **“Chief Administrative Officer”** means the individual appointed as the chief administrative officer of the Town by resolution of Council in accordance with *Municipal Government Act*, or their delegate;
- (h) **“Council”** means the duly elected council of the Town;
- (i) **“Dangerous Goods”** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, Property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage, or transportation environment and shall include those products, substances, and organisms that are covered by the Transportation of Dangerous Goods Regulations;
- (j) **“Equipment”** means any tools, devices or materials used by Fire Services to combat an Incident or other emergency;
- (k) **“False Alarm”** means any notification, by whatever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to Persons or Property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- (l) **“Fire Advisory”** means an order issued pursuant to this Bylaw for the purpose of fire prevention and cessation of all Fire Permits and Fireworks Permits for the duration of the advisory;
- (m) **“Fire Ban”** means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the Town;
- (n) **“Fire Chief”** means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Agreement, or their delegate;
- (o) **“Fire Permit”** means a permit issued by the Fire Chief, authorizing the setting of a specific type of fire;

**Bylaw No. 2022-11  
Fire Services Bylaw**

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- (p) **“Fire Protection”** includes any of the services enumerated in section 7 of this Bylaw and includes any other services delivered by or for Fire Services that is authorized by Council;
- (q) **“Fire Protection Charges”** means all rates, fees, and charges payable for, or in connection with, Fire Services in providing fire protection within the Town;
- (r) **“Fire Services”** means the fire department established and organized by Sturgeon County to provide Fire Protection within the boundaries of the Town, in accordance with the Agreement, and shall include all Members and Fire Services Property;
- (s) **“Fireworks”** means the pyrotechnics classified as fireworks pursuant to the *Explosives Act* and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- (t) **“Fireworks Permit”** means a permit, issued by the Fire Chief, authorizing the possession, handling, discharge, firing or setting off of Fireworks in the Town;
- (u) **“Incident”** includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or Property;
- (v) **“Member”** means any Person who is duly appointed as a member of Fire Services;
- (w) **“Member in Charge”** means the Fire Chief, or in the absence of the Fire Chief, the highest ranking Member who first arrives at the scene of an Incident;
- ~~“Municipal Tag” means a tag or similar document issued by the Town pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Town in lieu of prosecution of the offence;~~
- (x) **“Occupant”** means any Person that is in possession, control or occupation of Property;
- (y) **“Owner”** means any Person listed on title as the registered owner of Property at the Land Titles Office;
- (z) **“Peace Officer”** has the same meaning given to it in the *Provincial Offences Procedures Act*;
- (aa) **“Person”** includes any individual, firm, partnership or body corporate;
- (bb) **“Prohibited Debris”** has the same meaning given to it in the *Substance Release Regulation*; including any combustible waste that when burned may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances (such as but not limited to animal manure, ~~pathological waste~~, non-wooden

**Bylaw No. 2022-11  
Fire Services Bylaw**

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material, waste material from construction sites, excluding wooden materials that do not contain wood preservatives.

- (cc) **“Property”** means any real or personal property;
- (dd) **“Recreational Fire”** means a fire confined within an Approved Fire Pit, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- (ee) **“Residential or Commercial Districts”** means the residential and commercial districts as designated in the Town’s Land Use Bylaw and its associated maps;
- (ff) **“Smudge Fire”** means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;
- (gg) **“Town”** means the Town of Bon Accord;
- (hh) **“Violation Ticket”** has the same meaning given to it in the *Provincial Offences Procedure Act*.

**Rules of Interpretation**

- 3** The headings in this Bylaw are for guidance purposes and convenience only.
- 4** Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5** In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6** Nothing in this Bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

**PART II – FIRE SERVICES**

**Establishment and Purpose of Fire Services**

- 7**
  - (1) Council authorizes Sturgeon County to provide Fire Protection for and on behalf of the Town for the purpose of:
    - (a) preventing and extinguishing fires;
    - (b) investigating the origin, cause and circumstances of fires;

**Bylaw No. 2022-11  
Fire Services Bylaw**

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- (c) preserving life and Property and protecting Persons and Property from injury or destruction by fire;
- (d) preventing, combating, responding to, and controlling Incidents;
- (e) carrying out preventable controls;
- (f) providing rescue services for motor vehicle collisions, not including water or ice rescue;
- (g) conducting pre-fire planning and fire inspections;
- (h) providing public education and information regarding fire safety; and
- (i) providing any other emergency response as may be authorized by the Town's policy or applicable legislation,

in accordance with the requirements of this Bylaw and the terms and conditions of the Agreement.

**Authority and Responsibility of Fire Chief**

**8**

- (1) The Fire Chief shall be responsible for managing the overall delivery of Fire Protection by Fire Services, subject to:
  - (a) this Bylaw;
  - (b) all applicable Town policies, guidelines and directives;
  - (c) the Agreement.
- (2) The Fire Chief is authorized to delegate, to a Member, any powers, duties or function of the Fire Chief under this Bylaw.

**Authority and Responsibility of Members**

- 9** Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable policies of the Town.

**Authority and Responsibility of Member in Charge**

- 10** The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

**11**

- (1) The Member in Charge shall take action as deemed necessary for preserving life and Property and protecting Persons and Property from injury or destruction by fire or other emergency and is authorized to:

**Bylaw No. 2022-11  
Fire Services Bylaw**

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- (a) enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause Members, Apparatus or Equipment to enter or pass through or over the building, structure or Property without permission;
- (b) establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- (c) request Peace Officers to enforce restrictions on Persons entering within the boundaries or limits outlined in subsection (b);
- (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
- (e) secure Town manpower and Equipment which is considered necessary to deal with an Incident;
- (f) secure or commandeer privately owned Equipment which is considered necessary to deal with an Incident and authorize payment for use of the Equipment;
- (g) require any adult Person who is not a Member, to assist in:
  - (i) extinguishing a fire or preventing the spread thereof;
  - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
  - (iii) demolishing a building or structure at or near the fire or other Incident.

**PART III – OBSTRUCTION**

**Prohibitions**

**12**

- (1) No person shall place or cause to be placed, any matter or thing so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Services water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.
- (2) No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.

**PART IV – FIRES AND FIRE PERMITS**

**Permitted and Prohibited Fires**

**13**

- (1) No Person shall burn or cause to be burned any Prohibited Debris.
- (2) No Person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the Owner or Occupant, unless the Person holds a valid and subsisting Fire Permit, or the fire is exempt from the requirement for a Fire Permit under this Bylaw.
- (3) No Person shall light or cause to be lit, or otherwise allow or permit, a Burning Barrel Fire or Smudge Fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town.
- (4) No Person shall light or cause to be lit, or otherwise allow or permit, any fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town unless a fire pit inspection has been conducted and approved by the Fire Chief.
- (5) A Fire Permit is not required for a **Recreational Fire** in an Approved Fire Pit
  - (a) ~~a Burning Barrel Fire or a Smudge Fire on lands not located within Residential or Commercial Districts; or~~
  - (b) ~~a Recreational Fire;~~provided that:
  - (i) the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished; and
  - (ii) flame height does not exceed ninety (90) centimeters above the structure or container.
- (6) This Bylaw does not apply to:
  - (a) an outdoor fire lit by Fire Services for training or preventive control purposes; or
  - (b) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

**Fire Permits**

**14**

- (1) Fire Permits are required throughout the entire year.

**Bylaw No. 2022-11  
Fire Services Bylaw**

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- (2) An application for a Fire Permit shall be made on the form approved by the Chief Administrative Officer, as may be amended from time to time.
- (3) A Fire Permit shall only be valid for the time period expressly indicated on the Fire Permit, as determined by the Fire Chief issuing the permit, in their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- (4) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit.
- (5) A Fire Permit is not transferrable.

**Permit Holder Responsibilities**

**15**

- (1) Every Person who sets a fire under authority of a Fire Permit shall:
  - (a) comply with any terms or conditions of the permit;
  - (b) keep the permit at the site of the fire;
  - (c) produce the permit to the Chief Administrative Officer, Fire Chief, a Member, or a Peace Officer, upon request;
  - (d) have a responsible adult in attendance at the fire at all times under the conditions as listed in the Fire Permit;
  - (e) keep the fire under control;
  - (f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring Property, Persons, or roadways;
  - (g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
  - (h) be responsible for any costs incurred by Fire Services when called upon to extinguish such fire if, in the opinion of the Fire Chief, as the case may be, the fire is a hazard to Persons or Property.

**PART V – FIREWORKS**

**Fireworks and Firecrackers**

**16**

- (1) No Person shall sell or purchase Fireworks within the Town.
- (2) No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off firecrackers within the Town.

