



AGENDA
Bentley Town Council Regular Meeting
Tuesday March 12, 2024
6:30pm Regular Meeting

1. Call to Order

2. Indigenous Acknowledgement

“We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.”

3. Amendments & Acceptance of Agenda

4. Adoption of Previous Minutes:

a) Regular Meeting of Council February 27, 2024

5. Financial:

a) Prepaid Cheque Listing – Cheques No. 20240121 to 20240166

6. Unfinished Business

a) Oxford Park Washroom Quote

7. New Business

a) Monkey Top Fire Cost Recovery

b) Land Use Bylaw – Proposed Changes – Summary

8. Correspondence

a) Lacombe County Council Highlights February 22, 2024

b) Media Release – Bentley Council Issues Notice of Intent to Annex Lands

9. Other Business

- a) Extended Producer Responsibility Information**

10. Council Reports

- a) Mayor Rathjen**
- b) Deputy Mayor Grimsdale**
- c) Councillor Eastman**
- d) Councillor Hansen**
- e) Councillor Valiquette**

11. Adjournment



Minutes of the Regular of the Council of the Town of Bentley

February 27, 2024

In-Camera meeting at 6:00pm in advance of regular council meeting

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, February 27, 2024, at 6:30 p.m., in the Bentley Municipal Office and In-Camera meeting held at 6:00pm in advance of the regular council meeting.

In Attendance Mayor Greg Rathjen
Deputy Mayor Grimsdale
Councillor Valiquette
Councillor Eastman
Councillor Hansen
CAO, Marc Fortais

In-Camera Meeting Pursuant to section 194 of the Municipal Government Act, RSA. 2000 c.M-26, a Special In-Camera Council Meeting conducted in-person took place and began at 6:00pm in advance of the Regular council Meeting on February 27, 2024, in the Council Chambers (Seniors Drop In) at the Town Office.

Motion 50/2024 Moved by Councillor Eastman, "THAT the special in-camera meeting of Mayor and Council be closed to the public at 6:00pm, pursuant to section 24(1) and 27(1) of the Freedom of Information and the Protection of Privacy Act - ***Advice from Officials / Privileged Information - Annexation Negotiations.***"

Carried

Motion 51/2024 Moved by Councillor Hansen, "THAT the special in-camera meeting of Mayor and Council be concluded, and that Mayor and Council reconvene in public at 6:24pm"

Carried

Mayor Rathjen adjourned the meeting at 6:24pm

Call to Order

Regular Meeting Mayor Rathjen called the regular council meeting to order at 6:30pm

Indigenous

Acknowledgement “We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.”

Read by Mayor Rathjen

Agenda

Motion 52/2024 Moved by Councillor Hansen, “THAT the agenda of the February 27, 2024, Regular Meeting of Mayor and Council be amended to include CAO Evaluation as an additional item for Other Business.”

Carried

Motion 53/2024 Moved by Deputy Mayor Grimsdale, “THAT the agenda of the February 27, 2024, Regular Meeting of Mayor and Council be amended to include an update on the Garbage Bylaw.”

Carried

Motion 54/2024 Moved by Councillor Eastman, “THAT the amended agenda of the February 27, 2024, Regular Meeting of Mayor and council be approved as amended.”

Carried

Previous Minutes

Motion 55/2024 Moved by Councillor Hansen, “THAT the minutes of the January 23, 2024, Regular Meeting of Council be accepted.”

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20240084 to 20240120

Motion 56/2024 Moved by Deputy Mayor Grimsdale, “THAT Cheques No. 20240084 to 20240120 be received for information.”

Carried

b) Mayor and Council Remuneration Listing – January 2024

Motion 57/2024 Moved by Councillor Hansen, “THAT the Mayor and Council Remuneration Listing – January 2024 be received for information.”

Carried

New Business

a) Request for Decision Regarding Notice of Intent to Annex Land – Bentley Southeast Area Structure Plan

Motion 58/2024 Moved by Deputy Mayor Grimsdale, “THAT Mayor and Council approve the Notice of Intent to Annex Lands as presented; AND

THAT Mayor and Council authorize administration to submit the Notice of Intent to Lacombe County, the Minister of Municipal Affairs, and the Land and Property Rights Tribunal (LPRT), thereby starting the formal annexation process; AND

THAT administration be authorized to forward copies of the Notice of Intent to the local MLA and affected local authorities.

Carried

b) CPI Index Increase Summary (as per approved 2024 Budget)

Motion 59/2024 Moved by Deputy Mayor Grimsdale, “THAT pursuant to Policy 07/04, Mayor and Council approve a cost-of-living increase of 2.50% to the salary grid, to take effect March 1, 2024; AND

THAT pursuant to Policy 40/2021, Council will opt out of an approved cost-of-living increase for the 2024 budget year and remain at the same rates for compensation as 2023.”

Carried

Correspondence

a) Lacombe County Council Highlights February 8, 2024

Motion 60/2024 Moved by Deputy Mayor Grimsdale, “THAT correspondence item a) be accepted as information.”

Carried

Other Business

a) CAO Evaluation

Councillor Hansen asked Mayor Rathjen for an update on CAO evaluations. Mayor Rathjen indicated it was in process and that council should stay tuned for further information coming their way.

b) Deputy Mayor Grimsdale asked for an update on the Garbage Bylaw rewrite.

CAO Marc Fortais advised that the item was a Q2 objective as per the 2024 Budget Presentation and therefore would be worked on in alignment with the objectives set out for Q2. This was sufficient for Deputy Mayor Grimsdale.

Adjournment

Mayor Rathjen adjourned the February 27, 2024, Regular Council Meeting at 7:12pm

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20240121	2024-02-23	ADT SECURITY SERVICES CANADA INC.	33628311	PAYMENT PUMPHOUSE SECURITY	31.50	31.50
20240122	2024-02-23	PARKLAND AIRSHED MANAGEMENT ZONE	2024-033	PAYMENT 2024 AQM PROGRAM FEE ASSE	352.50	352.50
20240123	2024-02-23	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	29022024	PAYMENT ARENA CARETAKER FEBRUARY	10,500.00	10,500.00
20240124	2024-02-23	TRANSALTA ENERGY MARKETING	24-1341018 24-1341043	PAYMENT STREET LIGHTING FOR JANUAR ELECTRICITY BILL FOR JANUAR	6,886.97 14,531.09	21,418.06
20240125	2024-02-23	BENTLEY ESSO	31012024	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	2,629.20	2,629.20
20240126	2024-02-23	SHAW CABLE	12022024 23012024	PAYMENT OFFICE INTERNET PW SHOP INTERNET	173.25 105.00	278.25
20240127	2024-02-23	THE DROP COFFEE & TEA	224	PAYMENT MEDICINE LODGE SKI HILL ENG	94.99	94.99
20240128	2024-02-23	UTILITY SAFETY PARTNERS	IN176883	PAYMENT 2024 ANNUAL MEMBERSHIP FEE	168.92	168.92
20240129	2024-02-29	CARSON, BARBARA J				
20240130	2024-02-29	JENSEN, DARREN J				
20240131	2024-02-29	MEREDITH, SANDRA L				
20240132	2024-02-29	GIBSON, COLE C				
20240133	2024-02-29	DENNEHY, NATHAN				
20240134	2024-02-29	GREAVES, LORYANNE				
20240135	2024-02-29	FORTAIS, MARC C				
20240136	2024-02-29	KIKSTRA, ROBERT B				
20240137	2024-02-29	LOOV, CHRISTOPHER D				
20240138	2024-02-27	BENTLEY COMMUNITY HALL	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	20,000.00	20,000.00
20240139	2024-02-27	BENTLEY COMMUNITY VAN SOCIETY	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	2,000.00	2,000.00
20240140	2024-02-27	BENTLEY CURLING CLUB	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	5,000.00	5,000.00
20240141	2024-02-27	BENTLEY LIBRARY SOCIETY	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	1,500.00	1,500.00
20240142	2024-02-27	BENTLEY MINOR HOCKEY ASSOC.	26022024	PAYMENT ANNUAL RECREATION, CULTURI	19,650.00	19,650.00
20240143	2024-02-27	BENTLEY MINOR SOCCER	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	5,000.00	5,000.00
20240144	2024-02-27	BENTLEY MUNICIPAL LIBRARY	26022024 26FEB2024	PAYMENT 2024 ANNUAL RECREATION, CUI 2024 ANNUAL GRANT-TOWN COI	1,750.00 22,020.00	23,770.00
20240145	2024-02-27	BENTLEY MUSEUM SOCIETY	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	3,718.00	3,718.00
20240146	2024-02-27	BENTLEY RODEO	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	2,000.00	2,000.00
20240147	2024-02-27	KRUZIN WEST BENTLEY SHOW & SHINE	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	2,500.00	2,500.00



TOWN OF BENTLEY

Cheque Listing For Council

2024-Mar-6
2:38:57PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240148	2024-02-27	MEDICINE LODGE SKI CLUB	26022024	PAYMENT 2024 ANNUAL RECREATION, CUI	8,081.00	8,081.00
20240149	2024-02-29	ADT SECURITY SERVICES CANADA INC.	33682035	PAYMENT SERVICE CALL PUMPHOUSE SE	74.43	74.43
20240150	2024-02-29	HOLDEN, KARI	02292024 29022024 29022024. 5	PAYMENT BASEMENT JANITORIAL FOR FEI OFFICE JANITORIAL FOR FEBRU SENIOR'S DROPIN JANITORIAL F FIREHALL JANITORIAL FOR FEBI	45.00 135.00 60.00 210.00	450.00
20240151	2024-02-29	MCLAREN, CAROLYN	198	PAYMENT FAMILY PROGRAMMING FOR FE	546.00	546.00
20240152	2024-03-06	1704567 ALBERTA LTD.	509 705	PAYMENT CURLING RINK & ARENA BAIT TF CURLING RINK & ARENA BAIT TF	126.00 132.30	258.30
20240153	2024-03-06	ADVANCED FIRE & SAFETY SYSTEMS	18724	PAYMENT ANNUAL FIRE EXTINGUISHER IN	626.67	626.67
20240154	2024-03-06	ALSCO UNIFORMS	LEDM2307421 LEDM2313143	PAYMENT ARENA - MATS CHANGEOUT & FI ARENA - MAT CHANGE OUT AND	109.24 109.24	218.48
20240155	2024-03-06	BUNZL CLEANING & HYGIENE	139099 139137	PAYMENT ARENA JANITORIAL SUPPLIES OFFICE JANITORIAL SUPPLIES	270.31 451.87	722.18
20240156	2024-03-06	CANOE PROCUREMENT GROUP OF CANADA, D	AB202850 AB203015	PAYMENT OFFICE STATIONARY SUPPLIES OFFICE SUPPLIES	349.90 24.45	374.35
20240157	2024-03-06	FOX CANADA	108726	PAYMENT SIGN - ROADS & STREETS	205.11	205.11
20240158	2024-03-06	GREGG DISTRIBUTORS LP	059-617276 059-618878 059-622065	PAYMENT GARBAGE GLOVES, AIR FILTERS SNOW PLOWER & 1701 TRUCK F SHOP SUPPLIES	311.40 305.12 62.98	679.50
20240159	2024-03-06	INNOV8, DIGITAL SOLUTIONS INC.	IN472101 IN472874	PAYMENT FCSS PHOTOCOPIER OFFICE & NEIGHBOURHOOD NC	8.69 861.45	870.14
20240160	2024-03-06	LACOMBE COUNTY	IVC00044644 IVC00044648	PAYMENT ADVERTISING COSTS SE AREA FIRE DEPT TRAINING & PAYROLI	1,035.68 7,945.11	8,980.79
20240161	2024-03-06	RECEIVER GENERAL	29022024 FEB292024	PAYMENT REGULAR EMPLOYMENT INSUR REDUCED EMPLOYMENT INSUR	308.30 21,106.14	21,414.44
20240162	2024-03-06	RECEIVER GENERAL FOR CANADA	20240009776	PAYMENT RADIO AUTHORIZATION RENEW	1,468.44	1,468.44
20240163	2024-03-06	RUSSEL METALS INC.	63489582	PAYMENT BANNER HANGERS FOR MAIN S	131.46	131.46
20240164	2024-03-06	SHAW CABLE	23022024	PAYMENT PW SHOP INTERNET	105.00	105.00
20240165	2024-03-06	TOWN OF BLACKFALDS	IVC061750	PAYMENT LREMP - 2024 MEMBER CONTRII	6,050.00	6,050.00
20240166	2024-03-06	ALBERTA BOILERS SAFETY ASSOCIATION	20242504	PAYMENT ARENA-ANNUAL VESSEL FEE W/	167.00	167.00



TOWN OF BENTLEY

Cheque Listing For Council

2024-Mar-6
2:38:57PM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 190,392.19

*** End of Report ***



Agenda Date: March 12, 2024

Agenda Item: Unfinished Business from January 9, 2024, December 12, 2023, September 12, 2023, August 22, 2023, and February 13, 2024 - Oxford School Historical Tribute and Oxford Park (Elks Park Re-design) – Public Washrooms

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council provide directions for next steps regarding moving forward with Oxford Park Washroom Construction

SUMMARY & BACKGROUND

On September 27, 2022, at a Regular Meeting of Council, the difficult decision was made to undertake the demolition of Oxford School, the building was formally demolished in November of 2022.

The decision to demolish Oxford School was not made lightly and was based on the significant costs to repair the building due to major concerns including deterioration of the roof, load-bearing brick walls and foundations. In addition to the decision to demolish the building, Mayor and Council also directed administration to complete a formalized concept plan and present that plan through an additional public information session in the future to seek further feedback and finalize design and cost estimates of park improvements. Also, once additional feedback was received and incorporated into a finalized design, it would be presented at a future council meeting in 2023.

Since that time, the 2023 budget was approved in December of 2022, with a budget to undertake design work in the second quarter (May to June) of 2023 related to the Elks Park Re-Design.

Administration hired landscape architecture firm EDS (Environmental Design Solutions) based out of Spruce Grove, AB, to undertake the design work and to develop concepts for the park. The firm was hired through a competitive process where quotes were obtained and evaluated to conduct the work. In addition, EDS has substantial experience in environmental planning, urban design, and landscape architecture and has worked on many projects with Municipalities and for the public sector.

The consultant has prepared recommendations through a report, which were informed through feedback obtained during the public information session held on June 29, 2022, regarding Oxford School. In addition, the consultant and administration held another engagement on June 14th, 2023, which was well attended by more than 60 residents and undertook a survey. The intention of that meeting was to obtain more detailed feedback regarding the preliminary concepts and options. The report and concept plans were presented to Mayor and council previously, and provided recommendations for next steps.

Overall, the recommended design included two specific concepts, a combination of these two park designs would prove to be the most supported by the community.

Residents want to see a park that has:

- amenities for all ages
- honors the history of the site.
- balances accessibility with cost
- incorporates a skate park or other amenities for older children and teens.
- preserves the existing basketball court and converting it to allow pickle ball or other sport use on the court.
- playground that serves all ages but does not duplicate other offerings in town.
- small splash pad with minimal maintenance and simple features
- public washroom/changeroom building which services the park and features a drinking water fountain.
- pavilion that pays tribute to Oxford School and reuses building materials
- ice skating rink of adequate size to allow for winter enjoyment of the park.
- inclusive seating and picnic opportunities
- public art mural that pays homage to the unique history of the site and the town
- accessible pathways
- preservation of any healthy vegetation
- appropriate placement of amenities to avoid conflict within the park and with neighboring land uses.

It was recommended at that time that next steps should include refining the concept plan into a final vision plan with one final round of engagement to ensure that the community vision has been captured. Following buy in from the community the town could look to move forward through detailed design, seek out funding through grants, donations and partnerships and capital budget to proceed with detailed design and once all funding is secured proceed with construction in a phased approach.

The report was previously presented to Mayor and Council on August 22, 2023, and September 12, 2023. Direction was given to Administration at that time through the following motion:

Motion 204/2023 Moved by Councillor Hansen, “THAT administration be directed to defer further work on Oxford Park, until budget time this year.”

Subsequently administration, through consultation with Mayor and Council, was directed to prepare a plan to build a washroom on the property and add a mural to the park. This was presented to Mayor and Council through the 2024 budget process on December 12, 2023. During the budget deliberations, administration was directed to remove the Oxford Park bathroom from the preliminary budget due to the significant costs of \$235,405.

On January 9, 2024, the 2024 budget was brought back to Mayor and Council with the requested changes, including the removal of the washroom for Oxford Park from the budget. An additional motion was made by council that directed administration to add Oxford Park as a line item to the agenda for the first meeting in February. On February 13, 2024, Oxford Park was once again discussed, and the following motion was made:

Motion 45/2024 Moved by Councillor Hansen, “THAT the information presented for Oxford Park be received as information”; AND

THAT administration bring back updated quotes regarding the cost to install a washroom facility in the park once received.”

Administration has received a quote from Eagle Builders as follows:

Option #1 (includes 300 s/f – 2 handicapped stalls and 2 regular stalls)

Base Cost of Precast Concrete Building	\$232,785.00
Concrete Slab and Sidewalks	\$ 10,000.00
Site Clearing and levelling grade	<u>\$ 7,000.00</u>
Total Cost (Option #1 - 4 stall)	\$249,752.00

Option #2 (includes 196.7 s/f – 2 larger handicapped stalls – barrier free)

Base Cost of Precast Concrete Building	\$165,147.00
Concrete Slab and Sidewalks	\$ 7,000.00
Site Clearing and levelling grade	<u>\$ 7,000.00</u>
Total Cost (Option #2 – 2 stall)	\$179,147.00

Option #3 (1 single stall – barrier free)

Base Cost of Precast Concrete Building (20% less)	\$132,118.00
Concrete Slab and Sidewalks	\$ 5,000.00
Site Clearing and levelling grade	<u>\$ 5,000.00</u>
Total Cost (Option #3 – 1 stall)	\$142,118.00

Total Costs include the following:

- Engineering design, building code and bylaw reviews
- Architectural finishes, detailed code check, fire ratings, wall schedules, cross sections
- Structure roof and framing plans, lateral analysis.
- Shop drawings, structural site reviews.
- Foundation plan, slab details and specifications
- Includes Electrical including special circuits, lighting, controls , outlets and related site building service drawings and specifications.
- Mechanical: including plumbing, heating, ventilation, air conditioning and related site/building services drawings and specifications.
- Geotechnical Investigation
- Subgrade compaction testing and concrete testing
- Precast concrete solid roof engineered wall panels plus insulation.
- Sheet metal roofing and insulation, non-vented soffit venting
- Metal insulated exterior doors.
- Curtain wall system with Lexan glass

- All painting of exterior and interior walls with anti-graffiti paint
- Barrier free washrooms with signage
- All service connections, floor drainage
- Toilets, lavatory, and faucets
- Mechanical room with mop service basin and sink and faucet.
- Fire extinguishers.
- All ducting and inline exhaust fans, 4 500 w baseboard heaters
- Fresh air inlet, complete with weather hood, damper and bird screens, insulated ducting
- All Electrical, panels, light fixtures wall packs for exterior lighting photocell

- **Based costs do not include the cost to pour the foundation, concrete materials cost for the foundation, or site clearing, which has been added to each of the options above.**
- **1 year warranty workmanship and materials**

BUDGET AND FINANCIAL

Spent to date

Concept Plan Creation, Public Engagement and Report (spent in 2023)	\$13,840.00
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ATTACHMENTS:

1,) Bathroom Rendering and Design

Marc Fortais, CAO

Bentley, Town Of



PRELIMINARY

NOT FOR CONSTRUCTION

aggregate
design studio ltd.



