



**THE TOWN OF ONOWAY  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Thursday, February 27, 2025**

**9:30 a.m.**

**Council Chambers**

**Onoway Civic Centre (and Virtually Via Zoom)**

**MEETING IS BEING AUDIO/VIDEO RECORDED**

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**Pages**

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**

**Recommendation:**

THAT the February 27, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the February 27, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

- 3. PUBLIC INPUT SESSION**
- 4. PROPOSED CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS**

**Recommendation:**

THAT all items on the proposed consent agenda and respective recommendations be approved.

- a. February 13, 2025 Regular Council Meeting Minutes

**7 - 14**

b. 11. Information Items

a. Meeting Request with Minister McIver - Alberta Municipal Affairs - February 14, 2025 response

b. Community Futures Yellowhead East (CFYE) - Member Board of Directors Overview - February 2025

c. Alberta Municipal Affairs - Joint Use and Planning Agreements (JUPAs) - February 13, 2025 letter from Minister McIver

d. Santas Helpers - Thank you note

e. AB Munis - 2025 Annual Insurance Renewal - February 6, 2025 letter from AB Munis

f. Suncorp Valuations - Building Valuation and Loss Control Program

**5. PUBLIC HEARINGS**

**6. APPOINTMENTS/PRESENTATIONS/DESIGNATIONS**

a. 9:30 a.m. - Northwest of 16 Regional Tourism Association - Walter Preugschas, Marvin Polis, Barb Kostiw and RJ Arcand

15 - 17

**7. FINANCIAL REPORTS - n/a**

**8. POLICIES & BYLAWS**

- a. Bylaw 826-25 - Fire Services

18 - 54

**Recommendation:**

THAT Bylaw 826-25, the Fire Services Bylaw, be given first reading.

**Recommendation:**

THAT Bylaw 826-25, the Fire Services Bylaw, be given second reading.

**Recommendation:**

THAT Bylaw 826-25, the Fire Services Bylaw, be considered for third reading at this meeting.

**Recommendation:**

THAT Bylaw 826-25 the Fire Services bylaw, be given third reading and be adopted.

**9. ACTION ITEMS**

- a. Municipal Accountability Program (MAP) Response - February 11, 2025 letter - A Request for Information is attached

55 - 58

**Recommendation:**

THAT Council accept the information provided in Administration's second response to the 2023/24 Municipal Accountability Program Report.

- b. Lemonade Day - Saturday, June 14, 2025 - Community Futures Yellowhead East (CFYE)

59 - 60

**Recommendation:**

THAT the Town of Onoway agree to the request from CFYE to be a host community partner and provide support as requested:

- Proclaim June 14, 2025 as Northern Alberta Lemonade Day in Onoway and assist with promotion and marketing
- \$500 sponsorship for the Entrepreneur of the Year Award
- Training space as required for the in-person lemonade participant training session, free of charge.
- 3 volunteer judges for the event to assist on June 14th, Lemonade Day Contest.
- Send photos, names and details of winners, back to CFYE
- Administration staff to track, issue and collect nominal payment for Lemonade Day Participant Business Licenses
- Administration staff to liaise with the CFYE Event Coordinator to keep updated on program registrations, volunteer judges, etc;
- Assist in promoting and marketing of the event and the training graphics as provided by CFYE.

Or

Direction as provided by Council deliberations.

- c. Appointment of ARB Officials in 2025 - A Request for Information is attached 61 - 62

**Recommendation:**

THAT Council appoint: ARB Chairman Raymond Ralph; Certified ARB Clerk Gerryl Amorin and Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc and Raymond Ralph

OR

Direction as provided by Council deliberations.

**10. COUNCIL, COMMITTEE & STAFF REPORTS 63 - 64**

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Reports (x 3)
- d. Chief Administrative Officer Report - verbal
- e. Corporate and Community Services Director's Report - attached
- f. Public Works Report - attached
- g. Committee of the Whole - n/a

**Recommendation:**

THAT the Council and staff written and verbal reports be accepted for information as presented.

**11. INFORMATION ITEMS**

**Recommendation:**

THAT the Information Items be accepted as presented.

- a. Meeting Request with Minister McIver - Alberta Municipal Affairs February 14, 2025 response 65 - 65

- b. Community Futures Yellowhead East (CFYE) - Member Board of Directors Overview - February 2025 66 - 66
- c. Alberta Municipal Affairs - Joint Use and Planning Agreements (JUPAs) - February 13, 2025 letter from Minister McIver 67 - 68
- d. Santas Helpers - Thank you note 69 - 69
- e. AB Munis - 2025 Annual Insurance Renewal - February 6, 2025 letter from AB Munis 70 - 75
- f. Suncorp Valuations - Building Valuation and Loss Control Program 76 - 79

**12. CLOSED SESSION - n/a**

**13. ADJOURNMENT**

**14. UPCOMING EVENTS**

March 13, 2025	Regular Council Meeting	9:30 a.m.
March 27, 2025	Regular Council Meeting	9:30 a.m.
April 10, 2025	Regular Council Meeting	9:30 a.m.
April 18/21, 2025	Good Friday/Easter Monday	
April 24, 2025	Regular Council Meeting	9:30 a.m.



**TOWN OF ONOWAY**  
**REGULAR COUNCIL MEETING MINUTES**

February 13, 2025  
9:30 a.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Councillor Bridgitte Coninx  
Councillor Robin Murray  
Councillor Sheila Pockett

Administration: Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services  
Debbie Giroux, Recording Secretary

4 members of the public attended the meeting via Zoom.

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**1. CALL TO ORDER**

Mayor Lenard Kwasny called the meeting to order at 9:31 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

**2. ADOPTION OF THE AGENDA**

**Motion # 034-25**

MOVED by: Councillor Sheila Pockett

THAT the February 13, 2025 Regular Council Meeting agenda be approved with the following additions (as noted at meeting time):

6. Delegation a) Sgt. Bryan Brooks - Parkland RCMP - Body Worn Cameras Presentation - requested by CAO Thompson

9f) 2024 Town of Onoway Library Board Financial Review Appointment - requested by DCCS Damo

**CARRIED UNANIMOUSLY**

**3. PUBLIC INPUT SESSION**

**4. PROPOSED CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS**

**Motion # 035-25**

MOVED by: Councillor Robin Murray

THAT all items on the proposed consent agenda and respective recommendations be approved.

**CARRIED UNANIMOUSLY**

- a. January 23, 2025 Regular Council Meeting Minutes
- b. January 28, 2025 Special Council Meeting Minutes
- c. 11. Information Items
  - a. Town of Onoway Development Permit 25DP-01-24 - Renovation of an existing Commercial Building - 4917 - 50 Street
  - b. CUPW - January 16, 2025 letter re Industrial Inquiry Commission Reviewing Canada Post
  - c. Upcoming Events

**5. PUBLIC HEARINGS**

**6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS**

- a. 9:30 a.m. - Sgt. Bryan Brooks - Parkland RCMP - Body Worn Cameras Presentation

Sgt. Bryan Brooks attended the meeting from 9:32 a.m. until 9:55 a.m.

**Motion # 036-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council's discussion with Sgt. Brooks be accepted for information.

**CARRIED UNANIMOUSLY**

**7. FINANCIAL REPORTS**

**8. POLICIES & BYLAWS**

- a. Bylaw 821-25 - A Bylaw to Establish the Committees of Council

**Motion # 037-25**



MOVED by: Councillor Robin Murray

THAT a Bylaw to Establish the Committees of Council Bylaw # 821-25 be amended by adding the Family & Community Support Services (FCSS) Committee Terms of Reference.

**CARRIED UNANIMOUSLY**

**Motion # 038-25**

MOVED by: Councillor Sheila Pockett

THAT Bylaw # 821-25, A Bylaw to Establish the Committees of Council be given third and final reading and be adopted.

**CARRIED UNANIMOUSLY**

- b. Bylaw 823-25 - Non Residential Development Tax Incentive Bylaw

**Motion # 039-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be given first reading.

**CARRIED UNANIMOUSLY**

**Motion # 040-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be given second reading.

**CARRIED UNANIMOUSLY**

**Motion # 041-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be considered for third reading at this meeting.

**CARRIED UNANIMOUSLY**

**Motion # 042-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 823-25 the Non Residential Development Tax Incentive Bylaw be given third reading and be adopted.

**CARRIED UNANIMOUSLY**

c. Bylaw 824-25 - Repeal Bylaw

**Motion # 043-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 824-25, the Repeal Bylaw, be given first reading.

**CARRIED UNANIMOUSLY**

**Motion # 044-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 824-25, the Repeal Bylaw, be given second reading.

**CARRIED UNANIMOUSLY**

**Motion # 045-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 824-25, the Repeal Bylaw, be considered for third reading at this meeting.

**CARRIED UNANIMOUSLY**

**Motion # 046-25**

MOVED by: Councillor Sheila Pockett

THAT Bylaw 824-25 the Repeal Bylaw be given third reading and be adopted.

**CARRIED UNANIMOUSLY**

d. Bylaw 825-25 - Fees and Charges Bylaw

**Motion # 047-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 825-25, the Fees and Charges Bylaw, be given first reading.

**CARRIED UNANIMOUSLY**

**Motion # 048-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 825-25, the Fees and Charges Bylaw, be given second reading.

**CARRIED UNANIMOUSLY**

**Motion # 049-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 825-25 the Fees and Charges Bylaw be considered for third reading at this meeting.

**CARRIED UNANIMOUSLY**

**Motion # 050-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 825-25 the Fees and Charges Bylaw be given third reading and be adopted.

**CARRIED UNANIMOUSLY**

- e. Policy C-COU-CHA-1 - Use of Council Chambers

**Motion # 051-25**

MOVED by: Councillor Sheila Pockett

THAT Council approve the Policy C-COU-CHA-1 Use of Council Chambers amendment as presented.

**CARRIED UNANIMOUSLY**

**9. ACTION ITEMS**

- a. Safe Sidewalks Canada Program Update - A Request for Decision is attached

Public Works Manager Gary Mickalyk attended the meeting at 10:15 a.m.

**Motion # 052-25**

MOVED by: Councillor Robin Murray

THAT Council approve the Sidewalk Trip Hazard Repair Project MOA with SafeSidewalks Canada Inc.

**CARRIED UNANIMOUSLY**

- b. Ratification for Fire Services Partial Payment of Fees

**Motion # 053-25**

MOVED by: Councillor Robin Murray

THAT Council ratify the payment of 50% of member municipalities portion of fire services fees less that portion of the Town of Onoway to Fire Rescue International AND THAT the remaining portion of outstanding fees be remitted only when payment is received from member municipalities of Onoway Regional Fire Services.

**CARRIED UNANIMOUSLY**

- c. Appointment of Development Officer

**Motion # 054-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Paul Hanlan be appointed and confirmed as the Development Officer for the Town of Onoway effective February 1, 2025.

**CARRIED UNANIMOUSLY**

- d. Home Support Memorandum of Agreement - A Request for Decision is attached

**Motion # 055-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Council approve Home Support Program services MOA with LSAC utilizing FCSS Funds to a maximum of \$1,500.

**CARRIED UNANIMOUSLY**

- e. Appointment of Council to the FCSS Committee

**Motion # 056-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT the appointments to the Family & Community Support Services (FCSS) Committee be Councillor Robin Murray as Council representative and Deputy Mayor Lisa Johnson as Alternate.

**CARRIED UNANIMOUSLY**

- f. 2024 Town of Onoway Library Board Financial Review Appointment

**Motion # 057-25**

MOVED by: Councillor Sheila Pockett

THAT Council appoint Patricia Fish of Onoway to complete the 2024 Financial Review of the Onoway Public Library.

**CARRIED UNANIMOUSLY**

**10. COUNCIL, COMMITTEE & STAFF REPORTS**

Council recessed from 10:40 a.m. until 10:50 a.m.

Councillor Pockett left the meeting at 11:45 a.m.

**Motion # 058-25**

MOVED by: Councillor Bridgitte Coninx

THAT the Council and Staff written and verbal reports be accepted for information as presented.

**CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

Approved under the Consent Agenda Motion #035-25

- a. Town of Onoway Development Permit 25DP-01-24 - Renovation of an Existing Commercial Building - 4917 - 50 Street
- b. CUPW - January 16, 2025 letter re Industrial Inquiry Commission Reviewing Canada Post
- c. Upcoming Events

**12. CLOSED SESSION - n/a**

**13. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:48 a.m.

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Mayor  
Lenard Kwasny

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Jennifer Thompson  
Chief Administrative Officer

UNAPPROVED

**Sent:** Wednesday, February 5, 2025 9:10 AM

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

**Subject:** FW: Northwest of 16

Jennifer Thompson

CAO

Town of Onoway

Hello Jennifer,

Hope you're surviving the cold.

Below is a bit of an update about our new tourism association.

We're beginning to make connections with municipalities and stakeholders in the region to the north and west of Edmonton and would like to connect with the Town of Onoway regarding our progress and possible partnership. Could we set up a time to make a presentation to your council?

Thanks.

Walter Preugschas

Interim Chair

Northwest of 16 Regional Tourism Association

An update regarding our new regional tourism association; **Northwest of 16 Regional Tourism Association:**

- We have many volunteers putting a lot of effort into developing this new non-profit organization
- We have several sponsors and are looking for more.
- A brochure has been completed that is intended to explain the purpose to stakeholders in the region. Another brochure targeted at tourists is also being developed.
- The website is being worked on and should be ready for launch in the early spring. The website will promote the region to tourists including an interactive map showcasing business locations.
- The email address for the association is: [info@northwestof16.com](mailto:info@northwestof16.com)
- Work has begun towards a social media presence.
- We have begun our fan out to stakeholders in the region. We're meeting with councils, chambers, businesses, and operators.
- We are inviting memberships now.
- The 2025 membership fee is \$50.00 for operators and businesses, \$1,000 for councils.
- Members will be able to participate at the AGM scheduled for **March 24<sup>th</sup>** and help to determine the direction that the association takes. A speaker from Travel Alberta will be at the AGM.
- At present we have an interim volunteer working board of directors. At the AGM, board members for the upcoming year will be elected.
- For 2025, Northwest 16 offers free photo and info listings on the website. Free 30 second video clips will be taken of some locations. If you want to be listed on the website, please reach out to [info@northwestof16.com](mailto:info@northwestof16.com)

**Interim Board Members:**

Chair – Walter Preugschas

Vice Chair – Cindy Day

Secretary – Kim Barabas

Treasurer – Barb Kostiw



Board member – Marvin Polis

Board member – Ilse van Loon

Board member – James Spellman

Board member – Alan O'Brien

Board member - Brittany Schuurman

**Other Volunteers:**

Jacqueline Hamoen

RJ Arcand

Ray Hilts

Christina Monai

We look forward to working together on this important tourism initiative for the region.

