



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

May 15, 2024

10:30 a.m.

Council Chambers/Zoom

#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Policy 7501 Indoor Improvement Grant p. 5

4.2 Policy 1014 Request for Decision p. 10

4.3 Memorial Bench Program p. 16

4.4 Bylaw 20-858 Fire-Rescue Services p. 20

#5 NEXT MEETING DATE June 12, 2024

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on April 10, 2024

1:
CALL TO ORDER

Member Jennifer Scott called the meeting to order at 10:15 a.m.

PRESENT

Member	Councillor Tom Burton (Virtual)
Member	Deputy Reeve Bill Smith (Virtual)
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry
Member	Councillor Sally Rosson
Member	Councillor Ryan Ratzlaff
Member	Councillor Marko Hackenberg

Chief Administrative Officer	Stacey Wabick
Acting Director of Corporate Services	Erin Klimp
Director of Community Services	Michelle Honeyman
Director of Infrastructure and Engineering	Roger Autio
Acting Manager of Planning and Development	Jan Sotocinal
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Recreation	Kevin Gramm
Landcare Coordinator	Sarah Cairns
Asset Management Officer	Jamie Hallett

ABSENT

Vice-chair	Councillor Winston Delorme
Member	Reeve Tyler Olsen
Member	Councillor Dale Smith
Member	Councillor Christine Schlieff
Director of Planning and Development	Martino Verhaeghe
Director of Corporate Services	Ed Kaemingh

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 24.04.020. Moved by: Councillor Dave Berry.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith,
Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff,
Councillor Marko Hackenberg

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 24.04.021. Moved by: Councillor Sally Rosson.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on March 13, 2024, as presented.

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith, Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff, Councillor Marko Hackenberg

#4 POLICIES

GRANDE CACHE
RECREATION GRANT

4.1 “Grande Cache Recreation Grant”

MOTION: 24.04.022. Moved by: Councillor Ryan Ratzlaff.
That the Policy Review Committee recommend Council approve Policy 8016 “Grande Cache Recreation Grant” as presented.

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith, Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff, Councillor Marko Hackenberg

DISPOSAL OF ASSETS

4.2 “Disposal of Assets”

MOTION: 24.04.023. Moved by: Councillor Marko Hackenberg.
That the Policy Review Committee recommend Council approve Policy 9100 “Disposal of Assets” as amended.

- 3.3 Auctioneer chosen by Council
- 3.2(A) add “for a period of 6 weeks”
- Change title to “Disposal of Assets”

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith, Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff, Councillor Marko Hackenberg

GREENVIEW RIPARIAN AND
AGRICULTURAL
SUSTAINABILITY SUPPORT

4.3 “Greenview Riparian and Agricultural Sustainability Support”

MOTION: 24.04.024. Moved by: Councillor Dave Berry.
That the Policy Review Committee recommend Council approve Policy 6322 “Greenview Riparian and Agricultural Sustainability Support” as presented.

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith, Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff, Councillor Marko Hackenberg

**GREENVIEW EVACUATION
ASSITANCE PROGRAM**

4.4 “Veterinary Services Innovation Initiative”

MOTION: 24.04.025. Moved by: Councillor Sally Rosson .
That the Policy Review Committee recommend Council approve Policy 6324
“Veterinary Services Innovation Initiative” as amended.

- 3.3 Administration will review the funding amounts in the table
- 1.3 Change apis mellifera to honeybees

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith,
Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff,
Councillor Marko Hackenberg

**COUNCIL CONFERENCE AND
PROFESSIONAL
DEVELOPMENT**

4.5 “Council Conference and Professional Development”

MOTION: 24.04.026. Moved by: Councillor Ryan Ratzlaff.
That the Policy Review Committee recommend Council approve Policy 1015
“Council Conference and Professional Development” as presented.

- 1.3: “Individuals in a marriage or marriage-like relationship”

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith,
Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff,
Councillor Marko Hackenberg

#5 ADJOURNMENT

5. Adjournment

MOTION: 24.04.027. Moved by: Deputy Reeve Bill Smith.
That this meeting adjourns at 11:14 a.m.

For: Councillor Jennifer Scott, Councillor Tom Burton, Councillor Bill Smith,
Councillor Dave Berry, Councillor Sally Rosson, Councillor Ryan Ratzlaff,
Councillor Marko Hackenberg

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 7501 Indoor Improvement Grant		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 15, 2024	CAO:	MANAGER: LG
DEPARTMENT:	ECONOMIC DEVELOPMENT	DIR:	PRESENTER: LG
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 7501 “Indoor Improvement Grant” as presented.

BACKGROUND/PROPOSAL:

The 2023 Operating budget included \$30,000 for the Indoor Improvement Grant as a new investment under the Business Retention, Expansion & Investment programs. In reviewing similar programs supported by Community Futures, its shown beautification is an investment with a tremendous return by attracting customers and making them want to linger, building customer loyalty. Research has also shown beautification can increase sales in downtown areas by up to 18 percent and has been accredited with places like Whistler BC, a winter resort town, now hosting more visitors in the summer than the winter. Overall, the benefits Administration is trying to deliver through this program are as follows:

- Beautification promotes and encourages residents and tourists to shop local.
- Beautification instills a sense of pride and self esteem within the community as well the municipality.
- Beautification will positively impact recruiting and retention efforts of the local businesses.
- Beautification will encourage people to set up residence in Greenview.
- Beautification will increase tourism.
- Community beautification will create camaraderie between businesses and the community resulting in spin-off economic development project.
- Increases direct and neighbouring property values and therefore taxable assessment.

