



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
 MONDAY JANUARY 13, 2025 AT 7:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
 Microsoft Teams Meeting ID: 216 511 064 844 Passcode: hU2r5Jw3

1.0	<u>CALL TO ORDER:</u> <i>Town of Beaverlodge’s Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23.</i>	
2.0	<u>LAND ACKNOWLEDGEMENT:</u>	PP 2
3.0	<u>ADOPTION OF AGENDA:</u>	
4.0	<u>ADOPTION OF MINUTES:</u> 4.1 December 9, 2024 - Regular Council Meeting Minutes	PP 3,4
5.0	<u>DELEGATIONS:</u>	
6.0	<u>OLD BUSINESS:</u> 6.1 Bylaw #1031 - Fire Services Bylaw – <i>tabled from Nov. 25, 2024</i>	PP 5-22
7.0	<u>NEW BUSINESS:</u> 7.1 Appointment of Auditors for 2024	PP 6
8.0	<u>CORRESPONDENCE:</u> 8.1 Minutes from the December 9, 2024 Committee of the Whole Meeting	PP 24,25
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Council Reports	PP 26
10.0	<u>CLOSED SESSION:</u>	
11.0	<u>ADJOURNMENT:</u>	



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As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.



REGULAR COUNCIL MEETING MINUTES
MONDAY DECEMBER 9, 2024 AT 7:00 PM
COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA

COUNCIL	Mayor Gary Rycroft Councillor Ryier Hommy, absent Councillor Hugh Graw Councillor Cyndi Corbett	Deputy Mayor Cody Moulds Councillor Cal Mosher Councillor Judy Kokotilo-Bekkerus
STAFF	Jeff Johnston, CAO	Tina Letendre, Deputy CAO Nichole Young, Legislative Services

1.0 **CALL TO ORDER** Mayor Gary Rycroft called the meeting to order. **7: 00 PM**

2.0 **LAND ACKNOWLEDGEMENT**

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation and Métis people whose ancestors have walked this land. We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.

3.0 **ADOPTION OF AGENDA**

#238-2024-12-09 Councillor Cyndi Corbett
CARRIED: That Council adopts the agenda as presented

4.0 **ADOPTION OF MINUTES**

4.1 November 25, 2024 – Regular Council Meeting Minutes
#239-2024-12-09 Councillor Judy Kokotilo-Bekkerus
CARRIED: That Council adopts the Minutes of the November 25, 2024 Regular Council Meeting as presented.

5.0 **DELEGATIONS:**

6.0 **OLD BUSINESS:**

6.1 Bylaw #1031 – Fire Services Bylaw – tabled from November 12, 2024
#240-2024-12-09 Deputy Mayor Cody Moulds
CARRIED: That Council tables this item until Administration has obtained both a legal opinion as well as the opinion from Municipal Affairs.

7.0 NEW BUSINESS:

7.1 2025 Interim Budget

#241-2024-12-09 Councillor Hugh Graw

CARRIED: That Council approves the 2025 Interim Operating Budget based on 50% of the Approved 2024 Operating Budget as detailed in Appendix I.

8.0 CORRESPONDENCE:

8.1 Minutes from the November 25, 2024 Committee of the Whole Meeting

#242-2024-12-09 Councillor Cyndi Corbett

CARRIED: That Council approves the minutes of the November 25, 2024 Committee of the Whole meeting as presented.

9.0 COMMITTEE AND STAFF REPORTS:

9.1 Action List

#243-2024-12-09 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts the Action List as presented.

9.2 Council & Staff Reports

#244-2024-12-09 Deputy Mayor Cody Moulds

CARRIED: That Council accepts the Council & Staff Reports for information as presented.

10.0 CLOSED SESSION:

11.0 ADJOURNMENT

Mayor Gary Rycroft adjourned the meeting.

7:06 PM

Mayor Gary Rycroft

CAO Jeff Johnston

TOWN OF BEAVERLODGE

BYLAW 1031

A Bylaw for matters relating to Fire Services in and for the Town of Beaverlodge

WHEREAS the Section 7 of the *Municipal Government Act*, Chapter M-26, RSA, 2000 and amendments thereto, provides that the Council of a municipality may pass a by-law for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the Council of the Town of Beaverlodge desires to establish and operate a fire service within the Town to provide for efficient operation of emergency and non-emergency services;

AND WHEREAS the Council of the Town of Beaverlodge desires to offset the cost of providing emergency and non-emergency services;

AND WHEREAS the Town of Beaverlodge is an accredited municipality, or engages the services of an accredited agency under the *Safety Codes Act*;

AND WHEREAS the Council of the Town of Beaverlodge deems it desirable and expedient to control and prohibit open burning and fireworks within the Town of Beaverlodge;

NOW, THEREFORE the Council of the Town of Beaverlodge, duly assembled hereby enacts as follows:

PART 1 INTERPRETATION

1. This Bylaw shall be cited as the "Beaverlodge Fire Bylaw".

In this Bylaw wherever the singular is used it also means the plural and wherever the masculine is used it also means the feminine, as the context requires.