Walter Preugschas

Interim Chair

Northwest of 16



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Fire Services Bylaw # 826-25

### **BACKGROUND / PROPOSAL**

Fire Bylaw # 723-16 is a bylaw for the purpose of establishing fire services within the Town of Onoway. This bylaw was approved on January 21, 2016.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES.**

Regarding the recent fire services agreement between Lac Ste Anne County and the Town of Onoway, Administration is bringing forward an update to Fire Bylaw # 723-16. The Town Solicitor reviewed the Fire Bylaw and recommended the following updates:

- Removal all the references to the *Forest and Prairie Protection Act* since, pursuant to section 2 of that Act, it does not generally apply to land within the boundaries of an urban municipality (and urban municipalities include towns). There are a few exceptions (like fire control orders – but those are already addressed under the Fire ban section).
- Provided definitions for “Fire Chief”, “Fire Department” and “Fire Restriction.”
- Fire Services Charges are defined as all the costs for fire services, other related costs, and then an administrative fee of 5% calculated on those amounts also. Previous bylaw contains invoice cost for the various items plus 25% on consumables only.
- Acceptable burn barrel wire mesh screen opening size changed from 16mm to 6mm to align with FireSmart Manual requirements.
- Removal of “FireSmart Manual” reference/definition as name this “publication” has changed.
- Reorganization of bylaw sections for a more logical flow.
- Removal of references to budgets and other references that suggest the Fire Department is an internal department.
- Creation of an exception for use of an Acceptable Burn Barrel in acreage properties for parcels of 3.00 acres or more (and no permit required).
- Included a section where fire permits are not required, and this is largely consistent with your prior 8.1 (which seems to be focused on residential parcel use only). The only exception to the residential use restriction is a fire for ceremonial or religious purposes.
- Fees for Fire Permits has been referenced as being per the Fees and Charges bylaw.
- Included highlighted sections in Schedule A Penalties/Fines with reference to the respective section.

Overall, the revision of bylaw was based on creating neutrality surrounding the fire service provider while keeping the core of the bylaw intact.

#### **STRATEGIC ALIGNMENT**

- Service Excellence
- Good Governance

#### **COSTS / SOURCE OF FUNDING**

There is no impact to the 2025 operating or capital budget.

#### **RECOMMENDED ACTION**

- That Bylaw # 826-25 the Fire Services Bylaw be given First reading.
- That Bylaw # 826-25 the Fire Services Bylaw be given Second reading.
- That Bylaw # 826-25 the Fire Services Bylaw be considered for third reading at this meeting.
- That Bylaw # 826-25 the Fire Services Bylaw be given third and final reading and be adopted.

Or

- Direction as provided by Council deliberation.

#### **ATTACHMENTS**

- Proposed Bylaw # 826-25, the Fire Services Bylaw.
- Bylaw 723-16 – Fire Services Bylaw.

**BYLAW NO. 826-25  
TOWN OF ONOWAY**

**Being a Bylaw of the Town of Onoway to establish Fire Services, to regulate the prevention and control of fires, to regulate fireworks, and to authorize the recovery of fire related fees, expenses, and charges**

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WHEREAS the *Municipal Government Act*, RSA 2000, c M-26, as amended, authorizes a council to pass bylaws for municipal purposes respecting the following matters:

- A. The safety, health, and welfare of people and the protection of people and property;
- B. Services provided by or on behalf of the municipality; and
- C. The enforcement of bylaws;

**AND WHEREAS** the *Municipal Government Act*, RSA 2000, c M-26, as amended, further provides that a municipality may provide for a system of licenses, permits, or approvals,

**AND WHEREAS** the *Municipal Government Act*, RSA 2000, c M-26, as amended, provides that a Council may, pursuant to a bylaw, make the owner of a parcel of land liable for the costs and expenses incurred by the municipality in extinguishing fires, and add unpaid costs and expenses for extinguishing fires to the tax roll for that parcel of land;

**AND WHEREAS** the Council of the Town of Onoway wishes to establish fire services within the Town of Onoway and for the efficient operation of such services;

**NOW THEREFORE** the Municipal Council of the Town of Onoway, duly assembled, hereby **ENACTS AS FOLLOWS:**

**PART 1 NAME OF BYLAW**

1.1 This Bylaw may be cited as the "Fire Services Bylaw."

**PART 2 DEFINITIONS**

2.1 In this bylaw, unless the context otherwise requires:

- (a) "Acceptable Burn Barrel" means an outdoor receptacle that meets the following specifications:
  - (i) a minimum of three (3.00) meters' clearance is maintained from any building, property line, or other combustible materials when measured from the nearest edge of the Burn Barrel;
  - (ii) is equipped with an expanded metal spark arrestor mesh screen with opening no larger than six (6.00) mm, secured in place with latches or weights;
  - (iii) is constructed of non-combustible material;
  - (iv) is not located over underground utility services or under aboveground wires;
  - (v) is supervised at all times by a responsible person until such time as the Fire in the Burn Barrel has been fully extinguished. For certainty, a Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire; and

- (vi) is used only to burn Burnable Debris and is not used to burn Prohibited Debris.
- (b) "Acceptable Fireplace" means an outdoor receptacle that meets the following specifications:
- (i) a minimum of one (1.00) meter clearance is maintained from any building, property line, or other combustible materials when measured from the nearest edge of the fireplace;
  - (ii) is constructed of materials such as bricks, concrete, or rocks, that are non-combustible;
  - (iii) is equipped with a chimney that is not less than 2.50 meters in height when measured from the base of the fire burning area;
  - (iv) the chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
  - (v) the base of the Fire burning area is not less than 0.30 meters above the surrounding grade; and
  - (vi) the fire chamber does not exceed 1.25 meters in width and is at least 0.40 meters, but not more than 0.60 meters, in depth.
- (c) "Acceptable Fire Pit" means an outdoor receptacle (fire/barbeque pit) that meets the following specifications:
- (i) a minimum of three (3.00) meters' clearance is maintained from any building, property line, or other combustible material when measured from the nearest edge of the fire pit;
  - (ii) the fire pit is placed on non-combustible materials such as rock, sand, mineral soil, gravel, or concrete and the ground surrounding it outward from its base to a distance of three (3.00) meters be comprised of clean mineral soil, rock, sand, gravel, or concrete;
  - (iii) the fire pit is constructed of bricks, concrete blocks, heavy gauge metal, or other suitable non-combustible materials components;
  - (iv) a spark arrestor mesh screen with openings no larger than six (6.00) mm that is constructed of expanded metal (or equivalent material) is used to cover the fire pit opening in a manner sufficient to contain sparks over the fire at all times;
  - (v) is supervised at all times by a responsible person until such time as the Fire been fully extinguished. For certainty, a Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire;
  - (vi) is not located over any underground utilities or under above-ground wires;
  - (vii) shall only burn wood, charcoal briquettes, propane or natural gas as fuel; and
  - (viii) shall have a flame height that does not exceed 0.90 meters above the fire pit.
- (d) "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26.

- (e) "Alberta Fire Code" means the most current version of the fire safety regulations adopted by the Province of Alberta under the *Safety Codes Act*, RSA 2000, c S-1.
- (f) "Apparatus" means any vehicle provided with machinery or Equipment for firefighting operated by or for the Fire Department, whether that vehicle operates on land, in the air, or on water.
- (g) "Burn Barrel" means a metal drum or other similar receptacle transformed and modified to dispose of combustible trash, waste, and other materials by incineration.
- (h) "Burnable Debris" has the meaning defined in the Substance Release Regulation 124/1993 under the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12.
- (i) "Burning Hazard" means an actual or potential occurrence of Fire or other combustion of organic or inorganic material that could endanger human life or damage property.
- (j) "CAO" means the Chief Administrative Officer of the Town, or their delegate.
- (k) "Council" means the duly elected municipal council for the Town.
- (l) "CSA" means Canadian Standards Association.
- (m) "Dangerous Goods" has the meaning defined in the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4 except that it shall not include gasoline or diesel for residential use in quantities in accordance with the National Fire Code – Alberta Edition under the *Safety Codes Act*, RSA 2000, c S-1.
- (n) "Enforcement Officer" means any of the following:
  - (i) a bylaw enforcement officer appointed or employed or otherwise contracted by the Town;
  - (ii) a Community Peace Officer appointed or employed or otherwise contracted by the Town; or
  - (iii) a member of the Royal Canadian Mounted Police.
- (o) "Equipment" means any tools, devices, materials, or supplies used by or for the Fire Department to respond to an Incident or other emergency.
- (p) "False Alarm" means any notification, by whatever means received, to the Fire Department respecting the existence of a condition, circumstance, Fire, Burning Hazard, Fire Hazard, or other event containing an imminent, serious danger to Persons or property, where such condition, circumstance, Fire, or other event does not, in fact, exist.
- (q) "Fire" means combustion or burning, in which substances chemically combine with oxygen from the air and typically give out bright light, heat, and Smoke.
- (r) "Fire Ban" means any Fire ban, whether municipally or provincially declared, that prohibits Fires in all, or part, of the Town.
- (s) "Fire Chief" means the Person designated by the Town as the Fire Chief, or their delegate.

- (t) "Fire Department" means the entity established by section 3 of this bylaw, whether by contracting Fire Services from another municipality or other service provider, and includes any Member of such Fire Department.
- (u) "Fire Department Property" means all real and personal property owned or controlled by the Fire Department and designated for use by the Fire Department including, but not limited to, Apparatus and Equipment.
- (v) "Fire Hazard" means combustible material that, through its nature, location, or condition, or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a Burning Hazard.
- (w) "Fire Permit" means a permit issued by the Fire Chief pursuant to this bylaw authorizing the setting of a specific type of Fire within the Town.
- (x) "Fire Restriction" means an order issued pursuant to this bylaw for the purposes of Fire prevention and where Fire Permits may be restricted, suspended, or cancelled for the duration, or other scope of, the Fire Restriction.
- (y) "Fire Services" means any and all of the services enumerated in section 3 of this bylaw and includes any other service delivered by or for the Fire Department that is authorized by Council.
- (z) "Fire Service Charges" means:
  - (i) all rates, fees, costs, and charges payable for, or in connection with, the provision of Fire Services which are incurred by the Town including, without limitation, responding to False Alarms;
  - (ii) the Town's actual costs for any extraordinary services required or incurred which are beyond normal Fire Services operations such as, without limitation, HAZMAT, additional Equipment, mutual aid from a reciprocating municipality, supplies, vac truck, and site or scene security; and
  - (iii) an administrative fee of five percent (5.00%) calculated on the total of (i) and (ii) above.
- (aa) "Fireworks" means the pyrotechnics classified as fireworks pursuant to the *Explosives Act*, RSC 1985, c E-17, and its regulations, including consumer fireworks, display fireworks, and special effect pyrotechnics.
- (bb) "Fireworks Permit" means a permit issued by the Fire Chief pursuant to this bylaw authorizing the setting off of Fireworks in the Town.
- (cc) "Incident" means a Fire, Burning Hazard, Fire Hazard, or medical situation where a Fire or explosion is imminent, or any other situation presenting danger or possible danger to life, property, or the environment, and to which the Fire Department has responded or may respond
- (dd) "Incinerator" means an apparatus for burning waste material until it is reduced to ash.

- (ee) "Member" means any Person who is duly appointed a member of the Fire Department and includes the Fire Chief, Deputy Fire Chief, and firefighters that are full-time, casual, or on-call, or paid or volunteer.
- (ff) "Municipal Tag" means a ticket alleging an offence issued pursuant to a bylaw of the Town and providing a Person with the opportunity to pay a fine amount to the Town in lieu of prosecution for the offence.
- (gg) "Obnoxious Odour" means an extremely unpleasant smell which may or may not expose a Person to the harmful chemicals in the products of incomplete combustion.
- (hh) "Occupant" means any person other than the registered owner who is in possession of Property including, but not limited to, a lessee, licensee, tenant, or agent of the Owner.
- (ii) "Open Fire" means any fire which is not an Acceptable Burn Barrel Fire, Acceptable Fire Pit Fire, Incinerator Fire, or Outdoor Fire and which, without limiting the generality of the foregoing, may include grass Fires, forest and brush Fires, Running Fires, structure Fires, building Fires, wood scrap Fires, ground thawing Fires, and chattel Fires;
- (jj) "Outdoor Fire" means any Fire outside of an Acceptable Burn Barrel, Acceptable Fireplace, or Acceptable Fire Pit, and includes, but is not limited to, the following:
  - (i) Fires involving humus, wood, soil, farm produce, bush, grass, feed, straw, or coal;
  - (ii) any Fire that has escaped or spread from a building, structure, machine, or vehicle;
  - (iii) a Burn Barrel Fire without the required spark arrestor screen;
  - (iv) Fires in outdoor ovens, carbon ovens, or home-built wood burners;
  - (v) Fires in Chimeneas;
  - (vi) Tiki torches; or
  - (vii) Random (back-country-style) Fires.
- (kk) "Owner" includes:
  - (i) the Person listed on title as the registered owner of Property at the Land Titles Office;
  - (ii) the Person recorded as the owner of the Property on the municipal assessment roll;
  - (iii) a Person who has purchased or otherwise acquired the Property and has not become the registered owner thereof;
  - (iv) a Person controlling the Property under construction; and
  - (v) an Occupant.



- (ll) "Peace Officer" means a person appointed as a Peace Officer under the *Peace Officer Act*, S.A. 2006, c P-4, as amended.
- (mm) "Person" includes any individual, firm, partnership, association, corporation, society, or other legal entity.
- (nn) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food or for the provision of heat in the out-of-doors that has been subjected to CSA approval.
- (oo) "Prohibited Debris" has the meaning defined in the Substance Release Regulation 124/1993 under the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12.
- (pp) "Property" means any real or personal property.
- (qq) "Recreational Fire" means a Fire which is lit for the purposes of cooking, obtaining warmth, or viewing and pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- (rr) "Running Fire" means a Fire burning without being under the control of any Person.
- (ss) "Smoke" means the suspension of airborne particulates and gases emitted when a material undergoes combustion or pyrolysis together with the quantity of air that is entrained or otherwise mixed into the mass.
- (tt) "Structure Fire" means a Fire confined to and within a building, structure, machine, or vehicle which will, or is likely to, cause the destruction of the building, structure, machine or vehicle.
- (uu) "Town" means the Town of Onoway.
- (vv) "Violation Ticket" has the same meaning as defined in the *Provincial Offences Procedure Act*, RSA 2000, c P-34.

### **PART 3 ESTABLISHMENT AND PURPOSE OF THE FIRE DEPARTMENT**

3.1 The Fire Department is established for the purposes of:

- (a) Preserving life, property, and the environment, and protecting Persons and property from injury or destruction by Fire in, without limitation, Structural Fire, Open Fire, Outdoor Fire, industrial, vehicle, and wildland Fire situations with Fire Services that include, but are not limited to, the following, all in accordance with the policies and procedures of the Town and all applicable legislation:
  - (i) responding to Incidents;
  - (ii) preventing and extinguishing Fires;
  - (iii) providing motor vehicle extrication within the scope of the Equipment and Member training capability;
  - (iv) providing, or supporting, medical response;
  - (v) providing rescue services within the scope of the Equipment and Member training capability;

- (vi) carrying out preventative patrols, conducting pre-fire planning, and assisting with fire inspections and investigations;
- (vii) assisting with emergency management;
- (viii) administering Fire Permit and Fireworks Permit applications and approvals;
- (ix) fulfilling the requirements of any mutual aid agreements with other municipalities; and
- (x) otherwise providing emergency services as required to promote community safety.