SYMBOL LEGEND

CONSTRUCTION REFERENCE		CONSTRUCTION TAG
FINISH REFERENCE		EXTERIOR FINISH TAG
GRID NUMBER		GRID BUBBLE
DOOR REFERENCE		DOOR TAG
ROOM NUMBER		ROOM TAG
DESCRIPTION		ELEVATION DATUM
ELEVATION		
DRAWING NUMBER		BUILDING SECTION CALLOUT
SHEET NUMBER		
DRAWING NUMBER		ELEVATION CALLOUT
SHEET NUMBER		
WINDOW REFERENCE		WINDOW TAG
ELEVATION		ELEVATION TAG
DRAWING TITLE		DRAWING TITLE
DRAWING NUMBER		
SHEET NUMBER		
SCALE		

DRAWING INDEX

Sheet Number	Sheet Name	Current Revision
A000	Index	B
A201	Floor Plan Overall	B
A401	Building Sections	B
A201	Exterior Render	B

Sheet Count: 4

Bentley, Town Of
Pedestrian Washroom
Bentley

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2024-01-29
B	ISSUED FOR PRELIMINARY REVIEW	2024-01-29

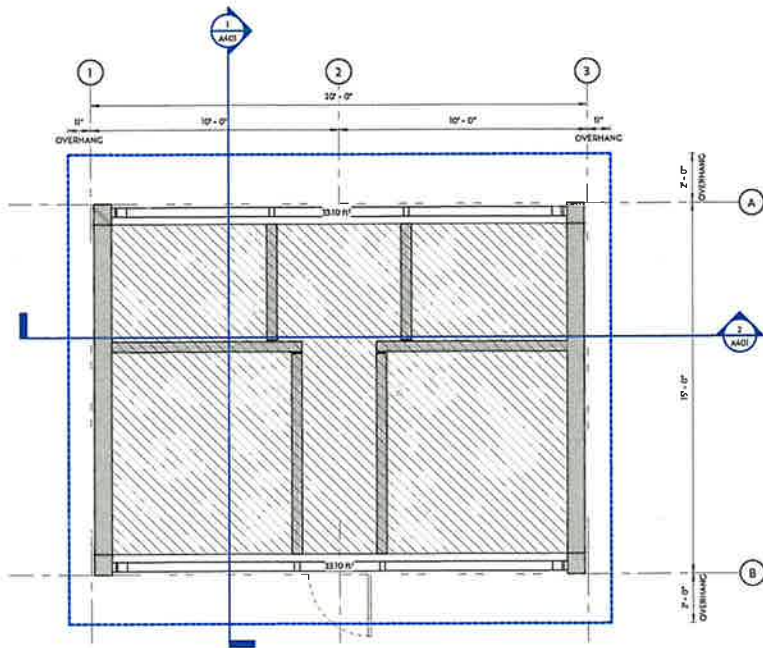
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Bentley

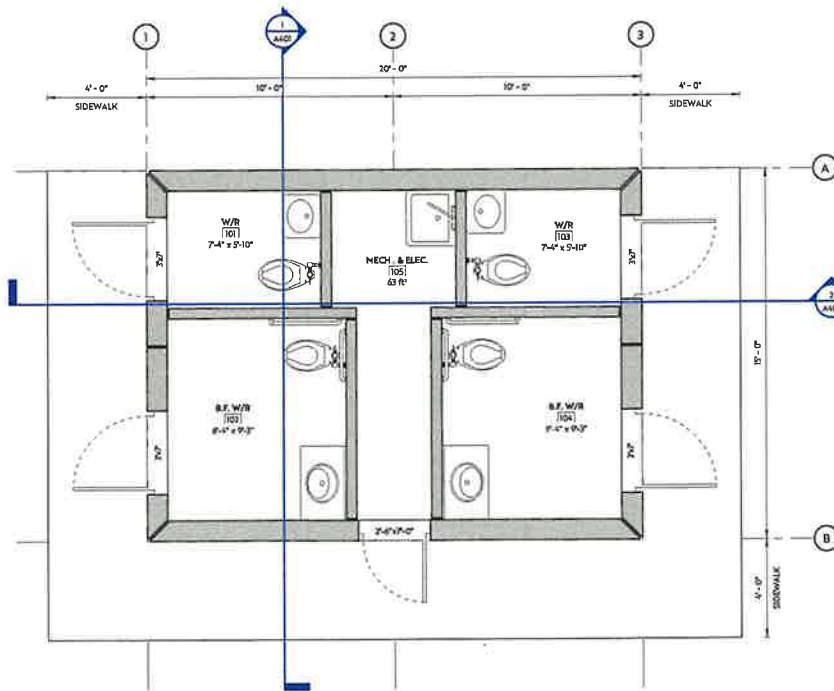
Pedestrian Washroom

Index

A000



2 Glazing Plan
A20 37' x 15'



1 Main Floor Plan
A20 37' x 15'



CONSTRUCTION LEGEND

- NEW FRAMED WALL
- NEW PRECAST WALL
- EXISTING WALL
- DE-HOUSED WALL
- NEW DOOR
- EXISTING DOOR

NOTE:

1. RATED WALLS SHALL BE FRAMED TO UNDERSIDE OF RATED FLOOR ASSEMBLY OR ROOF ASSEMBLY

2. ADD BLOCKING BETWEEN STUDS AS REQUIRED TO SUPPORT ALL EDGES OF 1/2" TYPE 'X' GYPSUM BOARD

3. FIRE SEPARATION AS SHOWN:

- 0 HR
- 3/4 HR
- 1 HR
- 2 HR
- 4 HR

4. ALL WASHROOMS AND JANITOR ROOMS TO RECEIVE IMPERVIOUS DURABLE FLOOR AND WALL FINISH UP TO 5'-0" A.F.F.

5. ALL TILED WALLS ADJACENT TO PRECAST WALLS TO BE CONSTRUCTED AS:

- 1" CAP
- 1 5/8" STEEL STUDS @ 24" O/C
- 1/2" GYPSUM BOARD

6. FURNITURE NOT INCLUDED

7. MILLWORK BY MILLWORK SUPPLIER

8. UNDERSLAB PREP:

- WATER/SEEP STOP AREAS
- THE SEAM JOINTS OF THE POLY VAPOUR BARRIER DO NOT REQUIRE SEAL OR TAPING. PLACE THE LOOSE END AT A SEAM JOINT ON TOP OF THE ADJACENT MEMBRANE WITH A MINIMUM OVERLAP OF 1'-0". FLOOR PENETRATIONS DO NOT REQUIRE SEAL OR TAPING. WHERE MEMBRANES HAVE BEEN CUT TO ACCOMMODATE PENETRATIONS, IT IS RECOMMENDED A MEMBRANE PATCH BE PLACED AROUND THE PENETRATION AREA AND ALONG THE CUT SEAM WITH A MINIMUM 1'-0" OVERLAP TO MINIMIZE ANY SUBGRADE MOISTURE STATIC PRESSURE EXPOSURE.
- PLACE THE VAPOUR BARRIER TIGHT AROUND THE PERIMETER OF WALLS, TRENCH DRAINS, AND DOCK LEVELS.

OFFICE SPACE (WITH RADON PROVISIONS)

- THE JOINTS BETWEEN ADJACENT POLY VAPOUR BARRIERS SHALL BE TAPED WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT JOINTS.
- SEAL TAPE ALL MEMBRANE FLOOR PENETRATIONS WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT PENETRATIONS.
- THE VAPOUR BARRIER MEMBRANE IS REQUIRED TO BE BROUGHT UP TO THE EDGE OF FOUNDATION WALL AND LAP ONTO FACE OF FOUNDATION WALL, BUT NOT MORE THAN THE DEPTH OF CONCRETE SLAB SPECIFIED. SEAL THE MEMBRANE TO THE FOUNDATION WALL WITH ACOUSTIC SEALANT OR OTHER SIMILAR MEANS OF ADEQUATE ADHESION.

PRELIMINARY

NOT FOR CONSTRUCTION

aggregate
design studio ltd.



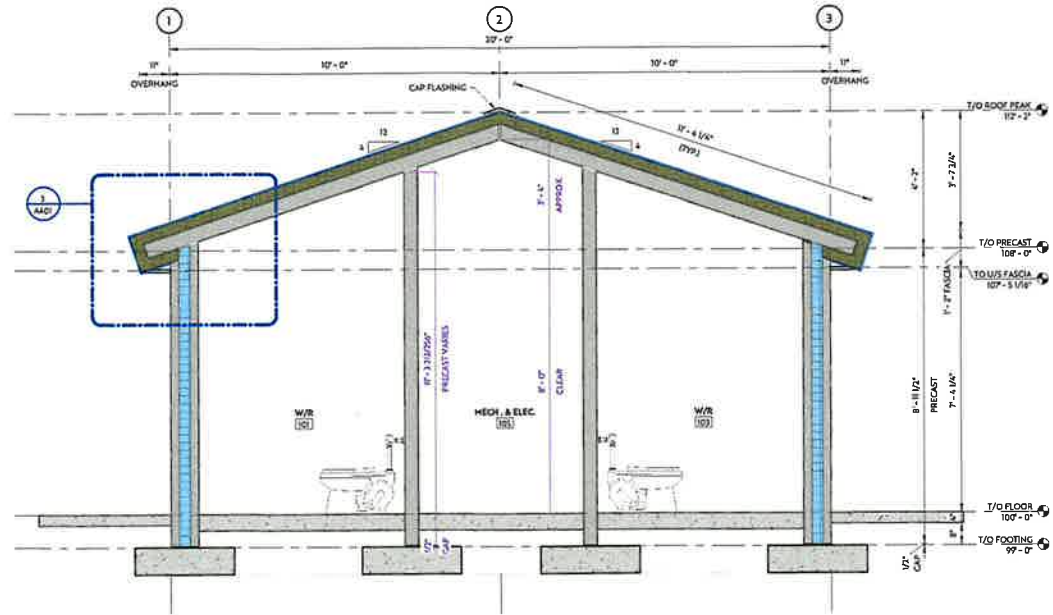
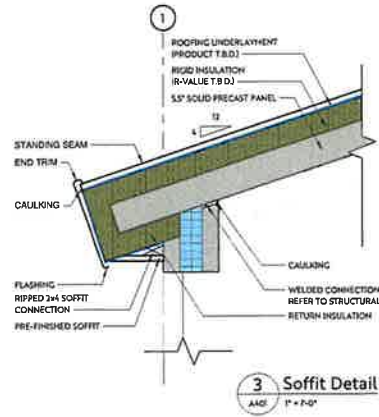
Bentley, Town Of
Pedestrian Washroom
Bentley

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2024-01-29
B	ISSUED FOR PRELIMINARY REVIEW	2024-01-29

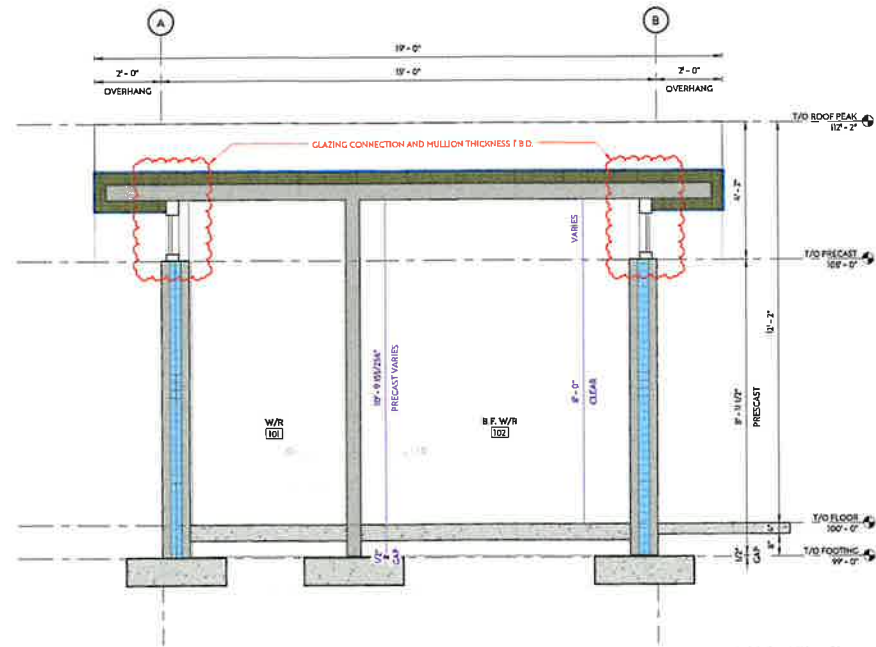
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Date: 2024-01-29 3:54:48 PM
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Checked by: AB
Sheet Name:

Floor Plan
Overall

A201



2 Section 2
A310 1/2" = 1'-0"



1 Section 1
A301 1/2" = 1'-0"

PRELIMINARY

NOT FOR CONSTRUCTION

aggregate
design studio ltd.



Bentley, Town Of
Pedestrian Washroom
Bentley

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2024-01-29
B	ISSUED FOR PRELIMINARY REVIEW	2024-01-29

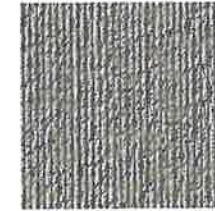
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Sheet Name:

Building
Sections

A401



Mainstreet BrickSnap: 321 ft²



2/30 B Havel Formliner: 137 ft²

PRELIMINARY

NOT FOR CONSTRUCTION

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Bentley, Town Of
Pedestrian Washroom
Bentley

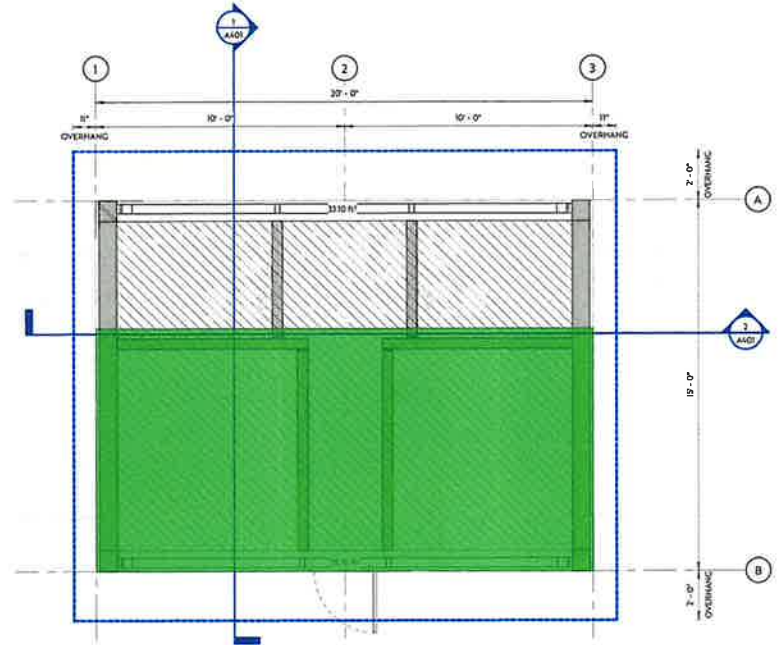
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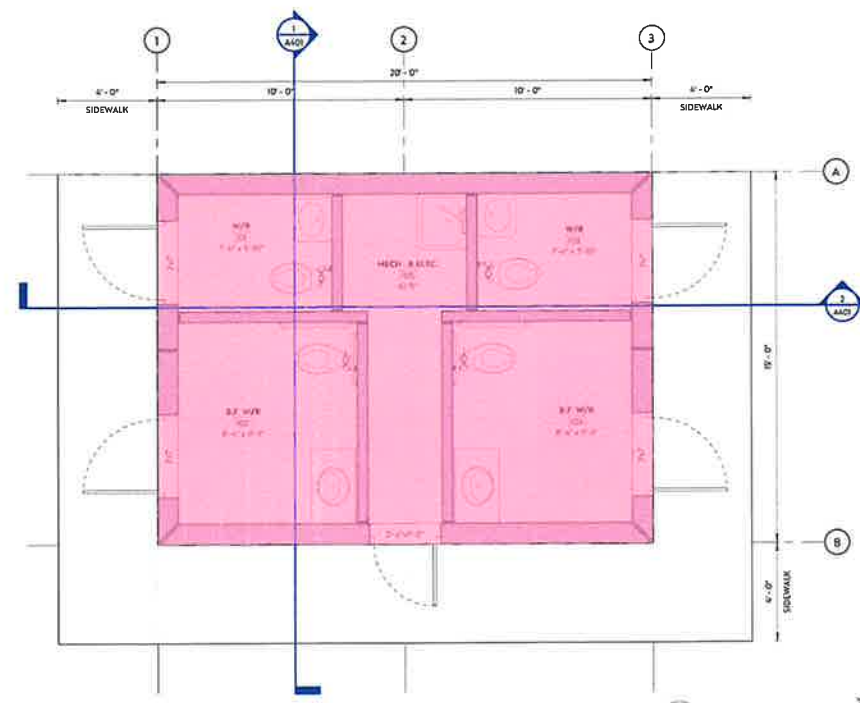
Exterior Render

A701

■ Area (Option 1) **300.0 SQ FT**
■ Area (Option 2) **196.7 SQ FT**



2 Glazing Plan
A201 3/8" = 1'-0"



1 Main Floor Plan
A201 3/8" = 1'-0"

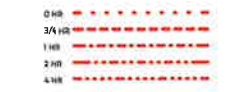


CONSTRUCTION LEGEND

- NEW FRAMED WALL
- NEW PRECAST WALL
- EXISTING WALL
- DEMOLISHED WALL
- NEW DOOR
- EXISTING DOOR

NOTE:

- RATED WALLS SHALL BE FRAMED TO UNDERSIDE OF RATED FLOOR ASSEMBLY OR ROOF ASSEMBLY
- ADD BLOCKING BETWEEN STUDS AS REQUIRED TO SUPPORT ALL EDGES OF 1/2" TYPE X GYPSUM BOARD
- FIRE SEPARATION AS SHOWN



- ALL WASHROOMS AND JANITOR ROOMS TO RECEIVE IMPERVIOUS DURABLE FLOOR AND WALL FINISH UP TO 5'-0" A.F.F.
- ALL TILED WALLS ADJACENT TO PRECAST WALLS TO BE CONSTRUCTED AS:
 - 1" GAP
 - 1" 50# STEEL STUDS @ 24" O/C
 - 1/2" GYPSUM BOARD
- FURNITURE NOT INCLUDED
- MILLWORK BY MILLWORK SUPPLIER

- B. UNDERLAP PREP:**
- WAREHOUSE/SHOP AREAS**
- THE SEAM JOINTS OF THE POLY VAPOUR BARRIER DO NOT REQUIRE SEAL OR TAPING. PLACE THE LOOSE END AT A SEAM JOINT ON TOP OF THE ADJACENT MEMBRANE WITH A MINIMUM OVERLAP OF 1'-0".
 - FLOOR PENETRATIONS DO NOT REQUIRE SEAL OR TAPING. WHERE MEMBRANES HAVE BEEN CUT TO ACCOMMODATE PENETRATIONS, IT IS RECOMMENDED A MEMBRANE PATCH BE PLACED AROUND THE PENETRATION AREA AND ALONG THE CUT SEAM WITH A MINIMUM 1'-0" OVERLAP TO MINIMIZE ANY SUBGRADE MOISTURE STATIC PRESSURE EXPOSURE.
 - PLACE THE VAPOUR BARRIER TIGHT AROUND THE PERIMETER OF WALLS, TRENCH DRAINS, AND DOCK LEVELERS.

- OFFICE SPACE (WITH RADON PROVISIONS)**
- THE JOINTS BETWEEN ADJACENT POLY VAPOUR BARRIERS SHALL BE TAPED WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT JOINTS.
 - SEAL/TAPE ALL MEMBRANE FLOOR PENETRATIONS WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT PENETRATIONS.
 - THE VAPOUR BARRIER MEMBRANE IS REQUIRED TO BE BROUGHT UP TO THE EDGE OF FOUNDATION WALL AND LAP OVER FACE OF FOUNDATION WALL, BUT NOT MORE THAN THE DEPTH OF CONCRETE SLAB SPECIFIED. SEAL THE MEMBRANE TO THE FOUNDATION WALL WITH ACOUSTIC SEALANT OR OTHER SIMILAR MEANS OF ADEQUATE ADHESION.