Where there is any conflict between the provisions of this Bylaw and any other bylaw of the Town, the provisions of this Bylaw shall prevail.

PART 2 DEFINITIONS

2. In this Bylaw the following words and phrases shall have the meanings as assigned. All other words shall be read as defined in the *Municipal Government Act* and corresponding regulations and if not defined, the ordinary meaning shall apply.

- a) "Apparatus" means any vehicle or equipment operated for any purpose by the Town of Beaverlodge Fire Department or County of Grande Prairie Regional Fire Services.
- b) "Burnable Debris" means all flammable waste other than Prohibited Debris and includes but is not limited to:
- i. tree cuttings;
 - ii. brush and fallen trees;
 - iii. wooden materials from the construction or demolition of buildings which do not contain wood preservatives or paint products;
 - iv. solid waste from post and pole operations that does not contain wood preservatives; or
 - v. solid waste from tree harvesting operations.
- c) "Chief Administrative Officer" or "CAO" means the person appointed by Council to the position of Chief Administrative Officer or their designate.
- d) "Council" means the Council of the Town of Beaverlodge.
- e) "Consumer Fireworks" means outdoor, low-hazard recreational fireworks such as showers, fountains, golden rain, Roman candles, volcanos, sparklers and caps for toy guns, in accordance with the Explosives Regulation, 2013 and Natural Resources Canada's Display Fireworks Manual, as amended or replaced from time to time.
- f) "CGPRFS" means the County of Grande Prairie Regional Fire Services.
- g) "Dangerous Goods" means any material or substance that may cause 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 described in the *Dangerous Goods Transportation and Handling Act*, as amended, and the corresponding regulations.
- h) "Display Fireworks" means high-hazard recreational fireworks such as aerial shells, mines and large Roman candles, designed for use at public gatherings, in accordance with the Explosives Regulation, 2013 and Natural Resources Canada's Display Fireworks Manual, as amended or replaced from time to time.
- i) "Display Supervisor" means a person holding a valid and current fireworks operator certificate (display supervisor) or fireworks operator certificate (display supervisor with endorsement) designation pursuant to the Explosives Regulation, 2013.

- j) "Emergency" means any situation or incident, where there is a real or perceived danger to the safety, health or welfare of a person, property, or the environment.
- k) "Equipment" means any tool, device, or material used by a Member to respond to or mitigate an Emergency.
- l) "False Alarm" means any fire alarm that is set off needlessly, through willful or accidental, human, or mechanical error, and to which the Fire Service responds.
- m) "Fire Ban" means a Provincial Fire Ban or a Fire Ban Order issued by the CAO or Fire Chief or their designates.
- n) "Fire" means the burning of any flammable or combustible material.
- o) "Fire Chief" means a person appointed or designated by contract as Fire Chief by the Council of the Town and who has authority to enforce bylaws pertaining to Fire and the management of the Beaverlodge Fire Department.
- p) "FDC" (Fire Department Connection) means a connection through which the Fire Department can pump supplemental water into the sprinkler system, standpipe, or other water-based fire protection systems, furnishing water for the extinguishing of Fires or to supplement existing water supplies.
- q) "Fire Hydrant" means a water hydrant connected to a water supply system installed for the express purpose of providing water for Fire suppression and that a fire department can connect to and from which it can pump or draw water.
- r) "Fire Permit" means a permit issued by the Fire Chief or Designate to Light a Fire.
- s) "Fire Pit" means an outdoor receptacle that meets the following specifications:
 - i. a minimum of 3m clearance, measured from the nearest Fire Pit edge, from buildings, property lines, or other combustible material;
 - ii. a minimum of one and a half times the height of the Fire Pit of noncombustible material surrounding the outer perimeter of the Fire Pit;
 - iii. the Fire Pit height does not exceed 0.6m when measured from the surrounding grade to the top of the pit opening;
 - iv. the Fire Pit opening does not exceed 1.0m in width or in diameter when measured between the widest points or outside edges;