#### **PART 4 AUTHORITY OF THE FIRE CHIEF AND FIRE DEPARTMENT**

- 4.1 The Fire Chief and Fire Department authorities are hereby established.
- 4.2 The Fire Chief and the Fire Department are responsible for the development, rules, regulations, and policies for the ongoing organization and administration of Fire Services.
- 4.3 Regulations, rules, or policies of this bylaw shall not be inconsistent with provincial legislation or regulations.
- 4.4 The Fire Chief and the Fire Department are empowered to cause a building, structure, or thing to be pulled down, demolished, or otherwise removed if they deem it necessary to prevent the spread of Fire to other buildings, structures, or things.
- 4.5 The Fire Chief and Fire Department are empowered to cause the Fire Department to enter on any land or premises, including adjacent lands or premises, to combat, control or otherwise deal with a Fire or Incident in whatever manner the Fire Chief and Fire Department deem necessary.
- 4.6 The Fire Chief and Fire Department may obtain assistance from other Town officials for the purpose of assisting with fire investigations, to facilitate inspections, or as otherwise required to fulfill their duties and responsibilities under this bylaw.

#### **PART 5 PERMITTED AND PROHIBITED FIRES**

- 5.1 No Person shall light, cause, or permit to be lit, any Fire upon land which they are the Owner, occupier, or which is under their control, unless the Person holds a valid Fire Permit issued pursuant to this bylaw or the Fire is exempt from the requirement for a Fire Permit under this bylaw.
- 5.2 No Person shall burn or cause to be burned any Prohibited Debris.
- 5.3 No Person shall use coal, straw, or used oil as a heat source for a residence within the Town.
- 5.4 No Person shall use coal, straw, or other combustible material, for ground thawing or other temporary heating conditions without a valid Fire Permit.
- 5.5 No Person shall use a Burn Barrel, or any other form of Incinerator, for incineration within the Town except where the following requirements are all met:
- (1) The Burn Barrel is an Acceptable Burn Barrel;
  - (2) The Burn Barrel is located on a residential property with a lot size of at least three (3.00) acres;
  - (3) The Burn Barrel is only used to burn Burnable Debris;

(4) The Fire is otherwise compliant with the requirements of this Bylaw.

5.6 No Person shall allow a Fire to create dense Smoke or an Obnoxious Odour that creates a risk to public safety.

5.7 No Person shall allow a Fire, whether or not a Fire Permit was obtained for the Fire, or the Fire did not require a Fire Permit under this bylaw, to become a Running Fire.

5.8 No Person shall light a Fire whether or not a Fire Permit was obtained for the Fire, or the Fire does not require a Fire Permit under this bylaw, without taking sufficient precautions to ensure that the Fire is kept under control at all times.

5.9 No Person shall deposit, discard, or leave any burning matter or substance where it might create a Fire Hazard.

5.10 A Fire Permit is not required for:

- (a) a Recreational Fire within an Acceptable Recreational Fire Pit or Acceptable Fireplace that is used for cooking, warmth or personal enjoyment, that is located on a residential parcel only;
- (b) the use of a Canadian Standards Association (CSA) or UL certified barbeque or Portable Appliance, that is located on a residential parcel only;
- (c) any fire table, pit, or other heating device which uses propane or natural gas, that is located on a residential parcel only;
- (d) the use of an Acceptable Burn Barrel on a residential property with a lot size of at least three (3.00) acres which is compliant with the requirements of this Bylaw; or
- (e) a Fire lit for a religious or ceremonial purpose,

provided that:

- (i) a means, acceptable to the Fire Chief, of controlling or extinguishing the Fire is available on the property and within a reasonable distance from where the Fire occurs;
- (ii) the Fire is kept under control and is always supervised by a responsible adult Person until such time as the Fire has been completely extinguished;
- (iii) flame height does not exceed one (1.00) meter above the structure or container; and
- (iv) the Fire is not used to burn Prohibited Debris.

5.11 This bylaw does not apply to a Fire lit by the Fire Department for training or preventative control purposes.

## **PART 6 FALSE ALARMS**

6.1 If in any 12-month period, the Fire Department is requested to respond to the same property more than one time for a False Alarm, the process will be as follows:

- (a) first response – education on False Alarms; and

- (b) second and subsequent responses – recovery of Fire Services Charges in accordance with this bylaw.

## **PART 7 FIRE PERMITS**

- 7.1 Fire Permits are required throughout the entire year.
- 7.2 An application for a Fire Permit shall be submitted to the Fire Chief, in writing, in the form approved by the Town.
- 7.3 No Person shall provide false or misleading information on an application for a Fire Permit.
- 7.4 The fee for a Fire Permit application is set out in the Town's Fees and Charges Bylaw, as amended from time to time.
- 7.5 On receipt of complete application for a Fire Permit and the required fee, the Fire Chief may, in their discretion, either refuse to issue a Fire Permit or issue a Fire Permit with or without conditions.
- 7.6 A Fire Permit is valid only for the time expressly indicated on the Fire Permit.
- 7.7 The Fire Chief may extend the time period that a Fire Permit is valid provided that the extension is requested and approved prior to the expiration of the Fire Permit.
- 7.8 The Fire Chief may, in their sole discretion, terminate, cancel, or suspend a Fire Permit at any time.
- 7.9 Upon receipt of notice of termination, suspension, or cancellation, of a Fire Permit, the holder of the Fire Permit shall immediately extinguish any Fire set pursuant to the Fire Permit.
- 7.10 A Fire Permit is not transferable.
- 7.11 Any Person to whom a Fire Permit has been issued, and any Person involved in the lighting, supervision, or maintenance of a Fire set pursuant to a Fire Permit, shall comply with all the terms and conditions of the Fire Permit.
- 7.12 Every Person who sets a Fire pursuant to Fire Permit shall:
  - (a) produce and show the Fire Permit to the Fire Chief, Member, or an Enforcement Officer upon request;
  - (b) keep the Fire at the site of the Fire approved in the Fire Permit; and
  - (c) be responsible for any costs incurred by the Fire Department when called upon to extinguish such Fire if, in the opinion of the Fire Chief, the Fire is a hazard to Persons or property, or if the Fire is in contravention of the Fire Permit conditions.

## **PART 8 FIRE BANS**

- 8.1 When the CAO determines that the prevailing environmental conditions may give rise to an increased risk of Fire, or increased risk of a Fire running out of control, the CAO may, from time to time:
  - (a) limit Fires within the Town through a Fire Restriction; or
  - (b) prohibit all Fires within the Town under a complete Fire Ban.

- 8.2 A Fire Restriction or municipally issued Fire Ban may be amended by the CAO or Council.
- 8.3 A Fire Ban imposed pursuant to this bylaw shall remain in force until either the date and time provided in the notice of Fire Ban, as amended if applicable, or until such time as the CAO or Council provides notice to the public that the Fire Ban is no longer in effect.
- 8.4 When a Fire Ban is in place, no Person shall light, cause to be lit, or permit to be lit, a Fire on Property that they are the Owner or occupier of, regardless of whether the Person is the holder of a Fire Permit, and any such Person shall immediately extinguish any Fire that has been lit once the Person knows, or ought reasonable to have known, of the Fire Ban.
- 8.5 When a Fire Ban is in place, no Person shall discharge, fire, or set off Fireworks, regardless of whether the Person is the holder of a Fireworks Permit.
- 8.6 When a Fire Ban is in place, a Person may, subject to the requirements of this bylaw and unless the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, briquettes, or charcoal, provided that the barbeque is used for the purpose of cooking and is used on private property.

## **PART 9 FIREWORKS**

- 9.1 All Fireworks sold, stored, handled or discharged in the Town must comply with the *Explosives Act*, Natural Resources Canada Explosives Regulations, National Fire Code and National Building Codes, Alberta Editions, all other applicable federal, provincial, and municipal legislation, regulations, and bylaws, and be used in accordance with the manufacturer's recommendations.
- 9.2 All vendors selling, handling, or storing Fireworks must have a valid Town business license and may be subject to inspections to ensure compliance with applicable codes and standards
- 9.3 All vendors selling fireworks must ensure that the manufacturer's instruction for the safe use of the Fireworks are provided with each sale.
- 9.4 No Person shall discharge, fire or set off Fireworks within the Town without a Fireworks Permit issued by the Town.
- 9.5 An application for a Fireworks Permit shall be submitted to the Fire Chief, in writing, in the form approved by the Town and, if the Fireworks are proposed to be set off on private property, shall be accompanied by:
- (a) a written consent from the Owner of the lands on which the Fireworks are proposed to be used, if the applicant is not the Owner; and
  - (b) a written consent from the Owner(s) of any adjacent or neighbouring lands on which debris from the Fireworks might reasonably be expected to fall.
- 9.6 No Person shall provide false or misleading information on an application for a Fireworks Permit.
- 9.7 The fee for a Fireworks Permit application is as set out in the Town's Fees and Charges Bylaw, as amended from time to time.

9.8 On receipt of complete application for a Fireworks Permit and the required fee, the Fire Chief may, in their discretion, either refuse to issue a Fireworks Permit or issue a Fireworks Permit with or without conditions.

9.9 A Fireworks Permit is valid only for the time and location expressly indicated on the Fireworks Permit.

9.10 The Fire Chief may, in their sole discretion, terminate, cancel, or suspend a Fireworks Permit at any time.

9.11 Upon receipt of notice of termination, suspension, or cancellation, of a Fireworks Permit, the holder of the Fireworks Permit shall immediately cease the discharge, firing or setting off of Fireworks.

9.12 A Fireworks Permit is not transferable.

9.13 Any Person to whom a Fireworks Permit has been issued, and any Person involved in the discharging, lighting, or setting off of Fireworks pursuant to a Fireworks Permit, shall comply with all the terms and conditions of the Fireworks Permit.

9.14 Every Person who sets off Fireworks pursuant to a Fireworks Permit shall:

- (a) produce and show the Fireworks Permit to the Fire Chief, Member, or an Enforcement Officer upon request;
- (b) discharge, fire, or set off the Fireworks only at the location approved in the Fireworks Permit; and
- (c) be responsible for any costs incurred by the Fire Department when called upon to extinguish a Fire created by the use of the Fireworks.

## **PART 10 DANGEROUS GOODS**

10.1 The Owner of any property or conveyance containing Dangerous Goods which sustains an accidental or unplanned release of Dangerous Goods within the Town must immediately report the incident to the Fire Department.

10.2 Dangerous Goods shall not be transported through the Town without property identification and strict adherence to all Federal, Provincial, and municipal regulations and standards.

10.3 Dangerous Goods shall not be stored, transported, used, or released in residential areas of the Town.

10.4 Flammable liquids and combustible liquids for residential use which are stored in quantities in accordance with the *Safety Codes Act*, RSA c S-1, as amended, shall not be classified as Dangerous Goods for the purposes of this bylaw.

## **PART 11 REPORTING**

11.1 The Owner of any property damaged by Fire shall immediately report to the Fire Department the particulars of the Fire in a manner and detail satisfactory to the Fire Chief

11.2 Where a Fire is lit or ignited without a Fire Permit, unless the Fire is a Fire which does not require a Fire Permit, the Person having control of such Fire shall:

- (a) extinguish the Fire immediately; or
- (b) where they are unable to extinguish the Fire immediately, report the Fire by calling 9-1-1.

## **PART 12 FIRE SERVICES CHARGES**

12.1 Upon the Fire Department, or a reciprocating municipality under a mutual aid agreement, providing a response to a parcel of land, building, or residence, the Town may, in its discretion, recover Fire Services Charges associated with the response to any or all of the following Persons:

- (a) the Person or Persons who requested the response;
- (b) the Person or Persons causing or contributing to a Fire or Incident;
- (c) the occupant of the parcel of land or residence on which the response was provided;
- (d) the Owner of the parcel of land or residence on which the response was provided;
- (e) the Person or Persons with control over the parcel of land or residence on which the response was provided, which may include, without limitation, a property manager; or
- (f) the Person in possession or control of the property that is the subject of the Fire or Incident if the Fire or Incident did not occur on private property.

12.2 All Persons charged for Fire Services Charges are jointly and severally liable to the Town for payment of such Fire Services Charges.

12.3 Fire Services Charges shall be paid within thirty (30) days of receipt of an invoice.

12.4 Collection of unpaid Fire Services Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.

12.5 Without limiting the generality of section 12.1, the Owner of a parcel of land within the Town to which Fire Services are provided is liable for Fire Services Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Services Charges, which shall form a special lien against the parcel of Land in favour of the Town from the date that the amount was added to the tax roll in accordance with the Act.

12.6 A Person who has damaged or destroyed any Apparatus, Equipment or Fire Department Property shall, in addition to any penalty imposed in this bylaw, be liable for and pay upon demand, all costs incurred by the Town or the Fire Department, as applicable to repair or replace the Apparatus, Equipment, or Fire Department Property in question.

## **PART 13    INSPECTIONS AND ENFORCEMENT**

13.1    Where a parcel of land, property, residence, business, commercial property, or any other property does not comply with this bylaw, or a Person contravenes this bylaw, the Town may pursue its enforcement alternatives in accordance with this bylaw, any enactment or common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to tax rolls, and pursuing injunctions under the Act.

13.2    No Person shall interfere with or obstruct an Enforcement Officer, the Fire Chief, or the Fire Department in the exercise of their powers and duties under this bylaw.

13.3    No Person shall provide false or misleading information to any Enforcement Officer, the Fire Chief, or the Fire Department

13.4    No Person shall falsely represent themselves to be a Member of the Fire Department, or wear or display any uniform, badge, cap, button, insignia, or other paraphernalia for the purposes of such false representation.

13.5    No Person shall damage or destroy any Fire Department property.

## **PART 14    CORPORATIONS AND PARTNERSHIPS**

14.1    Where a corporation commits an offence under this bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act of omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

14.2    If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act or omission that constitutes the offence, is guilty of the offence.

## **PART 15    VICARIOUS LIABILITY**

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

## **PART 16    OFFENCES AND PENALTIES**

16.1    A Person who contravenes this bylaw by:

    (a)    doing any act or thing which the Person is prohibited from doing; or

    (b)    failing to do any act or thing the Person is required to do,

is guilty of an offence.

16.2    Any Person who is convicted of an offence pursuant to this bylaw is liable on summary conviction, to a fine not exceeding ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed to a period of imprisonment not exceeding six (6) months, or both.

16.3    Where there is a specified penalty listed for the offence in Schedule "A" to this Bylaw, that amount is the specified penalty for the offence.



16.4 Where there is a minimum penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum penalty for the offence.

16.5 Where an Enforcement Officer believes that a Person has contravened any provision of this bylaw, the Enforcement Officer may commence proceedings against the Person by issuing a Violation Ticket.

16.6 If a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify the fine amount established for the offence.

16.7 A Person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount specified for the offence and, if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.