This is an incentive for business owners within Greenview to provide a more positive, memorable image to attract visitors, businesses, and residents. Those eligible for the grant with a store front can apply for 70% of the cost of their beautification project to a maximum of \$5,000. Projects will be provided funding on a first come first served basis until funding is exhausted. Funds are conditionally approved at the start of a project and released following submission of actual qualifying costs.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is to positively impact Greenview’s overall appearance and increase economic growth, boosting positive tourism experiences, gain a higher rate of attraction and retention and creating community camaraderie throughout Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

2. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee may adjust the qualifying criteria for the grant, or the levels of support provided for improvements. However, Administration suggests the amount remain at 70% and focus on the hospitality industry.

FINANCIAL IMPLICATION:

Administration has budgeted \$30,000 for the Indoor Improvement Grant Program in the Economic Development Budget.

STAFFING IMPLICATION:

The grant will be administered with current staffing levels.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Collaborate

PUBLIC PARTICIPATION GOAL

Collaborate - To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Policy will be presented at a future Council meeting for consideration.

ATTACHMENT(S):

- Policy 7501 “Indoor Improvement Grant” (Draft)

Title: Indoor Improvement Grant

Policy No: 7501

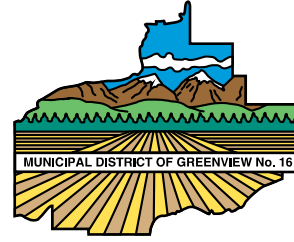
Effective Date:

Motion Number:

Supersedes Policy No: New

Department: Economic Development

Review Date: (3 Years from approved)



Legal References:

Not applicable

Cross References:

Bylaw 23-951 "Business Licensing Bylaw"
 Policy 8000 "Greenview Support Recognition"
 Policy 7500 "Beautification Grant for Economic Development"
 Policy 6009 "Patio on Public Property"

Purpose: Greenview is committed to supporting businesses within the hospitality and tourism sectors. The Indoor Improvement Grant is designed to assist in the interior enhancement of establishments' premises, including promoting a revitalized and welcoming atmosphere for customers and the community.

1. DEFINITIONS

- 1.1. **Hospitality Sector** means Small Businesses which provide food services as part of their operations such as restaurants, cafes, and bistros.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act (Canada)*; or
 - D) Registered as a charity under the *Income Tax Act (Canada)*.
- 1.4. **Small Business** means a business whose annual active income does not exceed \$500,000.00, is not part of a franchise and is based within Greenview but does not include the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.
- 1.5. **Indoor Improvement** means enhancing the visual appeal and functionality of a business' interior, focusing on areas like dining spaces, customer service areas, and other public-facing interiors.

2. POLICY STATEMENT

- 2.1. Greenview believes in supporting local businesses within its communities.

- 2.2. The Indoor Improvement Grant is available as first-come-first-served, based on the approved annual budget.
- 2.3. The Indoor Improvement Grant may not be stacked with any other Greenview grants, in the same qualifying year.
- 2.4. Indoor Improvement Grant funds may only be used for capital purposes relating to the interior aesthetics of the building. Improvement must be consistent with any permitting or architectural guidelines imposed through bylaw or policy by Greenview, should any be applicable to the property. Requests for operating assistance are not eligible. Requests for food services equipment, entertainment equipment, or point of sale devices are not eligible.
- 2.5. The Indoor Improvement Grant will begin accepting applications on the first Monday of March of each year. Applications not served due to a lack of funding must reapply the following year.
- 2.6. The following items will generally be considered qualifying for the Indoor Improvement Grant:
 - A) Restoration of interior finishes and repainting, including window coverings;
 - B) Tables, chairs, and seating;
 - C) Repair or replacement of flooring;
 - D) Interior lighting related to public areas;
 - E) Counters and structures related to service delivery;
 - F) Washrooms updates and washrooms appliances;
 - G) Menus or hard copy print materials; and
 - H) Removal of barriers to access for people with disabilities and mobility challenges.
- 2.7. Indoor Improvements not outlined in section 2.6 may be considered eligible by the Manager of Economic Development provided they align with the program's objectives and comply with the applicable development regulations.
- 2.8. The following items will not be approved for the Indoor Improvement Grant:
 - A) Improvements to residential infrastructure;
 - B) Improvements to large-scale businesses; and
 - C) Improvements to food preparation or assembly areas.

3. INDOOR IMPROVEMENT STREAM

- 3.1. A Small Business may apply for the Indoor Improvement Grant, provided the Small Business:
 - A) Meets the definition of Small Business;
 - B) Meets the definition of Hospitality Sector;
 - C) Includes a financial report with their application; and
 - D) Holds a valid business license.
- 3.2. An organization is ineligible to apply for the Indoor Improvement Grant if they are:
 - A) A Non-profit Organization or a registered charity; or
 - B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.
- 3.3. A qualifying Small Businesses may receive a grant not exceeding 70% of the total project costs to a maximum of \$5,000.00. All amounts require receipts and only materials and professionally contracted services or trades related to the qualifying Indoor Improvement

will be reimbursed.

- 3.4. Applicants may re-apply during the program’s operating year; however, new applicants will be given priority.

4. APPLICANT RESPONSIBILITIES

4.1. Applicants must annually submit their application following the first Monday of March when applications open. Applications from the previous year will not be kept. All work must be completed in the year of application.