- v. the Fire Pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
 - vi. a spark arrester mesh screen with openings no larger than 1.25 cm and constructed of expanded metal (or equivalent non-combustible material) is used to cover the Fire Pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks;
 - vii. the Fire Pit is not located over any underground utilities or under any aboveground wires; and
 - viii. is otherwise acceptable to the Fire Chief.
- t) "Fire Service" means the Town of Beaverlodge Fire Department (BFD) and CGPRFS with whom the Town of Beaverlodge has entered into an agreement for the provision of Fire Protection services within the Town and includes all associated Apparatus and Equipment.
- u) "Fire Season" means from March 1st to October 31st annually, unless otherwise directed by the Province of Alberta or the Town.
- v) "Fireworks Permit" means the permit required to display or sell fireworks within the Town and includes but is not limited to a permit for Consumer Fireworks, Display Fireworks, or the sale, offering for sale, or storage of fireworks.
- w) "Incident Commander" means the Member on site at an Incident or Emergency who is responsible for the Fire Service emergency response actions and resources at that Incident or Emergency.
- x) "Light" means to start, ignite, or kindle a Fire, to maintain or to do any other action that allows a Fire to progress and continue to burn.
- y) "Member" means any person duly appointed as a Member of the Fire Service whether that Member is full time, part time, paid or volunteer and includes a Peace Officer dispatched to assist at an Incident or Emergency, or any persons asked or conscripted to assist with the Incident or Emergency.
- z) "National Fire Code" means the National Fire Code – 2023 Alberta Edition, or such other edition as may be released from time to time and which is required to be followed in this Bylaw where referenced.
- aa) "Occupant" means any person other than the Owner who is in possession of the property including, but not restricted to, a lessee, licensee, tenant, or agent of the Owner.

- bb) "Owner" means:
- i. the person registered on title at the Land Titles Offices; or
 - ii. a person who is recorded as the Owner of the property on the assessment roll of the Town; or
 - iii. in the case of a motor vehicle the registered owner of the vehicle, including a company registered as the owner of a vehicle.
- cc) "Open Burning" means a fire or smoldering pile of combustible material which is not contained completely within an incinerator or Fire Pit approved by the Town.
- dd) "Peace Officer" means:
- i. a member of the Royal Canadian Mounted Police,
 - ii. a Peace Officer appointed under the Peace Officer Act,
 - iii. a person appointed as a Bylaw Enforcement Officer.
- ee) "Person" means any individual, firm, partnership, association, corporation, society, trustee, executor, administrator or other legal representative.
- ff) "Portable Cooking Appliance" means any appliance sold or constructed for the sole purpose of cooking food in the outdoors.
- gg) "Prohibited Debris" means any matter that, when burned, may result in the release of dense smoke, offensive odors or toxic substances and includes, but is not limited to:
- i. animal manure;
 - ii. biological waste;
 - iii. non-wooden material;
 - iv. leaves
 - v. waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
 - vi. combustible material in automobile bodies;
 - vii. tires;
 - viii. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
 - ix. used oil;
 - x. wood or wood products containing wood preservation substances; or
 - xi. any other waste defined as Prohibited Debris under the *Environmental Protection and Enhancement Act* and the Substance Release Regulation, Alta Reg 124/1993, as amended from time to time.
- hh) "Running Fire" means a Fire burning without being under the control of any Person.

- ii) "Town" means the Town of Beaverlodge.
- jj) "Violation Ticket" means a violation ticket as defined in the *Provincial Offences Procedure Act*, as amended from time to time.

PART 3 EMERGENCY MEDICAL SERVICES

- 3. Alberta Health Services (AHS) is responsible for ground ambulance services within the Town and will be the ambulance service provider for the Town and such service shall be provided in accordance with the terms of any agreement between the Town, AHS, and any other approved service provider, and in accordance with this Bylaw.

PART 4 FIRE DEPARTMENT

- 4. The Fire Department shall consist of the Fire Service, and exists to safeguard the safety, health and welfare of people and to protect people, property and the environment at any level of service as may be directed by Council from time to time.

PART 5 FIRE CHIEF

- 5.1 The Fire Chief shall be the department head of the Fire Service.
- 5.2 The Fire Chief shall report to the Chief Administrative Officer.
- 5.3 The Fire Chief has authority over the Fire Service, subject to the direction and approval of the CAO and shall, prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service, including but not limited to:
 - i. the use, care, and protection of Fire Service property;
 - ii. the appointment, recruitment, conduct, discipline, duties, and responsibilities of Members; and
 - iii. the efficient operation of the Fire Service.
- 5.4 The Fire Chief shall:
 - i. upon approval by Council, purchase or otherwise acquire Equipment, Apparatus, materials, or supplies required for the operation, maintenance, and administration of the Fire Service to be used in connection therewith;
 - ii. keep or cause to be kept, in accordance with Town policies, records of all business transactions of the Fire Service, including the purchase or acquisition of Equipment, Apparatus, materials or

- supplies within approved budget amounts, and records of Fires attended, actions taken in extinguishing a Fire, hiring, training, and terminating of Members, inspections carried out and actions taken on account of said inspections, and any other records incidental to the operation of the Fire Service or as directed to be maintained by the Chief Administrative Officer or Council; and
- iii. perform such functions and have such powers and responsibilities as Council may from time to time prescribe.