16.8 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket.

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

- (c) specify the fine amount established in this bylaw for the offence; or
- (d) require a Person to appear in court without the alternative of making a voluntary payment.

16.10 A Person who commits an offence may, if a Violation Ticket is issued in respect of the offence and the Violation Ticket specifies the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine.

16.11 The levying and payment of any fine or the imprisonment of any period provided in this bylaw shall not relieve a Person from the necessity of paying any fees, charges, or costs for which that Person is liable under the provisions of this bylaw or any other bylaw.

16.12 The Town may exercise discretion in the application of this bylaw and its contents as defined in section 529 of the Act.

16.13 An Enforcement Officer may use discretion, mediation, or provide education and increased awareness as an alternative to issuing Municipal Tags or Violation Tickets.

## **PART 17 INTERPRETATION**

17.1 In this bylaw, a citation or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town is a citation of or reference to that act, regulation, or bylaw, as amended, whether amended before or after the commencement of the act, regulation, or bylaw in which the citation or reference occurs.

17.2 Nothing in this bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other Town bylaw, or any requirement of any lawful permit, order, or license.

## **PART 18 SEVERABILITY**

18.1 Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

**PART 19    TRANSITION AND COMING INTO FORCE**

19.1    This Bylaw takes effect on the final passing thereof and, on such final passing, Bylaws 675-08 and 723-16 are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

UNANIMOUS CONSENT to proceeding to third reading this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

**TOWN OF ONOWAY**

\_\_\_\_\_  
LENARD KWASNY  
Mayor

\_\_\_\_\_  
JENNIFER THOMPSON  
Chief Administrative Officer

## SCHEDULE "A"

### Specified Penalties

A Person who is found guilty of an offence under this bylaw where no penalty has been specifically provided is liable to a fine of not less than \$250.00 and not exceeding \$10,000.00.

Bylaw Section	Offence	First Offence	Second Offence	Subsequent Offences
5.2	Burn or cause to be burned any Prohibited Debris	\$1,000.00	\$5,000.00	\$10,000.00
5.3	Use coal, straw, or used oil as a heat source in a residence	\$500.00	\$1,000.00	\$2,000.00
5.4	Use coal, straw, or other materials for ground thawing or temporary heating	\$500.00	\$1,000.00	\$2,000.00
5.5	Use a Burn Barrel or incinerator where prohibited	\$500.00	\$1,000.00	\$2,000.00
5.6	Allow a Fire to create dense smoke or Obnoxious Odor	\$1,000.00	\$2,000.00	\$5,000.00
5.7	Allow a Fire to become a Running Fire	\$5,000.00	\$7,500.00	\$10,000.00
5.8	Failure to take precautions to keep Fire under control	\$500.00	\$1,000.00	\$5,000.00
5.9	Deposit or discard burning matter where it may cause Fire	\$1,000.00	\$5,000.00	\$10,000.00
7.3	Provide false or misleading information on an application for a Fire Permit	\$1,000.00	\$5,000.00	\$10,000.00
7	Fail to comply with the terms of a Fire Permit	\$1,000.00	\$5,000.00	\$10,000.00
7.12(a)	Fail to produce a Fire Permit on request	\$500.00	\$1,000.00	\$2,000.00
7.12(b)	Fail to keep the Fire at the site of the Fire approved in the Fire Permit	\$500.00	\$1,000.00	\$2,000.00
8.4	Light, cause, or permit to be lit a Fire when a Fire Ban is in place	\$1,000.00	\$5,000.00	\$10,000.00
8.5	Discharge, fire, or set-off Fireworks when a Fire Ban is in	\$1,000.00	\$5,000.00	\$10,000.00

<b>Bylaw Section</b>	<b>Offence</b>	<b>First Offence</b>	<b>Second Offence</b>	<b>Subsequent Offences</b>
	place			
9.2	Vendor selling, handling or storing Fireworks without business license	\$1,000.00	\$2,000.00	\$5,000.00
9.3	Vendor selling Fireworks without providing manufacturer's instructions for safe use	\$500.00	\$1,000.00	\$2,000.00
9.4	Discharge, fire or set-off Fireworks without a permit	\$500.00	\$1,000.00	\$2,000.00
9.6	Provide false or misleading information on an application for a Fireworks Permit	\$1,000.-00	\$2,000.00	\$5,000.00
9	Failure to comply with conditions of a Fireworks Permit	\$1,000.00	\$2,000.00	\$5,000.00
9.14(a)	Failure to produce a Fireworks Permit on request	\$250.00	\$500.00	\$1,000.00
9.14(b)	Discharge, fire, or set off Fireworks at a location not approved in the Fireworks Permit	\$500.00	\$1,000.00	\$2,000.00
10.1	Failure to report release of Dangerous Goods	\$5,000.00	\$10,000.00	\$10,000.00
10.2	Transport Dangerous Goods without proper identification and adherence to applicable regulations	\$2,500.00	\$5,000.00	\$10,000.00
10.3	Store, transport, use, or release Dangerous Goods in residential areas	\$5,000.00	\$7,500.00	\$10,000.00
11.1	Failure to report property damaged by Fire	\$500.00	\$1,000.00	\$2,500.00
11.2	Light, cause, or permit to be lit a Fire without a Fire Permit	\$250.00	\$500.00	\$1,000.00
11.2(a)	Failure to extinguish a Fire ignited without a Permit where Permit required	\$1,000.00	\$2,500.00	\$5,000.00
11.2(b)	Failure to call 911 when unable to extinguish a Fire	\$2,000.00	\$5,000.00	\$10,000.00
13.2	Interfere or obstruct an	\$2,500.00	\$5,000.00	\$10,000.00

<b>Bylaw Section</b>	<b>Offence</b>	<b>First Offence</b>	<b>Second Offence</b>	<b>Subsequent Offences</b>
	Enforcement Officer, Fire Chief, or Fire Department			
13.3	Provide false or misleading information to an Enforcement Officer, the Fire Chief, or the Fire Department	\$1,000.00	\$2,000.00	\$5,000.00
13.4	Falsely represent themselves as a Member of the Fire Department	\$1,000.00	\$5,000.00	\$10,000.00
13.5	Damage or destroy Fire Department property	\$1,000.00	\$5,000.00	\$10,000.00

**BYLAW NO. 723-16**  
**(Fire Services)**

**SCHEDULE "A"**

**WHEREAS**, under the provisions of Section 44 of the *Provincial Offences Procedure Act*, and under the provision of Section 7 of the *Municipal Government Act*, Council may, by Bylaw, provide for the payment of Violation Tickets or summons out of court.

A notice of form (commonly called a Bylaw or Violation Ticket) may be issued by a Bylaw or Peace Officer to any Owner or Person charged with a breach of any of the provisions of this Bylaw and the hereto-mentioned Acts shall apply in regards to the payment.

		<u>First</u> <u>Offence</u>	<u>Second</u> <u>Offence</u>	<u>Subsequent</u> <u>Offence</u>
(NO TIME LIMITS BETWEEN OFFENCES)				
Section 6.1	Failure to report property damaged by fire.	\$500.00	\$1,000.00	\$2,500.00
Section 6.2	Failure to report the release of a Dangerous Good(s), or Hazardous Material, whether or not planned or accidental.	\$5,000.00	\$10,000.00	\$25,000.00
Section 11.1	Allow any fire to become a Running Fire on any Property not his or her own, or allowing a Running Fire to pass from his or her own Property to the Property of another.	\$5,000.00	\$7,500.00	\$10,000.00
Section 11.2 a)	Light an Open Fire without a Fire Permit if a Fire Permit is required under this Bylaw.	\$250.00	\$500.00	\$1,000.00
Section 11.2 b)	Light an Open Fire, an Outdoor Fire, Incinerator Fire, Acceptable Burn Barrel Fire, Acceptable Fireplace Fire, or Acceptable Fire Pit Fire, without first taking sufficient precaution to ensure that the fire can be kept under control at all times.	\$500.00	\$1,000.00	\$5,000.00

Section 11.2 c)	Light an Open Fire, an Outdoor Fire, Incinerator Fire, Acceptable Burn Barrel Fire, Acceptable Fireplace Fire, or Acceptable Fire Pit Fire when weather conditions are conducive to creating a Running Fire OR when Fire Services or another authorized agency has announced a Fire Ban on any type of burning.	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 d)	Burn in an acceptable burn barrel, acceptable fireplace, acceptable fire pit, or public park fire site garbage, leaves, straw, painted wood, treated construction materials, or items made of or containing rubber, plastic, tar, or any materials deemed for disposal;	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 e)	Deposit, discard, or leave any burning matter or substance where it might ignite other material and cause a fire.	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 f)	Conduct any activity that involves the use of fire or that creates potential sources of fire ignition, which might reasonably be expected to cause a running or open fire, unless he or she excercises reasonable care to prevent such a fire from occurring.	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 g)	Provide false, incomplete, or Misleading information to Fire Services On or with respect to a Fire Permit Application	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 h)	Interfer with the efforts or persons authorized in this Bylaw to extinguish fires or preserve life or property	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 i)	Interfer with the operation of any Fire Services equipment or apparatus Required to extinguish fires or preserve Life or property	\$1,000.00	\$5,000.00	\$10,000.00

Section 11.2 j)	Damage or destroy any Fire Services property, or	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.2 k)	Falsely represent him or herself as a Fire Services Member, or wear or display any uniform, badge, cap button, insignia, or other paraphernalia for the purpose of such false representation.	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.3	Use Fire to burn Prohibited Debris	\$1,000.00	\$5,000.00	\$10,000.00
Section 11.4	Obstruct a Bylaw Officer, Peace Officer, Fire Guardian, or Members of the Fire Services in the performance of their duties pursuant to this Bylaw or the <i>Forest and Prairie Protection Act</i> .	\$2,500.00	\$5,000.00	\$10,000.00
Section 11.5	Burn or have a fire in an area designated Municipal Reserve or Environmental Reserve without a Fire Permit.	\$500.00	\$1,000.00	\$5,000.00
Section 11.6	Fail to comply with conditions of Fire Permit.	\$1,000.00	\$5,000.00	\$10,000.00

### Incident Response Rates

*When an incident occurs within the Town of Onoway or additional municipalities which have entered into a Fire Services Agreement, those who have entered into a Mutual Aid Agreement, or those who have executed agreements, the following schedule will apply. Rates may be negotiated from time to time; other rates may apply as part of a separate agreement;*

Rates as established by County Council from time to time for the following equipment:

- A) Engine/Pumper
- Tanker /Tender
- Squad
- Wildland Truck
- Heavy Rescue Truck
- Command Unit
- Rescue Boat
- OHV (Rescue or Fire Suppression)
- QUAD ATV
- Equipment Support Trailer



Contracted Equipment (Fire or General)  
Consumables (foam, etc)  
Hazardous Materials Supplies  
Municipal Water Access Fee

Invoice cost  
Invoice cost + 25%

Current cubic meter rates as  
established by the Town of Onoway,  
or the Town of Mayerthorpe.

Firefighter wages  
Cadet (Junior) Firefighter wages

**Additional Fees**

Incident Report – Copy (insurance, lawyer)  
Photos – CD Copy (insurance, lawyer)  
Rental Wildland Trailer

**TOWN OF ONOWAY**  
**Fire Bylaw No 723-16**

A Bylaw of the Town of Onoway in the Province of Alberta, for the purpose of establishing Fire Services within Town of Onoway.

WHEREAS *Sections 7 and 8 of the Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws for the safety, health and welfare of people and the protection of people and property, providing for a system of licenses, permits or approvals, imposition of penalties for offences, as well as services provided by or on behalf of the municipality as may be considered proper by Council;

WHEREAS *Section 553 (1) (g) of the Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass a bylaw making the owner of a parcel liable for costs and expenses related to the municipality extinguishing fires on the parcel, and unpaid costs and expenses for extinguishing fires on the parcel may be added to the Tax Roll of that parcel of land;

WHEREAS the *Forest and Prairie Protection Act*, R.S.A. 2000, c. F-19, as amended, provides certain discretionary and mandatory powers to enable a municipality to carry out and enforce the provisions of the *Forest and Prairie Protection Act* within its boundaries as applicable; and

WHEREAS the Council of the Town of Onoway, pursuant to the powers and responsibilities granted to it pursuant to the *Municipal Government Act* and the *Forest and Prairie Protection Act*, wishes to provide for the prevention, regulation and control of the lighting of fires within the Town of Onoway and for the preservation of life and property from damage or destruction by fire on the terms hereinafter provided;

WHEREAS the Council of the Town of Onoway wishes to establish fire services within the Town of Onoway and to provide for efficient operation of such fire services; and

NOW, THEREFORE, the Council of the Town of Onoway , in Council duly assembled, enacts as follows:

**PART 1.0 – NAME OF BYLAW**

1.1 This Bylaw may be cited as the “Fire Services Bylaw.”

**PART 2.0 - DEFINITIONS**

2.1 In this Bylaw:

- a) “Acceptable Burn Barrel” means an outdoor receptacle that meets the following specifications:
  - i. a minimum of three (3) metres clearance measured from the nearest edge of the Burn Barrel to a building, property lines, or other combustible material,
  - ii. equipped with an expanded metal spark arrestor mesh screen with openings no larger than 16 mm, secured in place with latches or weights,
  - iii. constructed of non-combustible material,
  - iv. not located over underground utility services or under aboveground wires,
  - v. is supervised at all times by a responsible person until such time that the fire in the Burn Barrel has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire, and
  - vi. is used to burn non-prohibited debris;
- b) “Acceptable Fireplace means an outdoor receptacle that meets the following specifications:
  - i. a minimum of one (1) metre clearance measured from the nearest Fireplace edge to the nearest edge of buildings, property lines, or other combustible material,
  - ii. constructed of materials such as bricks, concrete, or rocks that are non-combustible,
  - iii. equipped with a chimney that is not less than 2.5 metres in height when measured from the base of the fire burning area,
  - iv. a chimney equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks,
  - v. the base of the fire burning area is not less than 0.3 metres above the surrounding grade, and
  - vi. the fire chamber does not exceed 1.25 metres in width, and is at least 0.4 metres, but not more than 0.6 metres, in depth;
- c) “Acceptable Fire Pit” means an outdoor receptacle (fire/barbeque pit) that meets the following specifications:
  - i. a minimum of three (3) metres clearance from buildings, property lines and combustible materials is maintained,
  - ii. it is placed on non-combustible material such as rock, sand, mineral soil, gravel, or concrete and the ground surrounding it outward from its base to a distance of three (3) metres be clean mineral soil or be covered by any of the aforesaid materials,
  - iii. it is constructed of bricks or concrete blocks, heavy gauge metal or other suitable non-combustible material components,
  - iv. it has a spark arrestor mesh screen of 8 – 16 mm expanded metal (or equivalent) to contain sparks over the fire at all times,
  - v. the fire is supervised at all times by a responsible adult until such time that the fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire,
  - vi. only wood, charcoal briquettes, propane, or natural gas fuels are to be used,
  - vii. flame height does not exceed 90 cm (3.28 feet) above the fire/barbeque pit, and
  - viii. not located over any underground utilities or under any aboveground wires;
- d) “Alberta Fire Code” means the most current version of fire safety regulations adopted by the Province of Alberta and legislated under the *Safety Codes Act*;