**Bylaw No. 2022-11**  
**Fire Services Bylaw**

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- (3) No Person shall possess, handle, discharge, fire or set off Fireworks within the Town unless they hold a valid and subsisting Fireworks Permit.
- (4) A Fireworks Permit may only be issued to an authorized community organization for events sponsored or co-sponsored by the Town.
- (5)
- (a) An application for a Fireworks Permit shall be made in writing on the form approved by the Chief Administrative Officer, as may be amended from time to time.
  - (b) The issuance of a Fireworks Permit shall be at the sole discretion of the Fire Chief.
  - (c) No Person under the age of eighteen (18) years old shall be issued a Fireworks Permit.
  - (d) The Fire Chief may add conditions to a Fireworks Permit, including, but not limited to:
    - i. the time(s) and date(s) for which the Fireworks Permit is valid;
    - ii. the methods of storage of Fireworks;
    - iii. the location(s) where the Fireworks may be discharged;
    - iv. the activity that the Fireworks Permit authorizes;all of which shall constitute terms and conditions of the Fireworks Permit.
  - (e) A Fireworks Permit may include any further terms and conditions that the Fire Chief deems necessary for the safe use of the Fireworks.
  - (f) No Person shall possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit.
  - (g) Any Person possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate production to the Chief Administrative Officer, the Fire Chief, a Member, or a Peace Officer upon demand.
  - (h) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fireworks Permit at any time. The following non-exhaustive list of circumstances may result in a Fireworks Permit being revoked:

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- i. non-compliance with the *National Fire Code – 2019 Alberta Edition*, the *Explosives Act*, this Bylaw or the terms and conditions of the Fireworks Permit;
  - ii. due to changes in environmental conditions;
  - iii. for any reason related to safety to life, limb or Property.
- (6) The possession, handling and discharge of Fireworks shall at all times be carried out in compliance with the *Explosives Act* and the *National Fire Code – 2019 Alberta Edition*.

**PART VI – FIRE ADVISORY AND BAN**

**Fire Advisory**

**17**

- (1) The Fire Chief may, from time to time, prohibit the issuance of any new Fire Permits or Fireworks Permits and suspend all active Fire Permits and Fireworks Permits when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) A Fire Advisory imposed pursuant to subsections (1) shall remain in force until either the date provided in the notice of the Fire Advisory or until such time as the Fire Chief provides notice to the public that the Fire Advisory is no longer in effect.
- (3) Notice of a Fire Advisory shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Advisory.
- (4) When a Fire Advisory is in place:
  - (a) The Fire Chief shall not issue any Fire Permits;
  - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Advisory.
- (5) When a Fire Advisory is in place, no Person shall:
  - (a) ignite any fire unless the fire is exempt from requiring a permit; or
  - (b) handle, discharge, fire or set off Fireworks within the Town.

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**Fire Ban**

**18**

- (1) The Fire Chief may prohibit all fires in the Town when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire Bans may be established and declared for the entire Town or portions of the Town.
- (3) A Fire Ban imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice to the public that the Fire Ban is no longer in effect.
- (4) Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.
- (5) When a Fire Ban is in place:
  - (a) The Fire Chief shall not issue any Fire Permits;
  - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Ban.
- (6) Subject to subsection (7), when a Fire Ban is in place, no Person shall ignite any fire or Fireworks, whether or not the Person is the holder of a Fire Permit or Fireworks Permit or a Fire Permit is not required and shall immediately extinguish any fire lit once the Person knows or ought reasonably to know of the Fire Ban.
- (7) During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private Property or in a public area that has been approved by the Town for the use of such barbecues.

**Requirement to Report**

**19**

- (1) The Owner or Occupant of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Chief.
- (2) The Owner, Occupier or authorized agent of a Property containing a Dangerous Goods product which sustains accidental or unplanned release of Dangerous Goods product shall immediately report to Fire Services particulars of the release which are satisfactory to the Fire Chief or designate.

**PART VII – RECOVERY OF COSTS**

**Fire Protection Charges**

**20**

(1) Upon Fire Services providing Fire Protection on a parcel of land within the Town's boundaries, the Town may **with consideration of recommendations from the Fire Chief**, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:

- (a) the Person or Persons causing or contributing to the fire;
- (b) the Occupant of the parcel of land on which Fire Protection was provided;
- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.

- (2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.
- (3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness in incurred.
- (4) Without limiting subsection (1), the Owner of a parcel of land within the Town to which Fire Protection is provided is liable for Fire Protection Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.

**Damages or Destroyed Property**

**21**

(1) A Person who has damaged or destroyed any Fire Services Apparatus, Equipment or Property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the Town to repair or replace the Apparatus, Equipment or Property in question.

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**Services Fees and Charges**

**22**

- (1) The Town may establish and levy fees and charges for services, including, but not limited to:
  - (a) fees for responding to an Incident;
  - (b) Fire Permit and Fireworks Permit application fees;
  - (c) site inspection fees;
  - (d) fire investigation fees;
  - (e) fees for responding to False Alarms; and
  - (f) fees for file searches and copying records.
- (2) The fees and charges described in this section shall be a debt due and owing to the Town and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

**PART VIII – ENFORCEMENT**

**Inspection and Enforcement**

**23**

- (1) Where a parcel of land does not comply with this Bylaw or a Person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to the tax roll of the Owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Fire Chief is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

**Offences**

**24** In addition to any other requirements of this Bylaw, no Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a permit issued pursuant to this Bylaw;
- (c) cause or permit a Burning Hazard to exist on a parcel of land;

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- (d) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- (e) provide false, incomplete or misleading information to the Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer with respect to a Fire Permit or Fireworks Permit application;
- (f) light a fire on any land the Person does not own without the written consent of the Owner;
- (g) permit a fire lit by that Person to pass from their own land to the land of another Person;
- (h) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (i) conduct any activity that might reasonably be expected to cause a fire unless that Person exercises reasonable care to prevent a fire from occurring;
- (j) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway; or
- (k) light a fire on lands owned or controlled by the Town except with the Town's express written consent.

**Vicarious Liability**

**25** For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

**Corporations and Partnerships**

**26**

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

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**Fines and Penalties**

**27**

- (1) A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
  - (a) not less than the specified penalty established in Schedule "A"; and
  - (b) in the case of all other offences, not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1), the fine amounts set out in Schedule "A" are established as specified penalties for use on ~~Municipal Tags and Violation Tickets~~, if a voluntary payment option is offered.
- ~~(3) Notwithstanding subsection (1), any Person who commits a second or subsequent offence under this Bylaw within one (1) year of conviction for a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out for the offence in Schedule "A" to this Bylaw.~~

**Municipal Tags**

- ~~(4) A Peace Officer is authorized and empowered to issue a Municipal Tag to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.~~
- ~~(5) A Municipal Tag may be issued:
  - (a) personally; or
  - (b) by mailing a copy, via registered mail to such Person at their last known postal address.~~
- ~~(6) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
  - (a) the name of the Person to whom the Municipal Tag is issued;
  - (b) particulars of the contravention under this Bylaw;
  - (c) the specified penalty for the offence as set out in Schedule "A";
  - (d) that the specified penalty shall be paid within twenty one (21) days of the issuance of the Municipal Tag in order to avoid prosecution; and
  - (e) any other information as may be required by the Chief Administrative Officer.~~

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~~(7) Where a Municipal Tag has been issued under this Bylaw, the Person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Municipal Tag.~~

**Violation Ticket**

**28**

~~Where a Municipal Tag has been issued and the specified penalty has not been paid within the prescribed time, the Peace Officer is authorized to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.~~

(1) ~~Notwithstanding subsection (1),~~ A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

(2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- (a) state the specified penalty for the offence as set out in Schedule "A"; or
- (b) require a Person to appear in Provincial Court without the alternative of making a voluntary payment.