PART 6 POWERS

- 6.1 The Fire Chief or an Incident Commander on site at an Emergency attended by the Fire Service, is empowered to:
 - i. cause a building, structure, or thing to be pulled down, demolished, or otherwise removed if deemed necessary to prevent the spread of Fire to other buildings, structures, or things;
 - ii. enter premises or property where the Emergency occurred and to cause any Member, Apparatus or Equipment of the Fire Service to enter, as is deemed necessary, in order to combat, control, mitigate or investigate the Incident or Emergency;
 - iii. establish boundaries or limits at his discretion and keep persons from entering or remaining within the prescribed boundaries or limits unless those persons are authorized to enter or remain by the Fire Chief or Incident Commander;
 - iv. at his discretion, call upon Peace Officers to enforce restrictions on persons entering or remaining within the boundaries or limits outlined in (iii) above or to assist in enforcing any other provision of this Bylaw;
 - v. enter, pass through, or go over buildings or property adjacent to an Emergency and to cause Members of the Fire Service and the Apparatus and Equipment of the Fire Service to enter, pass through, or go over the building or property, where he deems it necessary to gain access to the Emergency or to protect any person or property;
 - vi. obtain assistance from other officials of the Town as he deems necessary in order to discharge his duties and responsibilities under this Bylaw.

- 6.2 The Fire Chief or an Incident Commander at an Emergency is empowered to utilize privately-owned Equipment and operators which he considers necessary to deal with the Emergency and to authorize payment for that Equipment and operators at rates not to exceed those established by guidelines as may be approved by Council from time to time.

- 6.3 The Fire Chief or the Incident Commander at an Emergency is empowered to compel any persons to assist at a Fire or Emergency.

- 6.4 The Fire Chief or the Incident Commander is empowered to access any available water supply as deemed necessary at a Fire or Emergency.

PART 7 FIRE PERMITS

- 7.1 Cost for the issuance of a Fire Permit will be established by the Town from time to time and will be set out in Fees & Charges Policy.
- 7.2 An application for a Fire Permit for an outdoor Fire shall be made to the Town Office.
- 7.3 An application for either a Fire Permit or Fireworks Permit shall be made to the Fire Chief or their designate in accordance with the requirements of this Bylaw.
- 7.4 The Fire Chief or their designate may, in their sole discretion, cancel or suspend Fire Permits or Firework Permits and may require the immediate extinguishment of all Fires for such a period of time as may be determined reasonable or necessary by the Fire Chief in his sole discretion.
- 7.5 A Fire Permit or Fireworks Permit is only valid for the property/Persons it is issued for/to. A Fire Permit or Fireworks Permit may not be transferred to any other property or Person.
- 7.6 The Town will not issue a Fireworks Permit for the discharge of Consumer Fireworks. No person may discharge Consumer Fireworks within Town limits, unless on annexed land areas provided such discharge is permitted by and is done in compliance with all applicable local, provincial, and federal laws.
- 7.7 Fire Permits issued pursuant to this Bylaw are valid for the period of time indicated on the Fire Permit.
- 7.8 A Fireworks Permit is required to sell fireworks or offer fireworks for sale, or to store fireworks for the purpose of sale, including Consumer Fireworks and Display Fireworks, and shall be obtained from the Fire Chief or their designate. The fee for this type of Fireworks Permit shall be set out in Fees & Charges Policy.
- 7.9 A Fireworks Permit is required to discharge Display Fireworks within the Town and shall be obtained from the Fire Chief or their designate. The Fire Chief may refuse to issue a Fireworks Permit or may issue a Fireworks Permit with or without conditions, in his sole discretion. An application for a Fireworks Permit shall be made by a Display Supervisor in writing to the Fire Chief at least fourteen (14) days before the intended date of the fireworks discharge or display. The fee for this permit shall set out in Fees & Charges Policy.

- 7.10 A Fireworks Permit application for Display Fireworks must include the following information:
- i. the name, address, phone number, and signature of the Person responsible for the fireworks display;
 - ii. the name, certificate number, and signature of the Display Supervisor;
 - iii. the name of the Person that will be conducting the fireworks display;
 - iv. the date and time of the fireworks display;
 - v. a detailed description of the fireworks display;
 - vi. the exact location planned for the fireworks display including a diagram of the grounds on which it will be held, showing the point from where the fireworks will be discharged, the location of the highway, railroad, overhead wires and obstructions, buildings and other structures, and the lines behind which the audience will be restrained;
 - vii. written consent from the Owner of the property on which the fireworks display will be held;
 - viii. written consent from the Owners of properties directly adjacent to where the display will be held;
 - ix. the manner and place of storage of all fireworks prior to, during, and after the fireworks display;
 - x. the name and address of the vendor or vendors that supplied the fireworks used in the fireworks display;
 - xi. proof of General Liability insurance with coverage of at least \$5,000,000 per occurrence in a form acceptable to the Fire Chief or their designate; and
 - xii. any other information requested by the Fire Chief or their designate.
- 7.11 Upon receiving notice of the suspension or cancellation of a Fire Permit, the Fire Permit holder shall immediately extinguish any Fire set, or cease any activity as described in the suspended or cancelled Fire Permit.
- 7.12 The Town will not be liable for any claims or damage relating to or caused by Fires that have been authorized by virtue of a Fire Permit.
- 7.13 The CAO of the Town, the Fire Chief, or a Peace Officer may revoke a Fire Permit at any time.
- 7.14 The Town shall be notified by the Fire Chief or their designate when a Fireworks Permit has been issued, so the Town is aware of approved Fireworks Permits and any restrictions placed on approved Fireworks Permits.