- e) “Burnable Debris” means those materials permitted to be burned in accordance with statutes and bylaws written to protect and enhance the environment and shall include but are not limited to materials described as:
  - i. straw and stubble,
  - ii. grass and weeds,
  - iii. leaves and tree pruning’s,
  - iv. brush and fallen trees on newly cleared land or associated logging operations,
  - v. used power and telephone poles that do not contain wood preservatives,
  - vi. wood material from the construction or demolition of buildings, which does not contain wood preservatives,
  - vii. solid waste from post and pole operations that does not contain wood preservatives, or
  - viii. solid waste from tree harvesting operations;
- f) “Burning Hazard” means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or damage property;
- g) “Bylaw Officer” means, a Bylaw Enforcement Officer appointed by The Town of Onoway under Section 555 (1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- h) “Bylaw Ticket” means a ticket or similar document issued by the Town of Onoway pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M26;
- i) “Chief Administrative Officer” means the Town of Onoway CAO. or designate;
- j) “Town” or “Town of Onoway” means the Municipality of the Town of Onoway in the Province of Alberta;
- k) “Fire Chief” means the senior manager of the Onoway Regional Fire Services (owned and operated by North West Fire Rescue – Onoway Ltd.), howsoever named, or designate;
- l) “Council” means the Council of the Town of Onoway ;
- m) “Dangerous Goods” means any product, substance, or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Transportation of Dangerous Goods Act*, R.S.A. 1992, Chapter 34, as amended;
- n) “Emergency Unit” means a fire truck, pumper truck, rescue truck, ambulance, mobile command unit, brush truck, dangerous goods unit, tender, enforcement vehicle, watercraft, or any other vehicle used for perform activities at an Incident;
- o) “False Alarm” means any fire alarm that is set off needlessly, through willful, accidental, human, or mechanical error, and to which the Town of Onoway Fire Services responds;
- p) “Fire Ban” means a provincial ministerial order, an order by The Town of Onoway Chief Administrative Officer, or an order by Onoway Regional Fire Services Fire Chief that may, at their discretion, cancel any or all Fire Permits, prohibit the lighting of or requiring the extinguishment of a fire, and prohibit the setting off of fireworks or explosives;
- q) “Fire Guardian” means a person named or employed as Fire Guardian or Fire Officer, by Onoway Regional Fire Services, and pursuant to the *Forest and Prairie Protection Act*, this Bylaw, or both;
- r) “Fire Hazard” means combustible material that, through its nature, location, condition, or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a Burning Hazard;

- s) “Fire Permit” means a permit issued by a Fire Guardian pursuant to the *Forest and Prairie Protection Act* or Bylaw, or both allowing for the setting of an outdoor fire or structure fire within the Town of Onoway ;
- t) “Fire Services” means the Onoway Regional Fire Services owned and operated by North West Fire, a Department, as established pursuant to the laws of Alberta and organized for the Town pursuant to the provisions of this Bylaw, and any agreements with municipalities within Lac Ste. Anne County borders; consisting of: all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials, and supplies used in the operation, maintenance, and administration of the Onoway Regional Fire Services, including applicable fire stations;
- u) “FireSmart Manual” means the FireSmart Home Owner’s manual produced by Alberta Environment and Sustainable Resource Development;
- v) “Household Garbage” means any discarded material from household activities that may include, but is not limited to: wet organic waste, plastic, rubber, disposable diapers, glossy coloured paper, particle board, or other materials that, when burned, give off offensive odours and visible smoke;
- w) “Incident” means a fire, or a situation where a fire or an explosion is imminent, or any other situation presenting a danger or possible danger of life or property and to which the Fire Services may respond;
- x) “Incinerator Fire” means a fire that is confined within a non-combustible structure, container, or barrel with openings covered with a heavy gauge metal screen having a mesh size not larger than 16 mm (as per FireSmart Manual), and which is used for the purpose of burning burnable debris, protecting livestock from insects, or for protecting garden plots from frost;
- y) “Member” means any person who is an employee of Onoway Regional Fire Services, whether that member is full time, part time, paid, or a volunteer;
- z) “Occupant” means any person other than the registered Owner who is in possession of the property, including, but not restricted to, a lessee, licensee, tenant or agent of the Owner.
- aa) “Open Fire” means any fire which is not an Acceptable Burn Barrel Fire, Acceptable Fireplace Fire, Acceptable Fire Pit Fire, Incinerator Fire, or Outdoor Fire and which, without limiting the generality of the foregoing, may include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires, and chattel fires;
- bb) “Outdoor Fire” means any fire outside of an Acceptable Burn Barrel, Acceptable Fireplace, Acceptable Fire Pit, or Incinerator Fire and, by proxy, includes, but not limited to, the following:
  - i. fires involving humus, wood, soil, farm produce, bush, grass, feed, straw, or coal,
  - ii. any fire that has escaped or spread from a building, structure, machine, or vehicle,
  - iii. a Burn Barrel or Incinerator without the required spark arrestor screen,
  - iv. fires in outdoor ovens, earthen ovens, or home-built wood burners,
  - v. chimeneas,
  - vi. tiki torches, and
  - vii. random (back-country) fires;
- cc) “Owner” means:
  - i. the person as registered on title at the Land Titles Offices,

- ii. a person who is recorded as the Owner of the property on the assessment roll of the Town of Onoway,
- iii. a person who has purchased or otherwise acquired the property, whether purchased or otherwise acquired from the Owner or from another purchase, and has not become the registered Owner thereof,
- iv. a person controlling the property under construction, or
- v. a person who is the Occupant of the property under a lease, license, or permit;
- dd) “Peace Officer” means a person appointed as a Community Peace Officer under the *Peace Officer Act*;
- ee) “Person” means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, association, society, and other legal entity;
- ff) “Portable Appliance” means any appliance sold or constructed for the purpose of cooking food or for the provision of heat in the out-of-doors that has been subjected to CSA approval;
- gg) “Prohibited Debris” means any material that, when burned, will result in the release to the atmosphere of dense smoke, offensive odours or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but are not limited to materials described as:
  - i. animal manure,
  - ii. pathological waste,
  - iii. non-wooden materials,
  - iv. waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives,
  - v. combustible material in automobiles,
  - vi. tires,
  - vii. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel,
  - viii. used oil, or
  - ix. wood or wood products containing substances for the purposes of preserving wood;
- hh) “Property” means any lands, buildings, structures, or premises, or any personal property located thereupon, within the municipal boundaries of the Town of Onoway;
- ii) “Running Fire” means a fire burning without being under the control of any Person;
- jj) “Specified Penalty” means a penalty specified in Schedule “A” which may be paid in response to a Bylaw or Violation Ticket, for an alleged offence of a Section of this Bylaw;
- kk) “Structure Fire” means a fire confined to and 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;
- ll) “Violation Ticket” means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S. A. 2000, Chapter P-34 for a breach of any of the provision of this Bylaw.

## PART 3.0 – SERVICES

- 3.1 Services may be provided by Onoway Regional Fire Services for the purposes of:
- a) Preventing and extinguishing fires;
  - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
  - c) Providing rescue services;
  - d) Preventing, combating and controlling Incidents;
  - e) Carrying out preventative patrols, pre-fire planning, and assisting with fire investigations and inspections;
  - f) Entering into agreements with other municipalities or persons for the joint use, control, and management of fire extinguishing apparatus and equipment;
  - g) Purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property, in accordance with approved budgets.

## PART 4.0 – AUTHORITY

- 4.1 Council hereby delegates the following authorities:
- a) Onoway Regional Fire Services Fire Chief or designate, a District Fire Chief, or any Member acting in their position is empowered to cause a building, structure, or thing to be pulled down, demolished, or otherwise removed if he or she deems it necessary to prevent the spread of fire to other buildings, structures, or things;
  - b) Onoway Regional Fire Services Fire Chief or designate, a District Fire Chief, or any Member acting in their position is empowered to cause any Member to enter on any land or premises, including adjacent land or premises, to combat, control, or deal with an Incident in whatever manner the Onoway Regional Fire Chief, a District Fire Chief, or any other Member or Fire Officer in charge at an Incident deems necessary;
  - c) The Onoway Regional Fire Services Fire Chief or designate is authorized to issue Fire Permits and to issue invoices for services provided and any other document in the name of the Town, which may be required for the efficient operation of Fire Services within the Town;
  - d) For the purpose of fire control, the Onoway Regional Fire Chief, or designate acting in their position, may enforce a partial or total Fire Ban, which will be advertised through such options as local radio, newspaper media, and social media for not less than two (2) consecutive days;
  - e) For the purpose of fire control, the Onoway Regional Fire Chief, or designate, or any Member acting in their position may enforce a Fire Ban in specified areas.
- 4.2 The Onoway Regional Fire Services Fire Chief or designate may seek the assistance of any department or official of the Town, as deemed necessary to fulfill the duties hereunder.
- 4.3 The Onoway Regional Fire Services Fire Chief, a District Fire Chief, or any Member or Fire Officer acting in their position, is hereby authorized to assist with fire investigations or inspections when requested by an accredited Safety Codes Officer.

## 5.0 – CONTROL OF FIRE HAZARDS

- 5.1 If the Onoway Regional Fire Services Chief or designate finds within the Town boundaries, on privately owned land or occupied public land, conditions that in the opinion of the Onoway Regional Fire Services constitutes a Fire Hazard or a Burning Hazard, he or she may order the Owner or the Person in control of the land on which the Fire Hazard or Burning Hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Onoway Regional Fire Services Fire Chief.
- 5.2 When the Onoway Regional Fire Services Fire Chief or designate, or any Member acting in their position finds that an order made pursuant to Section 5.1 has not been carried out, he or she may enter on the land with any equipment and persons considered necessary and may perform the required work.
- 5.3 Where work was performed pursuant to Section 5.2:
  - a) The Owner or Person in control of the land shall on demand reimburse the Town for the cost of the work performed;
  - b) The Town may recover such fees and charges as a debt due and owing to the Town; and
  - c) Where the fees or charges are not paid, such fees or charges may be charged against the land as a lien in respect of that land and improvements as pursuant to Section 553 (1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26.

## 6.0 – REPORTING

- 6.1 The Owner or the authorized agent of any property damaged by fire shall immediately report to the Fire Services Department particulars of the fire in a manner and detail satisfactory to the Onoway Regional Fire Services Fire Chief or designate.
- 6.2 The Owner or the authorized agent of any property containing a Dangerous Good(s) product which sustains an accidental or unplanned release of the Dangerous Good(s) product shall immediately report to the County Regional Fire Services Fire Chief, or designate, particulars of the release in a manner and detail satisfactory to the Town Fire Chief.

## 7.0 – FIRE GUARDIANS

- 7.1 Fire Guardians shall be appointed by the Town to enforce the provisions of the *Forest and Prairie Protection Act*, and the Town's Fire Bylaw within the boundaries of the Town of Onoway. The number of required Fire Guardians shall be monitored and maintained as required by the Chief Administrative Officer through the recommendation of the Town Fire Chief.

## 8.0 – FIRE PERMITS

- 8.1 Fire Permits with site inspection by an appointed Fire Guardian is required at all times of the year to light an Open Fire, Structure Fire or any other fire if required under this Bylaw or the *Forest and Prairie Protection Act*.



- 8.2 Council, from time to time, by resolution may establish a fee for issuing a Fire Permit.
- 8.3 No Person shall set, permit, or maintain any Open Fire at any time of the year such that the smoke emitted from the fire impairs visibility on any municipal roadway, any Highway or which, in the sole discretion of the Onoway Regional Fire Services Fire Chief or designate, becomes a nuisance or safety concern on any roadway, Highway or property. The Person who set, permitted, or maintained such an Open Fire shall extinguish the fire immediately upon the order of the Onoway Regional Fire Services Fire Chief or designate.
- 8.4 Any Person wishing to obtain a Fire Permit for any area within the Town shall request a Fire Permit through the Fire Guardians.
- 8.5 A Fire Permit shall be on the form required by the Fire Services, and must be made during a site visit by a Fire Guardian. Each Fire Permit shall contain the following information:
- a) The name, address, and telephone number, if applicable, of the applicant;
  - b) The reason for a Fire Permit is required;
  - c) The legal description of land and/or municipal address of the property upon which the proposed fire will be set;
  - d) A description of the combustible material which will be burned;
  - e) Any precautions that will be taken by the Owner or authorized agent to maintain and control the proposed fire;
  - f) The length of time for which the Fire Permit will remain valid (maximum 10 days);
  - g) The signature of the Owner or authorized agent; and
  - h) The signature of the Fire Guardian issuing the Fire Permit.
- 8.6 The Town Fire Chief, designate, or Fire Guardian may, in his or her sole discretion, terminate or suspend a Fire Permit at any time.
- 8.7 Upon request for a Fire Permit, the Town Fire Chief, designate, or Fire Guardian shall complete a site inspection to consider the request and in his or her sole discretion:
- a) Refuse to grant the Fire Permit;
  - b) Grant a Fire Permit with or without terms and conditions as deemed appropriate; or
  - c) Determine that a Fire Permit is not required.
- 8.8 A Fire Permit is not transferable.
- 8.9 Subject to 8.5 (f); the Town Fire Chief or designate, may issue a Fire Permit for longer periods (30, 60 or 90 days), as determined by circumstances, conditions, preventative measures, plans as submitted to the Town Fire Chief, as well as ongoing site inspections, as determined by the Town Fire Chief.
- 8.10 Where an emergency or a potential emergency exists, the Onoway Regional Fire Services or designate shall be empowered to suspend all Structure Fires, Open Fires, Outdoor Fires, or other fires lit for cooking or warming purposes, or any other fire within all or portions of the Town for such a period of time and on such conditions as may be determined by the Town Fire Chief or designate.
- 8.11 Upon receiving notice of the suspension or cancellation of a Fire Permit, the Owner or authorized agent shall immediately extinguish any fire set.

- 8.12 Within subdivisions the following burning is permitted:
- a) An Acceptable Fireplace year-round with no Fire Permit required; and
  - b) An Acceptable Fire Pit with a regulation screen year-round with no Fire Permit required.

## 9.0 – BURN BARRELS

- 9.1 Burn Barrels will NOT be permitted for use in the Town of Onoway
- 9.2 Where an emergency or a potential emergency exists, the Town Fire Chief or designate shall be empowered to suspend all Structure Fires, Open Fires, Outdoor Fires or other fires lit for cooking or warming purposes, or any other fire within all or portions of the County for such a period of time and on such conditions as may be determined by the Town Fire Chief or designate.