A) For the first year of this program, 2024, applications will open in June.

4.2. The applicant applying must demonstrate that they:

- A) Meet the definition of Small Business;
- B) Have included a financial report as per section 4.3;
- C) Have included an improvement plan listing what improvements have been made and the scope of improvements;
- D) Hold a valid Business License;
- E) Meet the definition of Hospitality Sector, and
- F) A letter of permission from the property owner, if applicable.

4.3. The applicant must provide a financial report within six (6) months of the application which details:

- A) Receipts or invoices associated with the Indoor Improvement upgrades.
- B) A description of what improvements were made to the Small Business; and
- C) Proof that the upgrades have been completed.

4.4. Successful applicants must give recognition to Greenview’s contribution as per Policy 8000 “Greenview Support Recognition.”

5. COUNCIL RESPONSIBILITIES

5.1. Council shall annually set a budget for the Indoor Improvement Grant program.

6. ADMINISTRATION RESPONSIBILITIES

6.1. Administration shall annually prepare the receipt of Indoor Improvement Grant applications following the first Monday of March.

6.2. The Manager of Economic Development shall review, approve, and arrange payment with selected applicants in accordance with this policy.

6.3. Administration shall report all grants awarded under this policy to Council.



REQUEST FOR DECISION

SUBJECT: Policy 1014 Request for Decision

SUBMISSION TO: POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 15, 2024	CAO: MANAGER:
DEPARTMENT: CORPORATE SERVICES	DIR: PRESENTER: DM
STRATEGIC PLAN: Governance	LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1014 “Request for Decision” as presented.

BACKGROUND/PROPOSAL:

Policy 1014 “Request for Decision” was originally presented to the Policy Review Committee during its meeting held on April 13, 2024. During this meeting Administration had recommended the policy for repeal, however this motion was defeated by the Committee.

As such, Administration has updated Policy 1014 to ensure that the policy represents current practises when drafting a Request for Decision document.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that it will ensure Policy 1014 is compliant with current RFD practises.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.
-

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to make amendments to the policy.

MOTION: That the Policy Review Committee recommend Council approve Policy 1014 “Request for Decision” as amended.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will include any amendments, as applicable, and will present the policy to Council for decision-making.

ATTACHMENT(S):

- Policy 1014 "Request for Decision" (Current)
- Policy 1014 "Request for Decision" (Draft)

Title: REQUEST FOR DECISION

Policy No: 1014

Effective Date: July 8, 2019

Motion Number: 19.07.532

Supersedes Policy No: (None)

Review Date: July 8, 2022



Purpose: To help facilitate good governance and good decision making, Greenview aims to utilize a consistent process when making a request for decision. A request for decision shall include all pertinent information and background materials related to the issue, alternative courses of action, as well as a recommendation from administration based on the information for Council or Council Committee to act on.

DEFINITIONS

For the purpose of this Policy:

CAO means the Chief Administrative Officer of Greenview.

Greenview means the municipal corporation of the M.D of Greenview No. 16.

RFD means Request for Decision. This is a document containing information and materials relating to an issue needing Council or Council Committee direction and includes, alternative courses of action for Council to consider, financial implications, staffing implications, relevant legislation, the level of public engagement required, and a recommended course of action by Administration based on the information provided.

Council Board or Committee means a Committee of Council including Committee of the Whole and Policy Review Committee, as well as the Agriculture Service Board, but excludes the Municipal Planning Commission.

POLICY

1. All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the responsible Manager, General Manager or the CAO, and structured in the form of a draft recommended motion.
2. With the Request for Decision appropriate background materials shall be provided on the recommended motion and the major options presented.
3. Each RFD shall show that it has been reviewed by the CAO, and each RFD to a Board or Committee shall show that it has been reviewed by the General Manager of the department responsible for support services to the Board or Committee.

4. Each RFD shall address any necessary legal or financial issues.
5. A member of Council or Council Committee may move the recommended motion from the RFD or any motion they believe appropriate.

PROCEDURE

1. Administration will provide a RFD template for all staff to follow and will make the template available to staff.
2. Managers are responsible to draft RFDs for their functional areas.
3. General Managers are responsible to review and sign off on RFDs from their management and staff. General Managers are to provide guidance and support to staff when presenting the RFDs to Council.
4. The CAO is responsible to review and sign off on all RFDs prior to the circulation of the agenda package. The CAO should ensure that each RFD is in compliance with any Federal or Provincial legislation or Bylaw of Greenview and that the pertinent legislation is noted appropriately on the RFD. The CAO should ensure consistency with Greenview policies and the various plans and strategic directions of Council.
5. Council is responsible to review the information presented in the RFD prior to the meeting to inform their decision making on the matter presented, ask questions for clarification, and seek more information if it is required.
6. RFDs should include:
 - 5.1 Subject
 - 5.2 Identify which body the RFD is directed to (Council, Committee of the Whole, etc.)
 - 5.3 Meeting date
 - 5.4 Department
 - 5.5 Strategic Plan (identify which principle of the Strategic Plan applies)
 - 5.6 Any Provincial or Federal Legislation, or Greenview Bylaw applies
 - 5.7 A recommended action in the form of a motion
 - 5.8 Relevant Background
 - 5.8.1 History, including previous Council direction on the matter
 - 5.8.2 Identify the issue
 - 5.8.3 Identify current practices, or suggested best practices if they differ
 - 5.8.4 Any facts that are pertinent to Council or other body making a decision
 - 5.9 Benefits of the recommended action
 - 5.10 Disadvantages of the recommended action
 - 5.11 Alternatives considered
 - 5.11.1 Include why this alternative is not being recommended.
 - 5.11.2 Identify implications of the alternatives
 - 5.12 Financial implications
 - 5.13 Staffing implications
 - 5.14 Public engagement level required based on IAP2 Framework for public consultation
 - 5.15 Any attachments