PRELIMINARY

NOT FOR CONSTRUCTION



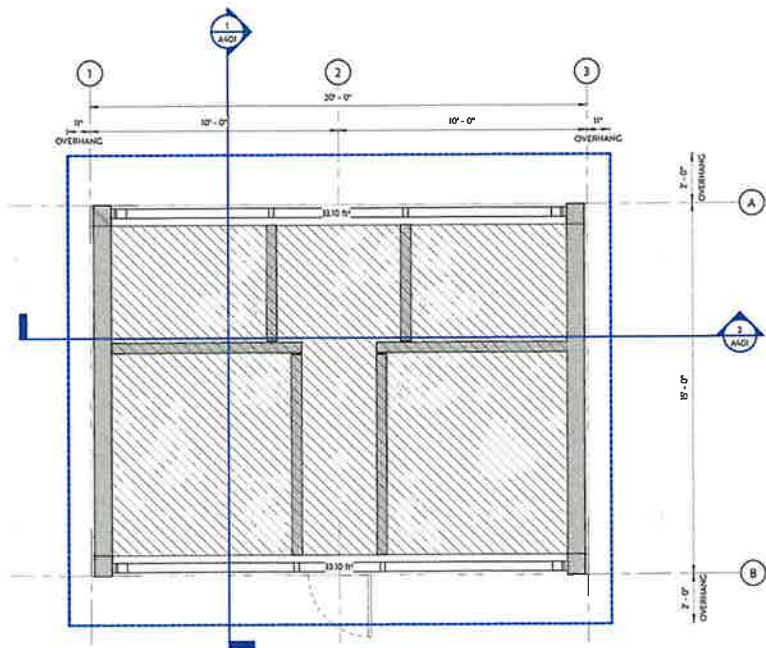
Bentley, Town Of
Pedestrian Washroom
 Bentley

NO.	DESCRIPTION	DATE
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B	ISSUED FOR PRELIMINARY REVIEW	2024-01-29

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 Checked by: AB
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Floor Plan Overall

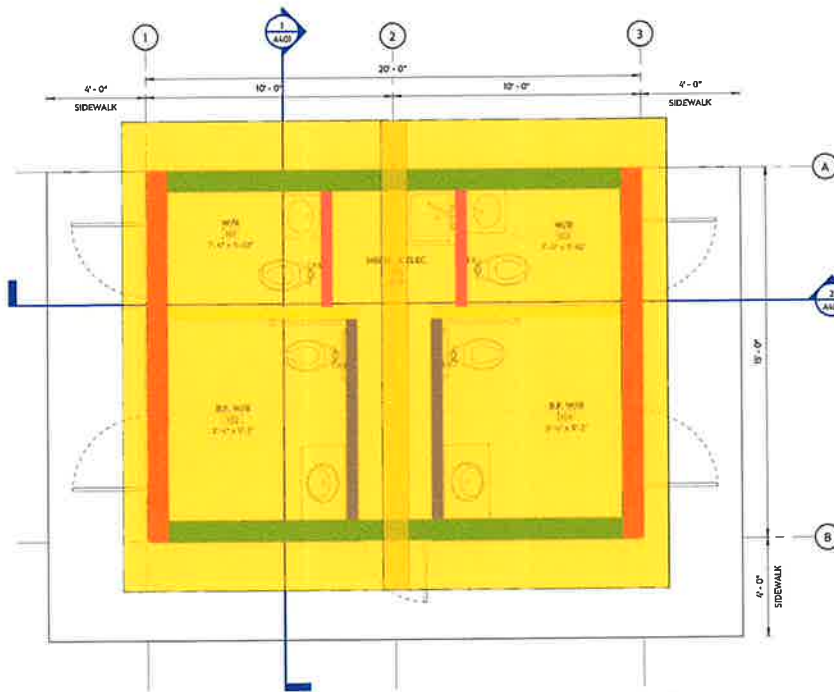
A201



2 Glazing Plan
A201 1/8" = 1'-0"



Option 1 - 4 stalls



1 Main Floor Plan
A201 1/8" = 1'-0"



EXT1 - 10/4" @ 8.96'	40.0 FT
EXT2 - 10/4" @ 9.24'	30.0 FT
INT1 - 5.5" @ 11.46'	9.3 FT
INT2 - 5.5" @ 11.79'	16.2 FT
INT3 (AV) - Gable - 5.5" @ 10.51'	15.3 FT
RF1 - SLAB-5.5"	437.2 SQ FT

CONSTRUCTION LEGEND

- NEW FRAMED WALL
- NEW PRECAST WALL
- EXISTING WALL
- DEMOLISHED WALL
- NEW DOOR
- EXISTING DOOR

NOTE:

1. RATED WALLS SHALL BE FRAMED TO UNDERSIDE OF RATED FLOOR ASSEMBLY OR ROOF ASSEMBLY
2. ADD BLOCKING BETWEEN STUDS AS REQUIRED TO SUPPORT ALL EDGES OF 1/2" TYPE 'X' GYPSUM BOARD
3. FIRE SEPARATION AS SHOWN:

- 0 HR
- 3/4 HR
- 1 HR
- 2 HR
- 4 HR

4. ALL WASHROOMS AND JANITOR ROOMS TO RECEIVE IMPERVIOUS DURABLE FLOOR AND WALL FINISH UP TO 5/8" A.F.F.
5. ALL TILED WALLS ADJACENT TO PRECAST WALLS TO BE CONSTRUCTED AS:
 - 1" GAP
 - 1.5" STEEL STUDS @ 24" O.C.
 - 1/2" GYPSUM BOARD
6. FURNITURE NOT INCLUDED
7. MILLWORK BY MILLWORK SUPPLIER
8. UNDERSLAB FRIP:
 - WARDHOUSE/SHOP AREAS
 - THE SEAM JOINTS OF THE POLY VAPOUR BARRIER DO NOT REQUIRE SEAL OR TAPING. PLACE THE LOOSE END AT A SEAM JOINT ON TOP OF THE ADJACENT MEMBRANE WITH A MINIMUM OVERLAP OF 1'-0". FLOOR PENETRATIONS DO NOT REQUIRE SEAL OR TAPING. WHERE MEMBRANES HAVE BEEN CUT TO ACCOMMODATE PENETRATIONS, IT IS RECOMMENDED A MEMBRANE PATCH BE PLACED AROUND THE PENETRATION AREA AND ALONG THE CUT SEAM WITH A MINIMUM 1'-0" OVERLAP TO MINIMIZE ANY SUBGRADE MOISTURE STATIC PRESSURE EXPOSURE.
 - PLACE THE VAPOUR BARRIER TIGHT AROUND THE PERIMETER OF WALLS, TRENCH DRAINS, AND DOCK LEVELERS.
 - OFFICE SPACE WITH BAOBON PROTECTORS:
 - THE JOINTS BETWEEN ADJACENT POLY VAPOUR BARRIERS SHALL BE TAPED WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT JOINTS.
 - SEAL/TAPE ALL MEMBRANE FLOOR PENETRATIONS WITH AN APPROPRIATE TAPE PRODUCT TO ADEQUATELY SEAL THE MEMBRANE AT PENETRATIONS.
 - THE VAPOUR BARRIER MEMBRANE IS REQUIRED TO BE BROUGHT UP TO THE EDGE OF FOUNDATION WALL AND LAP ONTO FACE OF FOUNDATION WALL, BUT NOT MORE THAN THE DEPTH OF CONCRETE SLAB SPECIFIED. SEAL THE MEMBRANE TO THE FOUNDATION WALL WITH ACOUSTIC SEALANT OR OTHER SIMILAR MEANS OF ADEQUATE ADHESION.

PRELIMINARY

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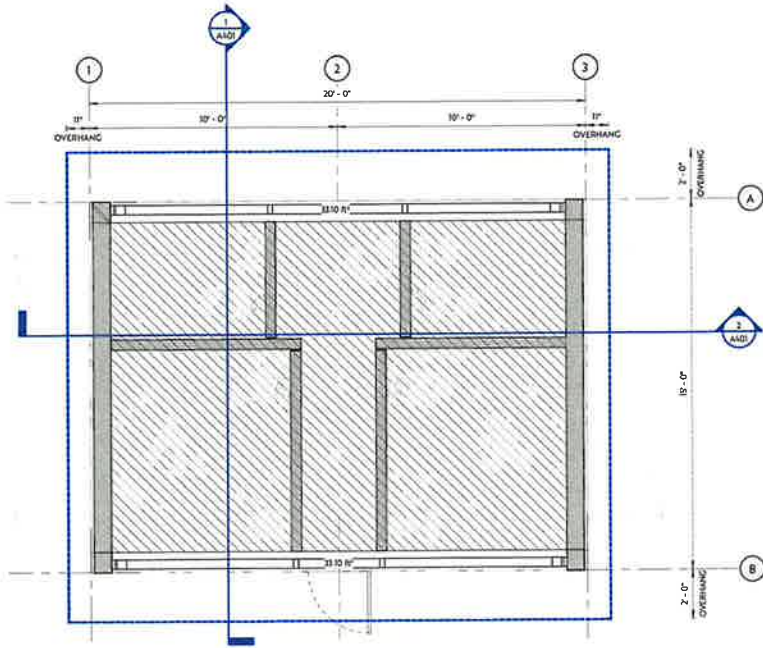
Bentley, Town Of
Pedestrian Washroom
Bentley

NO.	DESCRIPTION	DATE
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2	ISSUED FOR PRELIMINARY REVIEW	2024-01-29

Project No: A24027
Date: 2024-01-29 3:54:48 PM
Drawn by: RO
Checked by: AB
Sheet Name:

Floor Plan
Overall

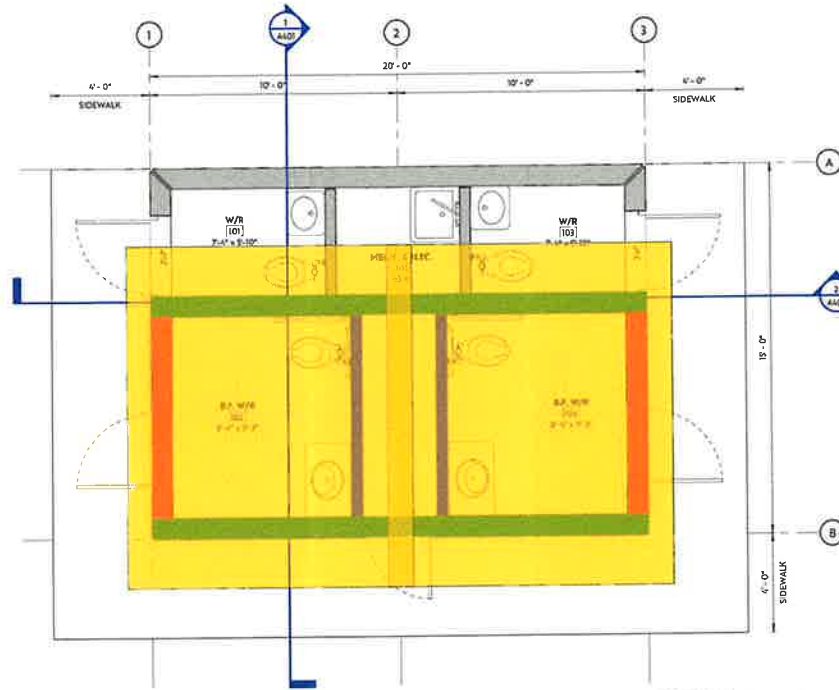
A201



2 Glazing Plan
A201 3/8" = 1'-0"



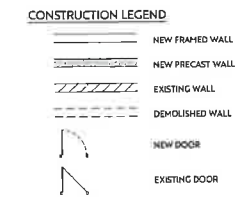
Option 2 - 2 stalls (Cost Saving Option)



1 Main Floor Plan
A201 3/8" = 1'-0"

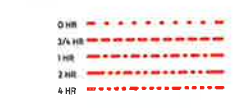


EXT1 - 10/4" @ 8.96'	40.0 FT
EXT2 - 10/4" @ 9.24'	19.7 FT
INT2 - 5.5" @ 11.79'	16.2 FT
RF1 - SLAB-5.5"	318.3 SQ FT



NOTE:

- RATED WALLS SHALL BE FRAMED TO UNDERSIDE OF RATED FLOOR ASSEMBLY OR ROOF ASSEMBLY
- ADD BLOCKING BETWEEN STUDS AS REQUIRED TO SUPPORT ALL EDGES OF 1/2" TYPE X GYPSUM BOARD
- FIRE SEPARATION AS SHOWN:



- ALL WASHROOMS AND JANITOR ROOMS TO RECEIVE IMPERVIOUS DURABLE FLOOR AND WALL FINISH UP TO 5'-0" A.F.F.
- ALL TILED WALLS ADJACENT TO PRECAST WALLS TO BE CONSTRUCTED AS:
 - 1" CAP
 - 1 5/8" STEEL STUDS @ 24" O/C
 - 1/2" GYPSUM BOARD
- FURNITURE NOT INCLUDED
- HILLWORK BY HILLWORK SUPPLIER
- UNDERSLAB PREP:
 - WAREHOUSE/SHOP AREAS
 - THE SEAM JOINTS OF THE POLY VAPOUR BARRIER DO NOT REQUIRE SEAL OR TAPING. PLACE THE LOOSE END AT A SEAM JOINT ON TOP OF THE ADJACENT MEMBRANE WITH A MINIMUM OVERLAP OF 1'-0".
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Bentley, Town Of
Pedestrian Washroom
Bentley

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2024-01-29
B	ISSUED FOR PRELIMINARY REVIEW	2024-02-09

Project No: A24027
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Drawn by: RO
Checked by: AB
Sheet Name:

Floor Plan
Overall

A201



Agenda Date: March 12, 2024

Agenda Item: New Business: Monkey Top Fire 2024 – Cost Recovery

LEGISLATIVE REQUIREMENT/AUTHORITY

The Municipal Government Act (MGA), RSA 2000, Chapter M-26 of the Revised Statutes of Alberta, as amended, Division 1 provides the Council of a Municipality may pass By-laws for the safety, health and welfare of people and the protection of people and property. Further, section 553(1)(g) and 553(2) of the MGA also allows for the transfer or any unpaid costs of fire extinguishment to be added to the tax roll if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on a parcel.

Further Bylaw 128/2008 a bylaw of the Town of Bentley in the Province of Alberta to provide for the establishment and operation of a volunteer fire department (**Attachment #1**) and to provide for the protection and preservation of life and property within the Town of Bentley, was passed on August 12th, 2008.

October 14, 2014, Policy 50-2014 Bentley District Fire Department Fire Protection and Emergency Response, Part C – Charges for Fire and Emergency Response Equipment and Personnel (**Attachment #2**) was approved. The policy also provides guidance for rates and costs that can be recovered in relation to fire and emergency response equipment and personnel.

SUMMARY AND BACKGROUND

On January 16, 2024, at approximately 1:30am, first responders from the Bentley Fire Department responded to a fire at the Monkey Top Saloon in Bentley. Fire Fighting efforts were supported by Bentley, Lacombe County, City of Lacombe, Blackfalds, and Eckville Fire Departments.

It was a sad day for Bentley, as we lost another important historical building in the community. Just over a year ago we also experienced the loss of the iconic grain elevator and on January 16th we lost the Monkey Top.

The original building Putland and Thorp site was destroyed by fire in 1919. The gentleman who owned that store was Archie Putland and Frank (Cappy) Thorp. Cappy was the first Mayor when Bentley was first incorporated into a village in 1915. The Putland and Thorp building was replaced by the Bentley Co-Operative under the management of Mr. Bolton, and lastly by Chas MacDougall. The business was sold to WM. A Holmes in 1933 and operated as Bentley Mercantile. The building stood for many years and most recently, until January 16, 2024, as the Monkey Top a staple for residents, tourists, and visitors regardless of if they were the leather worn, done it all biker or the time worn seen it all senior or families having a meal with their kids after checking out the amazing businesses or farmers market in Bentley. It was a place of celebration for our hockey and ball teams and for the parents who drive their kids to and from games and practices. The Monkey Top was not just a place to gather, but

a place where it did not matter what your background or style is. It was a place of spirited declaration of independence and togetherness.

The property owner has worked hard to ensure that the site was cleaned up in a timely manner, while working with their insurance to address their settlement and claim. The Town of Bentley would like to thank the property owner for working with their insurance company to undertake the cleanup efforts diligently and as quickly as possible. The loss of the Monkey Top is significant to the community and to the property owner.

Policy 50/2014 – Bentley District Fire Department Fire Protection and Emergency Response was adopted and approved on October 14, 2014. The policy provides some guidance regarding rates of charge for fire and emergency response equipment and personnel responding to a fire.

The policy is also written in such a way, that it is not clear:

Part C – Charges for Fire and Emergency Response Equipment and Personnel states:

- a) Subject to the exceptions listed, nor charge will be made for fire or emergency responses to residents and ratepayers of the Town of Bentley, Lacombe County, and other municipalities of which a mutual aid agreement is in effect.*
- b) A charge will be levied for responses involving;
 - i. a motor vehicle accident
 - ii. a fire or emergency response involving a railway or originating on a railway right of way.
- c) The rate of charge for fire and emergency response equipment referred to in Section b) is as follows:

i.	Town or County Engine	\$500.00 per hour
ii.	Rescue Truck	\$500.00 per hour
iii.	Equipment & supplies other than the Engine or Rescue Truck	costs plus. 15% administration
iv.	Personnel other than Fire Department Members	costs plus 15% administration
- d) The rate of charge referred to in Section c) above shall be applied for the period commencing from when the vehicles and equipment leave the firehall until the vehicles and equipment are back in the fire hall and deemed to be in service, rounded up to the next one-half hour.
- e) At the discretion of the Chief Administrative Officer;
 - i. The charge levied for response may be adjusted based on the level of service provided at the incident.
 - ii. Other costs may be charged for items including but not limited to:

- Replacement of basic supplies such as foam

- Means and refreshments for the firefighters.
- Equipment fuel costs
- Lost of damaged equipment and protective clothing
- Fire investigation costs.
- Specialty services

It should be noted that there is no formalized mutual aid agreement in place. There are partnership agreements such as LREMP, but they do not specifically outline fees and charges for mutual aid.

Part C item a above is intended to mean that residents and ratepayers of Lacombe County and Town of Bentley will not be charged for emergency response equipment and personal responding to a fire if a mutual aid agreement exists. There is no record in Bentley or Lacombe County of any mutual aid agreement being established. In addition, section e indicates that at the discretion of the CAO a charge may be levied for response and adjusted based on the level of service provided at the incident.

Administration has reviewed Lacombe County's Fire Services Bylaw 1337/21 (**Attachment #3**), under section 15. Recovery of Costs it states:

15.1 Where a fire department has taken any action whatsoever for the purposes of providing fire protection and emergency response services in or outside of the County, the County may charge any fees and costs so incurred to any or all of the following persons, namely;

- a) the person or persons causing or contributing to the fire; or
- b) the owner or occupant of the parcel of land or any other thing in respect to which the action was taken.

and all other persons charged are jointly and severally liable for payment of fees and costs to the County.

An additional review of other communities in the area was also undertaken, to understand if they too bill in these situations and if they would seek reimbursement of cost for fire response from a private landowner or their insurance for fires that occur on their private property. In some cases, municipalities would not bill and would cover all associated response costs through taxation. The following were the municipalities we checked with:

City of Lacombe	Bills for responses – uses provincial rate table for equipment charges.
Town of Eckville	Policy in place to bill – would determine if fire were in town.
Town of Sylvan Lake	Has not billed for mutual aid in past.
Village of Alix	Bill for response according to established policy
Village of Clive	Bills for response according to established policy
Town of Rimbey	Not responsible for fire services costs until 2030 – Ponoka County handles fire services. Ponoka County does not bill from what they understand.

Administration also followed up with Rob de Pruis (National Director, Consumer & Industry Relations with the Insurance Bureau of Canada. Mr. de Pruis indicated that although they are seeing a rising trend in municipalities that are billing for structure fire response costs, these are a minority across Canada. He indicated that typically if a business or residence is insured for fire response costs, there is typically an upper limit on the amount that can be paid. In instances where a large bill goes to the property owner, it can have an unintended consequence of impacting the claims ratings and cause insurance premiums to rise within a community if there is an insurance payout for those costs. However, administration has provided this report in alignment with the established bylaw and policy that provides direction to prepare a bill for the response to the property owner.

FINANCIAL

Charges Billed by Lacombe County (Invoiced to the Town of Bentley)

Lacombe Fire Department Charges (January 16 & 17, 2024)

Pumper/Ladder Unit #4 (8hrs @ \$700.00)	\$5,600.00	
Utility #2 (8 hrs. @ \$205.00)	\$1,640.00	
Tender #3 (12.5 @ \$700.00)	\$8,750.00	
Tower #1 (11.75 @ \$700.00)	\$8,225.00	
Pumper/Ladder Unit #4 (1.75 @ \$700.00)	<u>\$1,225.00</u>	
Total Lacombe County Charges		\$25,440.00

Blackfalds Personnel Charges (21 hours total)

Fire Chief (3hrs @ \$35.77)	\$ 107.31	
Captain 1 (7.50 @ \$31.42)	\$ 235.65	
Class A Firefighter 1 (7.50 @ \$26.69)	\$ 200.18	
Probationary Firefighter (3.00 @ \$17.40)	<u>\$ 52.20</u>	
Total Blackfalds Charges		\$ 595.34

DB Bobcat Charges (Hoe & Excavator)

Hoe Mobilization (1 hr @ \$300.00)	\$ 300.00	
John Deere Exca (11 hr @ \$185.00)	\$2,035.00	
GST	<u>\$ 116.75</u>	
Total DB Bobcat Charges		\$ 2,451.75

Bentley Fire Personnel

\$ 6,827.18

Eckville Fire

Tender (10.25 hrs @ \$500.00)		<u>\$ 5,125.00</u>
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Total Charges Billed by Lacombe County

\$40,439.27

Equipment Time Town of Bentley

January 16, 2024

Engine (14.50 hrs @ \$500.00)	\$7,250.00	
Rescue (14.50 hrs @ \$350.00)	\$5,075.00	
Rapid (14.50 hrs @ \$350.00)	\$5,075.00	
Command (14.50 hrs @ \$350.00)	\$5,075.00	
Engine (1.50 hrs @ \$500.00)	\$ 750.00	
Rescue (1.50 hrs @ \$350.00)	<u>\$ 525.00</u>	
Total January 16, 2024, Additional Equipment		\$23,750.00

January 17, 2024		
Engine (1.50 hrs @ \$500.00)	\$	750.00
Rapid (1.50 hrs @ \$350.00)	\$	525.00
Engine (2.50 hrs @ \$500.00)	\$	1,250.00
Rapid (2.50 hrs @ \$350.00)	\$	875.00
Command (2.50 hrs @ \$350.00)	\$	<u>875.00</u>
Total January 17, 2024, Additional Equipment	\$	4,275.00

January 23, 2024		
Rapid (6.00 hrs @ \$350.00)	\$	<u>2,100.00</u>

Total Equipment Time Town of Bentley **\$30,125.00**

TOTAL RECOVERABLE COSTS (Based on actual calculations) **\$70,564.27**

ADMINISTRATION RECOMMENDATION

Due to the lack of clarity in the policy regarding billing for Bentley Fire Department response and time, Administration is recommending that no time be billed for Bentley fire Equipment. This would mean that \$30,125.00 as outlined above will not be billed. Administration is only recommending that the amount charged and billed by Lacombe County for mutual aid costs, which also includes paid volunteer time for Bentley Fire fighters be charged, this amounts to a bill of \$40,439.27.

Recommended Motion:

THAT Mayor and Council authorize CAO Marc Fortais to issue an invoice to the property owner of the property located at 5002 50TH Ave (Lot 4, Block 18, Plan 5085ET) in the amount of \$40,439.27 AND

THAT the invoice to be issued is intended to recover costs of fire response (***staff time and equipment costs invoiced to the Town of Bentley by Lacombe County***) throughout January 2024, and in relation to the Monkey Top Fire, which occurred on said property and for which the recoverable costs have been charged in accordance with Bylaw 128/2008 from the Town of Bentley and Bylaw 1337/21 Lacombe County; AND

THAT the amount invoiced and payable by the property owner be payable within 120 days from the date of issue of the invoice; AND

THAT if the invoice remains unpaid after 120 days, the amount be transferred to the associated property tax account in accordance with the Municipal Government Act, RSA 2000, Chapter M-26 of the Revised Statutes of Alberta, Section 553(1)(g)

ALTERNATIVES

- 1) Mayor and Council could consider offering a refund or rebate of all or a portion of the amounts billed, tied to a development permit. Should the existing owner of the Monkey top consider rebuilding. This would mean that if a development permit is applied for, a condition of that permit could include a refund of all, or a portion of the amount billed in relation to the Fire response for the Monkey Top specifically tied to the issuance of an occupancy permit for the reopening of the building. The logic for this is that future taxes would pay for the equipment costs associated with the fire and would create no burden for other taxpayers.