## 10.0 – EXEMPTIONS AND POWERS

- 10.1 Notwithstanding Section 8.0, a Fire Permit is not required under this Bylaw, for the items listed below, to conduct:
- a) The cooking of food or the provision of heat using a Portable Appliance; or
  - b) Recreational burning, or the cooking of food in Acceptable Fireplace or Acceptable Fire Pit, provided:
    - i. only clean fuel is used such as natural gas, dry wood, or charcoal in amounts which will be contained within the Fireplace or Fire Pit below the mesh screen,
    - ii. the Fireplace or Fire Pit is not used to burn prohibited debris,
    - iii. a means, acceptable to the Onoway Regional Fire Services Fire Chief or designate, of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs, and
    - iv. a responsible adult is present on the property when the fire is burning; or
  - c) The burning of Burnable Debris or clean burnable Household Garbage in an Acceptable Burn Barrel.
  - d) Burning in Fireplaces in or attached to dwellings are provided by legislation; or
  - e) The fire has been set by Fire Services for the purpose of training; or
  - f) The fire has been otherwise authorized by the Fire Services.
- 10.2 Where Onoway Regional Fire Service has taken any action whatsoever for the purpose of Fire Services, including and not limited to: report copies; duplicate photographs; site inspections, the applicable fee as set out in Schedule “A” of this Bylaw may apply.
- 10.3 Where Fire Services has taken any action whatsoever for extinguishing a fire or responding to a fire call or Incident within the Town for the purpose of preserving life or property from injury or destruction by fire or other Incident, including any such action taken by the Fire Services on a False Alarm, the Town may, in respect of any costs incurred by the Fire Services in taking such action, charge any costs so incurred by Fire Services to:
- a) The Person who caused the Incident;
  - b) The Owner of the land or the Person in possession of the land where the Incident occurred; or

- c) The Owner of the property where the Person in possession and control of the property which is the location of the Incident if not located on privately owned land.
- 10.4 The schedule of fees and charges to be charged by Fire Services for services rendered pursuant to this Bylaw shall be as set out in Schedule “A”. The Town Fire Chief, or designate, upon approval and ratification by Council, may determine the application of fees and charges from time to time.
- 10.5 Upon receipt of an invoice for services provided by Fire Services, the Owner or Person receiving such an invoice pursuant to this Bylaw may appeal in written form to Town Council within 30 days of the post-mark date.
- 10.6 Appeals may extend beyond the 30 days stated as a result of insurance matters or other matters deemed acceptable by Fire Services, and will be reviewed on an individual basis as required. The decision of Council on any such appeal shall be final and binding upon the Owner of the land or property, or Person who caused the Incident.
- 10.7 In respect of the fees and charges described in Schedule “A” of this Bylaw:
  - a) The Town may recover such fees or charges as a debt and owing to the Town; or
  - b) In the case of action taken by Fire Services in respect of land within the Town, where the fees or charges are not paid upon demand by the Town, then in default of payment, such fees or charges may be charged against the land as a lien in respect of that land and improvements as pursuant to Section 553 (1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26.
- 10.8 When a fire is lit or ignited without the appropriate Fire Permit, except a fire described in Section 10.1, the Owner or occupier of the land or the Person having control of the land upon which such fire is lit shall:
  - a) Extinguish the fire immediately; or
  - b) Where he or she is unable to extinguish the fire immediately, report the fire to Fire Services through contact with 9 – 1 – 1; and
  - c) Be liable to prosecution under conviction and/or costs incurred by Onoway Regional Fire Services to respond, suppress, and extinguish the fire at the discretion of the Town of Onoway.

#### 11.0 – OFFENSES

- 11.1 No Owner or Person shall either directly or indirectly, personally, or through an agent, servant, or employee, kindle a fire, whether a Fire Permit was obtained for that fire, or whether the fire did not required a Fire Permit, and allow it to become a Running Fire on any land, including his or her own property, or allow a Running Fire to pass from his or her property, or property under his or her control, to the property of another.
- 11.2 No Owner or Person shall:
  - a) Light an Open Fire without a Fire Permit if a Fire Permit is required under this Bylaw;
  - b) Light an Open Fire, Outdoor Fire, Incinerator Fire, Acceptable Burn Barrel Fire, Acceptable Fireplace Fire, or Acceptable Fire Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
  - c) Light an Open Fire, Outdoor Fire, Incinerator Fire, Acceptable Burn Barrel Fire, Acceptable Fireplace Fire or Acceptable Fire Pit Fire when the weather conditions are

conducive to creating a Running Fire or when Fire Services or another authorized agency has announced a Fire Ban on any type of burning;

- d) Burn in an Acceptable Burn Barrel, Acceptable Fireplace, Acceptable Fire Pit, or public park fire site garbage, leaves, straw, painted wood, treated construction materials, or items made of or containing rubber, plastic, tar, or any materials deemed for disposal;
  - e) Deposit, discard, or leave any burning matter or substance where it might ignite other material and cause a fire;
  - f) Conduct any activity that involves the use of fire or that creates potential sources of fire ignition, which might reasonably be expected to cause a Running or Open Fire, unless he or she exercises reasonable care to prevent such a fire from occurring;
  - g) Provide false, incomplete, or misleading information to Fire Services on or with respect to a Fire Permit Application;
  - h) Interfere with the efforts or persons authorized in this Bylaw to extinguish fires or preserve life or property;
  - i) Interfere with the operation of any Fire Services equipment or apparatus required to extinguish fires or preserve life or property;
  - j) Damage or destroy any Fire Services property; or
  - k) Falsely represent him- or herself as a Fire Services Member, or wear or display any uniform, badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.
- 11.3 No Owner or Person shall use fire to burn Prohibited Debris, including material that will result in the production of dense black smoke, such as insulation from electrical wiring or equipment, asphalt roofing materials, or hydrocarbons except as may be approved in writing by the Town Fire Chief or designate.
- 11.4 No Owner or Person shall obstruct a Bylaw Officer, Peace Officer, Fire Guardian, or Members of the Fire Services in the performance of their duties. Obstruction will include, but is not limited to, failure to provide access to property and failure to provide information as to identity of individuals.
- 11.5 No burning or fires of any sort are allowed in areas designated as Municipal or Environmental Reserve without a Fire Permit.
- 11.6 No Owner or Person shall fail to comply with conditions of a Fire Permit.
- 11.7 Nothing in this Bylaw shall be interpreted to authorize any fire, burning, or other act, which is in contravention of the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12 and amendments thereto, or any regulation made hereunder.

## 12.0 – PENALTIES

- 12.1 Any Owner or Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon conviction, to a fine of not more than \$25,000.00.
- 12.2 Where an Owner or Person contravenes any provision of this Bylaw, the specified penalty is prescribed in Schedule “A”.
- 12.3 Where an Owner or Person contravenes any Section of this Bylaw, that Owner or Person shall be liable to Fire Services and the Town for the entire cost of any type of emergency response and mitigation service required to bring the Incident under control; whether Fire Services or the Town provided that service or by a third party or agency, and:

- a) The Town may recover such fees or charges as a debt due and owing to the Town; or
  - b) In the case of action taken by Fire Services in respect of land within the Town, where the fees or charges are not paid upon demand by the Town, then in default of payment, such fees or charges may be charged against the land as a lien in respect of that land and improvements.
- 12.4 A Bylaw Officer or Peace Officer is hereby authorized and empowered to issue a Bylaw and/or Violation Ticket to any Owner or Person whom that Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Bylaw and/or Violation Ticket may be issued to such persons:
- a) Either personally; or
  - b) By mailing a copy to such Person at his or her last known post office address.
- 12.5 The Bylaw and/or Violation Ticket shall be in the form approved by the Town.
- 12.6 Where a Bylaw and/or Violation Ticket is issued pursuant to this Bylaw, the Owner or Person to whom the Bylaw and/or Violation Ticket is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Bylaw and/or Violation Ticket as outlined on Schedule "A" hereto, provided that such payment is made in full before the date outlined on the Bylaw and/or Violation Ticket.
- 12.7 Nothing in this Bylaw shall prevent a Bylaw Officer or Peace Officer from immediately issuing a summons pursuant to Part II of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended, for the mandatory Court appearance of any Owner or Person who contravenes any provisions of this Bylaw.
- 12.8 Any fine or penalty imposed pursuant to this Bylaw will be paid directly to the Town.
- 12.9 If the penalty specified on a Bylaw and/or Violation Ticket is not paid within the prescribed time period, then a Bylaw Officer or Peace Officer is hereby authorized and empowered to issue a Summons pursuant to Part II of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended.
- 12.10 In respect to any costs or fees levied or charged under this Bylaw:
- a) The Town of Onoway may recover such costs or fees as an amount due and owing to the Town pursuant to Section 552 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and
  - b) In default of payment, where permitted by the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 553(1) (c), add the amount to the Tax Roll of the property in question.

### 13.0 – SEVERABILITY

- 13.1 Should any part of this Bylaw be found to have been improperly enacted, for any reason, then such Section or Part shall be regarded as severable from the rest of this Bylaw, and this 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.

EFFECTIVE DATE

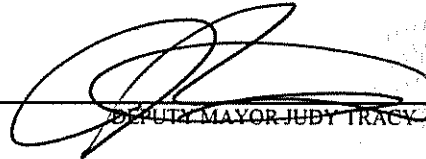
Bylaw 467-95 and 580-02 amendments thereto is hereby repealed.

This Bylaw shall come into force and effect on the date of the third and final reading and signing thereof.

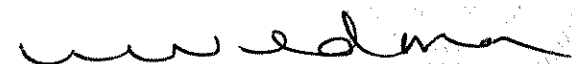
FIRST READING: January 21, 2016

SECOND READING: January 21, 2016

THIRD READING: January 21, 2016



DEPUTY MAYOR JUDY TRACY



CHIEF ADMINISTRATIVE OFFICER, WENDY WILDMAN



## Town of Onoway Request for Information

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 27, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Municipal Accountability Program – 2 <sup>nd</sup> response to Government

### BACKGROUND / PROPOSAL

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the MGA. Municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Onoway was scheduled for the second round of the municipal accountability review and Council received information on legislative gaps at the November 14, 2024 Council meeting. The 2<sup>nd</sup> response to Government (attached) provided actions taken by Administration to ensure compliance.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The highlighted items have been completed and submitted to Alberta Municipal Affairs. The remaining items require action from Administration to complete. Staff have until August 30, 2025 to be compliant. This is the list of items requiring corrective action. (As indicated, highlighted items are complete):

- requirement to ensure municipal documents are signed in accordance with the MGA (pg 9)
- requirements for public hearings (pg 16)
- requirements that meetings conducted by electronic means be in accordance with the MGA (pg18)
- requirement for the procedural bylaw to be in accordance with the MGA (pg 19)
- requirement for the code of conduct bylaw to comply with the MGA and regulation (pg 20)
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA (pg 22)
- requirement to adopt a capital budget (pg 31)
- requirements for the three-year operating and five-year capital plans (pg 32)
- requirement for the municipality to appoint an auditor, ensure the audited statement are submitted to the Ministry on time and approved by Council (pg 33)
- requirement for borrowing bylaws to be in accordance with the MGA (pg 35)
- requirement for the content of assessment notices to be in accordance with the MGA (pg 39)
- requirement for the property tax bylaw to be in accordance with the MGA (pg 41)
- requirement for the content of tax notices to be in accordance with the MGA (pg 42)

- requirement to prepare a tax arrears list annually (pg 56)
- requirement to prepare a municipal development plan in accordance with the MGA (pg 60)
- requirements to establish a subdivision and development appeal board (PARTIALLY COMPLETE) (pg 63)
- requirements that offsite levy bylaws be in accordance with the MGA (pg 64)
- NEW LEGISLATIVE REQUIREMENT – Joint Use and Planning Agreement to be developed with the school board

Staff have and are continuing to ensure legislative compliance.

## **STRATEGIC ALIGNMENT**

Good Governance

## **COSTS / SOURCE OF FUNDING**

None.

## **RECOMMENDED ACTION**

THAT Council accept the information provided in Administration's second response to the 2023/24 Municipal Accountability Program Report.

## **ATTACHMENTS**

February 11, 2025 letter from CAO Thompson to AB Municipal Affairs and attached list of corrective actions taken.





**TOWN OF ONOWAY**

Mail: Box 540  
Onoway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338  
cao@onoway.ca

---

February 11, 2025

Alberta Municipal Affairs-Municipal Services Division  
Attention: Gary Sandberg, Assistant Deputy Minister  
17<sup>th</sup> Floor Commerce Place  
10155 – 102 Street  
EDMONTON, Alberta T5J 4L4

Dear Mr. Sandberg:

**Re: Town of Onoway Municipal Accountability Review – 2<sup>nd</sup> Response**

Enclosed is the second response for the Town of Onoway's 2023-34 MAP Report. This is our progress to date in addressing the legislative gaps; and documentation is attached.

As previously indicated, the Town anticipates it will complete outstanding items by August 31, 2025.

Thank you.

Yours truly,

Jennifer Thompson  
Chief Administrative Officer

JT/dg

Enclosures

c.c. Town Council

Municipal Services Division  
Attention: Nnamdi Njoku

**2023/24 MAP REPORT RESPONSE – TOWN OF ONOWAY**

<b>DESCRIPTION</b>	<b>BYLAW</b>	<b>ACTION TAKEN/ACTION REQUIRED</b>	<b>DATE TO GOA</b>
Signing of Municipal Documents	815-24	Designated Officer Bylaw attached (11 July, 2024) Feb 22, 2024 Signed minutes attached – signed by CAO and Presiding Officer	Feb. 11, 2025
Public Hearings	818-24	Council Procedure Bylaw attached Nov. 28, 2024 Signed Minutes attached	Feb. 11, 2025
Meetings by Electronic Means	818-24	Council Procedure Bylaw attached Nov. 28, 2024 Signed Minutes attached	Feb. 11, 2025
Procedure Bylaw	818-24	Council Procedure Bylaw attached Nov. 28, 2024 Signed Minutes attached	Feb. 11, 2025
Code of Conduct	816-24	Code of Conduct Bylaw attached	Feb. 11, 2025
Bylaw Enforcement Officers		Oaths of office attached	Feb. 11, 2025
Capital Budget		2025 Budget Signed Dec. 12, 2024 Signed Minutes attached	Feb. 11, 2025
3 Year Operating Plan and 5 year Capital Plan		3 Year Budget Plan – Signed attached 5 Year Capital Budget – Signed attached Dec. 12, 2025 Signed Minutes attached	Feb. 11, 2025
Borrowing	812-24	Borrowing Bylaw attached May 9, 2024 Signed Minutes attached	Feb. 11, 2025
Assessment Notices	815-24	Designated Officer Bylaw attached July 11, 2024 Signed Minutes attached	Feb. 11, 2025
Tax Notices	815-24	Designated Officer Bylaw attached	Feb. 11, 2025
Tax Arrears List		Provide email verification (indicating copy sent to the Minister) Feb 22, 2024 email is attached	Feb. 11, 2025
SDAB -Subdivision and Development Appeal Board		Provide training records – attached	Feb. 11, 2025



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 27, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Northern Alberta Lemonade Day – Saturday, June 14, 2025

### **BACKGROUND / PROPOSAL**

Community Futures Yellowhead East (CFYE) plans to host Lemonade Day on Saturday June 14, 2025 and is requesting Onoway to be a host community partner again.