PART 8 OPEN BURNING

- 8.1 No Person shall engage in Open Burning within the Town without a Fire Permit.
- 8.2 Any Person who wishes to engage in Open Burning may do so upon complying with the following conditions:

- i. submitting the written consent of the Owner or Occupant of the lands upon which the Open Burning is to take place to the CAO or Fire Chief or their designates;
 - ii. obtaining a Fire Permit in the manner and form prescribed by the Town's CAO or Fire Chief; and
 - iii. complying with such conditions as imposed by the Fire Permit.
- 8.3 Notwithstanding Section 8.2, any person who wishes to engage in Open Burning in a Town park may do so if the Open Burning is:
- i. commenced and contained in the receptacles constructed by the Town for the purpose of Open Burning;
 - ii. conducted, at all times, by an adult Person; and
 - iii. permitted by the existing rules of the Town park.

PART 9 PROHIBITIONS ON BURNING

- 9.1 No Person shall Light, permit or maintain any Fire such that smoke emitted from that Fire impairs visibility on a highway or roadway or, in the sole opinion of a Peace Officer, the Fire Chief or their designate, becomes a nuisance or safety concern on adjacent property. The Person, who lit, permitted or maintained such a Fire shall extinguish the Fire immediately upon the order of a Peace Officer, the Fire Chief or their designate.
- 9.2 No Person shall maintain or neglect to extinguish a Fire that is threatening to spread to property that is not their own.

PART 10 GENERAL PROHIBITIONS

- 10.1 No Person shall Light a Fire, or discharge fireworks without a Fire Permit or Fireworks Permit as the case may be and as required under this Bylaw.
- 10.2 A Person shall produce proof of a Fire Permit or Fireworks Permit immediately upon request of a Member or the Fire Chief.
- 10.3 No Person shall contravene the conditions of a Fire Permit or Fireworks Permit issued pursuant to this Bylaw.
- 10.4 No Person shall sell Consumer Fireworks to any person under the age of 18 years.
- 10.5 When a Fire is lit without a valid Fire Permit, the Owner or Occupant of the property or the Person having control of the property shall:
- i. extinguish the Fire immediately; or
 - ii. if unable to extinguish the Fire immediately, report the Fire to the Fire Service.

- 10.6 No Person shall Light a Fire, directly or indirectly, without taking precautions to ensure that:
 - i. the Fire does not become a Running Fire;
 - ii. the Fire is in the care and control of a competent Person; and
 - iii. there are adequate and available tools to extinguish and or contain the Fire.
- 10.7 No Person shall Light a Fire contrary to a Fire Ban.
- 10.8 No Person shall burn or allow the burning of Prohibited Debris.
- 10.9 No Person shall disclose false information when applying for a Fire Permit or Fireworks Permit.
- 10.10 No Person shall allow any Fire to give off dense smoke that in the opinion of a Member may affect the health or safety of any person.
- 10.11 Failure to immediately extinguish a Fire when directed by a Member is an offence.
- 10.12 Any Person who Lights a Fire or discharges fireworks is responsible for ensuring that the activity is conducted in a safe manner.
- 10.13 No Person shall drive a vehicle over a fire hose unless that Person has been directed to do so by a Member.
- 10.14 No Person shall obstruct or interfere with a Member carrying out their duties pursuant to this Bylaw, or damage, tamper or interfere with any Apparatus or Equipment.
- 10.15 No Person shall falsely represent themselves as a Member.
- 10.16 No Person shall park in any area designated for a Member or the Fire Service, including designated fire lanes.
- 10.17 An Owner or Occupant must report to the Fire Service:
 - i. damage to property caused by Fire; and
 - ii. any release of Dangerous Goods.
- 10.18 An Owner or Occupant of property involved in the contravention of any provisions of this Bylaw is guilty of an offence.

PART 11 PERMITTED BURNING

- 11.1 A Fire Permit shall not be required under this Bylaw to conduct:
- i. burning in fireplaces in or attached to dwellings;
 - ii. burning in campgrounds and parks where fireplaces, stoves and Fire Pits are provided by or approved by the Town;
 - iii. burning in a small incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation;
 - iv. burning of a smudge Fire confined within a non-combustible receptacle that is set on land of 0.5 hectares or more, for the purpose of repelling insects or preventing frost in an orchard or garden;
 - v. burning by the Fire Service for the purpose of training its Members, reducing Fire hazards through controlled burning, or by the Town for the purpose of thawing the ground.