- 2) No billing is prepared for the Monkey top; however, the Town of Bentley will still be required to pay \$40,439.27 in fees related to mutual aid billed by Lacombe County. This was an unbudgeted item for 2024 and funds would need to be found to cover these costs. This could result in an overall tax increase to the public for the 2024 tax year.

ATTACHMENTS

- 1) **Bylaw 128/2008** a bylaw of the Town of Bentley in the Province of Alberta to provide for the establishment and operation of a volunteer fire department.
- 2) **Policy 50/2014** Bentley District Fire Department Fire Protection and Emergency Response, Part C – Charges for Fire and Emergency Response Equipment and Personnel
- 3) **Bylaw 1337/21** Fire Protection and Emergency Response Bylaw – Lacombe County
- 4) **Breakdown of Costs** associated with Monkey Top Fire Response

Marc Fortais, CAO

By-law No. 128/2008

A BY-LAW OF THE TOWN OF BENTLEY IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF A VOLUNTEER FIRE DEPARTMENT AND TO PROVIDE FOR THE PROTECTION AND PRESERVATION OF LIFE AND PROPERTY WITHIN THE TOWN OF BENTLEY

WHEREAS, the Municipal Government Act, RSA 2000, Chapter M-26 of the Revised Statutes of Alberta, as amended, (herein after referred to as the "ACT") provides that a Council of a Municipality may pass By-laws for the safety, health and welfare of people and the protection of people and property.

AND WHEREAS, the Council of the Town of Bentley wishes to establish a fire protection and emergency response service within the Town and provide for the efficient operation of such a service.

NOW THEREFORE, the Council of the Town of Bentley, in the Province of Alberta, duly assembled, enacts as follows;


1. Title

- a. This By-law may be cited as the Fire Protection Emergency Response By-law

2. Definitions

- a. **Apparatus** shall mean any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport fire fighters, equipment and/or supplies .
- b. **Board** shall mean the Board of the Lacombe Regional Fire Service Association
- c. **Burning Barrel** shall mean a non-combustible structure or container covered with a heavy gauge metal screen having a mesh size not larger than 13 millimeters and is used for the purpose of burning household refuse
- d. **Council** shall mean the Council of the Town of Bentley
- e. **CAO** shall mean the Chief Administrative Officer of the Town of Bentley or his/her designate



- f. **Dangerous Goods** shall mean any product, substance or organism specified in the regulation or included by its nature in any of the classes listed in the regulations under the Dangerous Goods Transportation and Handling Act, Chapter D-4, as amended, of the RSA 2000
- g. **Deputy Fire Chief** shall mean that person who is the second highest ranking Member who shall, in the absence of the Fire Chief, carry out the duties of the Fire Chief
- h. **Director of Disaster Services** shall mean that person appointed by Council to act as the Town's Director of Disaster Services, or his/her designate
- i. **Disaster** shall mean a natural or manmade event that results or may result in serious harm to safety, health or welfare of persons, property or the environment
- j. **Enforcement Officer** shall mean a member of the R.C.M.P., a Lacombe County Community Peace Officer or any person appointed by the Town to enforce the provisions of this By-law.
- k. **Equipment** shall mean any tools, devices or materials used by the Fire Department for the purpose of providing Fire Protection and Emergency Response services
- l. **False Alarm** shall mean any fire alarm that is set through willful, accidental, human or mechanical error and causes the Fire Department to respond to a fire or emergency which in fact is not in existence
- m. **Fire Ban** shall mean the prohibition of the lighting of fires in the Town
- n. **Fire Chief** shall mean that person appointed by Council to act as the Chief of the Bentley Fire Department
- o. **Fire Department** shall mean the department established by this By-law for the purpose of providing Fire Protection and Emergency Response services
- p. **Fire Protection and Emergency Response** shall mean all aspects of fire department responses including, but not limited to, fire prevention, fire fighting and suppression, pre-fire planning, fire inspections, fire investigation, public education and information, training, and responses to disasters and accidents, including motor vehicle accidents
- 

- q. **Illegal Fire** shall mean any fire that is set in contravention of this By-law
- r. **Inspection Officer** shall mean the Regional Fire Chief, the Fire Chief, Enforcement Officer or any other person so authorized to undertake inspections
- s. **Member** shall mean any person that is a duly appointed Member of the Bentley Fire Department and shall include the Fire Chief
- t. **Member in Charge** shall mean the Fire Chief, or in the absence of the Fire Chief, the Deputy Fire Chief, or in the absence of the Deputy Fire Chief, the highest ranking Member who first arrives at the site of an incident
- u. **Prohibited Debris** shall mean 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 pursuant to Alberta Regulation 110/93
- v. **Quality Management Plan** shall mean the Quality Management Plan, Joint Accredited Municipalities, Fire Safety Discipline, established pursuant to the Alberta Safety Codes Act
- w. **Recreation Fire** shall mean a fire contained within a non-combustible container which is set for the purpose of cooking, obtaining warmth or viewing for pleasure and may only be fueled with wood, charcoal briquettes, fireplace pellets, manufactured fire logs, coal, natural gas or propane
- x. **Regional Fire Chief** shall mean the Regional Fire Chief appointed by the Lacombe Regional Fire Services Association
- y. **Safety Codes Officer** shall mean any person designed as a Safety Codes Officer for the Town of Bentley, pursuant to the Safety Codes Act
- z. **Structure Fire** shall mean a fire confined to or within any building, structure, machine or vehicle, which will, or is likely to cause the destruction of or damage to such building, structure, machine or vehicle
- aa. **Town** shall mean the Town of Bentley



3. Establishment of Fire Department

The Bentley Fire Department is hereby established for the purpose of providing Fire Protection and Emergency Response Services in the Town of Bentley

4. Lacombe Regional Fire Service Association

The Town of Bentley is hereby authorized to maintain membership in the Lacombe Regional Fire Service Association

5. Fire and Mutual Aid Agreements

The Town is hereby authorized to enter into agreements with other municipalities and agencies for the purchase, use, operation and management of fire apparatus, equipment and facilities and for the purpose of providing Fire Protection and Emergency Response Services in the Town and in those municipalities participating in such agreements

6. Operation of Fire Department

The Town shall establish, by policy;

- a. The types of Fire Protection and Emergency Response Services and to what level these services will be provided
- b. The authority and/or procedure for recruiting, appointing and terminating the Fire Chief and Members of the Fire Department
- c. The Organizational Structure of the Fire Department
- d. The lines of communication and chain of command for the Fire Department
- e. The job descriptions for the Members of the Fire Department
- f. The Code of Conduct for the Members of the Fire Department
- g. The amount of remuneration paid to the Fire Department and its Members



- h. The Fire Department shall establish Standard Operating Guidelines for the provision of Fire Protection and Emergency Response Services that are consistent with this By-law and other applicable policies of the Town
- i. Notwithstanding Section 6 a to h of this By-law, the Fire Department shall provide Fire Protection and Emergency Response Services within the scope that the Fire Department's manpower, equipment and training permits, as determined by the Fire Chief.

7. Authority and Responsibility of Fire Chief

- a. The Fire Chief shall be responsible to the CAO for the performance of his/her duties pursuant to this By-law and other applicable policies of the Town
- b. The Fire Chief shall make and submit such reports and plans to the Town and the Board, as may be required by each respectively
- c. The Fire Chief shall maintain and submit to the Town, on a timely basis;
 - i) a record of all fires and emergency responses attended by the Fire Department in a form prescribed by the Town
 - ii) a record of all fire inspections carried out and actions taken on account of fire inspections according to the Quality Management Plan
 - iii) any other records incidental to the operation of the Fire Department
- d. The Fire Chief shall prepare and submit to the Town annually, for approval, a list of apparatus, equipment and supplies that may be required for the administration and operation of the fire department for the subsequent or future years
- e. The Fire Chief is authorized to purchase or otherwise direct the purchase of equipment and supplies previously approved by the Town
- f. The Fire Chief may obtain assistance from other officials of the Town as he deems necessary in order to discharge his duties and responsibilities under this By-law and other applicable policies of the Town.
- g. The Fire Chief shall be responsible for the use, care and protection of the Fire Department property



- h. The Fire Chief shall manage and administer the affairs of the Fire Department pursuant to this By-law and other applicable policies of the Town
- i. The Fire Chief may appoint other Members to the Fire Department, pursuant to policies of the Town.
- j. The Fire Chief may appoint the Deputy Fire Chief, or in his/her absence, another Member of the Fire Department to act as the Fire Chief in his/her absence for a period not to exceed thirty (30) days
- k. The Members of the Fire Department shall be responsible to the Fire Chief for the performance of their duties pursuant to this By-law and other applicable policies of the Town and such other duties as may be assigned by the Fire Chief from time to time
- l. In the event an emergency or disaster is declared, the Fire Chief shall be responsible to the Town's Director of Disaster Services, or designate, for the conduct of emergency operations

8. Authority and Responsibility of Member in Charge

- a. The Member in Charge at an incident in the Town of Bentley shall be responsible for the 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 a Member authorized to do so.
- b. The Member in Charge shall be responsible to direct and manage the operations necessary as reasonably as can be expected for a Volunteer Fire Department for the extinguishing of a fire or controlling other emergency incidents
- c. The Member in Charge shall take action as deemed necessary for preserving lives and property and protecting persons and property from injury or destruction from fire or other emergency incidents
- d. The Member in Charge is empowered to cause a building or structure to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings or structures



- e. The Member in Charge is authorized to enter premises or property without permission where an incident is occurring and to cause any Member or apparatus to enter without permission, as the Member in Charge deems necessary
- f. The Member in Charge is authorized to enter, pass through or over buildings, structures or property adjacent to the incident and to cause Members or apparatus to enter or pass through or over the building, structure or property without permission, if the Member in Charge deems it necessary to gain access in the incident or protect any persons or property
- g. The Member in Charge may request Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 8.f
- h. The Member in Charge is authorized to require any adult person who is not a Member to assist in;
 - i) extinguishing a fire or prevent the spread thereof
 - ii) removing furniture, good and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same
 - iii) demolishing a building or structure at or near the fire or other incident
- i. The Member in Charge is authorized to secure Town manpower and equipment which he considers necessary to deal with an incident
- j. The Member in Charge is authorized to secure and/or command privately owned equipment which he considers necessary to deal with an incident and authorize payment for the use of said equipment
- k. After the Fire Department assumes care and control of a fire, should an owner or representative of the owner of a building, structure, property or other thing request that the fire department cease fire extinguishing activities, the Member in Charge, at his discretion, may cease fire extinguishing activities and transfer responsibility for care and control of the fire to the owner or representative's owner subject to the execution of a "Property Release After Emergency Incident" form



9. Fire Hydrants

- a. No person, other than Members, Employees or Agents of the Town, shall, without prior approval from the Town, affix any tool, hose or other device to any fire hydrant or fire hydrant valve
- b. No person shall, without prior approval from the Town, paint or otherwise tamper with any fire hydrant or portion thereof

10. Recreation Fires (Fire Pits and Barbeques)

- a. Recreational Fires are permitted, subject to the following specifications;
 - i) a required minimum of 3.3 metres (10 feet) clearance, measured from the nearest fire pit edge to building, property line or other combustible materials
 - ii) the height does not exceed 0.6 metres (23.4 inches) when measured from the surrounding grade to the top of the pit opening
 - vi) the pit opening does not exceed 1 metre (39 inches) in width or in diameter when measured between the widest points or the outside edge
 - vii) it is constructed of enclosed sides made from bricks, concrete blocks, heavy gauge metal or other suitable non-combustible material
 - viii) it must be supervised at all times by a responsible adult person over the age of 18 until such time as the fire has been completely extinguished. For the purposes of this clause, a fire shall be deemed to include hot ashes and smoldering embers resulting from the fire.
 - ix) it has a spark arrester mesh screen with openings no larger than 1.25 centimetres (.75 inch), constructed of expanded metal (or equivalent) to cover the fire pit opening in a manner sufficient to contain and reduce the hazard of airborne sparks
 - x) only wood, charcoal briquettes, manufactured fire logs, fireplace pallets, propane or natural gas are used

- xi) the flames do not exceed a height of 91 centimetres (3 feet) above the barbeque or fire pit

11. Burning Barrels

- a. The use of a Burning Barrel for the purpose of burning household refuse is permitted, pursuant to Town of Bentley By-law 100/06 and amendments thereto.

12. Fire Works

- a. Subject to the exceptions set out in Section 12.b, no person shall discharge any fireworks within the corporate limits of the Town of Bentley
- b) The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose such conditions and restrictions on the use of fireworks and fireworks displays as may be deemed appropriate. Such conditions and restrictions may address;
 - i. hours of the day
 - ii. days of the week
 - iii. length of display
 - iv. geographic location
 - v. requirements for notification of adjacent residents
 - vi. safety precautions
- c) All fireworks shall be stored, used and ignited in accordance with the provisions of the Explosives Act (Canada) and Alberta Fire Code and associated regulations
- d) No person or business shall be permitted to sell fireworks within the Town of Bentley

13. Fire Bans

- a) The Fire Chief is hereby granted the authority to impose Fire Bans from time to time, depending on weather conditions and any other conditions as may be deemed appropriate by the Fire Chief
- b) A fire ban may be imposed, with or without conditions

- c) A Fire Ban declared by the Province of Alberta and the conditions imposed thereto take precedence over the Fire Ban provisions of this By-law.

14. Control of Fire Hazards

- a) Inspection Officers shall be given access at reasonable hours to both private and public land for the purpose of inspecting the property to determine whether a fire hazard exists
- b) If an Inspection Officer determines, in his/her sole discretion, that a fire hazard exists on private or public land, the CAO may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the hazard within a specified period of time and in a manner prescribed by the CAO
- c) If an order made pursuant to 14.b has not been carried out within the time specified, the Town may enter the land with any equipment or personnel it considers necessary and perform any work required to reduce or remove the fire hazard.
- d) The owner or person in control of the land, in which work was performed by the Town pursuant to 14.c, shall, on demand, reimburse the Town for the cost of the work performed, and in default of payment, the amount levied and unpaid shall be charged against the land as taxes due and owing in respect of that land

15. Illegal Fires

- a) Any Enforcement Officer or Member or Employee of the Town may extinguish an illegal fire using whatever apparatus or procedure, at his sole discretion, is deemed appropriate
- b) The costs of controlling or extinguishing any illegal fire shall be recovered from the person causing the illegal fire.

16. Recovery of Costs

- a) When the Fire Department has taken any action whatsoever for the purpose of providing Fire Protection and Emergency Response Services in or outside of the Town, the CAO may, in respect of any costs incurred by the Town in taking such action, charge any costs



so incurred to the owner or occupant of the property or any thing in respect to which the action was taken.

- b) The costs and fees to be charged by the Town for services rendered pursuant to this By-law shall be determined by resolution of Council from time to time.
- c) In the event that the owner or operator of the property or any other thing in respect to which the Fire Department action was taken feel aggrieved by any action taken pursuant to Section 16.a), such owner or occupant shall have a period of thirty (30) days from the date of mailing of the notice of the action taken, by the CAO, to appeal to Council. The decision of Council on any such appeal shall be final and Binding upon the owner or occupant and shall not be subject to further appeal.

This By-law rescinds By-law 80/03.

This By-law shall come into effect on the date of the final passing thereof.

Read a first time this 12th day of August, 2008

Read a second time this 26th day of August, 2008

Read a third and final time this 26th day of August, 2008



Mayor



Chief Administrative Officer



Policy No. 50/2014

Policy Title: **Bentley District Fire Department
Fire Protection and Emergency Response**

Date Adopted: **October 14, 2014**

Replaces: Policy 28/2008

Purpose: Town of Bentley By-law No. 128/2008 provides for the establishment and operation of the Bentley District Fire Department to provide fire protection and emergency response services to residents, ratepayers, other municipalities and the general public within the Town of Bentley and Lacombe County.

The Bentley Fire Department Policy Manual was adopted by Town of Bentley Council on February 12, 2008.

The Town of Bentley recognizes and greatly appreciates the members of the Bentley District Fire Department for the many hours of dedicated, volunteer services, often under extreme and adverse conditions or situations.

It is further recognized that members of the Bentley District Fire Department require specialized training and qualifications in order to provide their services.

The purpose of this Policy is to set out the guidelines for honorariums to the Bentley District Fire Department and its members and the charges for fire and emergency response equipment and personnel.

Statement: **Part A – Fire Department Honorarium**

Honorarium will be paid to the Bentley District Fire Department as follows;

- a) Engine Unit** - \$100.00 per response to emergencies located within the Town limits and mutual aid to other municipalities
- b) Rescue Unit** - \$100.00 per response to emergencies located within the Town limits and mutual aid to other municipalities

- c) **Man Hours** - \$15.00 per hour for all hours exceeding a total of 10 man-hours at the same response within the Town limits and mutual aid to other municipalities.
- d) **Fire Department Members** - \$100.00 per volunteer member, per annum, will be paid to the Bentley District Fire Department for discretionary items such as jackets, uniforms, badges, social functions, etc.
- e) **Fire Chief** - \$1,500.00 per annum will be paid to the Bentley District Fire Department to recognize the additional duties and responsibilities of the position of Fire Chief.
- f) **Members** - \$2,000.00 per annum will be paid to the Bentley District Fire Department to recognize the services of the volunteer members.
- g) The honorarium referred to in a) to f) is inclusive of meals and refreshments and the completion of fire reports, fire investigations and associated expenses such as mileage.
- h) **Firefighter Training** – the Town of Bentley supports and encourages formal training designed to improve the knowledge and abilities of the fire department members by providing financial support as follows;
 - I. Payment of 50% of the course registration fees for each fire department member participating in an feTS course or any other course directly associated with fire fighting duties and responsibilities (i.e. Safety Codes, Class 3 Driver training)
 - II. \$250.00 will be paid to each fire department member who successfully passes an feTS course or any other course directly associated with fire fighting duties and responsibilities
 - III. \$250.00 and 50% of the registration fee will be paid to the Fire Chief (or his designate) for attendance at the Alberta Fire Chiefs Association Annual Conference. Accommodation and meal expenses will be reimbursed in accordance with the Town of Bentley's current Council Remuneration and Expense Policy.

Policy Amendment approved by Town Council on September 12, 2017 – retroactive to January 1, 2017

NFPA 1001 (Level 1 & 2))	A series of courses/practicum taken over the period of one year or two years - Fire Fighter Professional Qualifications
NFPA 1002 (Levels 1 & 2)	Fire Department Vehicle Driver/Operator Professional Qualifications - including all water operations and aerial operator.
NFPA 472	Operations level
NFPA 1051	Wildland Firefighter Professional Qualifications
NFPA 1021 (Levels 1 & 2)	Fire Officer Professional Qualifications
NFPA 1041 (Levels 1 & 2)	Fire Service Instructor Professional Qualifications
NFPA 1033	Fire Investigator Professional Qualifications

Lacombe County and Town of Bentley to cost share on a 50/50 basis. Upon a Firefighter successfully completing an NFPA level, Bentley District Fire Dept will submit a request to the Town of Bentley for 50% of the remuneration rates listed below:

NFPA 1001 (up to Levels 1 & 2 and Including NFPA 472 Operations level)	If taken in one year: \$900.00 upon successful completion and \$900.00 for the following 2 years to a total of \$2,700.00	
NFPA 1001 (up to Level 2 and Including NFPA 472 Operations level) over a 2 year period	\$ 1,350.00	Level 1
	\$ 900.00	Level 2
	\$ 450.00	NFPA 472
NFPA 1002 (including Aerial) (all water pump operations)	\$1,050.00	
NFPA 1051 (Wild land fires)	\$ 450.00	
NFPA 1021 Level 1 (Officer Training)	\$1,000.00	
Level 2	\$ 800.00	
NFPA 1041 Level 1 (instructor training)	\$ 500.00	
Level 2	\$ 300.00	
NFPA 1033 (investigations training)	\$ 600.00	

Motion 166/2017: Moved by Deputy Mayor Howard that Council amend Policy 50/2014 Bentley District Fire Department – Fire Protection and Emergency Response – Clause h) Fire Fighter Train – to include the payment schedule for the successful completion of NFPA level courses, as presented, further that this amendment be retroactive to January 1, 2017.

Carried

Part B – Fire Department Authority & Reporting Requirements

Actions taken in response to a fire or emergency response are pursuant to the Bentley District Fire Department Policy Manual adopted by Bentley Town Council on February 12, 2008 and the corresponding Standard Operating Procedures.

- a) The Bentley District Fire Chief or the Incident Commander is in charge at the fire or emergency response within the Town. This individual is authorized to arrange for any additional equipment as required, at the expense of the Town of Bentley
- b) Fire reports are to be completed for all fires and emergencies responded to, within the Town of Bentley or mutual aid to another municipality, with Town of Bentley or Lacombe County equipment and submitted to the Town of Bentley.
- c) The Bentley District Fire Department is authorized to charge accounts to the Town of Bentley for regular equipment maintenance and operational items. All invoices received by the Town shall be signed by the Fire Chief or Deputy Fire Chief prior to payment.
- d) Major equipment purchases and replacement will normally be considered as a budget item. Annual budget estimates are to be submitted by the Fire Chief to the Chief Administrative Officer prior to October 30th of each year.
- e) Approval from the Chief Administrative Officer is required for the replacement and/or purchase of equipment not provided for in the annual budget.