(3) A Person who commits an offence may:

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A" herein;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

(4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (4) and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

**PART VIII – GENERAL**

**Repeal**

**29** Bylaw 2020-20 is hereby repealed.

**Effective Date**

**30** This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

**Bylaw No. 2022-11  
Fire Services Bylaw**

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READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
**Brian Holden:** Mayor

\_\_\_\_\_  
**Jodi Brown:** Chief Administrative  
Officer

\_\_\_\_\_  
Date Signed

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**Schedule "A"  
Specified Penalties**

<b>Bylaw Section Number</b>	<b>Offence</b>	<b>Municipal Tag</b>	<b>Violation Ticket</b>
12	Obstruction		\$1000
13(1)	Burning Prohibited Debris		\$500
13(2)	Fire without a Fire Permit		\$500
13(3)	Burning Barrel or Smudge Fire within a Residential or Commercial District		\$500
13(4)	Fire without Fire Pit Inspection		\$500
16(1)	Sell or Purchase Fireworks		\$250
16(2)	Firecrackers		\$250
16(3)	Possession, handling, discharge, fire, or set off fireworks without a Fireworks Permit		\$500
17(5)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Advisory		\$500
18(6)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Ban		\$500
19(1)	Failure to report fire		\$500
19(2)	Failure to report release of Dangerous Goods		\$1000
24(b)	Contravene any term or condition of a permit		\$500
24(c)	Cause or permit a Burning Hazard to exist on a parcel of land		\$500
24(d)	Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard		\$1000
24(e)	Provide false or misleading information		\$500
24(f)	Light a fire on land without written permission of Owner		\$250
24(g)	Permit a fire to pass to another Person's land		\$1000
24(h)	Light a fire without sufficient precautions		\$250

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<b>24(i)</b>	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care		<b>\$1000</b>
<b>24(j)</b>	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway		<b>\$250</b>
<b>24(k)</b>	Light a fire on lands owned or controlled by the Town except with the Town's express written consent		<b>\$500</b>

draft

**Clean Draft**

## TOWN OF BON ACCORD

### BYLAW No. 2022-11

#### FIRE SERVICES BYLAW

**BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND OPERATING FIRE SERVICES, PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS, AND AUTHORIZING THE RECOVERY OF FEES, EXPENSES AND CHARGES**

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**WHEREAS**, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the Town; and
- c) the enforcement of bylaws;

**AND WHEREAS**, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

**AND WHEREAS**, the *National Fire Code – 2019 Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

**AND WHEREAS**, the Town of Bon Accord wishes to provide for the prevention and control of fires within its boundaries;

**NOW THEREFORE**, Council for the Town of Bon Accord of the Province of Alberta, duly assembled, enacts as follows:

#### **PART I – INTERPRETATION AND DEFINITIONS**

##### **Bylaw Title**

- 1 This Bylaw may be cited as the “**Fire Services Bylaw**”.

##### **Definitions**

- 2 In this Bylaw:

- (a) “**Agreement**” means the Fire Services Agreement entered into between the Town and Sturgeon County respecting the provision of Fire Protection within the boundaries of the Town by Sturgeon County;
- (b) “**Apparatus**” means any vehicle provided with machinery, devices, Equipment or materials for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on the water;

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**Fire Services Bylaw**

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- (c) **“Approved Fire Pit”** means an outdoor receptacle that meets the following specifications:
- (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
  - (ii) height does not exceed sixty (60) centimeters when measured from the surrounding grade to the top of the pit covering;
  - (iii) opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
  - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
  - (v) is not located over any underground utilities;
  - (vi) is a minimum of one (1) meter laterally and five (5) meters vertically from any aboveground wires;
  - (vii) when measured from the nearest edge must be a minimum of four (4) meters from any part of the residence including overhang;
  - (viii) when measured from the nearest edge must be a minimum of three (3) meters from any property line, out buildings, or combustible materials such as fences or trees;
  - (ix) when in operation, shall have a spark arrester screen with maximum openings of ½ inch and
  - (x) as may otherwise be determined by the Fire Chief having regard to health, safety, hazards and risks.
  - (xi) If there is no place on the property where a fire pit may be located using the above specifications, a variance may be applied for, if in the opinion of the Fire Chief or his designate, such safeguards and precautions are in place and that the fire pit will be used safely, a variance may be granted by the Fire Chief or his designate with the person or persons requesting the variance.
- (d) **“Burnable Debris”** has the same meaning given to it in the *Substance Release Regulation*, and includes all combustible waste other than the Prohibited Debris as well as cardboard and paper products;
- (e) **“Burning Barrel Fire”** means a fire confined to an outdoor receptacle that meets the following specifications:
- (i) non-combustible structure or container that has draft holes no larger than five (5) millimeters in diameter;

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- (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than sixteen (16) millimeters secured in place with latches or weights;
  - (iii) which is lit for the purpose of burning household refuse or other Burnable Debris; and
  - (iv) is not located over underground utility services or below aboveground wires;
- (f) **“Burning Hazard”** means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or property or damage property;
- (g) **“Chief Administrative Officer”** means the individual appointed as the chief administrative officer of the Town by resolution of Council in accordance with *Municipal Government Act*, or their delegate;
- (h) **“Council”** means the duly elected council of the Town;
- (i) **“Dangerous Goods”** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, Property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage, or transportation environment and shall include those products, substances, and organisms that are covered by the Transportation of Dangerous Goods Regulations;
- (j) **“Equipment”** means any tools, devices or materials used by Fire Services to combat an Incident or other emergency;
- (k) **“False Alarm”** means any notification, by whatever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to Persons or Property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- (l) **“Fire Advisory”** means an order issued pursuant to this Bylaw for the purpose of fire prevention and cessation of all Fire Permits and Fireworks Permits for the duration of the advisory;
- (m) **“Fire Ban”** means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the Town;
- (n) **“Fire Chief”** means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Agreement, or their delegate;
- (o) **“Fire Permit”** means a permit issued by the Fire Chief, authorizing the setting of a specific type of fire;

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- (p) **“Fire Protection”** includes any of the services enumerated in section 7 of this Bylaw and includes any other services delivered by or for Fire Services that is authorized by Council;
- (q) **“Fire Protection Charges”** means all rates, fees, and charges payable for, or in connection with, Fire Services in providing fire protection within the Town;
- (r) **“Fire Services”** means the fire department established and organized by Sturgeon County to provide Fire Protection within the boundaries of the Town, in accordance with the Agreement, and shall include all Members and Fire Services Property;
- (s) **“Fireworks”** means the pyrotechnics classified as fireworks pursuant to the *Explosives Act* and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- (t) **“Fireworks Permit”** means a permit, issued by the Fire Chief, authorizing the possession, handling, discharge, firing or setting off of Fireworks in the Town;
- (u) **“Incident”** includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or Property;
- (v) **“Member”** means any Person who is duly appointed as a member of Fire Services;
- (w) **“Member in Charge”** means the Fire Chief, or in the absence of the Fire Chief, the highest ranking Member who first arrives at the scene of an Incident;
- (x) **“Occupant”** means any Person that is in possession, control or occupation of Property;
- (y) **“Owner”** means any Person listed on title as the registered owner of Property at the Land Titles Office;
- (z) **“Peace Officer”** has the same meaning given to it in the *Provincial Offences Procedures Act*;
- (aa) **“Person”** includes any individual, firm, partnership or body corporate;
- (bb) **“Prohibited Debris”** has the same meaning given to it in the *Substance Release Regulation*; including any combustible waste that when burned may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances (such as but not limited to animal manure, non-wooden material, waste material from construction sites, excluding wooden materials that do not contain wood preservatives).
- (cc) **“Property”** means any real or personal property;

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- (dd) **“Recreational Fire”** means a fire confined within an Approved Fire Pit, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- (ee) **“Residential or Commercial Districts”** means the residential and commercial districts as designated in the Town’s Land Use Bylaw and its associated maps;
- (ff) **“Smudge Fire”** means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;
- (gg) **“Town”** means the Town of Bon Accord;
- (hh) **“Violation Ticket”** has the same meaning given to it in the *Provincial Offences Procedure Act*.

**Rules of Interpretation**

- 3 The headings in this Bylaw are for guidance purposes and convenience only.
- 4 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5 In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6 Nothing in this Bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

**PART II – FIRE SERVICES**

**Establishment and Purpose of Fire Services**

- 7
  - (1) Council authorizes Sturgeon County to provide Fire Protection for and on behalf of the Town for the purpose of:
    - (a) preventing and extinguishing fires;
    - (b) investigating the origin, cause and circumstances of fires;
    - (c) preserving life and Property and protecting Persons and Property from injury or destruction by fire;
    - (d) preventing, combating, responding to, and controlling Incidents;

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- (e) carrying out preventable controls;
- (f) providing rescue services for motor vehicle collisions, not including water or ice rescue;
- (g) conducting pre-fire planning and fire inspections;
- (h) providing public education and information regarding fire safety; and
- (i) providing any other emergency response as may be authorized by the Town's policy or applicable legislation,

in accordance with the requirements of this Bylaw and the terms and conditions of the Agreement.

**Authority and Responsibility of Fire Chief**

**8**

- (1) The Fire Chief shall be responsible for managing the overall delivery of Fire Protection by Fire Services, subject to:
  - (a) this Bylaw;
  - (b) all applicable Town policies, guidelines and directives;
  - (c) the Agreement.
- (2) The Fire Chief is authorized to delegate, to a Member, any powers, duties or function of the Fire Chief under this Bylaw.

**Authority and Responsibility of Members**

- 9** Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable policies of the Town.