PART 12 FIRE BAN ORDERS

- 12.1 When deemed necessary, the Fire Chief may make a recommendation to the CAO who may issue a Fire Ban Order, which may:
- i. cause all Fire Permits or Fireworks Permits to be suspended or cancelled;
 - ii. prohibit or ban the setting or require the extinguishing of any Fire;
 - iii. prohibit the starting or maintaining of any oilfield open pit flaring Fire or attach precautionary requirements and conditions to such flaring Fires; or
 - iv. prohibit the operation of off highway vehicles.

Any Person contravening a Fire Ban Order issued pursuant to this section is guilty of an offence.

- 12.2 A Fire Ban Order made pursuant to this section shall be broadcast by radio or other electronic media outlets, which, in the opinion of the CAO or the Fire Chief are likely to bring the matter to the attention of the general public. A Fire Ban Order may also be published in print media or on the Town website as the CAO or the Fire Chief deems it appropriate.
- 12.3 Where the Town is required to extinguish a Fire during a Fire Ban, the Owner of the subject property is responsible for all costs incurred in extinguishing or fighting the Fire and such costs will be charged back to the tax roll for the property.

PART 13 FEES, PENALTIES AND OFFENCES

- 13.1 Council may, from time to time, set a fee for any Fire-related services or assistance provided by the Town.
- 13.2 The Fire Chief may establish fees on a cost recovery basis for all consumable materials used by the Fire Service.
- 13.3 Any Person who parks or leaves a vehicle unattended in contravention of this Bylaw shall be responsible for the costs associated with moving and/or towing that vehicle, which costs may be enforced by the Town in accordance with the *Municipal Government Act* and this Bylaw.
- 13.4 Any Person who fails to comply with any provisions contained in this Bylaw is guilty of an offence and is liable, upon conviction, to a fine of not less than One Hundred Dollars (\$100.00) or such other amount as may be specified in this Bylaw and not greater than Ten Thousand Dollars (\$10,000.00).
- 13.5 The offences under this Bylaw in respect of which a voluntary specified penalty may be paid are set out in Schedule "A". The specific amount of the penalty payable is set out in the column heading "Specified Penalties."
- 13.6 A Peace Officer may issue a Violation Ticket for any contravention of this Bylaw.
- 13.7 A Violation Ticket is deemed sufficiently served if the process under the *Provincial Offences Procedure Act* has been followed.
- 13.8 A Peace Officer is authorized to enforce this Bylaw and may, under Part 2 or Part 3 of the *Provincial Offence Procedures Act*, issue a Violation Ticket.
- 13.9 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day or part of a day on which it continues.
- 13.10 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a Fire, responding to a Fire call or incident in the Town, or for the purpose of preserving life or property from injury or destruction by Fire or other incidents on property within the Town, including any action taken by the Fire Service on a false alarm, the Fire Chief or CAO may, in respect of any cost incurred by the Fire Department in taking such action, charge these costs to the tax roll for the property in respect of which the action was taken.
- 13.11 The cost for the Fire Service services rendered shall be determined by the Fire Chief or the CAO. An Owner charged a fee pursuant to Section 12.3 or Section 13.10 shall have a period of thirty (30) days from the date of mailing of the notice to seek a review of the fee charged to Council. The decision of Council on any

such review shall be final and binding upon the Owner of the property.

13.12 In respect of any costs or fees levied or charged under this Bylaw:

- i) The Town may recover such costs or fees as an amount due and owing to Town pursuant to Section 552 of the *Municipal Government Act*; or
- ii) In default of payment, where permitted by Section 553 of the *Municipal Government Act*, add the amounts due to the tax roll of the property in question.

13.13 When a vehicle is driven, used, parked or left in contravention of any provision of this Bylaw, the Owner of the vehicle is responsible for the contravention and liable for the penalty provided herein unless the Owner can prove to the satisfaction of the Court that at the time of the contravention the vehicle was not being driven, used, parked or left by them or by any other Person with their consent, express or implied.

PART 14 ENFORCEMENT

- 14.1 A Member or Peace Officer is hereby authorized to enforce any provision of this Bylaw, and in the event of an Emergency, may enter onto premises or property, and may make such inquiries or demands as may be necessary for those purposes.
- 14.2 No Person shall willfully obstruct, impede, or hinder a Peace Officer or Member while the Peace Officer or Member is engaged in the execution of their duty.
- 14.3 No Person shall fail or refuse to comply with a lawful order or request of a Peace Officer while that Peace Officer is engaged in the execution of their duty.