Title: Request for Decision

Policy No: 1014

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1014

Department: CAO Services

Review Date: (3 Years from approved)



Legal References:

Not applicable

Cross References:

Bylaw 21-876 "Procedural Bylaw"
Policy 1001 "Policy and Bylaw Development"

Purpose: Greenview aims to utilize a consistent process when making a Request for Decision to help facilitate good governance and decision making. A Request for Decision shall include all pertinent information and background materials related to the issue, alternative courses of action, as well as a recommendation from Administration based on the information **presented for Council or Council Committee to act on.**

1. DEFINITIONS

- 1.1. **Board and Committee** means any committee, board, commission or other body established by Council.
- 1.2. **Chief Administrative Officer** means the Chief Administrative Officer of Greenview or delegate.
- 1.3. **Request for Decision (RFD)** means the document used to present information and request decisions from Council and Boards and Committees.

~~This is a document containing information and materials relating to an issue needing Council or Council Committee direction and includes, alternative courses of action for Council to consider, financial implications, staffing implications, relevant legislation, the level of public engagement required, and a recommended course of action by Administration based on the information provided.~~
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. The RFD is Greenview's official instrument to request decisions and present information to Council and Boards and Committees.
- 2.2. Greenview will use a consistent RFD template as prescribed by the Chief Administrative Officer.
~~All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the~~

~~responsible Manager, General Manager or the CAO, and structured in the form of a draft recommended motion.~~

2.3. The Chief Administrative Officer CAO is responsible for drafting and approving RFDs prior to their circulation in any Council or Board and Committee agenda packages.

~~The CAO should ensure that each RFD is in compliance with any Federal or Provincial legislation or Bylaw of Greenview and that the pertinent legislation is noted appropriately on the RFD. The CAO should ensure consistency with Greenview policies and the various plans and strategic directions of Council.~~

3. REQUEST FOR DECISION PROCEDURE

3.1. RFDs should include the following:

- A) The subject of the RFD;
- B) Identify the meeting date and body to which the RFD is directed;
- C) The originating department which presented the RFD;
- D) Identify which principle of the Strategic Plan applies to the requested decision;
- E) Cite any provincial or federal legislation or regulations, or Greenview policies or bylaws
- F) A recommended action in the form of a motion;
- G) Relevant background information:
 - i. Clearly identify the issue;
 - ii. History, including previous Council direction on the matter;
 - iii. Current practises, or suggest best practices if they differ;
 - iv. Any facts that are pertinent to Council or the Board and Committee.
- H) Benefits of the recommended action;
- I) Disadvantages of the recommended action;
- J) Alternatives considered:
 - i. Include why this alternative is not being recommended;
 - ii. Identify the implications of the alternatives.
- K) Financial implications:
 - i. The initial and ongoing costs of the recommended action;
 - ii. Source of funding.
- L) Staffing implications;
- M) Public engagement level required based on IAP2 Framework for public consultation;
- N) Any additional information or attachments.

4. COUNCIL RESPONSIBILITIES

4.1. Council is responsible for reviewing the information presented in RFDs prior to a meeting and must seek additional information if needed.

4.2. Council is responsible for ensuring its RFD expectations are detailed in this policy.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration is responsible for drafting RFDs in accordance with this policy.



REQUEST FOR DECISION

SUBJECT:	Memorial Bench Program	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	May 15, 2024	DIR:	PRESENTER: DM
DEPARTMENT:	CORPORATE SERVICES	LEG:	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable.

Council Bylaw/Policy (cite) – Not applicable.

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept the Memorial Bench Program for information, as presented.

BACKGROUND/PROPOSAL:

During the Regular Council Meeting held on October 25, 2022, Council was presented with a motion to rename 110th Street in Grande Cache to “Beland Boulevard.” At the time, Council opted to defer the motion until Administration created a renaming policy:

MOTION: 22.10.693 Moved by: COUNCILLOR WINSTON DELORME

That Council approves 110 Street, between Hoppe Ave and 98 Avenue in Grande Cache Alberta be renamed to “Beland Blvd”.

DEFERRED

MOTION: 22.10.694 Moved by: COUNCILLOR WINSTON DELORME

That Council defer motion 7.5 Grande Cache Street Renaming until a new policy on street naming can be brought back to Council.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor, Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

A draft Commemorative Naming policy was presented to the Policy Review Committee during its meeting held on February 15, 2023, during which the Committee deferred the policy. At this meeting it was discussed to create a memorial bench program rather than a street re-naming program.

MOTION: 23.02.195. Moved by: Councillor Jennifer Scott

That the Policy Review Committee recommend Council approve Policy 1043 “Commemorative Naming” as presented.

- 3.1(c) to be more detailed
- 2.3: Change ‘below’ to ‘Section 4’

DEFERRED

MOTION: 23.02.196. Moved by: COUNCILLOR JENNIFER SCOTT

That the Policy Review Committee defer Policy 1043 “Commemorative Naming.”