Part C – Charges for Fire and Emergency Response Equipment and Personnel

- a) Subject to the exceptions listed, nor charge will be made for fire or emergency responses to residents and ratepayers of the Town of Bentley, Lacombe County and other municipalities of which a mutual aid agreement is in effect.
- b) A charge will be levied for responses involving;
 - I. a motor vehicle accident

- II. a fire or emergency response involving a railway or originating on a railway right-of way
- c) The rate of charge for fire and emergency response equipment and personnel referred to in Section b) is as follows;
- I. Town or County Engine \$500.00 per hour
 - II. Rescue Truck \$500.00 per hour
 - III. Equipment & supplies other than the Engine or Rescue Truck costs plus Town of Bentley 15% administration fee
 - IV. Personnel other than Fire Department members costs plus Town of Bentley 15% administration fee
- d) The rate of charge referred to in Section c) above shall be applied for the period commencing from when the vehicles and equipment leave the fire hall until the vehicles and equipment are back in the fire hall and deemed to be in service, rounded up to the next one-half hour.
- e) At the discretion of the Chief Administrative Officer;
- I. The charge levied for responses may be adjusted based on the level of service provided at the incident
 - II. Other costs may be charged for items including but not limited to:
 - Replacement of basic supplies such as foam
 - Meals and refreshments for the fire fighters
 - Equipment fuel costs
 - Lost or damaged equipment and protective clothing
 - Fire investigation costs
 - Specialty services

Effective Date:

This policy shall come into effect on the date of adoption by Bentley Town Council.

Mayor

Chief Administrative Officer

BYLAW NO. 1337/21

A BYLAW OF LACOMBE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF VOLUNTEER FIRE DEPARTMENTS AND TO PROVIDE FOR THE PROTECTION AND PRESERVATION OF LIFE AND PROPERTY WITHIN LACOMBE COUNTY.

WHEREAS the *Municipal Government Act* provides that a Council of a municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, services provided by or on behalf of the municipality and the enforcement of bylaws;

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

AND WHEREAS the *Forest and Prairie Protection Act* provides that a Council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district, other than areas contained in a forest protection area;

AND WHEREAS the Council of Lacombe County recognizes that fireworks are explosive devices and the sale, possession and use of fireworks by Persons not properly trained and authorized creates an unacceptable risk to life, health, safety and property;

AND WHEREAS the Council of Lacombe County has deemed it necessary for the safety and well-being of the community to regulate Fireworks within the boundaries of the County.

AND WHEREAS the Council of Lacombe County wishes to establish a fire protection and emergency response service within the County and provide for the efficient operation of such a service;

NOW THEREFORE THE COUNCIL OF LACOMBE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1. SHORT TITLE

- 1.1. This Bylaw may be cited as the Lacombe County "Fire Protection and Emergency Response Bylaw"

2. DEFINITIONS

- 2.1. "Apparatus" shall mean any vehicle provided with machinery, devices, equipment or materials used for the purpose of providing Fire Protection and Emergency Response Services, as well as vehicles used to transport firefighters or supplies;
- 2.2. "Burning Barrel Fire" shall mean any fire contained within a non-combustible structure or container covered with a spark arrester mesh screen made of expanded metal (or equivalent) with openings no larger than 13 millimeters (1/2") to contain sparks over the fire at all times which is used for the purpose of burning household refuse other than Prohibited Debris;
- 2.3. "Consumer Fireworks" mean fireworks which are designed for recreational use and are classified as low-hazard fireworks within the *Explosives Act* but does not include sparklers;
- 2.4. "Council" shall mean the Council of Lacombe County;
- 2.5. "County" shall mean Lacombe County;

- 2.6. "County Fire Chief" shall mean that person appointed by the County Manager to act as the Fire Chief for Lacombe County, or his/her designate;
- 2.7. "County Manager" shall mean the Chief Administrative Officer of Lacombe County, or his/her designate;
- 2.8. "Display Fireworks" mean fireworks that are designed for professional use and are classified as high-hazard within the *Explosives Act*;
- 2.9. "Director of Emergency Management" shall mean that person appointed by the County Manager to act as the County's Director of Emergency Management, or his/her designate;
- 2.10. "Disaster" shall mean a natural or manmade event that results or may result in serious harm to the safety, health or welfare of persons, property or the environment;
- 2.11. "District Chief" shall mean that person appointed by the County Fire Chief to act as the Chief of a District Fire Department, or his/her designate;
- 2.12. "Equipment" shall mean any tools, devices, or materials used by a Fire Department for the purpose of providing Fire Protection and Emergency Response Services;
- 2.13. "Firecracker" shall mean the same as it is defined in the most recent version of the *National Fire Code – Alberta Edition*
- 2.14. "Fire Ban" shall mean the prohibition on the lighting of fires in the County;
- 2.15. "Fire Department" shall mean a department established by this Bylaw or a Bylaw of any municipality entering into an agreement with the County for the purpose of providing Fire Protection and Emergency Response Services;
- 2.16. "Fire Guardian" shall mean any individual who is a Fire Guardian under, and is subject to any limitations provided for in the *Forest and Prairie Protection Act*;
- 2.17. "Fire Permit" shall mean a document issued by a Fire Guardian pursuant to this Bylaw, on the form adopted by the County from time to time;
- 2.18. "Fire Protection and Emergency Response" shall mean all aspects of Fire Department responses including, but not limited to, fire prevention, firefighting and suppression, pre-fire planning, fire inspection, fire investigation, public education and information, training, search and rescue, and responses to disasters and accidents, including motor vehicle accidents;
- 2.19. "Fireworks Permit" shall mean a document issued by the County Fire Chief or designate, pursuant to this Bylaw, on the form adopted by the County from time to time authorizing the possession, handling, discharging, firing or setting off of Consumer Fireworks or Display Fireworks.
- 2.20. "Fireworks Sale and Storage Permit" shall mean a document issued by the County Fire Chief or designate, pursuant to this Bylaw, on the form adopted by the County from time to time authorizing the sale or storage for the purpose of sale, of Consumer Fireworks or Display Fireworks.
- 2.21. "Illegal Fire" shall mean any fire that is set in contravention of this Bylaw;
- 2.22. "Inspection Officer" shall mean the County Fire Chief, District Chief, Peace Officer, Fire Guardian, or any Member authorized to undertake inspections;

- 2.23. "Member" shall mean any person that is a duly appointed Member of a Fire Department and shall include the District Chief;
- 2.24. "Member in Charge" shall mean the County Fire Chief or in the absence of the County Fire Chief, the District Chief, or in the absence of the District Chief, the highest ranking Member who first arrives at the site of an incident;
- 2.25. "Outdoor Fire" shall mean any fire that is not contained within a building, structure, or a container and shall include fires involving humus soil, coal, farm produce, waste, wood scrap, bush, brush, grass, straw and hay;
- 2.26. "Peace Officer" shall mean:
- a) a police officer,
 - b) a person appointed as a Peace Officer pursuant to the Peace Officer Act, SA 2006, c P-3.5; or
 - c) a person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act, RSA 2000, c M-26
- 2.27. "Portable Appliance" shall mean any appliance used for cooking food in the outdoors;
- 2.28. "Prohibited Debris" shall mean 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 pursuant to the *Substance Release Regulation*, AR 124/93 of the *Environmental Protection and Enhancement Act*;
- 2.29. "Recreation Fire" shall mean a fire contained within a non-combustible container which is set for the purpose of cooking, obtaining warmth or viewing for pleasure and may only be fueled with wood, charcoal, coal, natural gas or propane;
- 2.30. "Smudge Fire" shall mean a fire that is used for the purpose of protecting livestock from insects;
- 2.31. "Specified Penalty" shall mean a penalty which may be paid in response to an alleged contravention of any provision of this Bylaw as established in Schedule "A" of this Bylaw;
- 2.32. "Structure Fire" shall mean a fire confined to or within any building, structure, machine or vehicle, which will, or is likely to cause the destruction of or damage to such building, structure, machine or vehicle;
- 2.33. "Violation Ticket" shall mean a ticket issued for an alleged contravention of any provision of this Bylaw and shall be issued in accordance with the *Provincial Offences Procedure Act*.

3. ESTABLISHMENT OF FIRE DEPARTMENTS AND DISTRICTS

- 3.1. The following Lacombe County Fire Departments are hereby established for the purpose of providing Fire Protection and Emergency Response Services in the County:
- a) Alix,
 - b) Bentley,
 - c) Clive,
 - d) Eckville, and
 - e) Lacombe
- 3.2. Council may divide the County into Fire Districts as deemed necessary for the provision of Fire Protection and Emergency Response services.

4. FIRE AND MUTUAL AID AGREEMENTS

- 4.1. The County Manager is hereby authorized to enter into agreements with other municipalities and agencies for the purchase, use, operation and management of fire apparatus, equipment and facilities and for the purpose of providing Fire Protection and Emergency Response Services in the County and in those municipalities participating in such agreements.

5. AUTHORITY AND RESPONSIBILITY OF THE COUNTY FIRE CHIEF AND DISTRICT CHIEFS

- 5.1. The County Fire Chief shall be responsible to the County Manager or designate for the performance of his/her duties pursuant to this Bylaw, other applicable policies of the County and the County Fire Chief job description.
- 5.2. The District Chief shall be responsible to the County Fire Chief for the performance of his/her duties pursuant to this Bylaw and other applicable policies of the County.
- 5.3. The District Chief may obtain assistance from other officials of the County as deemed necessary in order to discharge his/her duties and responsibilities under the Bylaw and other applicable policies of the County.
- 5.4. The District Chief shall manage and administer the affairs of the Fire Department pursuant to this Bylaw and other applicable policies of the County.
- 5.5. The District Chief may appoint other Members to the Fire Department.
- 5.6. The District Chief may appoint other Members of the Fire Department to act as the District Chief in his/her absence for a period not to exceed 30 days.
- 5.7. The Members of the Fire Department shall be responsible to the District Chief for the performance of their duties pursuant to this Bylaw and other applicable policies of the County and such other duties as may be assigned by the District Chief from time to time.

6. AUTHORITY AND RESPONSIBILITY OF MEMBERS IN CHARGE

- 6.1. The Member in Charge at an incident in his/her Fire Department response area 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.
- 6.2. The Member in Charge shall be responsible to direct and manage the operations necessary for the extinguishment of a fire or controlling other emergency incidents.
- 6.3. The Member in Charge shall take action as deemed necessary for preserving lives and property and protecting persons and property from injury or destruction from fire and other emergency incidents.
- 6.4. The Member in Charge is empowered to cause a building, structure or other thing to be pulled down, demolished or removed if deemed necessary to prevent the spread of fire to other buildings, structures or other things.
- 6.5. The Member in Charge is authorized to enter premises or property without permission where an incident is occurring and to cause any Member or Apparatus to enter without permission, as the Member in Charge deems necessary.
- 6.6. The Member in Charge is authorized to enter, pass through or over buildings, structures or property adjacent to the incident and to cause Members or Apparatus to enter or pass through or over the building, structure or property without permission, where the Member in Charge deems it necessary to gain access to the incident or protect any persons or property.

6.7. The Member in Charge may 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. No person shall enter the boundaries or limits of an area unless authorized to enter by the Member in Charge.

6.8. The Member in Charge may request Peace Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 6.7.

6.9. The Member in Charge is authorized to require any adult person who is not a Member, to assist in:

- a) extinguishing a fire or preventing the spread thereof;
- b) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
- c) demolishing a building or structure at or near the fire or other incident.

6.10. The Member in Charge is authorized to secure and commandeer privately owned equipment which is considered necessary to deal with an incident and authorize payment for the use of said equipment.

7. COMPLIANCE AND ENFORCEMENT

7.1. No person, other than Members, employees, or agents of the County shall, without prior approval from the County, the County Fire Chief, or the District Chief, affix any tool, hose, or other device to any fire hydrant.

7.2. No person shall, without prior approval from the County, paint or otherwise tamper with any fire hydrant or portion thereof.

8. FIRE GUARDIANS

8.1. Each year before April 1, The County Manager shall appoint a sufficient number of Fire Guardians to enforce the provisions of the *Forest and Prairie Protection Act* and this Bylaw within the boundaries of the County.

9. FIRE PERMITS

9.1. Fire Permits are required for all Outdoor Fires, with the exception of those listed in Sections 10.1, 10.2 and 10.3 of this Bylaw.

9.2. No fires are allowed on County owned property, roadways or in areas designated as municipal or environmental reserves without a Fire Permit.

9.3. In addition to any Fire Permit required under *the Forest and Prairie Protection Act* the County Manager may require Fire Permits during any other period of the year.

9.4. A Fire Permit, when issued, shall be at no cost to the applicant.

9.5. An application for a Fire Permit may be made to a Fire Guardian verbally, in writing or in electronic format, and the Fire Guardian shall receive and consider the application and, after having done so, may, in his/her absolute discretion, issue or refuse issuance of a Fire Permit to the applicant.

9.6. Fire Permits issued pursuant to this Bylaw are valid for such period of time as deemed appropriate to the Fire Guardian issuing the permit, but in any case shall not exceed a period of seven days.

9.7. A Fire Permit shall not be transferable to another property or individual.

9.8. A Fire Permit issued under the Bylaw may be suspended or cancelled at any time by a Peace Officer, Fire Guardian, or the County Manager.

9.9. Each Fire Permit shall contain the following information:

- a) the name, address, and telephone number of the applicant;
- b) the legal description or municipal address of the land on which the applicant proposes to set a fire;

- c) the type and description of material which the applicant proposes to burn;
- d) the date of issuance of the Fire Permit;
- e) the period of time the Fire Permit is valid;
- f) the conditions that the Fire Guardian has imposed on the permit and the precautions that will be taken by the applicant to ensure that the proposed fire remains under control;
- g) the signature of the applicant if the application for the Fire Permit is made in person;
- h) a notation that the Fire Permit was issued via telephone if the application for the Fire Permit is made over the telephone; and
- i) the signature of the Fire Guardian issuing the Fire Permit.

9.10. A Fire Permit issued under the Bylaw is authorized to be reviewed and approved electronically via Lacombe County's online permitting system and is valid without signatures when done so, providing the permit holder can produce electronic proof of permit as required.

10. FIRE PERMIT EXEMPTIONS

10.1. A Fire Permit is not required under this Bylaw for the following:

- a) a Recreation Fire that is contained in a barbeque or fire pit provided that:
 - i. a minimum of 3.3 metres (10 feet) clearance from buildings, property lines and combustible materials is maintained;
 - ii. the barbeque or fire pit is constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible material;
 - iii. they are supervised until such time as the fire has been completely extinguished. For the purpose of this clause a fire shall be deemed to include hot ashes and smoldering embers resulting from the fire; and
 - iv. only wood, charcoal briquettes, manufactured fire logs, fireplace pellets, propane or natural gas is used.
- b) a Portable Appliance;
- c) a Burning Barrel Fire; or
- d) fires that are set for the purpose of firefighter training.

10.2. This Bylaw does not apply to any industrial or commercial incinerator regulated under the *Environmental Protection and Enhancement Act*.

10.3. Notwithstanding Section 9.2 of this Bylaw, a Fire Permit is not required for Recreation Fires on County owned property or municipal or environmental reserves that have been designated for such purpose provided that the Recreation Fire is fueled by natural gas or propane or is contained in a fire pit approved by the County.

11. FIREWORKS

- 11.1. No person shall sell, offer for sale or store for the purpose of sale, Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Sale and Storage Permit.
- 11.2. No person shall possess, handle, discharge, fire or set off Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Permit.
- 11.3. No person other than an individual who has a valid display supervisor or pyrotechnician card issued pursuant to the *Explosives Act* (Canada) shall possess, handle, discharge, fire or set off Display Fireworks in the County.
- 11.4. A display supervisor or pyrotechnician shall apply, in writing, to the County Fire Chief or designate, a minimum of 14 calendar days prior to the proposed Display Fireworks display for a Fireworks Permit. The application must address all information required by the *Explosives Act* (Canada) and the National Fire Code – Alberta Edition, including, but not limited to:
 - a) date, time and location of the proposed display;

- b) names, addresses and certification numbers of all display supervisors or pyrotechnicians and assistants participating in the display;
- c) the name of the sponsor or purchaser of the display;
- d) a full description of the planned display and a list of all materials to be fired, detonated, burnt or energized during the display;
- e) the emergency plan for the display;
- f) verification of liability insurance, in an amount acceptable to the County; and
- g) any other information deemed necessary by the County, County Fire Chief or the District Fire Chief.

11.5. The County Fire Chief or designate may impose such conditions and restrictions on the Fireworks Permit as they deem appropriate. Such conditions and restrictions may include, but are not limited to:

- a) time of the day;
- b) days of the week;
- c) duration of display;
- d) geographic location;
- e) requirements for notification of affected residents;
- f) on-site fire suppression materials and resources; and
- g) safety precautions to mitigate danger or nuisance to any person or property.

11.6. The County Fire Chief or designate, may choose not to issue a Fireworks Permit if, in his/her opinion, such a display may create a risk to life, safety or property.

11.7. The County Fire Chief or designate, may revoke any previously issued Fireworks Permit for reasons of:

- a) non-compliance with:
 - i. the National Fire Code – Alberta Edition;
 - ii. the *Explosives Act* (Canada); or
 - iii. the Fireworks Permit.
- b) changes in environmental conditions; or
- c) safety to life, limb, or property.

11.8. A Fireworks Permit, when issued, shall be at no cost to the applicant.

12. FIRE BANS

12.1. The County Manager is hereby granted the authority to impose Fire Bans from time to time depending on weather conditions and any other conditions as he deems appropriate.

12.2. A Fire Ban may be imposed with or without conditions.

12.3. A Fire Ban may be imposed for the entire County or portions of the County.

12.4. A Fire Ban declared by the Province of Alberta and the conditions imposed thereto take precedence over a Fire Ban issued by the County.

12.5. Fire Bans shall remain in effect until terminated by the County Manager.

12.6. Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signs posted throughout the municipality in locations determined by the County, through a public service message on the local radio stations, or by any other means which the County Manager determines is appropriate.

12.7. When a Fire Ban has been imposed, Fire Permits issued in accordance with this Bylaw are deemed to be cancelled and all existing fires that the Fire Ban applies to are to be extinguished.

- 12.8. For the duration of a Fire Ban, Fire Departments within the County are authorized to extinguish any fire that the Fire Ban applies to, whether controlled or not, within the area subject to the Fire Ban.

13. CONTROL OF FIRE HAZARDS

- 13.1. Inspection Officers shall be given access at reasonable hours to both private and public land for the purpose of inspecting the property to determine whether a fire hazard exists.
- 13.2. No person shall light an Outdoor Fire, Incinerator Fire, Burning Barrel Fire, Recreation Fire, Smudge Fire or Structural Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
- 13.3. If an Inspection Officer determines, in his/her sole discretion, that a fire hazard exists on private or public land, the County Manager may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the hazard within a specified period of time and in a manner prescribed by the County Manager.
- 13.4. No person shall set, permit or maintain any fire at any time of the year such that the smoke emitted from the fire impairs visibility on a highway, or which in the sole discretion of an Inspection Officer, becomes a nuisance or safety concern on any highway or property. The person who set, permitted or maintained such a fire shall extinguish the fire immediately upon the order of an Inspection Officer.
- 13.5. If an order made pursuant to Sections 13.3 or 13.4 has not been carried out within the time specified, the County may enter the land with any equipment or personnel it considers necessary and perform any work required to reduce or remove the fire or smoke hazard.
- 13.6. The owner or person in control of the land in which work was performed by the County pursuant to Section 13.5, shall, on demand, reimburse the County for the cost of the work performed, and in default of payment, the amount levied and unpaid shall be added to the tax roll of the subject parcel of land.

14. ILLEGAL FIRE

- 14.1. Any Peace Officer or Member may extinguish an Illegal Fire using whatever Apparatus, Equipment or procedure may, at his/her sole discretion, be deemed appropriate.
- 14.2. The owner or person in control of the land on which work was performed by the County pursuant to Section 14.1, shall, on demand, reimburse the County for the cost of the work performed, and in default of payment, the amount levied and unpaid shall be added to the tax roll of the subject parcel of land.

15. RECOVERY OF COSTS

- 15.1. Where a Fire Department has taken any action whatsoever for the purpose of providing Fire Protection and Emergency Response Services in or outside of the County, the County may charge any fees and costs so incurred to any or all of the following persons, namely:
- a) the person or persons causing or contributing to the fire; or
 - b) the owner or occupant of the parcel of land or any other thing in respect to which the action was taken
- and all persons charged are jointly and severally liable for payment of the fees and costs to the County.
- 15.2. The fees and costs to be charged by the County for Fire Protection and Emergency Response Services rendered pursuant to this Bylaw shall be established by Council from time to time.

15.3. Fees or costs levied or charged under this Bylaw may be recovered by the County as an amount due and owing to the County, and in the event that the amount due and owing is not paid within 60 days of mailing of the invoice, collection of unpaid amounts may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the County is entitled to on the parcel of land in respect of which the indebtedness is incurred.

15.4. The owner of a parcel of land within the County to which Fire Protection and Emergency Response Services are provided is liable for fees and costs so incurred and the County may add to the tax roll of the parcel of land all unpaid amounts, which forms a special lien against the parcel of land in favour of the County from the date the amount was added to the tax roll.