Lemonade Day is a free, fun and educational experience that teaches youth to start, own and operate their own business. Youth participation has increased each year and the community has come out to support the booths on Lemonade Day.

Onoway has participated since 2019 and has provided Judges as well as the other commitments requested below by CFYE.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

As per past years, the following are the mandatory commitments of each host community:

- agree to Proclaim June 14, 2025 as Northern Alberta Lemonade Day in Onoway;
- provide the \$500 sponsorship for the Entrepreneur of the Year Award for your community (partnership potential with Lac Ste. Anne County on cost sharing sponsorship (TBD));
- provide/arrange for training space as required for the in-person lemonade participant training session, free of charge;
- provide 3 volunteer Judges for the event on June 14th, Lemonade Day Contest Judging. (Provide names and contact information for each volunteer)
- provide photos names and details of winners, back to CFYE
- provide admin staff to track, issue and collect nominal payment for Lemonade Day Participant Business Licenses;
- provide admin staff to liase with CFYE Event Coordinator to keep updated on program registrations, volunteer judges, etc;
- assist in promoting and marketing of the event and the training graphics as provided by CFYE.

### **STRATEGIC ALIGNMENT**

Economic and Business Growth/Service Excellence

## **COSTS / SOURCE OF FUNDING**

\$500.00 for sponsoring the Entrepreneur of the Year

## **RECOMMENDED ACTION**

THAT the Town of Onoway agree to the request from CFYE to be a host community partner and provide support as requested:

- 1) Proclaim June 14, 2025, as Northern Alberta Lemonade Day in Onoway and assist with promotion and marketing
- 2) \$500 sponsorship for the Entrepreneur of the Year Award
- 3) Training space as required for the in-person lemonade participant training session, free of charge.
- 4) 3 volunteer judges for the event to assist on June 14th, Lemonade Day Contest.
- 5) Send photos, names and details of winners, back to CFYE
- 6) Administration staff to track, issue and collect nominal payment for Lemonade Day Participant Business Licenses
- 7) Administration staff to liaise with the CFYE Event Coordinator to keep updated on program registrations, volunteer judges, etc;
- 8) Assist in promoting and marketing of the event and the training graphics as provided by CFYE.

Or

Direction as provided by Council deliberations.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Appointment of Assessment Review Board Officials 2025

### **BACKGROUND / PROPOSAL**

As per a contract with Capital Region Assessment Services Commission (CRASC) (expires end of 2027), the Town confirms Board members/certified panelists appointments on the Assessment Review Board. During the annual organizational meeting, the Clerk and ARB members are confirmed. Recently there were Board member changes after the 2024 Organizational meeting, therefore Council is being requested to appoint by resolution, the ARB officials who are in place for 2025.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

The applicable legislation is: Municipal Government Act RSA 2000 Chapter M-26 Section 210, Designated Officer and Section 456.1, Appoint Assessment Review Board Clerk.

As section 210 in the MGA states, "a council may:

- (a) *by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and*
- (b) *appoint individuals to the designated officer positions."*

Section 2 of the Town of Onoway Bylaw # 781-21 Designated Officer – ARB Clerk states the following:

*The Town of Onoway has entered into an agreement with Capital Region Assessment Services Commission (CRASC) for the provision of Assessment Review Board services within the Town, and Board Clerk(s) will be appointed by Council motion.*

### **STRATEGIC ALIGNMENT**

- Good Governance

### **COSTS / SOURCE OF FUNDING**

N/A.

### **RECOMMENDED ACTION**

THAT Council appoint: ARB Chairman Raymond Ralph; Certified ARB Clerk Gerryl Amorin and Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc and Raymond Ralph

OR

Direction as provided by Council deliberations.

### **ATTACHMENTS**

February 12, 2025 email from Gerryl Amorin, CRASC

**From:** Gerryl Amarin <[gerryl@amorinaccounting.com](mailto:gerryl@amorinaccounting.com)>  
**Sent:** Thursday, February 6, 2025 10:05 AM  
**Subject:** Appointment of ARB Officials 2025

Hello All,

As a participant in CRASC's ARB program, please be advised that your council is required to appoint the ARB Officials for 2025.  
(As per MGA section 454)

All municipalities are required to appoint by resolution the following as your ARB officials for 2025.

ARB Chairman - Raymond Ralph  
Certified ARB Clerk - Gerryl Amarin  
Certified Panelists - Darlene Chartrand  
Sheryl Exley  
Tina Groszko  
Richard Knowles  
Marcel LeBlanc  
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.

780 297 8185

**Gerryl Amarin, CPA | Manager, Finance Officer**

Capital Region Assessment Services Commission (CRASC)  
11810 Kingsway Avenue  
Edm AB T5G 0X5  
Direct: 780 297 8185



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



# **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- February 2025**

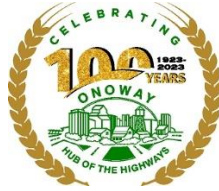
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**COMPLETED BY:** Gino Damo, Director of Corporate and  
Community Services

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## **COMPLETED & ONGOING TASKS**

- **Drafted and presented 2024 Town of Onoway Library Board Financial Review Appointment for February 13, 2025, Council meeting.**
- **Drafted and presented 2025 Fees and Charges Bylaw and Use of Council Chambers Policy for February 13, 2025, Council meeting.**
- **Drafted and presented 2025 FCSS Home Support for February 13, 2025, Council meeting.**
- **Drafted and presented Repeal Bylaw for February 13, 2025, Council meeting.**
- **Completed Onoway Taxpayers Association (OTPA) FOIP request.**
- **Working with Circular Materials on drafting a recycling agreement to present to Council at a future meeting.**
- **Working on year end tasks.**
- **Working on Assessment Summary update to present to Council at a future meeting.**



# **PUBLIC WORKS MONTHLY REPORT-**

## **February 2025**

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**COMPLETED BY:** Gary Mickalyk

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### **UPDATE**

- **Re-stocked sand supply**
  - **Routine machine maintenance**
  - **Enzymes for lift station arrived**
  - **SRS machine was picked up by LSAC**
  - **Makeup air unit at fire hall and CO2 calibration was completed**
  - **Sani dump repair completed**
  - **Snow removal completed early this month**
  - **Lagoon survey scheduled for early spring pending ice melt**
  - **Work Orders completed as received**
- 

### **PROJECTS:**

- **Capital and budget planning for summer projects is ongoing**
- **Summer students ad posted and preparations began**



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**RE: Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025 - TOWN OF ONOWAY**

---

**From** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Date** Fri 2/14/2025 2:39 PM  
**To** Debbie Giroux <Debbie@onoway.ca>  
**Cc** Jennifer Thompson <CAO@onoway.ca>; Gino Damo <Gino@onoway.ca>

Good afternoon,

Thank you for your request to meet with the Minister of Municipal Affairs, the Honourable Ric McIver, during the ABmunis Spring 2025 Municipal Leaders Caucus.

Unfortunately, due to the large number of meeting requests received, the Minister is unable to meet with your council during the convention.

If you believe a meeting with the Minister is still necessary, please contact the Minister's Office to request an opportunity to meet at a later date.

Thank you.

Engagement Team  
Municipal Services Division  
Municipal Affairs

**Classification: Protected A**

**From:** Debbie Giroux <Debbie@onoway.ca>  
**Sent:** December 17, 2024 10:46 AM  
**To:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Cc:** Jennifer Thompson <CAO@onoway.ca>; Gino Damo <Gino@onoway.ca>  
**Subject:** Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025 - TOWN OF ONOWAY

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Morning - attached is the Town of Onoways' meeting request with Minister McIver.

Thank you

Debbie Giroux

## Community Futures Yellowhead East (CFYE) – Member/Board of Directors Overview – February 2025

*For over 30 years, Community Futures has supported rural Alberta businesses and communities in overcoming challenges, fostering economic stability, job creation, and competitive rural economies.*

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### Community Futures Yellowhead East – Registered Non-Profit-Company- Shareholder Members:

Village of Alberta Beach, County of Barrhead, Lac Ste. Anne County, Town of Onoway, Town of Whitecourt, Town of Barrhead, Town of Fox Creek, Town of Mayerthorpe, Town of Swan Hills, Woodlands County

**Board Composition:** The CFYE board consists of ten elected officials, one representative from each of the ten stakeholder members. Each board director brings a unique blend of leadership, experience, and commitment to regional economic development.

**Leadership Roles & Responsibilities:** The board of directors provide strategic direction and oversight, delegating operational authority to the Executive Director.

#### Key responsibilities include:

- Defining strategic direction, mission, goals, and priorities.
- Establishing policies reflecting the organization’s values.
- Ensuring financial and legal stewardship aligned with strategic goals.
- Monitoring progress and making necessary adjustments.
- Hiring and evaluating the Executive Director.

**Board Director Terms:** Minimum 3-year terms, with a maximum of 9 years (3 consecutive terms)

**Board Composition:** 10 officially appointed elected officials, one representative from each of the 10 shareholder members

- 4 Executive Committee members (Chair, Vice Chair, Secretary, Treasurer).
- 5 Investment Review Committee members (Chair and Vice Chair).

**Minimum Board Director Commitment:** Meeting quorum: 50% plus 1.

- **MONTHLY BOARD MEETINGS: Third Thursday of each month (1:00 PM - 4:00 PM)** at CFYE office (no meetings in July/August). Meeting Packages Provided one week in advance
- **Annual AGM: Third Thursday in June (12:00 PM - 4:00 PM).**
- Additional Committee Meetings as Required.

#### Director Positions/Committees:

**Executive Committee:** Elected annually

- Meeting Regularity – as required:
- Make executive decisions as necessary on behalf of the board

**Investment Review Committee (IRC):**

- Elected annually; quorum: IRC Chair or Vice Chair plus 4 rotating members.
- Reviews loan portfolio, makes investment decisions, and meets with loan proposal clients.

For more information, please contact Executive Director, Michelle Jones at [mjones@albertacf.com](mailto:mjones@albertacf.com) or call 780-778-0977, or visit our website at [yellowheadeast.albertacf.com](http://yellowheadeast.albertacf.com).



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca), or call the number above for more information.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

  
\_\_\_\_\_  
Ric McIver  
Minister of Municipal Affairs

Santa's Helpers is made possible with the support we receive from amazing community members just like yourself. Thank you for serving your community, you make it a better place!

*Elf Kelly*

Elf  
*Kerri*



06-Feb-2025

Onoway, Town of  
4812 - 51 Street  
Onoway, AB T0E 1V0

Dear valued member,

### 2025 Annual Insurance Renewal

Greetings from your dedicated team at Alberta Municipalities (ABmunis). Please find enclosed your 2025 insurance renewal package.

#### THE INSURANCE MARKET LANDSCAPE

The insurance market continues to be impacted by global events. Natural weather events, continuing supply chain issues, and ongoing cost increases across multiple industries and sectors have combined to put additional pressure on the insurance marketplace to raise premiums to offset the losses. ABmunis continues to work hard to help its members manage their insurance premiums.

#### YOUR TRUSTED EXPERTISE FOR INSURANCE & RISK

Your insurance reciprocal is designed to smooth the highs and lows of changing insurance premiums, making it easier to manage your annual budgets. In times like this, rate increases are a reality we must face but organizations that are part of an insurance pool model like your reciprocal – MUNIX – are able to benefit from surplus equity being returned in the form of premium credits offsetting the increases that are still present in the insurance market.

Because Alberta Municipalities administers the MUNIX insurance reciprocal on your behalf, you have access to coverages that are not easily sourced elsewhere and to specialized expertise to help manage your risk. It also means we are able to continue to help ease financial pressures by once again applying a credit to reduce your premiums. **For 2025, a total of \$2.5 million is being credited to MUNIX to help relieve some budgetary concerns and allow you to focus on your community's wellbeing.**

#### YOUR INSURANCE RENEWAL PACKAGE

Included in your 2025 insurance renewal package are two informative documents: **What's New for 2025 and Special Conditions Highlights**. Of special note are the available enhancements to your Cyber and Crime coverage as highlighted in **What's New for 2025**. Please review these options and contact us if you want to know more about these changes.

**We urge you to review these two documents in detail to understand these recent changes and to better understand the tailored insurance coverage, claims support, and risk management tools available to you.**

And as always, your Regional Representative and Insurance Advisor are available to discuss your policy details with you at any time. Should you have any questions, please e-mail us at [insurance@abmunis.ca](mailto:insurance@abmunis.ca) or call us at 310-MUNI.

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2025.

Yours truly,

GENERAL INSURANCE SERVICES TEAM

300, 8616 - 51 Avenue NW ▪ Edmonton, AB, T6E 6E6 ▪ [abmunis.ca](http://abmunis.ca) ▪ [hello@abmunis.ca](mailto:hello@abmunis.ca)  
T 780.433.4431 ▪ F 780.433.4454 ▪ AB Toll Free 310.MUNI

## Insurance & Risk Services

# What's New in 2025



We are proud to offer Insurance & Risk Services that are tailored to fit the needs of municipalities and not-for-profit organizations. And we are always evolving to meet your needs.

Each year, we look for opportunities to improve coverages available through our general insurance program. We encourage you to review the coverage improvements & changes presented below and connect with your Insurance Advisor to review the complete list of changes, enhancements, and clarifications.

### COVERAGE IMPROVEMENTS

**CRIME:** With Intact Insurance exiting the Municipal Crime Insurance market, we have successfully partnered with Travelers Insurance to provide a new and improved insurance program for our members. This program offers enhanced liability limit options, allowing members to increase their coverage up to \$250,000 or \$500,000. Additionally, the policies feature higher limits for Social Engineering Fraud Coverage.

**CYBER LIABILITY:** Members now have the opportunity to increase their cyber liability coverage limits from \$100,000 to \$250,000.

Enhancements for both Crime and Cyber Liability are subject to underwriting approval and other applicable conditions. For more details or to request a quote, please reach out to your insurance advisor.

### PROPERTY POLICY CHANGE

**Any damage or theft caused by a tenant to their rental unit is not covered by your property insurance policy. Landlords are responsible for implementing safeguards. They can require tenants to carry renter's insurance and collect a security deposit to cover potential damage or losses caused by tenants.**

### NO-FAULT AUTOMOBILE INSURANCE UPDATE

The Government of Alberta has announced a transition to a no-fault automobile insurance model. We will keep you informed as this new policy evolves and provide clarity on how it may affect the management of claims under your MUNIX auto insurance. Please note that this change is not expected to take effect until 2027, so there will be no immediate impact to your coverage until then.

### CYBER CLAIMS STATS FOR 2024

- **Average Ransomware Demand:** \$1.3 million (with some strains demanding up to \$4.3 million)
- **Ransomware Attack Frequency:** 34% increase in Canada
- **Average Cost of Cyber Claims:** Approximately \$353,000
- **Fund Transfer Fraud (FTF):** Average loss per claim at \$218,000
- **AI Tools and Business Email Compromise (BEC):** Increased by 4%, representing about one-third of cyber claims

### CYBER LIABILITY COVERAGE

If a phishing attempt breaches your defences, a strong cyber liability insurance policy can offer crucial financial protection and support to help you recover. By combining effective training, enhanced cybersecurity measures, and comprehensive insurance coverage, you can bolster your resilience against phishing threats and safeguard your organization's financial stability and operational integrity.