For: Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Dale Smith, Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Duane Didow

Against: Councillor Dave Berry, Councillor Ryan Ratzlaff

CARRIED

The Town of Grande Cache created Policy 353/15 “Street Naming and Renaming” in 2015, however there does not appear to have been any streets renamed pursuant to this policy. Similarly, Greenview created a “Naming of Roads” policy in 2003, which was then superseded by EES 14 “Naming of Roads” in 2009, however no records were found regarding streets being renamed pursuant to this policy.

Administration has developed a Memorial Bench Program framework for the Policy Review Committee’s consideration.

Program Principles

This program would be run on the following principles:

- Full cost recovery: Applicants bear all the costs associated with memorial benches sponsorship.
- Sponsorship: Greenview retains ownership of memorial benches.
- Collaboration: Where possible memorial benches will be used to benefit other Greenview objectives such as beautification, economic development, and recreation/leisure space development.

Bench Placement

The following areas have been identified as feasible locations for memorial benches:

- Grande Cache Campground
- Grande Cache Lake Day Use Area
- Grovedale Fish Pond Day Use Area
- Johnson Park
- Moody’s Crossing
- Ridgevalley Walking Trails
- Smoky Sunset Landing
- Swan Lake

Lifecycle

Other municipalities with a Memorial Bench Program have sponsorships for 10 years. Once this 10-year period has come to term, several municipalities offer a renewal service for an additional 5 or 10-year period. The reviewed programs did not detail what happens to benches if they are abandoned or sponsors did not wish to renew after the sponsorship came to term.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that it will satisfy the action item as directed by Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to direct Administration to pursue a Memorial Bench Program.

MOTION: That the Policy Review Committee direct Administration to development a Memorial Bench Program to be presented at a future Policy Review Committee meeting.

FINANCIAL IMPLICATION:

A Memorial Bench Program would operate on a cost recovery basis. The fee for service would have a built-in buffer to ensure that Greenview is not paying for maintenance costs out of general revenue. Applicant cost for the program would be as follows:

\$500.00 – Installation (Employee hours and cement pad)

\$200.00 to \$750.00 – Bench (Depending on style)

\$50.00 – Plaque

\$200.00 – Future care fund

\$1,500.00 Total applicant cost

STAFFING IMPLICATION:

The program would operate within current staffing levels.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will draft a policy and establish program parameters if the Committee wishes to proceed with a Memorial Bench Program.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Bylaw 24-958 Fire-Rescue Services	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: WB
MEETING DATE:	May 15, 2024	DIR: MH	PRESENTER: WB
DEPARTMENT:	PROTECTIVE SERVICES	LEG: SS	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:

Provincial (cite) - Forest and Prairie Protection Act

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept the presentation on Bylaw 24-958 “Fire-Rescue Services” for information.

BACKGROUND/PROPOSAL:

Bylaw 24-958 “Fire-Rescue Services” is being updated to introduce fire permits within the portions of Greenview that are outside of the Forest and Prairie Protection Area. The intention of this Bylaw is to prevent wildfire incidents that have the potential to cause serious damage to persons and property, establish rules governing burning and outdoor fires, and to prevent uncontrolled fires of any kind within the Non-Forest Protection Area (NFPA) in Greenview. The NFPA Fire Permit will require Greenview Fire-Rescue personnel to review the proposed burn, educate the applicant, and ensure that the burn is conducted as safely as possible, in order to mitigate the risk of the uncontrolled spread of fire and negative impact on the environment. The Bylaw also includes a fire advisory and fire ban section to enable alignment with provincial wildfire mitigation and management.

All required Fire Permits within the Forest Protection Area are the responsibility of Alberta Forestry and Parks. If approved, Greenview Fire-Rescue personnel will be working collaboratively with Forestry Officers to ensure there is consistency in the two areas.

Bylaw 24-958 was given first reading during the Regular Council Meeting held on March 26, 2024. Since that time the bylaw has been amended to reflect Council’s proposed amendments:

- Fire pits should be 5ft width
- Update the NFPA acronym
- 2.1 update the language (heavy gauge metals, concrete (remove), fire-proof surface (what is that)) specify the mesh (1/8 is used by forestry)
- 2.1 reference the terms that forestry uses when looking to change the language (ie: approved incinerator)
- 13.1 reference the fire inspection report instead of form

- 12 – acronym should be NFPA
- Schedule B – Non Permit Protection Area should read Non Forest
- Schedule A – 12.4 (B) remove the word possess
- 18 Violation Tickets – should reference Schedule A
- Review 17.1 D i

Administration is bringing the policy to the Policy Review Committee so that the Committee may further deliberate amendments to the bylaw prior to going to second reading.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that the Committee will have the opportunity to discuss the levels of fire-recue service Greenview should provide.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to make amendments to Bylaw 24-958.

MOTION: That the Policy Review Committee recommend Council give second reading to Bylaw 24-958 “Fire-Rescue Levels of Service” as amended.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will incorporate any amendments, as applicable, and will present the bylaw to Council for second reading.

ATTACHMENT(S):

- Bylaw 20-858 "Fire-Rescue Services" (Current)
- Bylaw 24-958 "Fire-Rescue Services" (New)



BYLAW NO. 20-858 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview #16 (Greenview), in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, rescue services, and authorize the recovery of related fees, expenses, and charges.

Whereas, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 provides that a council of a municipality may 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;

Whereas, the *Municipal Government Act* further provides that a municipality may impose a system of licences, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

Whereas, the *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district (see Schedule 'C'), other than areas contained in a forest protection area;

Whereas, Council wishes to establish a fire-rescue service within Greenview and provide for the efficient operation of such a service; and

Whereas, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

Therefore, the Council of the M.D of Greenview No. 16, duly assembled, enacts as follows:

1. Title and Interpretation

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

1.2 In the event that any provision of this bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

2. Definitions

2.1 **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.