**Authority and Responsibility of Member in Charge**

- 10** The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

**11**

- (1) The Member in Charge shall take action as deemed necessary for preserving life and Property and protecting Persons and Property from injury or destruction by fire or other emergency and is authorized to:
  - (a) enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause Members, Apparatus or Equipment to enter or pass through or over the building, structure or Property without permission;

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- (b) establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- (c) request Peace Officers to enforce restrictions on Persons entering within the boundaries or limits outlined in subsection (b);
- (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
- (e) secure Town manpower and Equipment which is considered necessary to deal with an Incident;
- (f) secure or commandeer privately owned Equipment which is considered necessary to deal with an Incident and authorize payment for use of the Equipment;
- (g) require any adult Person who is not a Member, to assist in:
  - (i) extinguishing a fire or preventing the spread thereof;
  - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
  - (iii) demolishing a building or structure at or near the fire or other Incident.

**PART III – OBSTRUCTION**

**Prohibitions**

**12**

- (1) No person shall place or cause to be placed, any matter or thing so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Services water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.
- (2) No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.

**PART IV – FIRES AND FIRE PERMITS**

**Permitted and Prohibited Fires**

**13**

- (1) No Person shall burn or cause to be burned any Prohibited Debris.

**Bylaw No. 2022-11**  
**Fire Services Bylaw**

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- (2) No Person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the Owner or Occupant, unless the Person holds a valid and subsisting Fire Permit, or the fire is exempt from the requirement for a Fire Permit under this Bylaw.
- (3) No Person shall light or cause to be lit, or otherwise allow or permit, a Burning Barrel Fire or Smudge Fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town.
- (4) No Person shall light or cause to be lit, or otherwise allow or permit, any fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town unless a fire pit inspection has been conducted and approved by the Fire Chief.
- (5) A Fire Permit is not required for a Recreational Fire in an Approved Fire Pit provided that:
  - (a) the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished; and
  - (b) flame height does not exceed ninety (90) centimeters above the structure or container.
- (6) This Bylaw does not apply to:
  - (a) an outdoor fire lit by Fire Services for training or preventive control purposes; or
  - (b) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

**Fire Permits**

**14**

- (1) Fire Permits are required throughout the entire year.
- (2) An application for a Fire Permit shall be made on the form approved by the Chief Administrative Officer, as may be amended from time to time.
- (3) A Fire Permit shall only be valid for the time period expressly indicated on the Fire Permit, as determined by the Fire Chief issuing the permit, in their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- (4) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit.
- (5) A Fire Permit is not transferrable.

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Fire Services Bylaw**

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**Permit Holder Responsibilities**

**15**

- (1) Every Person who sets a fire under authority of a Fire Permit shall:
- (a) comply with any terms or conditions of the permit;
  - (b) keep the permit at the site of the fire;
  - (c) produce the permit to the Chief Administrative Officer, Fire Chief, a Member, or a Peace Officer, upon request;
  - (d) have a responsible adult in attendance at the fire at all times under the conditions as listed in the Fire Permit;
  - (e) keep the fire under control;
  - (f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring Property, Persons, or roadways;
  - (g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
  - (h) be responsible for any costs incurred by Fire Services when called upon to extinguish such fire if, in the opinion of the Fire Chief, as the case may be, the fire is a hazard to Persons or Property.

**PART V – FIREWORKS**

**Fireworks and Firecrackers**

**16**

- (1) No Person shall sell or purchase Fireworks within the Town.
- (2) No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off firecrackers within the Town.
- (3) No Person shall possess, handle, discharge, fire or set off Fireworks within the Town unless they hold a valid and subsisting Fireworks Permit.
- (4) A Fireworks Permit may only be issued to an authorized community organization for events sponsored or co-sponsored by the Town.
- (5)
- (a) An application for a Fireworks Permit shall be made in writing on the form approved by the Chief Administrative Officer, as may be amended from time to time.

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- (b) The issuance of a Fireworks Permit shall be at the sole discretion of the Fire Chief.
  - (c) No Person under the age of eighteen (18) years old shall be issued a Fireworks Permit.
  - (d) The Fire Chief may add conditions to a Fireworks Permit, including, but not limited to:
    - i. the time(s) and date(s) for which the Fireworks Permit is valid;
    - ii. the methods of storage of Fireworks;
    - iii. the location(s) where the Fireworks may be discharged;
    - iv. the activity that the Fireworks Permit authorizes;all of which shall constitute terms and conditions of the Fireworks Permit.
  - (e) A Fireworks Permit may include any further terms and conditions that the Fire Chief deems necessary for the safe use of the Fireworks.
  - (f) No Person shall possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit.
  - (g) Any Person possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate production to the Chief Administrative Officer, the Fire Chief, a Member, or a Peace Officer upon demand.
  - (h) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fireworks Permit at any time. The following non-exhaustive list of circumstances may result in a Fireworks Permit being revoked:
    - i. non-compliance with the *National Fire Code – 2019 Alberta Edition*, the *Explosives Act*, this Bylaw or the terms and conditions of the Fireworks Permit;
    - ii. due to changes in environmental conditions;
    - iii. for any reason related to safety to life, limb or Property.
- (6) The possession, handling and discharge of Fireworks shall at all times be carried out in compliance with the *Explosives Act* and the *National Fire Code – 2019 Alberta Edition*.

**PART VI – FIRE ADVISORY AND BAN**

**Fire Advisory**

**17**

- (1) The Fire Chief may, from time to time, prohibit the issuance of any new Fire Permits or Fireworks Permits and suspend all active Fire Permits and Fireworks Permits when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) A Fire Advisory imposed pursuant to subsections (1) shall remain in force until either the date provided in the notice of the Fire Advisory or until such time as the Fire Chief provides notice to the public that the Fire Advisory is no longer in effect.
- (3) Notice of a Fire Advisory shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Advisory.
- (4) When a Fire Advisory is in place:
  - (a) The Fire Chief shall not issue any Fire Permits;
  - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Advisory.
- (5) When a Fire Advisory is in place, no Person shall:
  - (a) ignite any fire unless the fire is exempt from requiring a permit; or
  - (b) handle, discharge, fire or set off Fireworks within the Town.

**Fire Ban**

**18**

- (1) The Fire Chief may prohibit all fires in the Town when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire Bans may be established and declared for the entire Town or portions of the Town.
- (3) A Fire Ban imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice to the public that the Fire Ban is no longer in effect.
- (4) Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the

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Fire Services Bylaw**

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Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

(5) When a Fire Ban is in place:

- (a) The Fire Chief shall not issue any Fire Permits;
- (b) the Fire Chief shall not issue any Fireworks Permits;

from the date of issuance of the Fire Ban.

(6) Subject to subsection (7), when a Fire Ban is in place, no Person shall ignite any fire or Fireworks, whether or not the Person is the holder of a Fire Permit or Fireworks Permit or a Fire Permit is not required and shall immediately extinguish any fire lit once the Person knows or ought reasonably to know of the Fire Ban.

(7) During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private Property or in a public area that has been approved by the Town for the use of such barbecues.

**Requirement to Report**

**19**

- (1) The Owner or Occupant of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Chief.
- (2) The Owner, Occupier or authorized agent of a Property containing a Dangerous Goods product which sustains accidental or unplanned release of Dangerous Goods product shall immediately report to Fire Services particulars of the release which are satisfactory to the Fire Chief or designate.

**PART VII – RECOVERY OF COSTS**

**Fire Protection Charges**

**20**

- (1) Upon Fire Services providing Fire Protection on a parcel of land within the Town's boundaries, the Town may with consideration of recommendations from the Fire Chief, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:
  - (a) the Person or Persons causing or contributing to the fire;
  - (b) the Occupant of the parcel of land on which Fire Protection was provided;

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- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.

- (2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.
- (3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- (4) Without limiting subsection (1), the Owner of a parcel of land within the Town to which Fire Protection is provided is liable for Fire Protection Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.

#### **Damages or Destroyed Property**

##### **21**

- (1) A Person who has damaged or destroyed any Fire Services Apparatus, Equipment or Property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the Town to repair or replace the Apparatus, Equipment or Property in question.

#### **Services Fees and Charges**

##### **22**

- (1) The Town may establish and levy fees and charges for services, including, but not limited to:
  - (a) fees for responding to an Incident;
  - (b) Fire Permit and Fireworks Permit application fees;
  - (c) site inspection fees;
  - (d) fire investigation fees;
  - (e) fees for responding to False Alarms; and
  - (f) fees for file searches and copying records.

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- (2) The fees and charges described in this section shall be a debt due and owing to the Town and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

**PART VIII – ENFORCEMENT**

**Inspection and Enforcement**

**23**

- (1) Where a parcel of land does not comply with this Bylaw or a Person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to the tax roll of the Owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Fire Chief is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

**Offences**

**24** In addition to any other requirements of this Bylaw, no Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a permit issued pursuant to this Bylaw;
- (c) cause or permit a Burning Hazard to exist on a parcel of land;
- (d) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- (e) provide false, incomplete or misleading information to the Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer with respect to a Fire Permit or Fireworks Permit application;
- (f) light a fire on any land the Person does not own without the written consent of the Owner;
- (g) permit a fire lit by that Person to pass from their own land to the land of another Person;
- (h) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (i) conduct any activity that might reasonably be expected to cause a fire unless that Person exercises reasonable care to prevent a fire from occurring;

**Bylaw No. 2022-11  
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- (j) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway; or
- (k) light a fire on lands owned or controlled by the Town except with the Town's express written consent.