16. OFFENCES

16.1. No person, or property owner shall:

- a) contravene any provision of this Bylaw;
- b) provide false, incomplete or misleading information to any person authorized to carry out duties authorized by this Bylaw;
- c) interfere with the efforts of any person authorized to carry out duties authorized by this Bylaw;
- d) damage or destroy any Fire Department Apparatus or Equipment;
- e) at an incident, drive a vehicle over any Fire Department Equipment without permission of the Member in Charge;
- f) falsely represent themselves as a Member or wear or display any Fire Department clothing, badge, insignia or other paraphernalia for the purpose of such false representation;
- g) light an Outdoor Fire or Structure Fire unless they are a holder of a Fire Permit if required under this Bylaw or the *Forest and Prairie Protection Act*;
- h) contravene any condition of a Fire Permit when lighting a fire or conducting a burn;
- i) burn Prohibited Debris;
- j) set, permit or maintain any fire such that the smoke emitted from the fire impairs visibility on a highway, or which in the sole discretion of an Inspection Officer, becomes a nuisance or safety concern on any highway or to neighboring persons or property;
- k) let a fire to burn out of control so as to threaten or cause damage to adjacent property;
- l) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- m) fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto neighboring property;
- n) affix any tool or other device to a fire hydrant or paint or otherwise tamper with a fire hydrant without prior approval from the County;
- o) fail to extinguish a fire once a Fire Ban has been imposed;
- p) allow any fire to be lit upon land that is owned or occupied by him/her or under his/her control except when such fire is permitted by this Bylaw;
- q) light, have care, or control of a Burning Barrel Fire 1) without the fire being contained in a non-combustible structure or container, or 2) without the structure or container being covered with a spark arrester mesh screen made of expanded metal (or equivalent) with openings no larger than 13 millimeters (1/2") to contain sparks over the fire at all times;
- r) light, have care, or control of a Burning Barrel Fire in a multi-lot residential, commercial or industrial subdivision or in a hamlet;

- s) light, have care, or control of a Fire in an unapproved container in an industrial subdivision;
- t) sell, offer for sale or store for the purpose of sale, Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Sale and Storage Permit.
- u) possess, handle, discharge, fire or set off Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Permit.

17. VIOLATION TAGS

17.1.A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

17.2.A Violation Tag may be issued to such person:

- a) personally;
- b) by regular mail sent to the postal address of the person as shown on their Operator's License issued in accordance with the Traffic Safety Act, their tax assessment roll, or on the certificate of title for the property; or
- c) by leaving it with a person apparently over 18 years of age at the place of residency of the person to whom the Violation Tag is addressed.

17.3.The Violation Tag shall be in a form approved by the County Manager and shall state:

- a) the name of the person to whom the Violation Tag is issued;
- b) a description of the offence and the applicable Bylaw section;
- c) the Specified Penalty for the offence;
- d) that the penalty shall be paid within 30 days of the issuance of the Violation Tag in order to avoid prosecution; and
- e) any other information as may be required by the County Manager.

17.4. Where a Violation Tag has been issued pursuant to this Bylaw the person to whom it has been issued to may, in lieu of being prosecuted for the offence, pay to the County the penalty specified within the time period indicated on the Violation Tag.

18. VIOLATION TICKETS

18.1.In the event a Violation Tag has been issued and the Specified Penalty has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket, pursuant to Part 2 of the *Provincial Offences Procedure Act*, to the person to whom the Violation Tag was issued.

18.2.Notwithstanding Section 17.1, a Peace Officer may immediately issue a Violation Ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

18.3.If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- a) Specify the fine amount established by this Bylaw for the offence, or
- b) Require a person to appear in court without the alternative of making a voluntary payment.

18.4. A Violation Ticket issued with respect to a contravention of any provision of this Bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.

18.5. The person to whom a Violation Ticket with a Specified Penalty 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 in amount equal to the Specified Penalty.

18.6. When a clerk records in the Court records the receipt of a voluntary payment pursuant to Section 18.5 and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the Specified Penalty.

19. SEVERABILITY

19.1. Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, the such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section or part found to be improperly enacted had not been enacted as part of this Bylaw.

20. GENERAL

20.1. This Bylaw shall be in effect on the date of the final passing thereof.

20.2. This Bylaw repeals Bylaw No. 1208/15.

Received first and second readings, and by unanimous consent of the Councillors present, a third reading and finally passed this 11th day of March 2021.



Paula Law
Reeve



Tim Timmons
County Manager

SCHEDULE A
Fire Protection and Emergency Response Bylaw

Bylaw Section	Offence	First Offence	Second Offence	Third Offence
16.1(a)	Contravene any provision of this Bylaw	\$250	\$500	\$1,000
16.1(b)	Provide false, incomplete or misleading information to any person authorized to carry out duties authorized by this Bylaw	\$500	\$1,000	\$2,500
16.1(c)	Interfere with the efforts of any person authorized to carry out duties authorized by this Bylaw	\$1,000	\$2,000	\$5,000
16.1(d)	Damage or destroy any Fire Department Apparatus or Equipment	\$1,000	\$2,000	\$5,000
16.1(e)	At an incident, drive a vehicle over any Fire Department Equipment without permission of the Member in Charge	\$250	\$500	\$1,000
16.1(f)	Falsely represent themselves as a Member or wear or display any Fire Department clothing, badge, insignia or other paraphernalia for the purpose of such false representation	\$500	\$1,000	\$2,500
16.1(g)	Light an Outdoor Fire or Structure Fire unless they are a holder of a Fire Permit if required under this Bylaw or the <i>Forest and Prairie Protection Act</i>	\$250	\$500	\$1,000
16.1(h)	Contravene any condition of a Fire Permit when lighting a fire or conducting a burn	\$250	\$500	\$1,000
16.1(i)	Burn Prohibited Debris	\$250	\$500	\$1,000
16.1(j)	Set, permit or maintain any fire such that the smoke emitted from the fire impairs visibility on a highway, or which in the sole discretion of an Inspection Officer, becomes a nuisance or safety concern on any highway or to neighboring persons or property	\$250	\$500	\$1,000
16.1(k)	Let a fire to burn out of control so as to threaten or cause damage to adjacent property	\$500	\$1,000	\$2,500

16.1(l)	Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times	\$250	\$500	\$1,000
16.1(m)	Fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto neighboring property	\$500	\$1,000	\$2,500
16.1(n)	Affix any tool or other device to a fire hydrant or paint or otherwise tamper with a fire hydrant without prior approval from the County	\$500	\$1,000	\$2,500
16.1(o)	Fail to extinguish a fire once a Fire Ban has been imposed	\$1,000	\$2,000	\$5,000
16.1(p)	Allow any fire to be lit upon land that is owned or occupied by him or under his/her control except when such fire is permitted by this Bylaw	\$250	\$500	\$1,000
16.1(q)	Light a Burning Barrel Fire without the fire being contained in a non-combustible structure or container or without the structure or container being covered with a spark arrester mesh screen made of expanded metal (or equivalent) with openings no larger than 13 millimeters (1/2") to contain sparks over the fire at all times	\$250	\$500	\$1,000
16.1(r)	Light a Burning Barrel Fire in a multi-lot residential, commercial or industrial subdivision, or in a hamlet	\$250	\$500	\$1,000
16.1(s)	Light a Fire in an unapproved container in an industrial subdivision	\$250	\$500	\$1,000
16.1(t)	Sell, offer for sale or store for the purpose of sale, Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Sale and Storage Permit	\$250	\$500	\$1,000
16.1(u)	Possess, handle, discharge, fire or set off Consumer Fireworks or Display Fireworks in the County without first obtaining a Fireworks Permit	\$250	\$500	\$1,000

TOWN OF BENTLEY

FIRE DEPARTMENT RESPONSE Monkey Top Fire January 16 & 17

RECOVERABLE COST IN ACCORDANCE WITH Bylaw 128/2008 and Policy 50/2014 Town of Bentley & Bylaw 1337/21 Lacombe County

RECOVERABLE COSTS TO BE BILLED (in accordance with policy)

	Invoice #	Hours	Rate Recoverable as per Policy 50/2014	Total Recoverable Fees (including 15% Admin Fee as per Policy)	Comments
Town of Blackfalds				\$ 595.34	Staff Time (response Jan 16th) (actual costs no admin fee)
Lacombe Fire Response				\$ 25,440.00	Lacombe Equipment Time (response 16th and 17th) (actual costs no admin fee)
DB Bobcat				\$ 2,451.75	Hoe Mobilization & John Deere Excavator (actual cost - no admin fee)
Eckville Fire Department		10.25	\$ 500.00	\$ 5,125.00	Town of Bentley Engine Response in December (actual cost - no admin fee)
Lacombe County	IVC00044713			\$ 33,612.09	

Town of Bentley

\$ 6,827.18 Paid Volunteer Fire Fighter Time

TOTAL RECOVERABLE COSTS TO BE BILLED

\$ 40,439.27 Total Recoverable Costs



R.R. 3
 Lacombe, AB
 T4L 2N3
 Phone: 403-782-6601
 Fax: 403-782-3820
 email: finance@lacombecounty.com

I N V O I C E

TOWN OF BENTLEY
 BOX 179
 BENTLEY AB T0C 0J0

GST Reg. #:	R121772545
Customer #:	TOWN005
Invoice Date:	2024-02-22
Invoice #:	IVC00044713
Page:	1



Invoice Description	Quantity	U of M	Unit Price	GST	Amount
BLACKFALDS FIRE RESPONSE	1.00	Each	\$595.34	\$0.00	\$595.34
DB BOBCAT SERVICES	1.00	Each	\$2,335.00	\$116.75	\$2,335.00
LACOMBE FIRE RESPONSE	1.00	Each	\$25,440.00	\$0.00	\$25,440.00
ECKVILLE TENDER	10.25	Each	\$500.00	\$0.00	\$5,125.00
FIRE REPORT JAN 16, 2024 MUTUTAL AID FIRE RESPONSE TO STRUCTURE FIRE AT 5002 50 AVE BENTLEY FILE #: 03-24-0003					

Subtotal:	\$33,495.34
Tax:	\$116.75
Total:	\$33,612.09

Payment is due within 30 days of date of invoice, interest will be charged at 2% per month on overdue accounts.

Visit Our Website at:
www.lacombecounty.com

INVOICED BY LACOMBE COUNTY

January 16th

Lacombe Fire Response	\$ 25,440.00	(includes mutual on 16th and 17th)
Blackfalds Fire Response	\$ 595.34	
DB Bobcat Services	\$ 2,451.75	
Bentley Fire Personell Payroll	\$ 6,827.18	
Eckville Fire	\$ 5,125.00	
	<u>\$ 40,439.27</u>	

NO CHARGE COSTS

	January 16th		January 17th		January 23rd	
Bentley Fire	Original	\$ 22,475.00	Rekindled	\$ 1,275.00	Investigation	\$ 2,100.00
	Rekindled	\$ 1,275.00	Rekindled	\$ 3,000.00		
						<u>\$ 30,125.00</u>

TOTAL COST: \$ 70,564.27

Town of Bentley LUB REVIEW - KEY AMENDMENTS

Prepared by
Vahid Ghomashchi, Senior Planner

**Parkland Community Planning
Services**

Land Use Bylaw Review - 2024

WHY LUB UPDATE?

- ▶ LUB - is LIVE and DYNAMIC
- ▶ LUB Should Be Updated to Respond to:



WHY LUB UPDATE?

- ▶ LUB Should Be Updated to Respond to:
 1. **DEMOGRAPHIC CHANGES and GROWTH MANAGEMENT**

WHY LUB UPDATE?

- ▶ LUB Should Be Updated to Respond to:
 1. DEMOGRAPHIC CHANGES and GROWTH MANAGEMENT
 2. SOCIAL, ECONOMIC and ENVIRONMENTAL CHANGES

WHY LUB UPDATE?

- ▶ LUB Should Be Updated to Respond to:
 1. DEMOGRAPHIC CHANGES and GROWTH MANAGEMENT
 2. SOCIAL, ECONOMIC and ENVIRONMENTAL CHANGES
 3. **NEW PUBLIC INTEREST, COMMUNITY WANTS and NEEDS**

WHY LUB UPDATE?

- ▶ LUB Should Be Updated to Respond to:
 1. DEMOGRAPHIC CHANGES and GROWTH MANAGEMENT
 2. SOCIAL, ECONOMIC and ENVIRONMENTAL CHANGES
 3. NEW PUBLIC INTEREST, COMMUNITY WANTS and NEEDS
 4. **NEW TECHNOLOGY**

WHY LUB UPDATE?

- ▶ LUB Should Be Updated to Respond to:
 1. DEMOGRAPHIC CHANGES and GROWTH MANAGEMENT
 2. SOCIAL, ECONOMIC and ENVIRONMENTAL CHANGES
 3. NEW PUBLIC INTEREST, COMMUNITY WANTS and NEEDS
 4. NEW TECHNOLOGY
 5. **NEW CHALLENGES and ISSUES**

KEY CONSIDERATIONS FOR AMENDMENT



KEY CONSIDERATIONS FOR AMENDMENT

▶ LAND USE PLANNING PRINCIPLES



KEY CONSIDERATIONS FOR AMENDMENT

- ▶ RATIONAL PLANNING PRINCIPLES
- ▶ **BENTLEY'S MDP and IDP REVIEW**

KEY CONSIDERATIONS FOR AMENDMENT

- ▶ RATIONAL PLANNING PRINCIPLES
- ▶ THE TOWN'S MDP and IDP REVIEW
- ▶ **BEST PRACTICES REVIEW - Similar-Sized Municipalities**

KEY CONSIDERATIONS FOR AMENDMENT

- ▶ RATIONAL PLANNING PRINCIPLES
- ▶ THE TOWN'S MDP and IDP REVIEW
- ▶ BEST PRACTICES REVIEW - Similar-Sized Municipalities
- ▶ **CONTEXT (Town of Bentley)**

KEY CONSIDERATIONS FOR AMENDMENT

- ▶ RATIONAL PLANNING PRINCIPLES
- ▶ THE TOWN'S MDP and IDP REVIEW
- ▶ BEST PRACTICES REVIEW - Similar-Sized Municipalities
- ▶ REVIEW THE CONTEXT (Town of Bentley)
- ▶ **FUTURE DEVELOPMENT**

PROPOSED AMENDMENTS

1. Structural Change
2. Definitions
3. Development Authority and Subdivision Authority definitions
4. Administration
5. Secondary Suite
6. Short-term rental (Air B&B)
7. Shipping Container Regulations
8. Direct Control District
9. Murals on external walls of buildings
10. Fabric Covered Structure
11. Outdoor Storage in non-residential districts
12. Site grading Regulations
13. Temporary Use
14. Parking Requirements
15. New Part – Signs
16. Change R2A District to RG District
17. Add Small Wind Energy as Discretionary use
18. Sign Regulations
19. Hot Tub
20. Site Projection
21. Solar Collectors
22. Wind Turbines
23. Schedule B: Development Permit Fees
24. Schedule C: Enforcement

LUB Structure

CURRENT	PROPOSED
PART ONE: INTERPRETATION	PART ONE: LEGAL AND INTERPRETATION
PART TWO: ADMINISTRATION	PART TWO: ADMINISTRATION AND DEVELOPMENT APPROVAL
PART THREE: DEVELOPMENT PERMITS, CONTRAVENTION AND APPEAL	PART THREE: DEVELOPMENT PERMITS, CONTRAVENTION AND APPEAL
PART FOUR: SCHEDULES	PART FOUR: GENERAL LAND USE REGULATIONS
SCHEDULE A: LAND USE DISTRICT MAP	PART FIVE: (NEW) - USE SPECIFIC REGULATIONS
SCHEDULE B: SUPPLEMENTARY REGULATIONS	PART SIX: VEHICLES AND PARKING
SCHEDULE C: LAND USE DISTRICT REGULATIONS	PART SEVEN: SIGNS
	PART EIGHT: DISTRICTS
	SCHEDULE A: LAND USE MAP
	SCHEDULE B: DEVELOPMENT PERMIT FEES
	SCHEDULE C: ENFORCEMENT FINES

DEFINITIONS

Accessory Building/Structure

Accessory Residential Building

Accessory Suite

Accessory use

Appeal Board

Auto Body Shop

Automotive Service, Sales, Wash

Brewery, Winery and Distillery

Building Inspection Report

Building Setback

Business Licence

Campground

Cannabis

Cannabis Production Facility

Cannabis Retail Sales

Childcare Services

Corner parcel

Deck

Density

Development Agreement

Duplex

Easement

Eating Establishment

Encroachment

Fabric Covered structure

Farmers Market

Group Home

Landscaping

Lane

Lot/Parcel Coverage

Lot Width

Occupancy Permit

Off-Site Levy

outdoor storage

Outdoor Storage Yard

Outline Plan

Rear Yard Setback

Recreational Vehicle Sales and Service

Retail Sales/Service

SDAB

Restaurant

Setback

Short Term Residential Rental

Sign(s)

Side Yard

Small Wind Energy

Solar Panel

Side Yard Setback

Temporary Commercial Sales/Service

Temporary Use

Transformed Shipping Container

Variance

Worship Facility



Development Authority and Subdivision Authority



▶ 2.1 Development Authority (New)

- (1) Pursuant to the Town of Bentley Development Authority Bylaw, the Development Authority shall exercise powers and perform duties on behalf of the municipality in accordance with the Act.
- (2) The Development Authorities are:
 - (a) Development Officer
 - (b) Municipal Planning Commission
 - (c) Town Council

▶ 2.4 Subdivision Authority (New)

- ▶ (1) The position of Subdivision Authority, as established by “Subdivision Authority Bylaw, Bylaw No 208/2019 shall perform duties on behalf of the municipality in accordance with the Act, the Land Use Bylaw and all relevant Town of Bentley planning documents.

Administration

2.7 Establishment of Fees

The Development Permit application fee and fees for other matters arising through this Land Use Bylaw shall be established by resolution of Council. Council may at any time, by resolution, increase, decrease or establish new fees for matters covered by this Bylaw.

The Development Permit application fees and fees for other matters are established in Schedule B (New)

Allows Council to amend the development fees by resolution only. No need to amend the Bylaw



Enforcement

2.9 Enforcement (New Section)

(1) A Development Officer pursuant to the Bylaw is a Designated Officer to carry out inspections, remedial actions, and enforcement of this Bylaw according to the Act.



Direct Control District

2.10 Direct Control Districts (New)

The purpose of a Direct Control District is to provide for Development with unique characteristics, **unusual site constraints** or **innovative designs** that **require specific considerations** that are unavailable under any other land use Districts.

Rationale: Direct Control District offers

- ▶ Customized adaptability that standard zoning regulations may not provide.
- ▶ Specific Development Standards for Specific Proposals and New Initiatives.
- ▶ More Responsive, Flexible and Dynamic approach to land use planning.

Part Four - General Land Use Regulations

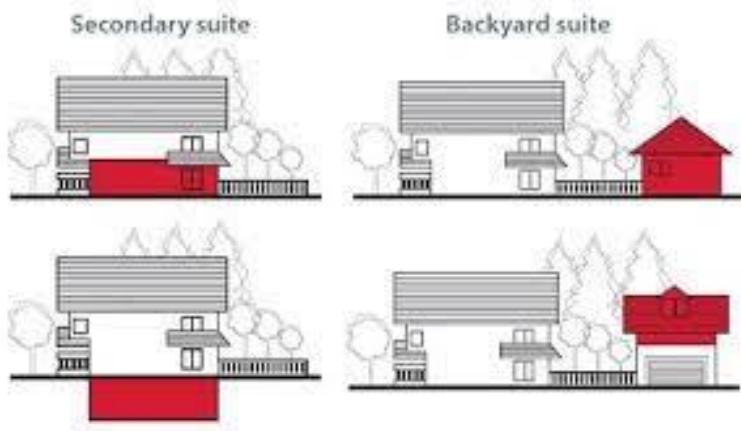
- ▶ No amendments

Part Five - Use Specific Regulations

Accessory Suite (New)

An Accessory Suite may be built in one of the following:

- i) A **Secondary Suite**: Attached to the principal dwelling,
- ii) A **Backyard Suite** which is detached and located in the rear yard of a site, and it may be:
 - a) A **Garden Suite**: Detached, located at the ground level
 - b) A **Garage Suite**: located above a detached Garage



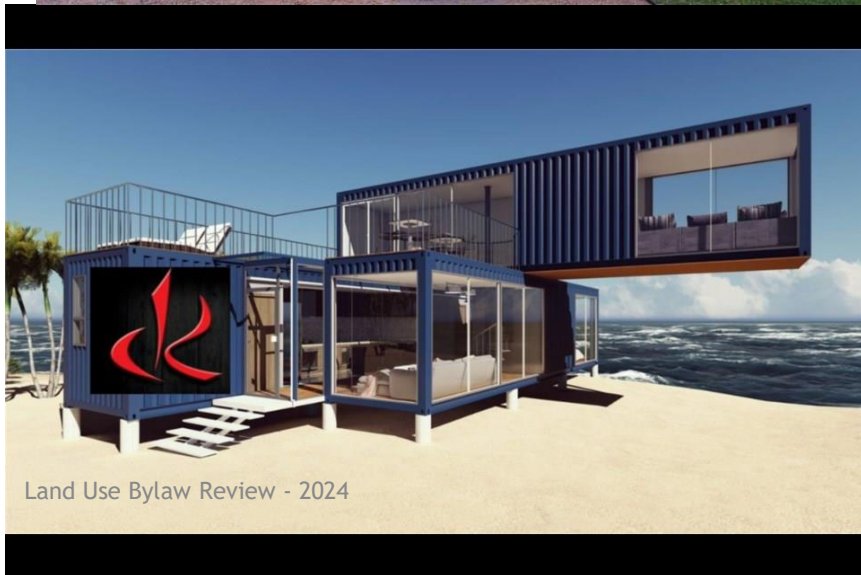
Shipping Container Regulations



New regulations:

- ▶ The use of a Shipping Container/Sea Can Storage Container as an Accessory Building:
 - ▶ Requires a **Development Permit**;
 - ▶ May only be permitted in **Industrial, Public**, and **Rural** districts;
 - ▶ **Existing** shipping container(s) in **Commercial** districts is **allowed**;
 - ▶ It's not a **Temporary Building**.
 - ▶ Shall not be used for the storage of **Dangerous Goods**.
 - ▶ Shall not be used for **Residential Purposes**.
- ▶ To promote businesses and economic development, under specific circumstances the Development Authority may approve applications for **Transformed and Stacked Containers**.
- ▶ **Stacked shipping container** means a vertical arrangement of multiple containers for a specific use.
- ▶ **Stacked containers need a building permit** and shall be certified by the Canadian Standards Association.