2.2 **Council** means the Council for the M.D. of Greenview No. 16, duly elected.

2.3 **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 *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.

- 2.4 **Emergency Incident** means a fire or medical situation where a fire or explosion is imminent, or any other situation presenting a danger or possible danger to life, property, or the environment, and to which the Fire-Rescue Services has responded.
- 2.5 **Enforcement Officer** means a Community Enforcement Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.6 **Environmental Protections and Enhancement Act** means the regulatory requirements for air, water, land, and biodiversity management. It supports and promotes protection, enhancement, and wise use of the environment in *Environmental Protection and Enhancement Act*, R.S.A 2000, Chapter E-12.
- 2.7 **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.8 **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire, or other event containing an imminent, danger to persons or property, wherein such condition, circumstances, fire, or other event does not exist.
- 2.9 **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.10 **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 2.11 **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of all persons appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 2.12 **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to apparatus, equipment, and fire stations.
- 2.13 **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited, and if ignited, could create a burning hazard.
- 2.14 **Fire Protection** means all of the services enumerated in this bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.
- 2.15 **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 2.16 **Fireworks** means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivision 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.2 of the Alberta Fire Code.

- 2.17 **Forest and Prairie Protection Act** means the protection of the forests and prairies of Alberta from wildfire. It established the Fire Season and enables cost recovery and fire control orders. It identifies firefighting responsibilities and describes the authority of forest officers and fire guardians in *Forest and Prairie Protection Act, R.S.A 2000, Chapter F-19*.
- 2.18 **Greenview** means the Municipal District of Greenview No. 16.
- 2.19 **Member** means any person who is duly appointed as a member of the Fire-Rescue Services and includes the Regional Fire Chief.
- 2.20 **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.
- 2.21 **Owner** means the person or persons listed on title as the registered owner of property at the Land Titles Office.
- 2.22 **Person** means any individual, firm, partnership, association, or corporation.
- 2.23 **Recreational Fires** means fire confined within a non-combustible structure or container, that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.24 **SOG** means Standard Operating Guidelines.
- 2.25 **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act, R.S.A 2000, Chapter P-34*.

3. Establishment and Purpose of Fire-Rescue Services

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural, vehicle, and wildland fires;
- B) Preserving life, property, and the environment, and protecting persons and property from injury or destruction by fire;
- C) Reporting and investigating the cause and origin of fires pursuant to the SOGs and the *Safety Codes Act R.S.A. 2000, Chapter S-1*;
- D) Emergency medical co-response;
- E) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) dependant on the availability of the necessary equipment and trained personnel;
- F) Mitigating, combating, and controlling emergency incidents;
- G) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, preserving life, property, and the environment;
- H) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- I) Fulfilling the requirements of any mutual aid, memorandum of agreement, contract with other municipalities and agencies;
- J) Leading and directing emergency management (Regional Fire Chief is DEM)
- K) Providing public education and information regarding fire and life safety;

- L) Education, training or other member development;
- M) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;
- N) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- O) Otherwise providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Service, policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulation.

4. Authority and Responsibility of the Fire Chief

4.1 The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:

- A) The *Safety Codes Act*,
- B) This bylaw;
- C) Greenview Fire-Rescue Services – Level of Service
- D) Greenview Fire-Rescue Services – SOGs.
- E) All applicable Greenview policies;
- F) The direction of the CAO or designate; and
- G) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.

4.2 The Regional Fire Chief may prescribe rules, regulations and policies for the ongoing organization, administration, and day to day operation of Fire-Rescue Services, including:

- A) Use, care, maintenance, and protection of Fire-Rescue Services property;
- B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
- C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO or designate may prescribe.

4.3 The Regional Fire Chief is responsible for Fire Protection as required pursuant to the *Safety Codes Act*.

4.4 The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, or entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.

4.5 The Regional Fire Chief is authorized to delegate, and to authorize further delegations of any powers, duties and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.

5. Authority and Responsibility of Members

5.1 Members are responsible to the Regional Fire Chief or designate in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

6. Authority and Responsibility of Member in Charge

6.1 The Member in Charge at an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

6.2 The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or any emergency and is authorized to:

- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members or Apparatus to enter or pass through or over the building, structure, or property without permission;
- B) Establish boundaries and/or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- C) Request Enforcement Officers to enforce restrictions on persons entering within the boundaries and/or limits outlined in Section 14.1;
- D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
- E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
- F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;
- G) Require any adult person who is not a Member, to assist in:
 - i. Extinguishing a fire or preventing the spread thereof;
 - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
 - iii. Demolishing a building or structure at or near the fire or other emergency incident.

7. Fire Prevention

7.1 The Fire Chief may establish a fire prevention program within Greenview, including but not limited to:

- A) Preventative fire and life safety inspections of properties or structures within Greenview in accordance with the Quality Management Plan approved by the Safety Codes Council,
- B) Review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act as amended from time to time,
- C) Preparation of pre-fire plans for high and medium hazard occupancies,
- D) Dissemination of fire prevention information to the general public.

7.2 Greenview Fire-Rescue Services, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.

7.3 Council, may by resolution, restrict the lighting of fires within Greenview including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.

8. Fire Investigations

8.1 The Fire Chief or designate may investigate the cause, origin, and circumstances of every fire within Greenview (defined jurisdiction) in accordance with the Quality Management Plan approved by the Safety Codes Council.