**Vicarious Liability**

**25** For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

**Corporations and Partnerships**

**26**

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

**Fines and Penalties**

**27**

- (1) A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
  - (a) not less than the specified penalty established in Schedule "A"; and
  - (b) in the case of all other offences, not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1), the fine amounts set out in Schedule "A" are established as specified penalties for use on Violation Tickets, if a voluntary payment option is offered.

**Violation Ticket**

**28**

- (1) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
  - (a) state the specified penalty for the offence as set out in Schedule "A"; or
  - (b) require a Person to appear in Provincial Court without the alternative of making a voluntary payment.
- (3) A Person who commits an offence may:
  - (a) if a Violation Ticket is issued in respect of the offence; and
  - (b) if the Violation Ticket states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A" herein;  
  
make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
- (4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (4) and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

**PART VIII – GENERAL**

**Repeal**

**29** Bylaw 2020-20 is hereby repealed.

**Effective Date**

**30** This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

**Bylaw No. 2022-11  
Fire Services Bylaw**

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READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
**Brian Holden:** Mayor

\_\_\_\_\_  
**Jodi Brown:** Chief Administrative Officer

\_\_\_\_\_  
Date Signed

draft

**Bylaw No. 2022-11  
Fire Services Bylaw**

**Schedule "A"  
Specified Penalties**

<b>Bylaw Section Number</b>	<b>Offence</b>	<b>Violation Ticket</b>
<b>12</b>	Obstruction	\$1000
<b>13(1)</b>	Burning Prohibited Debris	\$500
<b>13(2)</b>	Fire without a Fire Permit	\$500
<b>13(3)</b>	Burning Barrel or Smudge Fire within a Residential or Commercial District	\$500
<b>13(4)</b>	Fire without Fire Pit Inspection	\$500
<b>16(1)</b>	Sell or Purchase Fireworks	\$250
<b>16(2)</b>	Firecrackers	\$250
<b>16(3)</b>	Possession, handling, discharge, fire, or set off fireworks without a Fireworks Permit	\$500
<b>17(5)</b>	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Advisory	\$500
<b>18(6)</b>	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Ban	\$500
<b>19(1)</b>	Failure to report fire	\$500
<b>19(2)</b>	Failure to report release of Dangerous Goods	\$1000
<b>24(b)</b>	Contravene any term or condition of a permit	\$500
<b>24(c)</b>	Cause or permit a Burning Hazard to exist on a parcel of land	\$500
<b>24(d)</b>	Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard	\$1000
<b>24(e)</b>	Provide false or misleading information	\$500
<b>24(f)</b>	Light a fire on land without written permission of Owner	\$250
<b>24(g)</b>	Permit a fire to pass to another Person's land	\$1000
<b>24(h)</b>	Light a fire without sufficient precautions	\$250

**Bylaw No. 2022-11  
Fire Services Bylaw**

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<b>24(i)</b>	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$1000
<b>24(j)</b>	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250
<b>24(k)</b>	Light a fire on lands owned or controlled by the Town except with the Town's express written consent	\$500

draft

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Dianne Allen - Manager, Planning & Economic Development
<b>Title:</b>	Bylaw 2022-12 – Repeal of Bylaws 116 and 117
<b>Agenda Item No.</b>	8.3

**BACKGROUND/PROPOSAL**

Bylaw 116 and its amending bylaw 117 were created to provide for the imposition of offsite levies.

Both bylaws refer to the Planning Act as their enabling legislation, however, this Act has been repealed by the Municipal Government Act (MGA) that was passed in 1994. Municipal planning provisions are now outlined in the current MGA.

In accordance with the MGA, the Town of Bon Accord enacted Offsite Levy Bylaw 2008-02, which outlines current procedures for offsite levy administration.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In an effort to keep the Town’s legislation up-to-date and consistent, administration recommends that Council repeal outdated bylaws 116 and 117.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

Bylaw updates align with the Priority 2 goal – The Residents of Bon Accord Live in a Safe and Attractive Community / Update bylaws to make them more enforceable.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

Resolution #1:

THAT... Bylaw 2022-12 – Repeal of Bylaws 116 and 117 be given first reading, as presented.

Resolution #2:

THAT... Bylaw 2022-12 – Repeal of Bylaws 116 and 117 be given second reading, as presented.

Resolution #3:

THAT...Council gives unanimous consent to hear three readings of Bylaw 2022-12 – Repeal of Bylaws 116 and 117 in one meeting.

Resolution #4:

THAT... Bylaw 2022-12 – Repeal of Bylaws 116 and 117 be given third and final reading, as presented.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager/CAO
<b>Title:</b>	Proclamation of Special Days, Weeks, or Months Policy Amendment
<b>Agenda Item No.</b>	8.4

**BACKGROUND/PROPOSAL**

The Proclamation of Special Days, Weeks, or Months Policy #98-126 was created to establish the Special Days, Weeks, or Months that will be proclaimed by Council on an annual basis.

There is a provision in the amended policy to allow for the addition of a special day, week, or month at any time by resolution of Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration proposes the following additions to this policy:

**May:**

- Communities in Bloom – Annual Theme  
For example, 2022 Theme: Year of the Garden: *Promote the planting of red blooms in Town.*

**June:**

- Pride Month: *Recognition of 2SLGBTQ+ culture, diversity, and activism.* June 1 – 30, annually.
- National AccessAbility Week: *Promote equal opportunities for persons with disabilities.* May 29 – June 4, 2022. Please see attached email for details.

**STRATEGIC ALIGNMENT**

Town of Bon Accord Vision, Mission, Values Statement:

PROFESSIONALISM – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

THAT Council approve the amended Proclamation of Special Days, Weeks or Months Policy # 98-126 as presented.

THAT Council direct administration to....



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**From:** VAD Accessibility <[accessibility@vadsociety.ca](mailto:accessibility@vadsociety.ca)>

**Sent:** April 7, 2022 10:30 AM

**To:** Info <[info@bonaccord.ca](mailto:info@bonaccord.ca)>

**Subject:** National AccessAbility Week

Mayor Brian Holden

PO Box 779

Bon Accord, Alberta T0A 0K0

**Re: National AccessAbility Week**

Dear Mayor Brian Holden,

Barrier-Free Alberta is an initiative facilitated by a group of passionate and engaged citizens and organizations committed to ensuring persons with disabilities in our province have the opportunity to meaningfully take part in the economic and social fabric of our society. Although progress has been made toward being a Barrier-free province, Albertans with disabilities still face significant challenges in moving their lives forward.

In recognition of National AccessAbility Week, Sunday May 29th to June 4th 2022, we are asking for elected officials to

- [Sign onto our support form](#) as an elected official
- [Arrange a 30 minute presentation](#) to discuss how Alberta can become a Barrier-free province.
- Share this information at your next council meeting.

We value your support in recognizing National AccessAbility Week, ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society.

Sincerely,  
Barrier-Free Alberta

## PROCLAMATION OF SPECIAL DAYS, WEEKS, OR MONTHS

**SECTION:** Administration

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** April 21, 1998

### POLICY STATEMENT

Proclamations are approved by Council to recognize Special Days, Weeks, or Months of significance to the Town including but not limited to public awareness campaigns, commemoration, or special recognition.

### PURPOSE

The purpose of this policy is to establish the Special Days, Weeks, or Months that will be proclaimed by Council on an annual basis.

### SCOPE

This policy establishes the Special Days, Weeks or Months that will be proclaimed by the Mayor on behalf of Council on an annual basis.

It does not establish direction to administration as to the programs, events or activities related to a Special Day, Week, or Month that will be offered by the Town. Those programs, events or activities are offered based on the annual budget (including recommendations from the Community Services Advisory Board) and available staff resources.

### DEFINITIONS

**“Mayor”** means the chief elected official of the governing body of elected officials of the Town of Bon Accord.

**“Council”** means the elected officials of the governing body of the Town of Bon Accord.

**“Proclamation”** means an official public announcement and declaration of Special Days, Weeks, or Months.

**“Public Awareness Campaign”** means an organized, systematic effort through various communications media to alert the general population of a given area to anything of significant interest or concern.

“**Special Day, Week or Month**” means those identified provincially or federally that are intended to acknowledge a special day, group, commemoration, or special recognition.

“**Town**” means Town of Bon Accord.