PART 15 FIRE HYDRANTS AND FIRE DEPARTMENT CONNECTIONS

- 15.1 An Owner or Occupant shall be responsible for cleaning snow, weeds and grass around Fire Hydrants.
- 15.2 No Person shall park within five (5) meters of any Fire Hydrant, or when the Fire Hydrant is not located at the curb, within five (5) meters of the point on the curb nearest the Fire Hydrant.
- 15.3 No Person shall tamper with, damage, interfere, or cause a Fire Hydrant to be rendered inoperable. The Fire Chief, Member, or a Peace Officer may deem a Fire Hydrant inoperable if objects obstructing a Fire Hydrant would impede the usage by a Member. Objects can include but are not limited to: large garbage bins, construction material, trees, shrubs, debris, fencing or permanent fixtures.

- 15.4 No Person shall open, operate, or cause water to flow from a Fire Hydrant, without permission from the CAO or their designate, unless it is in response to an Emergency.
- 15.5 Any damage to a Fire Hydrant must be reported immediately to the Fire Chief and CAO. Failure to report damage to a Fire Hydrant immediately is an offence.
- 15.6 No Person shall tamper with or cause a FDC to be rendered inoperable or inaccessible. An Owner or Occupant shall be responsible for clearing snow, weeds, grass and any other obstruction around a FDC and ensuring it is accessible at all times.
- 15.7 Persons doing certified maintenance on a Fire Hydrant or FDC are exempt from this Part of the Bylaw. Maintenance personnel will report to the Fire Chief and CAO and acquire prior written approval before commencing work. Persons doing certified maintenance on a Fire Hydrant shall advise the Fire Chief and CAO of an inoperable/out of service Fire Hydrant immediately and advise of the approximate down time of the inoperable/out of service Fire Hydrant.

PART 16 LIMITATION OF LIABILITY

- 16.1 A Fire Chief, Member, or Peace Officer acting in good faith in the discharge of their duties under this Bylaw, shall not be liable for any damage that may occur to persons or property as a result of any act required by this Bylaw or by reason of any act or omission in the discharge of those duties.

PART 17 EXERCISE OF DISCRETION

- 17.1 The Town has the discretion to enforce this Bylaw and is not liable for any outcomes should the Town or a Fire Chief, Peace Officer, or Member decide, in good faith, not to enforce this Bylaw.

PART 18 SEVERABILITY

- 18.1 Should any provision of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from this Bylaw and the remainder shall remain in force and be binding as though such provision had not been included.

PART 19 COMING INTO FORCE

- 20.1 This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

READ A FIRST TIME this ____ day of _____, 2024.

Mayor Gary Rycroft

CAO Jeff Johnston

READ A SECOND TIME this ____ day of _____, 2024.

Mayor Gary Rycroft

CAO Jeff Johnston

READ A THIRD TIME this ____ day of _____, 2024.

Mayor Gary Rycroft

CAO Jeff Johnston

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SCHEDULE "A"

Section	Charge	First Offence	Second Offence	Third Offence
10.1	Light Fire/Discharge fireworks without a permit	\$250	\$500	COURT
10.2	Fail to produce proof of a Fire Permit/Fireworks Permit upon request	\$250	\$500	COURT
10.3	Contravene condition of a Fire Permit/Fireworks Permit	\$250	\$500	COURT
10.4	Sell Consumer Fireworks to person under the age of 18 years of age	\$500	\$1,000	COURT
10.5 (i)	Fail to extinguish Fire immediately	\$500	\$1,000	COURT
10.5 (ii)	Fail to report Fire to the Fire Department	\$500	\$1,000	COURT
10.6(i)	Allow Fire to become Running Fire	\$500	\$1,000	COURT
10.6 (ii)	Fail to have competent person in control of Fire	\$500	\$1,000	COURT
10.6 (iii)	Fail to ensure adequate Equipment to extinguish or contain Fire	\$500	\$1,000	COURT
10.7	Light Fire contrary to a Fire Ban Order	\$500	\$1,000	COURT
10.8	Burn Prohibited Debris	\$500	\$1,000	COURT
10.9	Disclose false information when applying for a Fire Permit/Fire Works Permit	\$500	\$1,000	COURT
10.10	Allow Fire to give off dense smoke effecting safety	\$500	\$1,000	COURT
10.11	Fail to extinguish Fire immediately when directed by a Member	\$500	\$1,000	COURT
10.12	Fail to light Fire/discharge Fireworks in a safe manner	\$500	\$1,000	COURT
10.13	Drive a vehicle over fire hose	\$500	\$1,000	COURT
10.14	Obstruct/interfere with Member carrying out duties/damage/tamper/interfere with Apparatus/Equipment	\$1,000	\$2,500 COURT	COURT
10.15	Falsely represent as a Member	\$1,000	COURT	COURT
10.16	Unauthorized parking in area designated for a Member/ Park in fire lane	\$250	\$500	COURT
10.17(i)	Fail to report damage to property caused by Fire	\$500	\$1,000	COURT