**Talk to our team today and discuss your Cyber Liability options.**



In 2025, your insurance reciprocal (MUNIX) offset premiums by providing a

**\$2.5M**

rebate to shield members from market shocks.

### RISK RESOURCES

Have you requested your copy of our **Sidewalk, Curb, & Gutter Maintenance Policy** and **Managing Sewer Backup Claims** tip sheets? They can help you create policies that might reduce your risk for liability claims.

E-mail [daniel@abmunis.ca](mailto:daniel@abmunis.ca) to get your copy today.

Watch for more in 2025!



# Here's a look at how our team supported members.

## Risk Management eLearning

In 2024:

**791**  
courses

were completed  
by our members



**15**  
complementary  
eLearning  
modules

### Top 3 eLearning modules:

- WHIMIS
- Workplace Violence Prevention for Municipalities
- Essentials of Municipal Risk Management

## Casual Legal Services

Have you accessed our casual legal services? Available to all our regular and associate members, accessing legal guidance can serve as an important risk mitigation tool.



In 2024:

**41**  
HOURS  
of advice  
was given

Common topics discussed are:

- Bylaws-Procedure
- Non-compliance/Enforcement.
- Contracts / Agreements.
- Employment Matters

This service, provided by RMRF, can be accessed by calling 1.800.661.7673 or email us at [casuallegal@abmunis.ca](mailto:casuallegal@abmunis.ca).

## Building valuation & loss control program

Over the last year, our value-added service completed:

**689**

building valuations

**714**

loss control  
recommendations

## 2024 IN BRIEF

### Casual Legal common topics:

- Bylaws-Procedure
- Non-compliance/Enforcement
- Contracts / Agreements
- Employment Matters

### Most reported liability claims:

1. Bodily Injury
2. Sewer Back up
3. Wrongful dismissal

### Most reported property claims:

1. Water damage
2. Vehicle Impact
3. Theft /vandalism

### Most reported auto claims:

1. Theft of entire vehicle
2. Collision with stationary object
3. Collision with another vehicle

### Risk Aware Webinar Topics:

- Managing Contracts and Shifting Liability
- Risk Management: CyberAlberta - Who, What, How?
- The Risky Business of Surveillance

## PROPERTY APPRAISAL & INFLATION MANAGEMENT

While we offer a property appraisal program to help ensure accurate coverage, we are still required to manage the impact of inflation on property values. This means, any property appraised prior to 2022 will see an inflation adjustment of 5%. Properties appraised in 2023 or 2022 will see a 3% inflation factor applied. Properties appraised in 2024 will not be subject to an inflation adjustment.

It is essential for our members to understand that **these adjustments are necessary to maintain the adequacy of coverage in light of rising construction costs and market conditions.** Properly adjusted property values ensure that your coverage remains sufficient to **fully protect your assets** in the event of a claim, safeguarding you from potential underinsurance.

## IN-HOUSE LEGAL

Last year we established an in-house legal department to handle claims against members. **We are delighted to introduce you to Alex Darling, BA, JD, who has 10 years at the bar!** Defending claims in-house will allow us to work directly with our members at a lower cost than using external lawyers, with the savings passed on to you in the form of lower premiums.



### ADVICE FROM ALEX

Please report claims as soon as you become aware of them. Prompt reporting means we can investigate the claim while the details are fresh in people's minds and while relevant documents can still be easily located. This increases the chances of a quick and favourable resolution of the claim. Delayed reporting may negatively impact our ability to resolve claims on your behalf and may also affect the MUNIX Reciprocal. Your timely action makes a difference!



Connect with us to discuss  
prioritizing your risk mitigation

Connect with Daniel Jackson, our Manager of Risk Services, to arrange a consultation and talk through risk management opportunities at [daniel@abmunis.ca](mailto:daniel@abmunis.ca).

**Talk to us about your risks and your coverage options.**



# Special Conditions

Our insurance policies are quite broad and provide you with coverage in a wide variety of loss situations. However, like most other insurance policies there are certain Special Conditions which you, the policy holder, must abide by to obtain coverage under your policies. We have identified the most common conditions and urge you to read the insurance policy documents in detail to understand your rights and responsibilities. Policy documents are available upon request by contacting your Insurance Advisor at Alberta Municipalities.

## PROPERTY POLICY

### 1. VACANT LOCATIONS

Any locations that are vacant for more than 180 days must be checked a minimum of once per month and written logs must be maintained. Failure to produce such logs will result in no coverage to the vacant location.

### 2. ONSITE POLLUTION CLEAN-UP

Limited coverage exists for clean-up on your own site by a pollutant, if you report the incident to the insurance company within 7 days of it occurring. Late reporting will result in the claim being denied.

### 3. FINE ARTS

You must report the value of each Fine Art to the insurer for it to be covered following a loss. Failure to report the value of a Fine Art will result in your claim to be limited to a maximum of \$500 per Fine Art.

### 4. NEWLY ACQUIRED LOCATIONS

Any newly acquired property, is not reported to the insurer is limited to \$10,000,000, if not reported to the insurer within 1 year of its acquisition. If the location / building is worth more and it is destroyed by fire or any other peril, the insurer will pay no more than \$10,000,000 for that location / building.

### 5. NEWLY ACQUIRED EQUIPMENT

Any mobile equipment is covered for full value with 60 days of acquisition. You must report the value of the new mobile equipment to the insurer to continue receiving full coverage. If you still do not report the mobile equipment to the insurer then from 61<sup>st</sup> day up to 365<sup>th</sup> day of acquisition, the coverage changes to \$100,000. You may have insufficient coverage if the mobile equipment is valued more than that and still not reported to the insurer after 60<sup>th</sup> day of acquisition. There is no coverage after 365 days of acquisition, if still not reported to the insurer.



**Please, connect with your dedicated Insurance Advisor  
if you have any questions.**

## COMMERCIAL GENERAL LIABILITY POLICY

### 1. DRONES

Aerial Drone liability is covered if the drone you operate:

- a. is not capable of reaching altitude of 400 meters,
- b. must stay within 1 km of the operator, and
- c. must be controlled by a qualified operator as per applicable legislation or regulation.

### 2. BOUNCY HOUSES OR CASTLES

Your owned bouncy houses or bouncy castles are covered as long as:

- a. they are installed as per manufacturer's guidelines,
- b. not used during rain or winds over 25 km/hr,
- c. electrical connections to these devices follow electrical code or manufacturer's guidelines,
- d. children are supervised by adults,
- e. used only for recreation and not for competitive or acrobatic maneuvers.
- f. children using the bouncy houses or castles are of similar age and size.

### 3. ALLEGATIONS OF CONFLICT OF INTEREST

Allegations of Conflict of Interest are covered only if you notify us of such allegations or claims within 90 days of charges being laid or where an allegation is made in writing.

### 4. ALLEGATION OF WRONGFUL DISMISSAL

Your claim is only covered if you follow all of the following 3 conditions:

- a. You have discussed the situation with a legal counsel leading to termination of an employee's employment,
- b. You received written legal advice from the lawyer (verbal advise does not qualify), and
- c. You acted upon the advice received.

### 5. LIMITED POLLUTION LIABILITY

Limited Pollution coverage is available but only for Sudden and Accidental pollution events where:

- a. a discharge or seepage of pollutant has occurred which is not normal to your operations,
- b. you detected the pollution event within 5 days (120 hours) of it occurring, and
- c. you must report to the insurer within 5 days (120 hours) of detecting the pollution event.

### 6. MATERIAL CHANGE IN RISK

This is a statutory condition and it means that if your operations have changed or are changing significantly or you are doing something that is new to your operations, you must let the insurer know. The insurer is within its right to deny a claim or cancel a policy if it finds out after the claim is reported or policy is initiated that the information provided to the insurer at the time of new policy or renewal was incomplete or incorrect. An example may be that you have expanded your services to do contracting for another municipality or a private entity which the insurer was not aware of. Remember, when in doubt give us a call.



**Please, connect with your dedicated Insurance Advisor  
if you have any questions.**

## CRIME POLICY

### 1. AUTOMATED TELLER MACHINES (ATM)

Theft of money from an ATM is only covered if deposits are monitored and recorded by the ATM.

### 2. SOCIAL ENGINEERING FRAUD

If you receive an email or a phone call asking you to change the banking information of a vendor, an employee, or a client, you must call back to verify the instructions received. The call back must be made to a trusted phone number that was provided to you by the other party.

If the banking change request was received from a client or vendor, the verification call must be made to a phone number that was provided to you in the contract signed with the other party, or the new number you are calling was confirmed by the client / vendor when you called on the original phone number provided to you in the contract. It is also important to note that the phone number you are calling to confirm change of banking information must have been provided to you at least 30 days before the change of banking information was received.

If the banking change request was received from an employee, the validation phone call must be made to a phone number that the employee provided to you by speaking to you in person, or was maintained by you in a company employee directory.

These calls must be recorded or logged. Failure to do so and your inability to prove that you performed a callback verification after a social engineering fraud incident will result in your claim being denied.

## AUTOMOBILE POLICY

### NEWLY ACQUIRED or EXISTING AUTOMOBILE

Your policy is quite broad and **covers all automobile categories declared to us during the policy term.** However you must also declare all automobiles in your existing fleet on or before Jan 1 of each policy year to be covered.



Please, connect with your dedicated Insurance Advisor  
if you have any questions.



SUNCORP  
VALUATIONS

**We are pleased to have been selected as a partner for Alberta Municipalities and its members to provide Appraisal and Risk Management / Loss Control services for insurance purposes.**

**We look forward to the opportunity of getting to know the membership and assisting you in your appraisal and risk management needs.**

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### **Who is Suncorp Valuations?**

Suncorp Valuations began in 1960 based out of Edmonton and has grown into an international appraisal and risk management firm providing services for all industries throughout Canada and around the world.

Suncorp has the largest and most experienced public sector valuation practice in Canada and has completed insurance appraisal mandates for hundreds of municipalities, school divisions, universities, and colleges. Suncorp is also pleased to provide Risk Management and Loss Control Services. These services provide our clients with an all-inclusive package to assist them in their Insurance and Risk Management needs. The Loss Control Services offered by Suncorp range from standard surveys in property, crime & liability to custom designed products designed to meet each client's specific needs. Suncorp has the expertise and capacity to offer a wide range of services, such as fleet surveys, custom premises liability & crime surveys, and playground audits in addition to a wide range of workshops.

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### **What is Suncorp Providing to Alberta Municipalities Members?**

The basic services we are providing to Alberta Municipalities and its members is replacement cost valuations of the buildings only for insurance purposes and Risk Control reviews at specific locations. We also want to let you know of the additional services available to your municipality that you might want to consider. Should your municipality also require a valuation of contents, mobile equipment, and yard improvements while we are on site, we would be pleased to provide you a cost for these additional services. Additionally, any other specific loss control needs you might have can also be arranged.

## What Does This Mean for You, as a Member?

This bulletin is provided to describe the process involved by our company during our upcoming visits within your municipality and some of the assistance we will require from yourselves. The process is as follows:

1. An introductory email will be sent by Suncorp to introduce the individuals that will be visiting your municipality, the dates we are hoping to visit, the information we will require along with process involved. We'll also provide you a listing of the sites slated for inspection and information and access required to complete our work. Information such as the following will greatly assist us during our visits and minimize the time required to complete our work:
  - a. Any electronic drawings of the sites slated for inspection including any years built, additions, etc. that can be provided and/or sent to us in advance of our visit would be very beneficial.
  - b. Capacity of all water reservoirs, lift stations, etc. including the capacity and operating details of all water treatment and waste water treatment plants. (A separate data gathering sheet will be provided specific to the information need of these types of facilities).
2. Next, we would have a "kick-off" meeting (virtual) to introduce ourselves to your team, review the process, cover off any questions and gather any of the above information available from yourselves.
3. After this, we would then look to visit the applicable sites to complete our work.

Our goal throughout this entire process is to minimize the disruptions to you and your staff as well as complete safe inspections and we look forward to working with everyone during this time.

**ANY FURTHER QUESTIONS OR INFORMATION YOU MIGHT REQUIRE,  
DON'T HESITATE TO REACH OUT FOLLOWING INDIVIDUALS:**

### Appraisal Related Matters:

**Devin Baker**

**Manager of Business Development**

**devin.baker@suncorpvaluations.com**

**1-800-764-4454**

### Loss Control Related Matters:

**Shamair Tuner**

**Managing Director, Risk Management Group**

**shamair.turner@suncorpvaluations.com**

**1-800-764-4454**

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**FW: Your Organization Has Been Selected For Our Building Valuation & Loss Control Program**

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**From** Jennifer Thompson <CAO@onoway.ca>

**Date** Wed 2/12/2025 1:59 PM

**To** Debbie Giroux <Debbie@onoway.ca>

**Cc** Gino Damo <Gino@onoway.ca>

 1 attachment (2 MB)

AlbertaMunicipalities\_AboutSuncorp.pdf;

For information on the next agenda please.

**From:** Daniel Jackson <Daniel@abmunis.ca>

**Sent:** February 12, 2025 1:55 PM

**To:** Jennifer Thompson <CAO@onoway.ca>

**Cc:** Devin Baker <Devin.Baker@suncorpvaluations.com>; thomas.keesey@suncorpvaluations.com; Shamair Turner <shamair.turner@suncorpvaluations.com>; robyn.vey@suncorpvaluations.com; rico.quinmo@suncorpvaluations.com; glenn.peterson@suncorpvaluations.com; blake.gourley@suncorpvaluations.com

**Subject:** Your Organization Has Been Selected For Our Building Valuation & Loss Control Program

Greetings,

We are very excited to announce our partnership with Suncorp Valuations for our Building Valuation & Loss Control program. This risk management service ensures your buildings are insured to value, as well as, in some cases providing loss control best practice recommendations which can be implemented to reduce the likelihood and severity of a loss.

In the attached document you will find details about Suncorp Valuations and what to expect from the Building Valuation & Loss Control process. Suncorp representatives will be reaching out to you in 2025 to arrange a virtual meeting or email greeting to discuss the process in more detail, answer any questions you may have, and arrange a time for them to visit.

Once the report is completed it will be forwarded to you by your insurance advisor at Alberta Municipalities in Q4 2025, and detail will be provided on change in total insured building value on your insurance schedule, potential future premium impact if any, and any Loss Control recommendations.

If there is an alternative or additional contact that you would prefer Suncorp be in touch with, please "reply all" and advise the contact's name, position, email and phone number.

If you have any questions, please do not hesitate to contact me directly.

Thank you,

**Daniel Jackson** CIP, CRM | Risk Services Manager

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D: [780.431.4533](tel:780.431.4533) | E: [Daniel@abmunis.ca](mailto:Daniel@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll Free: [310-MUNI](tel:310-MUNI) | [877-421-6644](tel:877-421-6644) |  
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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.  
We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*