## **SPECIAL DAYS, WEEKS, OR MONTHS TO BE PROCLAIMED:**

The following Special Days, Weeks or Months shall be proclaimed by the Mayor on behalf of Council each year:

### **February:**

Pink Shirt Day: *Promote anti-bullying awareness.*

### **April:**

National Volunteer Week: *Volunteer recognition and appreciation.*

National Day of Mourning: *Remembrance of lives lost in the workplace.*

### **May:**

Emergency Preparedness Week: *Promote emergency preparedness.*

National Mental Health Awareness Week: *Promote mental health awareness.*

National Public Works Week: *Promote awareness of the value of Public Works.*

**Communities in Bloom – Annual Theme**

### **June:**

Alberta Seniors Week: *Recognition and appreciation of seniors and their contributions.*

National Indigenous Peoples Day: *Recognition and appreciation of indigenous peoples and their contributions.*

**Pride Month: *Recognition of 2SLGBTQ+ culture, diversity, and activism.***

**National AccessAbility Week: *Promote equal opportunities for persons with disabilities.***

### **September:**

Alberta Culture Days: *Celebration of arts, culture, community spirit and diversity.*

National Day for Truth and Reconciliation: *Honours the lost children and survivors of residential schools, their families, and recognition of the ongoing impact of residential schools; also known as Orange Shirt Day.*

### **October:**

Fire Prevention Week: *Prevention and awareness of fire safety.*

Small Business Week: *Celebration of Canadian entrepreneurs and their contribution to Canada's economy.*

**November:**

Family Violence Prevention Month: *Awareness of the warning signs of family violence and the resources and supports available.*

**OTHER SPECIAL DAYS, WEEKS, OR MONTHS:**

Administration may bring forward a recommendation to Council at any time to consider any other Special Days, Weeks, or Months that are not included in this policy.

**PROCLAMATION COMMUNICATIONS:**

1. The Proclamation (Schedule "A") will be prepared by administration and signed by the Mayor on behalf of Council prior to the Special Day, Week, or Month.
2. The Proclamation will be shared on the Town website, social media platforms and monthly newsletter.
3. The Proclamation shall be posted in the Town Office reception area.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	April 19, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<b>Title:</b>	Dandelion Renewables Construction Agreement
<b>Agenda Item No.</b>	8.5

**BACKGROUND/PROPOSAL**

On March 4/22, administration received confirmation that the application for the “Electric Vehicle Charging (EVC) Program” was approved for a total estimated funding of \$140,709.00.

A Special Meeting of Council was held on March 29/22, in which Council approved to move forward with the “Electric Vehicle Charging Program”. A signed funding agreement has been executed and submitted. As noted, up to 100% of the cost of purchasing and installing the new charging stations will be funded by the Federal and Provincial Government, with no risk to the Municipalities taxpayer dollars.

As part of the application process, the Municipality demonstrated the chargers would be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws. Dandelion Renewables was instrumental in providing the initial proposal for the EVC Program and has provided for Council’s review a “Construction Agreement” to commence with the installation and construction of the chargers.

Dandelion Renewables was the lead provider on the Solar Farm, which has been and continues to be a successful asset to the Town and residents. The EVC Program will be complementary to the existing green energy initiative and future strategic planning of Town Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Dandelion Renewables has proven results with the Town of Bon Accord and is well respected in the industry, working with various Municipalities.

Dandelion Renewables offers a 3-year warranty on workmanship.

**STRATEGIC ALIGNMENT**

As per Councils Strategic Plan 2018 – 2021:

- Priority 1  
Town of Bon Accord has a structured plan in place for steady, positive growth.
- Priority 2  
The residents of Bon Accord live in a safe and attractive community.

### **COSTS/SOURCES OF FUNDING**

- 100% Grant Funded through Federal and Provincial Government
- Additional three-year warranty on level 3 available - \$2,364 (optional)
- Yearly maintenance fee - \$1,500
- Annual subscription for Level 3 charger - \$225

### **RECOMMENDED ACTION (by originator)**

- THAT ... Council approves Dandelion Renewables Construction agreement as presented, to commence with construction and installation of the Electric Vehicle Charging stations.



Construction Agreement

Dandelion Renewables

&

Town of Bon Accord

**SUPPLY AND INSTALLATION AGREEMENT**

<b>Contract Item</b>	<b>Description</b>
Supplier	Dandelion Renewables Inc
Owners	Town of Bon Accord c/o Dianne Allen
Address	5025 50 Ave, Bon Accord, AB T0A 0K0
Project Assets	Six (6) Level 2 SIEMENS 8EM1312-5CF18-0FA3 11.5kW chargers and one (1) Level 3 Tritium RTM-50 50kW EV Charger.
Supply, Construct & Install (excl GST)	\$140,710.00
GST	\$7,035.50
Total Purchase Price (inc. GST)	\$147,745.50
Annual Operation & Maintenance	(yes/no) quoted at \$1500/year (starting year 3)
Project Progress Payment Schedule	As set out in Schedule 1
Terms and Conditions	You agree to accept the Terms & Conditions applicable to this Agreement and specified in Schedule 2
Project Funding	Subject to executed funding agreement with MCCAC
Acceptance	You agree to be bound to this Agreement by signing it.

### EXECUTION

**Signed By the Owner on \_\_\_\_\_:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_

\_\_\_\_\_

**Signed by Dandelion Renewables on \_\_\_\_\_:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

## SCHEDULE 1: Project Progress and Schedule

Milestone	Completion Date	Completion Progress	Payment inc. GST
Contract Signing	28-Mar-22	Contract Signed	
Removal of Conditions	15-Apr-22	Executed Funding Agreement	\$14,774.55
Chargers Ordered	15-Apr-22	Orders placed with Suppliers	\$51,710.93
Engineering & Permitting	15-May-22	Engineering & permits Completed	\$14,774.55
Mobilization to Site	15-Jun-22	Materials & Crew Mobilize	\$22,161.83
Installation of level 2 Chargers	30-Jul-22	Level 2 Chargers Installed	\$14,774.55
Installation of Level 3 Charger	15-Dec-22	Level 3 Charger Installed	\$14,774.55
External Inspections	20-Dec-22	System Complete	\$14,774.55

### Included in Scope:

The overall project proposal includes six (6) Level 2 SIEMENS 8EM1312-5CF18-0FA3 chargers and one (1) Level 3 Tritium RTM-50 50kW EV Charger. Each charger cost does not exceed the MCCAC limit.

- The total proposed cost for the Level 3 Tritium RTM-50 50kW EV at the Arena is \$93,667 + GST.
- The total proposed cost for the three (3) Level 2 SIEMENS 8EM1312-5CF18-0FA3 at the arena is \$ 23,850+ GST.
- The total proposed cost for the three (3) Level 2 SIEMENS 8EM1312-5CF18-0FA3 at the Town of Bon Accord Office is \$ 23,193 + GST.

### Exclusion from Scope:

The following is excluded in the agreed upon scope of work:

- Transformer & Service upgrades.

## **SCHEDULE 2: Terms and Conditions**

### **1. Project Assets**

1.1 The Owner agrees to buy the Project Assets from Dandelion Renewables (DR) and arrange for DR to install the Assets at the Owner's Property on the terms of this Agreement and agrees to be bound by this Agreement on and from Acceptance.

1.2 DR agrees to install the Assets on the Property in a good and tradesmanship manner and be bound by this Agreement on and from Acceptance. All DR employees and contractors who are constructing and completing the installation will have WCB coverage.

1.3 DR reserves its right to terminate this Agreement for any reason within 5 business days of Acceptance.

### **2. Purchase Price and Amount Payable**

2.1 The Owner will pay the Initial Deposit to DR on the removal of conditions.

2.2 The Deposit is forfeited to DR if this Agreement is terminated as a result of the Owner default.

2.3. The Final Payment must be paid to DR within 5 business days of the completion certificate receipt.

2.4 The Parties acknowledge that the Purchase Price was based on information and details (Information) supplied by the Owner to DR. If either party ascertains that the Information was inaccurate then the Owner agrees that the Purchase Price may be adjusted up to an amount of 5% to allow for such variation without the parties agreeing to a new Agreement. If the Information was inaccurate to such an extent that the Purchase Price should be adjusted by more than 5% then the parties will need to agree to such a change and in the absence of such agreement either party may terminate this Agreement by giving 5 days written notice to the other party.

### **3. Authority to Install**

3.1 The Owner authorizes DR:

- (a) to construct & install the Assets at the Property; and
- (b) to connect the assets to the electricity grid (or to arrange for, or authorize, the connection of the and
- (c) to use pictures or video of the assets installed at the Property.

3.2 The Owner warrants that he/she owns the Property and that he/she has full authority to accept this Agreement. The Owner must ensure that DR has sufficient access to the Property at the times it may reasonably require in order to construct & install or remove the Assets. DR may terminate the contract if access was requested but not provided over 30 days. If, during the process of installation, some or all of the Assets are affixed, attached or secured to land or premises at the Property, the goods are deemed not to be a fixture and may be removed by DR at any time in accordance with this Agreement.