10.17(ii)	Fail to report accidental/unplanned release of Dangerous Goods	\$700	\$1,500 COURT	COURT
7.11	Fail to extinguish Fire/cease activity upon notification of suspended permit	\$500	\$ 1,000	COURT
10.18	Owner/Occupant of property involved in contravention of Sec. _____	See penalty for contravened section		
12.1 (iii)	Fail to extinguish oilfield open pit flaring fire when fire ban order is in place	\$1,000	\$2,500 COURT	COURT
12.1 (iv)	Operate OHV when Fire Ban order prohibits	\$250	\$500	COURT
13.13	Registered owner of vehicle contravene Sec. _____	See penalty for contravened section		
14.2	Obstruct/impede/hinder Peace Officer	\$500	\$750	COURT
14.3	Fail/refuse to comply with Peace Officer	\$250	\$500	COURT
15.1	Fail to clear snow/debris surrounding Fire Hydrant	\$100	\$300	COURT
15.2	Park within 5 m of a Fire Hydrant	\$100	\$300	COURT
15.3	Tamper with/damage/interfere/cause Fire Hydrant to be rendered inoperable	\$1000	\$2500 COURT	COURT
15.4	Unauthorized operation of Fire Hydrant	\$150	\$300	COURT
15.5	Fail to report damage to a Fire Hydrant	\$300	\$600	COURT
15.6	Tamper with/render FDC inoperable	\$500	\$1000	COURT
15.7	Fail to report out of service Fire Hydrant	\$500	\$1000	COURT

7.1 - Council must appoint one or more auditors for the Town.

Council Motion:

That Council appoints MNP LLP to be the Auditors for the Town of Beaverlodge for 2024.



COMMITTEE OF THE WHOLE MEETING MINUTES

COUNCIL CHAMBERS 400 10 STREET, BEAVERLODGE DECEMBER 9, 2024 @ 6:00 PM

COUNCIL	Mayor Gary Rycroft	Deputy Mayor Cody Moulds
	Councillor Cal Mosher	Councillor Hugh Graw
	Councillor Judy Kokotilo-Bekkerus	Councillor Cyndi Corbett
	Councillor Ryier Hommy, absent	
STAFF	Jeff Johnston, CAO	Tina Letendre, Deputy CAO
		Nichole Young, Legislative Services

1.0 **CALL TO ORDER:** Mayor Gary Rycroft called meeting to order. **6:00 PM**

2.0 **LAND ACKNOWLEDGMENT:**

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land. We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.

3.0 **ADOPTION OF AGENDA:**

#152-2024-12-09 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole adopts the agenda as presented.

4.0 **DELEGATION:**

5.0 **OLD BUSINESS:**

6.0 **NEW BUSINESS:**

6.1 Stuffed Beaverly Promo Item

#153-2024-12-09 Councillor Cal Mosher

CARRIED: That the Committee of the Whole accepts this for information.

6.2 Senior's Fair Invitation – Feb 24, 2024

#154-2024-12-09 Councillor Cal Mosher

CARRIED: That the Committee of the Whole accepts this item for information.

6.3 Family Day Event Invitation – Feb 17, 2024

#155-2024-12-09 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole accepts this for information.

6.4 Women of War Memorial Invitation – March 7, 2025

#156-2024-12-09 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole agrees to send a Council member to this event and directs Administration to get details on what is required from the Council member.

7.0 TOPICS FOR NEXT AGENDA:

8.0 ADJOURNMENT: Mayor Gary Rycroft adjourned the meeting.

6:15 PM

Mayor Gary Rycroft

CAO Jeff Johnston

Item Number	Subject	Requested On	People Responsible	Item Notes	Status	Target Date of Completion
1	10A St & Highway 43 (Subway Intersection)	22-Jun-20	CAO/Admin	Intersection has been surveyed - 2023 capital plan. Only \$50K in current budget, rest will be deferred to 2023 due to higher than expected pricing.	Deferred	
2	Grande Prairie & District Catholic School Board	26-Oct-20	CAO/Admin	Sent Draft Joint Use Partnership Agreement to GPDCSD - following up for update April 15, 2024	In progress	
3	Letter to Minister of Public Safety and Emergency Services	13-May-24	CAO/Admin	Write a letter to the Minister of Public Safety and Emergency Services requesting increased enforcement support from Alberta Sheriffs.	Completed	
4	Letter to RCMP K Division	13-May-24	CAO/Admin	Write a letter to RCMP K Division requesting increased community policing from the Beaverlodge Detachment.	Completed	
5	Letter to Beaverlodge & District Chamber of Commerce	25-Nov-24	CAO/Admin	Letter to BDCC regarding requests prior to budget.	Completed	

Current: Monday, January 13, 2025