8.2 If the person investigating an incident has information that indicates a fire is or may be of an incendiary origin or has resulted in serious injury and/or loss of life, the RCMP are to be advised immediately of the incident.

8.3 Greenview Fire-Rescue Services, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

9. Fire Bans

9.1 The Regional Fire Chief may from time to time, prohibit all fires within Greenview (see Schedule 'C') or a portion of Greenview when the Regional Fire Chief 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.

9.2 A Fire Ban imposed pursuant to this Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time the Regional Fire Chief provides notice to the public that the Fire Ban is no longer in effect.

9.3 Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any means, that the Regional Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

9.4 When a Fire Ban is in place, Individuals will:

- A) Not Ignite a fire
- B) Immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or
- C) Not sell, purchase, possess, handle, discharge, fire or set off Fireworks within Greenview.

10. Fire and Dangerous Goods Emergency Incident Reporting Requirements

10.1 The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

10.2 The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of

the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

11. Fire Protection Charges

11.1 When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may after consultation with the CAO or designate, charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the fire; or
- B) the Owner or occupant of the parcel of land;

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

11.2 When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the incident; or
- B) the Owner or occupant of any vehicle, goods, or equipment;

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

11.3 Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges and all other charges for emergency service may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.

11.4 Without limiting sub-section 11.1, the Owner of a parcel of land within Greenview is liable for Fire Protection Charges incurred in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

11.5 Notwithstanding the provisions of sub-sections 11.1, 11.2, and 11.3, Greenview may elect to recover Fire Protection Charges from person(s) responsible for those charges pursuant to the *Forest and Prairie Protection Act*.

- A) Inspection and Enforcement
- B) Offences
- C) Violation Tickets
- D) Voluntary Payment
- E) Severability

12. Safety Codes

- 12.1 When certain conditions exist that constitutes a fire hazard, Fire and Rescue Services may, pursuant to the *National Fire Code Alberta Edition*, order the owner or occupier to reduce or remove the fire hazard within a specified time frame.
- 12.2 When the order is issued under this section, and the owner or occupier fails to carry out the order within the time specified, Fire and Rescue Services may take whatever action is necessary pursuant to the *Alberta Fire Code* to ensure compliance with the order.

13. Inspection and Enforcement

- 13.1 Where a parcel of land does not comply with this Bylaw and/or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw, any enactment and/or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls pursuant to Municipal Government Act (MGA), Section 553 (1) and pursuing injunctions contained within the MGA.

14. Offences

- 14.1 No person shall:

- A) Contravene any provision of this Bylaw;
- B) Damage or destroy Fire-Rescue Services Property;
- C) Falsely represent themselves as a Member;
- D) Obstruct or otherwise interfere with access by the Fire-Rescue Services or Fire-Rescue Services Property to:
 - i. The scene of an Emergency Incident;
 - ii. A fire hydrant, cistern or other body of water designated for firefighting purposes; or
 - iii. To connections to fire mains, standpipes, or sprinkler systems.
- E) Cross any boundaries or limits established by the Fire-Rescue Services in accordance with this Bylaw, without the express authorization of the Member in Charge;
- F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;
- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not personally owned without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from their own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands owned the Forest Protection Area without a provincial Fire Permit between March 1 and October 31.

- O) Impede, obstruct, or otherwise hinder a Member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation.

15. Offence Committed

15.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2,500. No person found guilty of an offence under this Bylaw is liable to imprisonment.

16. Violation Tickets

16.1 An Enforcement Officer is authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person that the Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

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

- A) Specify the fine amount established by this Bylaw for the offence; or
- B) Require a person to appear in court; or
- C) Make a voluntary payment as per 18.1.

17. Voluntary Payment

17.1 A person who commits an offence may:

- A) If the Violation Ticket is issued in respect of the offence; and
- B) If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

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

18. Severability and Effect

18.1 In the event that any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain valid and enforceable.

18.2 Bylaw 10-624 "Municipal Emergency Services" and Grande Cache Bylaw 699 "Fire/Rescue Department" and all amendments thereto are hereby repealed.

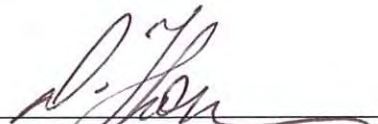
19. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of October, 2020.

Read a second time this 14th day of December, 2020.

Read a third time and passed this 11th day of May, 2021.


REEVE


CHIEF ADMINISTRATIVE OFFICER

CURRENT

Schedule 'A'
Fire Protection Charges
(if deemed necessary)

1. Response to Fire Incidents

- | | |
|----------------------------------|------------------|
| a. Within the M.D. of Greenview | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |

2. Response to Motor Vehicle Collision (MVC), Rescue and Dangerous Goods Incidents:

- | | |
|----------------------------------|--------------------------------|
| a. Within the M.D. of Greenview | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |
| c. Provincial Highways | As per AB Transportation rates |

NOTE: Administrative costs and the cost for replacement of equipment and/or materials used, lost, or damaged because of the response are charged in addition to the above.