### **4. Authority to Remove on Termination and Costs Payable on Termination**

4.1 If this Agreement is terminated because of Owner's default, DR may remove the Assets from the Property if any amount remains due and payable to the DR under this Agreement 15 days after the date of termination.

4.2 The proceeds from any sale of Assets (net of the cost of their removal and sale) may be set off against any amount due from the Owner to DR under this Agreement.

4.3 If the Owner lists or sell the Property after Acceptance and there is money payable by the Owner to DR, then the Owner agrees that such money outstanding is secured over the Property and DR is entitled to lodge a caveat over the title of the Property.

### **5. Ownership and Risk**

5.1 Ownership of Assets on the Property passes to the Owner after the Owner has:

- (a) paid the Amount Payable in full to DR; and
- (b) completed any documents, or taken any action, DR requires under this Agreement.

5.2 Risk in respect of the Assets passes to the Owner when they are installed at the Property.

### **6. Government Rebates, Finance and Environmental Rights**

6.1 DR does not warrant that the Owner will receive any grant, rebate, credit, other benefit or be entitled to create the environmental rights which the Owner requests for the Property.

6.2 The Owner authorizes DR to sign and apply for any grant, rebate, credit or other benefit in the Owner name with the Owner being a beneficiary.

6.3 If the Owner does not receive the grants, initial deposit less cost incurred by DR will be refunded.

6.4 DR has no responsibility if the Owner is ever required to repay the grant, rebate, credit or other benefit to a government authority.

6.5 Any emission credits, offsets, renewable energy certificates or other environmental attributes related to the installation will be solely owned by the Owner.

6.6 If this Agreement is subject to finance including but not limited to a loan from the government then the following provisions will apply:

- (a) the Owner must notify and provide all relevant documentation to DR of the details of the Owner application for Finance;
- (b) the Owner and DR agree to use all reasonable endeavors to obtain the approval of the Finance as soon as possible;
- (c) the Owner and DR must keep each other fully informed of the progress of the Finance application;
- (d) if the Finance is approved, then this Agreement will be unconditional;
- (e) if the Finance is rejected, then the Owner agree to allow DR to appeal the decision. If the decision to reject Finance is not reversed within 30 days of

notification, then this Agreement is voidable at the Owner option and initial deposit less costs incurred by DR is returned to the Owner.

## **7. Termination**

7.1 DR may terminate this Agreement if the Owner fails to comply with its terms.

7.2 If the Owner ceases to own the Property before the installation of the Assets is complete, DR may terminate this Agreement. If so, the Owner will forfeit the Deposit to DR.

## **8. Failure to Pay**

8.1 If the Owner fails to pay any amount that is due and payable under this Agreement, interest accrues at the 5% per month rate on the amount outstanding until paid.

8.2 The Owner will also have to pay DR any costs associated with recovery of the unpaid amount (including, but not limited to, legal costs).

## **9. DR Warranties**

9.1 DR warrants that once the Assets are installed, the installation will comply with all relevant Canadian standards or, where they do not exist, with the relevant international standard and with all relevant codes of practice, building codes, local government and legislative requirements in place at the time of installation. Dandelion Renewables provides 3-year workmanship warranty with respect to Assets to be installed according to the above standards

9.2 DR will repair at its cost any damage to the Property that is caused in installing the Assets provided that the Owner notifies DR of that damage within 10 days after installation.

9.3 If the annual O&M option is selected and timely paid on each anniversary from the commissioning date, then DR will regularly maintain and check that the system operates normally. The annual O&M fee will also cover service calls, our time to claim manufacturer's warranties and labor required to replace the defected equipment.

9.4 The Owner has an option to have DR to act on the Owner behalf to satisfy manufacturer's warranty claims in relation to the Assets. However, if the annual O&M option is not selected, the Owner is responsible for all expenses related to shipping and replacing of the defected equipment.

## **10. No Guarantee of Performance**

10.1 DR does not guarantee the performance of any Assets and accepts no responsibility if the performance of any Assets is lower than anticipated. This clause does not affect or diminish the manufacturer's warranties in relation to the Assets.

## **11. Exclusion of Warranties and Liability**

11.1 DR does not make any representations or warranties to the Owner in connection with any Assets or their installation, except for those warranties set out in this Agreement and those

warranties, which cannot be excluded from this Agreement.

11.2 To the extent permitted by law, DR liability for breach of any express or implied condition or warranty is limited to the repair or replacement of the relevant Assets.

11.3 To the maximum extent permitted by law, DR has no liability to the Owner for breach of this Agreement other than as is set out in the preceding paragraph and, in particular, DR has no liability to pay any damages or compensation for breach of this Agreement.

## **12. GST**

12.1 The Purchase Price includes applicable GST. If a Supply under this Agreement is a Taxable Supply, then at or before the time the consideration for the Supply is payable the Owner must pay all applicable GST as part of the consideration, and DR must give the Owner a Tax Invoice for the Supply.

## **13. Information, Privacy & Government Legislation**

13.1 The Owner will provide DR with all information necessary to apply for any grant, rebate, credit or other benefit, which the Owner may be entitled to receive from any Government authority.

13.2 The information collected by DR may include "personal information" within the meaning of the Privacy Act.

13.3 DR will collect information from the Owner for the purposes of applying for the grant, rebate, credit or other benefit on the Owner behalf. Accordingly, DR may disclose that information to or with:

- (a) the relevant Government authorities;
- (b) DR related bodies corporate, agents and contractors (such as mail houses, data processing analysts and debt collection agencies); and
- (c) where relevant, distributor, where required to fulfill its obligations under this Agreement and also for any other purpose the Owner consents to or as authorized by law.

13.4 By accepting this Agreement, the Owner consents to DR collecting, using and disclosing the Owner's information as set out in this Agreement.

## **14. Miscellaneous**

14.1 This Agreement sets out the entire agreement between the Owner and DR.

14.2 In this Agreement, a reference to any legislation is a reference to that legislation, and any legislation that repeals or replaces it, as in force from time to time.

14.3 The laws of AB govern this document.

14.4 A reference to DR includes a reference to its employees, servants, agents, installers, contractors and sub-contractors where the context so requires.

14.5 Clauses 3.2, 4.1, 4.2 and 4.3 shall survive any termination of this agreement.

## **15. Delays**

15.1 In the event of significant delay or price increase of material occurring during the performance of the contract through no fault of the Contractor, the contract sum, time of performance, and contract requirements shall be equitably adjusted by change order. A change in price of an item of material shall be considered significant when the price of an item increases 1% percent between the date of this contract and the date of procurement.

15.2 The client must also relieve the Contractor of any liability as it relates to difficulty obtaining the materials, increased lead time, and/or the cost increase associated with sourcing and procuring an alternative product. Should an alternative product be required, any cost associated with procurement, redesign, engineering, and/or any other associated incremental cost will be provided to the Client by change order.

## **16. Time**

16.1 Time is of the essence

**TOWN OF BON ACCORD***Mayor's Report – March 15, 2022 – April 12, 2022*

- March 9 – 10, 2022*      *Attended Alberta Municipalities Spring Leaders Caucus. Good opportunity to network with other municipalities. Panel discussions and Q&As with ministers. Presentations re: Intermunicipal Agreements, Growth Management Boards, Governance vs Government, Viability and Legitimacy of municipalities. All in all, a busy couple of days.*
- March 13 – 14, 2022*      *Attended EOEP Council's Role in Service Delivery course*
- March 15, 2022*      *Attended Regular Meeting of Council*
- March 18, 2022*      *Attended EPR (Extended Producer Responsibility) Webinar. This session was about HHW (Household Hazardous Waste). We most likely won't see any movement on this for another 18 months*
- March 22, 2022*      *Attended Alberta Provincial Police Transition Study. This meeting only had a few people attend. I did not stay on for very long as it appeared that it was only Provincial Government employees that were all proponents of the APPS. There was another consultation session regarding the APPS Transition Study attended by several elected officials on March 31<sup>st</sup>. This session was closed to members of the media and public. The only people invited were Municipal Elected Officials and Administrators who were told that the facilitator would not answer questions that were political in nature as they were beyond the scope of his mandate. So, it was more like a lecture.*
- March 24, 2022*      *Attended Roseridge Landfill Monthly Meeting. We had two presentations regarding Waste to Energy.*
- March 29, 2022*      *Attended Municipal Planning Services Meeting. More to come.*
- March 29, 2022*      *Attended Special Council Meeting. Approved EV Charging agreement.*
- March 30, 2022*      *Attended Council Briefing Committee Meeting*
- April 5, 2022*      *Attended Regular Meeting of Council*
- April 7, 2022*      *Attended Roseridge Landfill Special Meeting. Presentation regarding future endeavours at the landfill sight.*
- April 8, 2022*      *Attended EPR (Extended Producer Responsibility) Webinar. This session was on HSP (Hazardous Special Products). There*