“Transformed Shipping Container” means a modified shipping container that its architectural function and appearance with installing new windows, exterior finishing, painting etc. has significantly improved and meets the National Safety Standards.



Outdoor Storage in non-residential districts

- ▶ The land used must be screened from adjacent roads; $2.0 < \text{Height} < 2.5 \text{ m}$
- ▶ Shipping Containers/Sea Can Storage Containers may only be located in industrial, public, Rural and **commercial (only existing)** districts providing that:
 - ▶ They are not located in a front yard or exterior side yard;
 - ▶ They are **not stacked**. Under special circumstances, if the containers are transformed to an innovative character, this requirement may be exempted upon Municipal Planning Commission approval.
 - ▶ They are not used to store any **dangerous materials**;
 - ▶ They are **screened** from view to the satisfaction.
 - ▶ There are **no visual or material impacts** on neighbouring properties.

Murals on external walls of buildings

PART FOUR - General Land Use Regulations...

- ▶ 4-2 Building, Design, Character, and Appearance
 - ▶ (c) Any specific exterior wall painting and murals on buildings exceeding an area of three-square feet are subject to a formal development application process and approval of the Development Authority. (New)



Fabric Covered Structure

Current	Proposed
1(7) Soft-Sided Buildings	4-7 Fabric Covered Structure (Renamed)
	(v) setback a minimum of 3.0 m
	(vii) fully enclosed with closable doors on the ends
	in a <u>Residential District</u> a Fabric Covered Structure SHALL NOT:
	i. Exceed one (1) Accessory Building
	ii. Be connected to any Utilities; exceed 20.44 m ²
	iii. cause or create a nuisance by way of noise, vibration or dust
	In a Non-residential district: it may exceed one and may be connected to utilities

Hot Tub (New)



A Private Pool or Decorative Pond or Hot Tub **SHALL BE:**

- ▶ Secured against entry of the public by being enclosed by a 1.82 m (6 ft.) fence
- ▶ Designed to deter children from climbing over or crawling through or under it to gain access.
- ▶ Fenced or have in place a lockable lid.
- ▶ A Building permit shall be required for all Private Pool and/or Decorative Ponds or Hot Tubs in excess of 60 cm in dept.

- ▶ at least 1 m (3.28 ft) from the side and rear property lines;
- ▶ located in a Rear or Side Yard on an interior lot; and
- ▶ on a corner lot, located in a Rear Yard or the Side Yard not adjacent to a Street.

Must not be located in a Front Yard, unless:

- ▶ is 600 mm or less in depth; and
- ▶ is located a minimum of 1 m (3.28 ft) from the front and side property lines.

Short-term Rental (Air B&B) - (New)



Short-Term Residential Rental

- ▶ Rental of an entire dwelling
- ▶ Rental of individual rooms or spaces in a home where the host also lives.
- ▶ A Home-based Business Licence is required
- ▶ A Development Permit for a major home-based business is required if the operator/host resides at the rental premises and is renting out more than two sleeping units. This includes situations where the rental accommodation is a **separate secondary or garden suite**.
- ▶ A Building Permit may be required if there are changes to the physical floor plan of the property. All applicable **safety requirements and building codes must be met**.
- ▶ Operators must complete, sign and submit a "Short-Term Residential Rental Accommodation Rules".
- ▶ Operators **must provide guests** with a copy of the "**Short-Term Residential Rental Accommodation Rules: Information for Guests** guide".

Solar Collectors



A Solar Collector shall:

- ▶ **Not produce glare** for Adjacent Sites;
- ▶ **Meet the height requirements** of the district in which it is located; and
- ▶ **Be located in the Rear Yard when located on the ground** of a property in a residential District.
- ▶ When a Solar Collector is located on the ground floor of a property in any District, the **Setbacks and screening** shall be to the satisfaction of the Development Authority.

Small Wind Energy - Type A (New)

Wind Turbines

All [Small Wind Turbine Type A](#) systems shall:

Be setback at least 150m from the Property Line of any residential parcel;

Be certified by the Canadian Standards Association (CSA);

Be supported by any required studies at the discretion of the Development Authority; and

Include provisions to prevent unauthorized climbing of a structure.

With a rated capacity of [less than 10 KW](#), the wind turbine shall not exceed noise greater than 35 dB as measured at the closest Dwelling at any time.

With a rated capacity of [10 KW or more](#), the wind turbine shall meet the noise control requirements as outlined in Alberta Utilities Commission's Rule 012.



Small Wind Energy - Type B (New)

All Small Wind Turbine Type B systems shall:

- ▶ Have a turbine height (including the rotor blade) that is less than 12.0m;
- ▶ Have a minimum distance of 36.0m to the nearest Property Line;
- ▶ Have a minimum distance of 12.0m to the nearest play structure;
- ▶ Not exceed noise greater than 35 dB to the closest residential Dwelling at any time,
- ▶ Have a maximum capacity of 100.00 KW;
- ▶ Be certified by the Canadian Standards Association (CSA); and
- ▶ Be supported by any required studies at the discretion of the Development Authority.

In the current LUB, Wind Turbine is not identified as permitted or discretionary use in any district.

It is suggested as a Discretionary Use in the RG District.

Council may decide on how to permit this use in any district.



Signs - New Part



Sign Regulations

Calculation of Sign Area (New)

- ▶ The area of the **Sign face** where the content is intended to be placed, **not including any support structure**;
- ▶ **Only one (1) side of a double-faced** Sign is used for calculating Sign area.



Sign Regulations

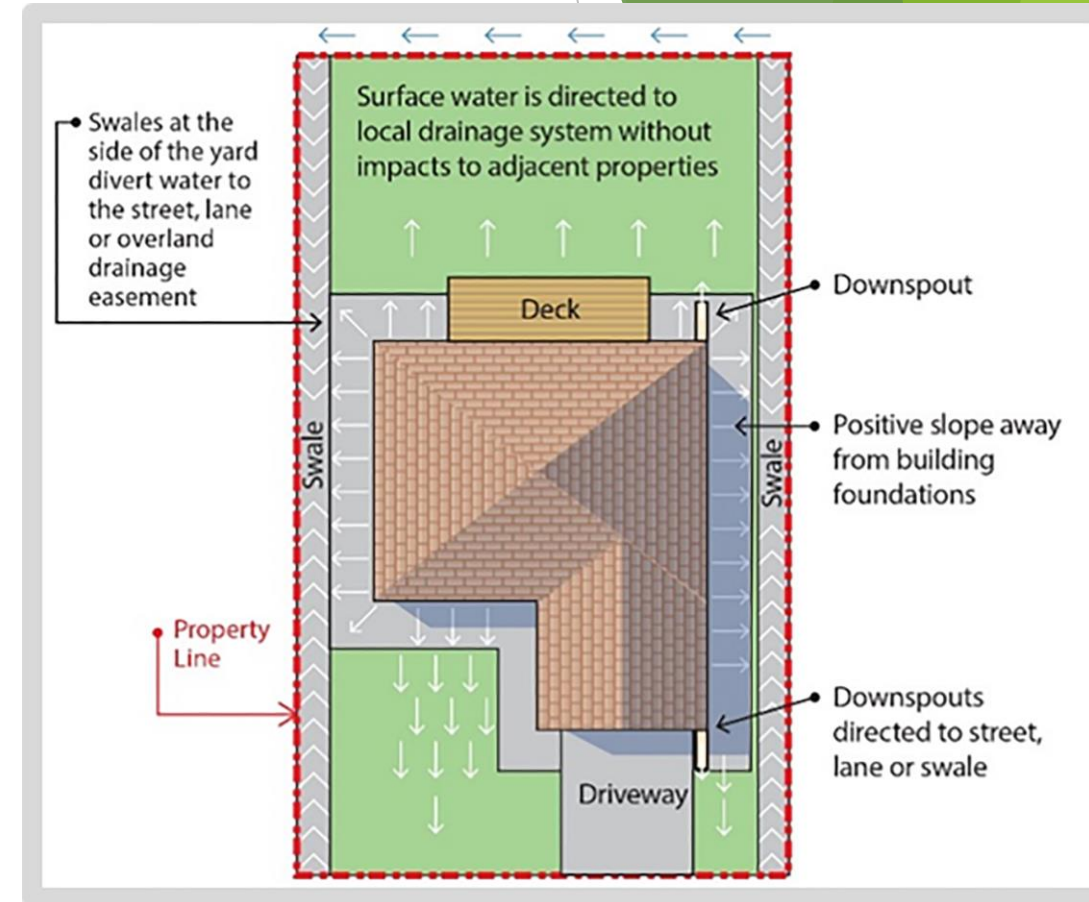
Sign regulations Variance and Relaxation (New)

- ▶ The **Development Officer may relax** the maximum size and or dimensions of an individual size and the maximum number of signs for a single site **up to ten (10) percent** of the provisions of this bylaw.
- ▶ **Any variance greater than ten (10) percent shall be approved by the Municipal Planning Board.**

Site grading Regulations (New)



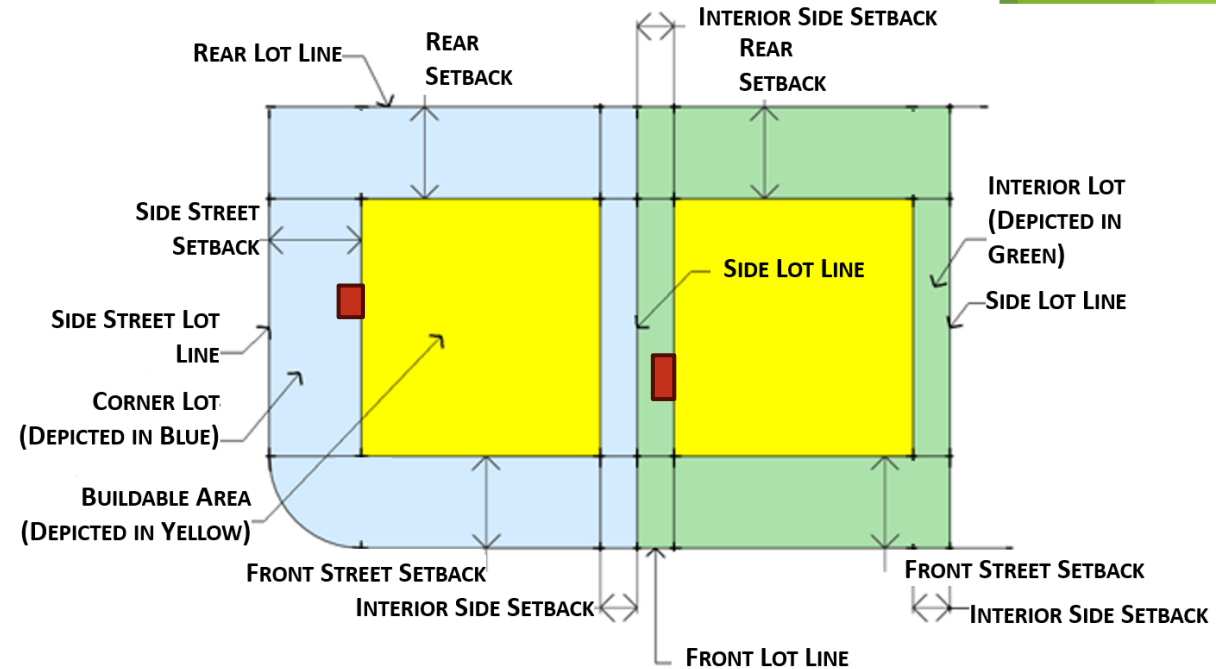
- The **property owner shall be responsible** for ensuring that **grading is maintained** over time to provide effective drainage.
- Where maintenance of a **common drainage swale or path** at a property line is required, the **responsibility of maintenance lies with the owners of both parcels**.
- Where a drainage swale or path is established within an easement or right-of-way on a parcel, swale grades shall be maintained, and the swale shall be kept free of any obstructions.
- **Where retaining walls are necessary** or proposed in any development, such **walls shall be developed with professional quality** and **shall not negatively affect abutting parcels** due to site elevations or drainage.



Site Projection (New)



Any projection and/or locating any structure such as an Air Condition System on any side of a yard **Must Meet all Alberta Building Code and Fire Code requirements** in addition to this Bylaw setback regulations.



Temporary Use (New)

5.18 Temporary Uses

- (1) Temporary uses, buildings, or structures **may be permitted in all Districts at the discretion of the Development Authority**, provided that temporary buildings or structures **are not placed on permanent foundations** and provided that the use, building or structure is listed as a permitted, discretionary, or similar use in the relevant land use district.
- (2) Except as otherwise noted in this Bylaw, temporary uses, buildings, or structures may be approved for a **period of up to three (3) years**. Renewal of these approvals may be permitted but such renewals shall not extend the total length of a temporary approval beyond ten (10) years.



Parking Requirements - New Part



USES		PARKING SPACES (Current)	PARKING SPACES (Proposed)
COMMERCIAL	Indoor merchandise sales	3.5/100 m2 (1,076.4 sq.ft.)	No change
	Offices	2.5/100 m2 (1,076.4 sq.ft.)	No change
	Repair services	2.0/100 m2 (1,076.4 sq.ft.)	No change
	Restaurants, lounges and taverns	1.0/4 seats	No change
	Vehicle and equipment sales	2.0/100 m2 (1,076.4 sq.ft.)	No change
INDUSTRIAL	Manufacturing industry Minimum provision	6.0	No change
	Office area	2.0/100 m2 (1,076.4 sq.ft.)	No change
	Other area	1.0/100 m2 (1,076.4 sq.ft.)	No change
	Storage area	0.7/100 m2 (1,076.4 sq.ft.)	No change
PUBLIC	Places of worship	1.0/4 seats	No change
	Public assembly buildings	1.0/4 seat	No change
	Schools - Elementary and junior high	1.0/1 worker	1 per classroom
	Senior high	1.0/1 worker and 1.0/20 students	4 per classroom
RESIDENTIAL	Senior citizens housing	2.0/3 units of accommodation	0.5 stalls per resident room
	Apartment		1.5 per unit plus 1 visitor parking per 6 units
	Accessory Suite		1.0 stall per Studio/ 1 bedroom Accessory Suite; 2.0 stalls per 2 or more-bedroom Accessory Suite
	Bed & Breakfast / Short term rental		1.0 per unit
	All other	2.0/dwelling	2.0 per dwelling

Urban Reserve District - New Provisions for the Proposed Annexation



Purpose

To ensure continued agricultural production and to provide for the continuation of exiting and non-permanent land uses, until overall plans for future uses are prepared and approved by Council.

Permitted Uses

- Accessory building (for permitted use only); Agricultural building
- Agricultural operations, excluding confined feeding operations,
- Home Occupation, Municipal and/or Public Services, Small Wind Energy System, Bee keeping,
- Existing Dwellings and other related improvements; Home based business, minor

Discretionary Uses

- Accessory building (for discretionary use); Accessory suite, Recreational equipment storage;
- Agri-tourism business; Alternative energy;, commercial Bed and breakfast
- Cemetery; Community facility Crematorium
- Dwelling, secondary suite;
- Existing Dwelling and future dwelling and other related improvements on Lots 1 & 2, Block 1, Plan 132-3883
- Home based business, major; Kennel; Mechanized excavation, stripping and grading Outdoor storage
- Recreation facilities, outdoor Riding and boarding facility Solar collectors
- Special event, major; Special event, minor; Tourist home
- Wind Turbines
- Any other use that is compatible, in the opinion of the Development Officer, with the permiced or discretionary uses described above and that will not:
 1. Materially alter the Use of the land from that existing on the date the land was designated to this Land Use District, or
 2. Conflict with future urban expansion

...Urban Reserve District - New Provisions for the Proposed Annexation



Minimum Parcel Area

All the land contained in the existing Certificate of Title area, unless otherwise approved by the Subdivision Authority.

Subdivision of a first parcel out, for an agricultural parcel subdivision for an intensive or specialized agricultural operation, for a fragmented parcel subdivision, or to adjust property lines in anticipated of urban development may be considered, having regard to any applicable statutory plan and future use of the parcel and the form of future subdivision and development.

Setbacks

- Setbacks from rights-of-way shall be in accordance with this Bylaw
- Setback from any Property Line adjoining a Lot located in any other Land Use District in this Bylaw shall be a minimum of 22.86 m (75.00 n)
- Setback from the property boundary in the Urban Reserve District shall be 7.62 m (25.00 n)

Supplementary Regulations

All permitted uses must comply with the regulations in Schedule B. The regulations for all other uses shall be determined by the Development Authority.

THANK YOU

QUESTIONS?



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 22, 2024

AGRICULTURE SERVICE BOARD MEETING NOTES

Council reviewed the meeting notes of the January 17, 2024 Lacombe County Agriculture Service Board (ASB) meeting and approved recommendations as follows:

- That the Drought Support Programming Report be received for information.
- That the 2023 Insect Surveillance Report be received for information.
- That the 2024 Agricultural Services Operational Plan be received for information.
- That the County Manager be directed to explore options to support veterinary students practicing within Lacombe County.
- That Council consideration be given for an Agricultural Service Board Member to participate as a member of the Alternative Land Use Services (ALUS) Lacombe Public Advisory Committee.
- That the 2024 Provincial ASB Conference Resolutions be received for information.
- That the Agricultural Plastics Volume Report be received for information.
- That the 2024 – 2028 ALUS Lacombe Strategic Plan be received for information.

COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on February 6, 2024 received the approval of Council:

- That the Dust Control Program Overview be received for information; and further, that the County Manager be directed to provide a report and recommendation regarding subsidy options, the number of calcium applications, and the impact of loopholes (ie. landowner applications on behalf of commercial or industrial businesses to mitigate cost) related to the Dust Control Program, for consideration at a future Council meeting.
- That the FCSS Funding Allocation and Program Review be received for information; and further, that the County Manager be directed to provide a report with further details about current FCSS servicing in Lacombe County as well as home support options for outlying communities, for consideration at a future Council meeting.
- That the Golf Carts on Municipal Roads Presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation, identifying lobbying efforts and next steps in advancing the issue of golf carts on municipal roads (including writing a letter to Minister of ATEC as well as speaking notes to address the Minister at the Spring RMA Convention), for consideration at a future Council meeting.
- That the Elizabeth Lake Presentation be received for information; and further, that the County Manager be directed to provide a report and recommendation regarding the City's request for County support of the Elizabeth Lake Outlet Project, for consideration at a future Council meeting.
- That the presentation on Environmental Regulatory Requirements for Municipal Operations be received for information.
- That the discussion regarding Brownfield Solar sites be received for information.
- That the Lacombe Lake Water Level discussion be received for information; and further that the County Manager be directed to send a response letter to the Alexander Family advising



WHERE PEOPLE ARE THE KEY

that the County's position remains that the control structure is being operated in accordance with the lake levels set out in the 1970 Grant of Easement and that no further action will be taken at this time.

- That Mark Sproule, Manager of Community Peace Officer Services, be directed to draft a response to the Provincial Police Advisory Questionnaire on behalf of Council for consideration at a future Council meeting.

TOWN OF BLACKFALDS REQUEST TO ACQUIRE AN INTEREST IN LAND

By resolution of Council, Lacombe County consents to the Town of Blackfalds purchasing an approximate 9.02-acre parcel of land within the County located in Lot 5, Block 1, Plan 152 0048 (SE 3-40-27-W4M) to facilitate the construction of a stormwater management system.

CITY OF LACOMBE ELIZABETH LAKE OUTLET PROJECT

Lacombe County will provide the City of Lacombe with a letter of support, in principle, to change the portion of the Elizabeth Lake boundary that affects the southern end of Wildrose Street; and further, that Lacombe County supports the City of Lacombe engaging with the Lacombe County private land owner to change the Elizabeth Lake bed-and-shore boundary.

POLICY RC(9) COUNTY SUPPORT OF COMMUNITY PROGRAMS, EVENTS, & ACTIVITIES UPDATE

Council approved the following 2024 RC(9) funding applications:

Lacombe County RC(9) Grant Program 2024						
Community	Applicant	Event	Amount Requested	Eligible	New	Recommended Amount
Alix	Alix Public Library	July 1st Canada Day	\$ 500	Y	N	\$ 500.00
Bentley	Bentley & District Ag Society	Bentley Fair and Rodeo	\$ 1,000	Y	N	\$ 1,186.00
Blackfalds	Town of Blackfalds	Blackfalds Day	\$ 8,972	Y	N	\$ 8,972.00
Clive	Village of Clive	Clive Funfest	\$ 1,186	Y	N	\$ 1,186.00
Eckville	Town of Eckville	Eckville Canada Day	\$ 1,500	Y	N	\$ 1,186.00
Lacombe	Lacombe Performing Arts Centre Foundation	Music in the Park	\$ 2,000	Y	N	\$ 1,000.00
Lacombe	City of Lacombe Arts Endowment Fund	Creation Station	\$ 2,200	Y	N	\$ 2,055.00
Lacombe	Lacombe Days Association	Lacombe Days	\$ 13,000	Y	N	\$ 8,000.00
Lacombe	Lacombe Regional Tourism	Canada Day Celebrations	\$ 5,000	Y	N	\$ 841.00
Lacombe County	Friends of Mirror Library Society	May Long Children's activities	\$ 660	Y	Y	\$ 500.00
Lacombe County	Mirror & District Museum	May Day Event	\$ 500	Y	N	\$ 500.00
Lacombe County	Mirror Jolly Senior Social Club	Seniors Week Open House, Labour Day BBQ	\$ 500	Y	Y	\$ 500.00
Lacombe County	Mirror Recreation Society	Easter/Spring Celebration	\$ 500	Y	N	\$ 500.00
Lacombe County	Mirror Recreation Society	Children's Halloween Party & Haurted House	\$ 500	Y	N	\$ 500.00
Lacombe County	Mirror Recreation Society	Christmas Celebration (Santa)	\$ 500	Y	N	\$ 500.00
Lacombe County	Mirror Association for Ball Diamonds, Campord	Fire and Ice	\$ 2,000	Y	N	\$ 1,200.00
Lacombe County	Joffre Community Association	Skate Party, Easter, Family BBQ, Earth Day, Horseshoe Tournament	\$ 1,000	Y	N	\$ 1,000.00
Lacombe County	Tees Agricultural Society	Spring Chilli Cook-off and Bingo	\$ 500	Y	N	\$ 500.00
Lacombe County	Tees Agricultural Society	Christmas Concert and Carol Festival	\$ 500	Y	N	\$ 500.00
Lacombe County	Birch Bay Community Association	Family Day, July 1st fireworks, Beach Day BBQ	\$ 1,750	Y	N	\$ 1,431.00
Lacombe County	Wilson Beach Estates	Christmas Parade	\$ 1,000	Y	N	\$ 500.00
Lacombe County	Ellis Bird Farm	Canada Day, Blue Bird Festival, Bug Jamboree	\$ 3,000	Y	Y	\$ 1,000.00
SV of Birchcliff	SV of Birchcliff	Summer Celebration	\$ 500	Y	N	\$ 593.00
SV of Gull Lake	Gull Lake Community League	Family Day, Canada Day, Christmas Pot Luck	\$ 2,100	Y	N	\$ 593.00
SV of Sunbreaker Cove	SV of Sunbreaker Cove	Sunbreaker Cove Regatta	\$ 500	Y	N	\$ 593.00
SV of Half Moon Bay	SV of Half Moon Bay	July 1st Canada Day	\$ 500	Y	N	\$ 593.00
			\$ 65,418			\$ 36,429.00



WHERE PEOPLE ARE THE KEY

ALBERTA COMMUNITY PARTNERSHIP GRANT APPLICATION – REGIONAL RECREATION FACILITY PLAN

The City of Lacombe has proposed the development of a long-range recreation facility plan for the City of Lacombe, Lacombe County, and the Town of Blackfalds, to be funded through an Alberta Partnership Grant, with the intent of developing a future multi-use facility. This topic will be further discussed at a future Council Committee of the Whole meeting.

RCMP ANNUAL PERFORMANCE PLANS

At the request of the RCMP Detachment Commanders in Bashaw, Blackfalds, Ponoka, Rimbey, and Sylvan Lake, Council identified crime reduction, road safety, communication, and mental health and wellness as priorities for inclusion in the Detachment Commander's Annual Performance Plans. Councillor Kreil, Councillor Weenink, and Mark Sproule, Manager of Community Peace Officer Services, were authorized as the Lacombe County representatives to meet with the Blackfalds and Sylvan Lake Detachment Commanders to discuss these priorities.

ASPELUND JOINT ECONOMIC AREA WATER AND WASTEWATER SERVICING

The County Manager was authorized to enter into an agreement with the Town of Blackfalds for the upgrade of the Broadway Reservoir and Pumps to service the Lacombe County and Town of Blackfalds Joint Economic Area. The County's share of this project, estimated at \$2,540,000, will be funded from the Aspelund Water Offsite Levy Reserve.

BYLAW NO. 1408/24 RESERVE LAND DESIGNATION

Bylaw No. 1408/24, a bylaw of Lacombe County to designate certain lands as municipal reserve, environmental reserve and public utility lot received first reading and approval to hold a public hearing. A public hearing for Bylaw No. 1408/24 will be held on April 25, 2024 commencing at 9:00 a.m. at Lacombe County Council Chambers.

Next Regular Council Meeting is
March 14, 2024 – 9:00 a.m.

Next Committee of the Whole Meeting is
April 2, 2024 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**



Media Release

Bentley Town Council Issues Notice of Intent to Annex Lands

March 8, 2024

At its meeting on February 27, 2024, the Council of the Town of Bentley gave its approval to a Notice of Intent to Annex Land and directed Administration to formally notify Lacombe County.

The Notice is also being sent to the Land and Property Rights Tribunal and the Minister of Municipal Affairs. Copies of the Notice are being provided to the MLA, provincial ministries, the school district, and utility companies.

This action follows more than two years of activity related to the Bentley-Lacombe Joint Development Initiative, which resulted in the preparation of the Southeast Bentley Area Structure Plan (ASP) that was adopted by Lacombe County Council in November 2023. This Area Structure Plan provides for commercial and industrial development on about 200 acres of privately-owned land adjacent to the Town. The annexation proposal is for the land covered by the ASP, to remove it from the County and include it in the Town.

Mayor Greg Rathjen commented, “We have appreciated the good working relationship with Lacombe County to bring the plan to this point. We look forward to sitting down and working out the details of this annexation with the County.”

There is one private property owner within in the annexation area who will be formally consulted. Additionally, public consultation is being planned and is expected to occur in April. Following consultation, an annexation report will be prepared, and submitted to the Land and Property Rights Tribunal as a formal application for annexation.

For more information, please contact:

Marc Fortais, CAO
Town of Bentley
403.748.4044
mfortais@townofbentley.ca

Albert Frootman, Planning Advisor
Parkland Community Planning Services
403.710.8996
albert.frootman@pcps.ab.ca

Extended Producer Responsibility

Information for Albertans

Overview

Extended producer responsibility (EPR) shifts the physical and financial burden of collecting, sorting, processing and recycling waste to product producers and away from local governments and taxpayers. Alberta's new EPR system will focus on single-use products, packaging and paper products, as well as hazardous and special products.

EPR means producers take responsibility at end-of-life for the products and packaging they put on the market. EPR programs incent producers to design products that are more durable and recyclable so materials and components can remain in the economy for as long as possible.

Timelines

The EPR Regulation comes into force on November 30, 2022. The Alberta Recycling Management Authority (ARMA) will be granted new oversight functions. Program details, including system establishment and delivery, will be finalized over the next two years. The next steps include developing bylaws, producers developing their collection and processing plans and contracts, and communities registering to participate in the EPR system.

EPR systems for single-use products, packaging, and paper products, and hazardous and special products systems are expected to launch in spring 2025. Albertans will not experience changes to waste and recycling processes from EPR until 2025.

What to Expect

EPR makes information clearer and more accessible for Albertans while saving municipalities money. It will have a noticeable effect on producers, who will arrange for the collection, transportation, and recycling or disposal of products and materials. Collection service (curbside or depot) is anticipated to remain similar to the local services Albertans are used to.

Benefit to Albertans

A single, province-wide EPR system collecting a consistent list of products will save municipal taxpayers money, make

recycling easier, clarify what can be recycled, make recycling more accessible to communities that don't currently have programs and encourage better product design by producers. Helping Albertans recycle more material is good for the environment.

An EPR framework will diversify Alberta's economy by encouraging companies to find innovative ways to recycle more materials and produce less packaging waste. According to Alberta's Natural Gas Vision and Strategy, increased plastics recycling could inject up to \$1.4 billion into Alberta's economy and support up to 13,300 jobs.

Role of Albertans

EPR will help Albertans properly sort and divert recyclables by providing better access to and service for recycling while reducing confusion about what can be recycled. EPR also requires producers to educate consumers on recycling and promote recycling systems.

Single-use Products, Packaging and Paper Products

EPR will include residential products only. Materials from the industrial, commercial and institutional sector are excluded. Examples of single-use products include straws, utensils, plates, bowls, cups, and party supplies. Packaging includes items like food containers, foil, and wraps. Examples of paper products are flyers, brochures, booklets, catalogues, newspapers, and magazines.

Hazardous and Special Products

Hazardous and special products include batteries, corrosive products, corrosive product containers, flammable products, flammable product containers, pesticides, pesticide containers, toxic products, and toxic product containers, limited to consumer sizes typically found in retail stores.

More information

Contact AEP.RecyclingRegulation@gov.ab.ca for more information.



Alberta's Extended Producer Responsibility Regulation

Information for communities

Introduction

Alberta's Extended Producer Responsibility (EPR) Regulation came into force on November 30, 2022. It requires obligated producers to have systems in place for single-use products, packaging and paper products (PPP) and hazardous and special products (HSP) for province-wide, producer-operated EPR systems by April 1, 2025.

EPR is new in Alberta and will result in changes to how communities deliver their current recycling systems. The purpose of this fact sheet is to help communities make informed decisions regarding EPR during the transition phase.

Overview

Current recycling systems for packaging and paper products (blue bag materials) are primarily taxpayer funded and feature localized approaches. Communities have accomplished significant waste diversion; however, there is a patchwork of systems across Alberta, which can create confusion.

Provincial and municipal taxpayers jointly fund the collection and end-of-life management of household hazardous wastes. EPR shifts the financial and operational responsibility of collecting, sorting, processing and recycling these materials to the product producers and away from local governments and taxpayers.

Under EPR, producers take responsibility at end-of-life for the products and packaging they put on the market. A single, province-wide system is clearer and draws economies of scale for material management. Alberta's new EPR systems will initially focus on residential single-use products, PPP and HSP.

The EPR Regulation ensures every type of community in Alberta is included in future EPR systems: city, town, village, summer village, municipal district, specialized municipality, improvement district, Métis Settlements or First Nations.

While some communities may currently collaborate under a regional waste commission, all communities are eligible to receive service. Producers will be responsible for the costs and implementation of all aspects of the system including education, collection, processing and sale of material to end markets. Once a community registers, producers will be entirely responsible for funding and operating the EPR systems for that community.

Community benefits of EPR

A producer-run EPR system will bring opportunities for communities such as reduced administrative burden, diversion of waste from landfills and cost savings that can be invested in other relevant programs including establishing other recycling programs and/or supporting initiatives to build more sustainable and resilient communities.

EPR is a fundamental shift in the way materials are collected for recycling in Alberta. By participating in EPR, communities transition their operational responsibilities for recycling to producers. Communities would no longer be responsible for figuring out where to recycle their PPP or HSP materials or getting them to market to recover their costs.

Producers, and/or the Producer Responsibility Organizations (PROs) acting on their behalf, may look to establish contracts with those communities already collecting recyclables from residents. This may include leveraging current municipal assets such as collection containers, collection trucks, depots and material recycling or sorting facilities.

Timeline

The EPR Regulation names the Alberta Recycling Management Authority (ARMA) as the organization to oversee Alberta's first two EPR systems. The Government of Alberta and the ARMA are working collaboratively to ensure a successful oversight system.

In addition to the EPR Regulation, bylaws will govern the overall EPR framework (anticipated to be complete in fall 2023). Once bylaws are in place, the ARMA will begin registering communities and producers (fall 2023).

- Community registration ensures producers/PROs can finalize their collection and processing plans.
- The EPR Regulation requires producers to submit a PPP common collection system verification plan to the ARMA by April 1, 2024.
 - This plan will need to demonstrate that producers are on track to have recycling service in place for the launch of implementation on April 1, 2025.
 - Producers may reach out to communities for additional information to help inform their plan.

Transition for PPP

The EPR transition for PPP will have two separate phases:

- Phase I will start April 1, 2025, and includes communities that had existing recycling service (depot or curbside) in place as of November 30, 2022. Producers will provide EPR system services to registered communities at no charge.
- Phase II will start October 1, 2026 (18 months after Phase I) and will expand EPR to include communities not covered under Phase I. In Phase II, EPR system services will mirror the communities' waste collection service (i.e., depots or curbside).

If a community does not have a curbside recycling program, but does provide curbside waste collection, then the community can register and will be eligible for curbside recycling as part of Phase II, regardless of whether producers are providing depot collection as part of Phase I. This will allow a community to improve upon the existing service standard (i.e., moving from depot to curbside).

Transition for HSP

The EPR transition for HSP will not be phased in. HSP service will start April 1, 2025. HSP EPR system service must be provided to registered communities by producers at no charge. The type of collection is outlined in the EPR Regulation and may include depots or roundups.

The role of communities in the EPR system

Alberta's EPR framework requires producers be responsible for the collection, sorting and recycling of designated PPP and HSP materials. Communities will need to make decisions about how they want to be involved in certain aspects of the EPR system. Communities may have up to three distinct roles within EPR systems:

1. Communities choose whether they want to register with the ARMA to receive services from the EPR system.
2. Communities choose whether to explore contractual relationships with the producers to become a service provider within the EPR system.
3. Communities may be required to register as producers in the EPR system.

Community registration

Communities must register with the ARMA if they wish to join the EPR system and receive service. The EPR system is funded and operated by producers (often through PROs) who manage all aspects of the EPR system. Community registration will provide details to the ARMA on existing service, types of residences, etc. This information is critical for producers/PROs to inform system design considerations and plans. Registration identifies the communities where producers are responsible for funding and operating recycling services.

Registration does not determine who will provide recycling services. The producers select the service providers they will use to meet their regulatory obligations. For more information on communities as service providers, see the next section.

If a community does not register by the date specified by the ARMA, and later decides they want EPR system services, they may experience a delay in receiving EPR system services. If communities do not register, they will not receive services from the EPR system and communities will continue to fund and operate any recycling services. Producers will not be required to cover any operational costs related to these municipal recycling programs as they are outside the scope of EPR.

Communities as service providers

Communities interested in providing recycling services can express interest to producers/PROs and explore continuing that function within the EPR system. Should producers/PROs and an individual community form a business arrangement, the community may continue to provide collection service. Producers/PROs are not obligated to use communities as service providers.

Some considerations regarding communities as service providers include:

- Under the EPR Regulation, once a community registers, producers are obligated to provide collection service.
- Communities bring valuable operational experience to support producers/PROs in meeting their regulatory requirements.
- Producers/PROs will need to secure assets and services necessary to implement their systems.
- Communities may consider their existing infrastructure (e.g., eco stations) and contemplate if they want to negotiate with and offer collection service to producers. Private arrangements may be made between a community and producers/PROs, for a community to provide capital infrastructure or service to the EPR system.
- Producers/PROs may wish to use existing depots and eco-stations to collect designated PPP and HSP materials.
- If producers decide not to collect designated materials at existing sites, the municipality can still choose to operate collection sites for recyclable materials not within the EPR framework.
- Communities bring operational experience that can be of value to producers/PROs to meet their regulatory requirements.
- Producers/PROs will need to secure assets necessary to support their systems.
- There are several community assets such as collection containers, collection trucks, depots and material recycling or sorting facilities that may be essential to support a smooth and timely transition to EPR.

Communities as EPR system producers

Under the EPR Regulation, communities that supply designated material into Alberta may be obligated producers.

Paper products supplied by communities to residents are the most likely product that communities may have producer obligations for within the EPR system. Section 14 of the EPR Regulation identifies obligated PPP producers.

For details on the producer obligations communities may have, please consult the EPR fact sheets on Alberta.ca. Communities will need to ensure they understand their obligations and whether they are eligible for exemption of any obligations due to gross revenue and material volume thresholds under the EPR system and set out in the ARMA's bylaws.

Preparing for registration

The ARMA is currently working on an implementation plan. This includes a system and procedures for registering communities and producers/PROs. Bylaws will guide these systems. Communities may, in the interim, start thinking about the information and data it may need to provide to producers/PROs to plan for EPR implementation delivery of services. Below are some of the types of, but not all, information that may be requested by producers/PROs:

- total households and population serviced
- total reported and/or calculated marketed tonnes

If communities do not have all data requested by producers/ PROs, they will still be able to register. Some communities may provide estimates or assumptions to help producers/ PROs with what to expect from their residents, based on current practices.

More information

The Government of Alberta is open to engage with communities in implementing the EPR regulatory framework in Alberta. For more information, contact AEP.RecyclingRegulation@gov.ab.ca.



Greg Rathjen

Council Report February 2024

- Feb 1, 2024, Town of Bentley / Lacombe County IDP ICF Committee
 - We met with the committee Lacombe County/Town of Bentley on the annexation and the preparation toward that approving presentation to bring it to council.

- Feb 2, 2024, Medicine Lodge Ski Hill Site Visit with Minister Jason Nixon, Minister of Seniors, Community and social Services and Minister Joseph Schow – Minister of Tourism and Sport and elders from O’chiese First Nation.
 - We met with both ministers and representation from O’chiese First Nation, at the Medicine Lodge Ski Hill and Tourism Alberta. There was also representation from the Medicine Lodge Ski Club and CAO Marc Fortais as well as me and Councillor Hansen. We had a great discussion about the future of the hill and discussed opportunities for future funding to support much needed improvements and studies.

- Feb 13, 2024, Canada Green, and Inclusive Buildings Program Grant
 - Received formal notification from Canada Green and Inclusive Buildings Program (18 months after the original application was sent in) that we were not approved for the grant. MP Sean Fraser would not respond to my requests for a meeting. Even MP Blaine Calkins sent in weekly requests to the MP and they were not acknowledged. A few letters and calls by me as Mayor for our Town and Council were not acknowledged.
 - It should be noted that Legal AB received more than \$7 million dollars to retrofit their arena.

- Feb 13, 2024, Regular Council Meeting
 - Oxford Park was discussed again looking at the possibility of installing a public Washroom. Waiting for revised pricing.
 - Minor Soccer was approved for funding to support soccer in Bentley through the Recreation, Cultural and Tourism Funding Support Program (they had submitted their application on time, but it was misplaced and was not considered originally at the regular council meetings in January.

- Mayor and Council approved a motion to sell 4810 55th Ave (Lot 1, Block 2, Plan 152 1374) in the Sunset Heights Subdivision. This is a positive first step in development of the subdivision.

- Annual Water and Wastewater Reports were approved

- Feb 19, 2024, Bentley Museum Family Day

- We had a great family day at the museum with lots of people and a great team.
- They had more than 150 visitors
- We need to encourage people new and old to come and see the very interesting three buildings that they have there. Tons of history with this great museum.

- Feb 20, 2024, MPC Meeting

- MPC approved a Development Permit Application from Timco Quality Builders, for the placement of an existing home to be moved onto a permanent foundation on the lot located at 4810 55th Ave.
- The home will be refinished to meet the architectural guidelines that were created for the subdivision.

- Feb 27, 2024, Regular Council Meeting

- received a presentation by Parkland Community Planning Services regarding the annexation proposal and next steps for the Bentley Southeast Area Structure Plan. Council approved the process to issue a letter of intent to annex.
- Next steps will include notifying landowners and other stakeholders as well as sending a letter to the province
- The process will also involve public meetings and negotiations with Lacombe County for items such as taxation
- Mayor and Council also approved a 2.5% consumer price index increase for Salaries and Wages in alignment with the 2024 approved budget.



Dale Grimsdale

REPORT FOR February 2024

- Feb 13 - Regular Council meeting
- Feb 20- MPC meeting
- Feb 27- Regular Council meeting



Lenore Eastman

REPORT February 2024

- Feb. 13th - regular council meeting
- Feb. 20th - MPC meeting
- Feb. 27th - MPC meeting
- regular council meeting
- Feb. 28th - Van Society meeting



Pam Hansen

REPORT FOR February 2024

- Feb 5 - Lacombe foundation meeting (as alternate)
 - received a online tour of the education website available to staff where they do their safety courses as well as required orientation
 - senior income amounts were reviewed for 1st quarter , the lodge assistance program is still available to low-income seniors
 - Metix audit planning info was presented
 - Shannon Holt presented lodge numbers
 - Eckville - 13 moved out , 16 moved in
 - Lacombe- 25 moved out ,21 moves in
 -
 - Working on marketing plan to encourage people to move into the lodges
 - Home care expression of interest ; asking sites to hire and provide home care , Eckville lodge does not qualify for this so will remain status quo ; changes expected in Lacombe - housing handbook was updated with rent changes etc. -Building analysis for Lacombe lodge is complete but no word on the findings as of meeting time
- Feb 13 Regular council meeting
- Feb 20 MPC regarding sunset heights house being moved in approval.
- Feb 27 regular council meeting
- Feb 23 parkland Library meeting
 - main conversation was on what population to use for funding , GOA had once again released population numbers for Alberta treasury so we will continue using those numbers unless municipalities have done a census and turned in those numbers
 - also reminded board members that when voting on issues at parkland Library that we vote for what's best for PRLS and perhaps not what's best for the town we are in



Brenda Valiquette

REPORT FOR February 2024

- Feb 1/24 Town of Bentley/Lacombe County IDP/ICF Committee Meeting
- Feb.13/24. Regular meeting
- Feb.20/24 MPC meeting
- Feb.27/24regular meeting