*will be a one hour session every third week from now until the beginning of September.*

*Brian Holden*

*Mayor, Town of Bon Accord*



## **TOWN OF BON ACCORD**

*Councilor Report for period of March 9- April 13, 2022*

March 8	RCS Board meeting
March 9 & 10	Alberta Municipalities Spring Leaders Caucus
March 15	Attended Regular Meeting of Council
March 16	Council Engagement and RCMP town hall meeting
March 25	Salutes Meeting
March 30	Council briefing committee
March 16, 23, 30	EOEP Council financial planning course
April 5	Regular meeting of council

Lacey Laing

Councilor

Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – Mar 9 – Apr 13, 2022*

- March 9 – 10, 2022 Attended the Ab Munis Municipal Leaders Caucus in person. Was a good chance to reconnect with old colleagues and make new connections. I enjoyed the dialogue sessions with the various ministers. It was also interesting to hear the view of Ab Munis regarding the Pricewaterhouse Cooper report and the establishment of an Alberta Provincial Police framework. Generally, all the delegates felt that a balanced provincial budget was a good thing, however everyone is worried about the downloading put on the municipalities.
- March 13 – 14, 2022 Attended “Councils’ Role in Service Delivery”, part of the Municipal Leaders Certificate, hosted by RMA.
- March 15, 2022 Attended the Regular Meeting of Council.
- March 16, 2022 Attended “Council Connections” and enjoyed some discussions with the few members of the community that attended. All stayed afterward for a presentation by the RCMP. A good question and answer period followed. Thank you to the RCMP for attending.
- March 18, 2022 Attended the workshop committee meeting and the Alberta Capital Regional Wastewater Commission meeting. The auditors presented their findings. The asset management plan was reviewed, and progress is continuing. It will take many years to complete in its entirety.
- March 24, 2022 Attended the Homeland Housing board meeting. The audit was presented. There is some concern that the government wants to move toward a “Competency Based” board. Members would apply based on certain competencies they have. Examples would be lawyers and judges, those in the finance, insurance, auditing and accounting field, real estate and asset management field. The list goes on. The timeline for this is very short and many housing management bodies are going to be unable to meet it. Time will tell how this plays out.
- March 29, 2022 Attended the session with Municipal Planning Services regarding our Municipal Development Plan. Also attended the Special Meeting of Council – an information session about electric vehicle charging stations.
- March 30, 2022 Attended the Council Briefing Committee to review the proposed new Fire Services Bylaw.
- April 5, 2022 Attended the Regular Meeting of Council.

**TOWN OF BON ACCORD**

*March 9-April 13,2022*

*March 9 Attended AB Leaders Caucus*

*March 10 Attended AB Leaders Caucus*

*March 13 Attended Councils Role in Service Delivery*

*March 14 Attended Councils Role in Service Delivery*

*March 15 Attended Regular Meeting of Council*

*March 16 Attended Councils Community Connections / RCMP Town Hall*

*March 21 Attended Provincial Police Study*

*March 29 Attended MDP Meeting*

*March 29 Attended Special Meetings of Council*

*March 30 Attended Council Briefing Committee Meeting*

*April 5 Attended Regular Meetings of Council*

*April 6 Attended Small Communities Meeting*

*April 11 Attended Bon Accord Library Meeting*

Notes:

Tanya May  
Councilor  
Town of Bon Accord



## **TOWN OF BON ACCORD**

### *Councilor Report – for period of March 9 – April 13, 2022*

March 9, 2022	Attended Alberta Municipalities Leadership Caucus Day 1 Virtually.
March 10, 2022	Attended Day 2 of the Leadership Caucus Virtually.
March 15, 2022	Attended Regular Meeting of Council
March 23, 2022	Session 1 of Municipal Corporate Planning & Finance.
April 5, 2022	Session 3 of Municipal Corporate Planning & Finance.
April 5, 2022	Attended Regular Meeting of Council.
April 12, 2022	Session 4 of Municipal Corporate Planning & Finance

Note:

Cory Roemer  
Town of Bon Accord



Edmonton Garrison

**Military Family Resource Centre**

Military Families. Strength Behind the Uniform

La famille : la force conjointe

**Centre de ressources pour les familles militaires**

de la garnison d'Edmonton

March 28, 2022

Management Team  
Town of Bon Accord  
5025 50 Ave  
Bon Accord AB T0A 0K0

Dear Management Team,:

***The Edmonton Garrison MFRC is the only local non-profit charitable organization nationally mandated as the frontline service provider to Canadian military families.*** For 32 years the MFRC has been providing programs and services that enhance the strength and resilience of military families. The MFRC can help make a difference in the lives of military families whether they are wishing to feel connected in a new community, looking for peer-support or seeking tools to cope during a deployment, they can find assistance with us.

The MFRC would like to request your consideration of supporting our **16<sup>th</sup> annual Yellow Ribbon Gala Dinner and Silent Auction** on June 4, 2022, at the Edmonton Garrison Officers' Mess. There are a variety of ways to support this event including Sponsorship (see attached opportunity sheet), donation of an item from your business and/or purchase of tickets to the event. This event is not only our largest annual fundraiser, but also a means of heightening public awareness about the importance of supporting military families – the Strength behind the Uniform.

Sponsorships/Donations provided to this event puts Town of Bon Accord front and center with the Edmonton military community and demonstrates your commitment to military families. Proceeds from this event will enable the MFRC to continue to provide programs and services that our military rely upon in the areas of Mental Health and Wellness; Deployment Support; Child/Youth Development and Parenting Support; and Community Development and Integration.

We are continually inspired by the dedication and generosity of our donors and sponsors. Thank you for taking the time to consider this request. Should you have any further questions please do not hesitate to contact me at 780-973-4011 ext. 6300 or by email at [exec.dir@mfrcedmonton.com](mailto:exec.dir@mfrcedmonton.com).

Sincerely,

Roza Parlin  
Executive Director

RECEIVED  
APR 05 2022

PO Box 10500 Station Forces / C.P. 10500 Succ Forces  
Edmonton, Alberta Canada T5J 4J5  
Ph / Tél (780) 973-4011 Ext. 6300  
Fax/ Télécopieur (780) 973-1401

[www.CAFconnection.ca/Edmonton](http://www.CAFconnection.ca/Edmonton) [information@mfrcedmonton.com](mailto:information@mfrcedmonton.com)



## **Yellow Ribbon Gala Dinner and Silent Auction Sponsorship Opportunities**

### **Title Sponsor - SOLD**

#### **Platinum Sponsor: \$15,000**

- Ten (10) tickets to Gala Dinner
- Company name and logo (33% size) recognition on printed event programs and signage
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and the Edmonton Garrison Community Guide
- Acknowledgement in Event Program
- Company name, logo, and recognition on the MFRC website with contact link
- Acknowledgement on MFRC social media pages

#### **Gold Sponsor: \$10,000**

- Six (6) tickets to Gala Dinner
- Company name and logo (25% size) recognition on printed event programs
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and the Edmonton Garrison Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

#### **Silver Sponsor: \$5,000**

- Four (4) tickets to Gala Dinner
- Company name and logo (10% size) recognition on printed event programs
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and the Edmonton Garrison Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

#### **Table of Ten Sponsor: \$1,500**

- Company name and logo displayed on tables at the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement in the MFRC's Annual General Report and the Edmonton Garrison Community Guide

#### **Bronze Sponsor: \$1,000**

- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement of your company in the MFRC's Annual General Report

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

**Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.**

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

**Here's why we need you:** Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,

Paul Gregory  
Senior Oceans Campaigner

*Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.*

**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING  
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN  
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

**Therefore be it resolved** that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

**From:** [cao](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW:  
**Date:** April 14, 2022 8:53:22 AM

---

Jodi Brown

Town Manager/CAO

cao@bonaccord.ca  
P: 780-921-3550  
C: 780-218-3338  
www.bonaccord.ca  
PO Box 779; 5025 50 Ave.  
Bon Accord, AB T0A 0K0

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

-----Original Message-----

From: Tanya May <tmay@bonaccord.ca>  
Sent: March 17, 2022 10:16 AM  
To: cao <cao@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Cory Roemer <croemer@bonaccord.ca>; Lacey Laing <lailing@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>  
Subject:

Hey everyone

After having a really good talk with Matt from last night I would like to bring another motion to council

I move that the town of Bon accord becomes an ohv friendly community. Allowing residents to use their ohv inside town limits.

I would also like to have a guest speaker to support my motion. Matt is a peace officer and would like to come and explain why he support this in small communities like ours.

Thank you!  
Tanya May

Sent from my iPhone