CURRENT

Schedule 'B'
Violation Tickets
(if deemed necessary)

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

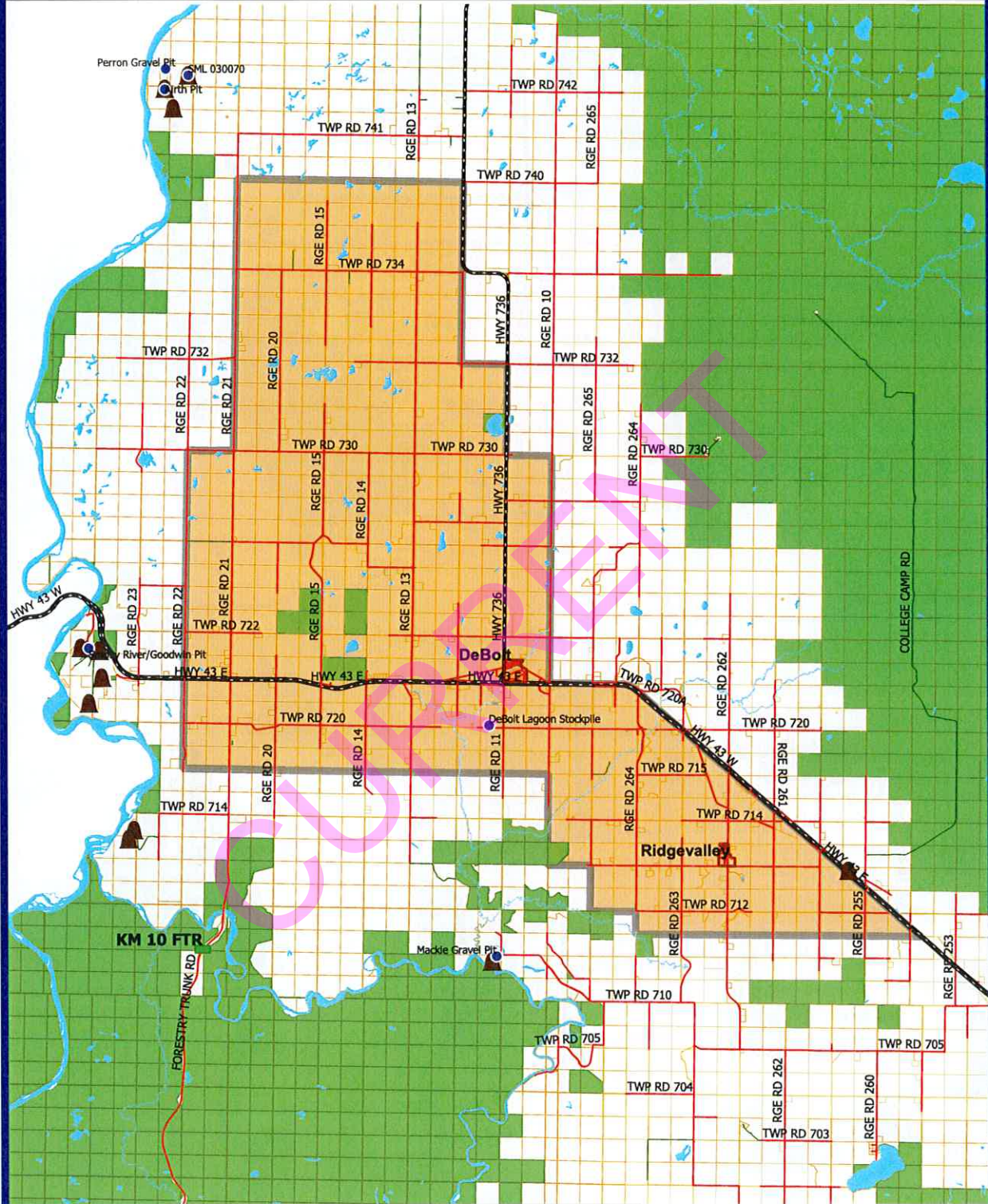
Charge	First Offence	Second Offence	Third Offence
Either directly or indirectly, ignite a fire and let it become a running fire on any property or allow a running fire to pass from his/her property to another property.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, or smudge fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fueled by propane or natural gas during an applicable municipal and/or a provincial fire ban.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a Peace Officer, fire guardian, member of the Fire Chief's office or firefighters in the performance of their duties.	\$ 500	\$ 1,000	\$ 5,000
Light any fire that contains prohibited debris that results in the release to the atmosphere of dense smoke, offensive odors, or a substance, and the release of which is regulated, prohibited or controlled by the <i>Environmental Protection and Enhancement Act</i> .	\$ 500	\$ 1,000	\$ 5,000
Damage, destroy, or unlawfully remove apparatus or equipment belonging to the Fire Service.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a member or any person from carrying out duties imposed by this Bylaw or by the Fire Chief or designate, or an Incident Commander.	\$ 500	\$ 1,000	\$ 5,000
Falsely represent themselves as a member of the Fire Service or wear or display a badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.	\$ 500	\$ 1,000	\$ 5,000
Obstruct or otherwise interfere with access roads or streets or other approaches to an Incident or emergency scene, fire alarm, fire hydrant, cistern or body of water that may be required for firefighting purposes.	\$ 500	\$ 1,000	\$ 5,000



Schedule 'C'

Non Permit Fire Protection Area - DeBolt

UTM Zone 11 NAD83
1:135,000
Date: May-19-2021



Legend

NonPermit_FP_Areas	Roads by Jurisdiction	Crown Land
Hamlet Boundaries	MUNICIPAL	Cadastre
Gravel Pits ALL	PRIVATE	Municipal Boundaries
GREENVIEW	PROVINCIAL	
PRIVATE	FTR Km Markers	
	Hydro Line	
	Hydro Area	

0 2 4 6 km

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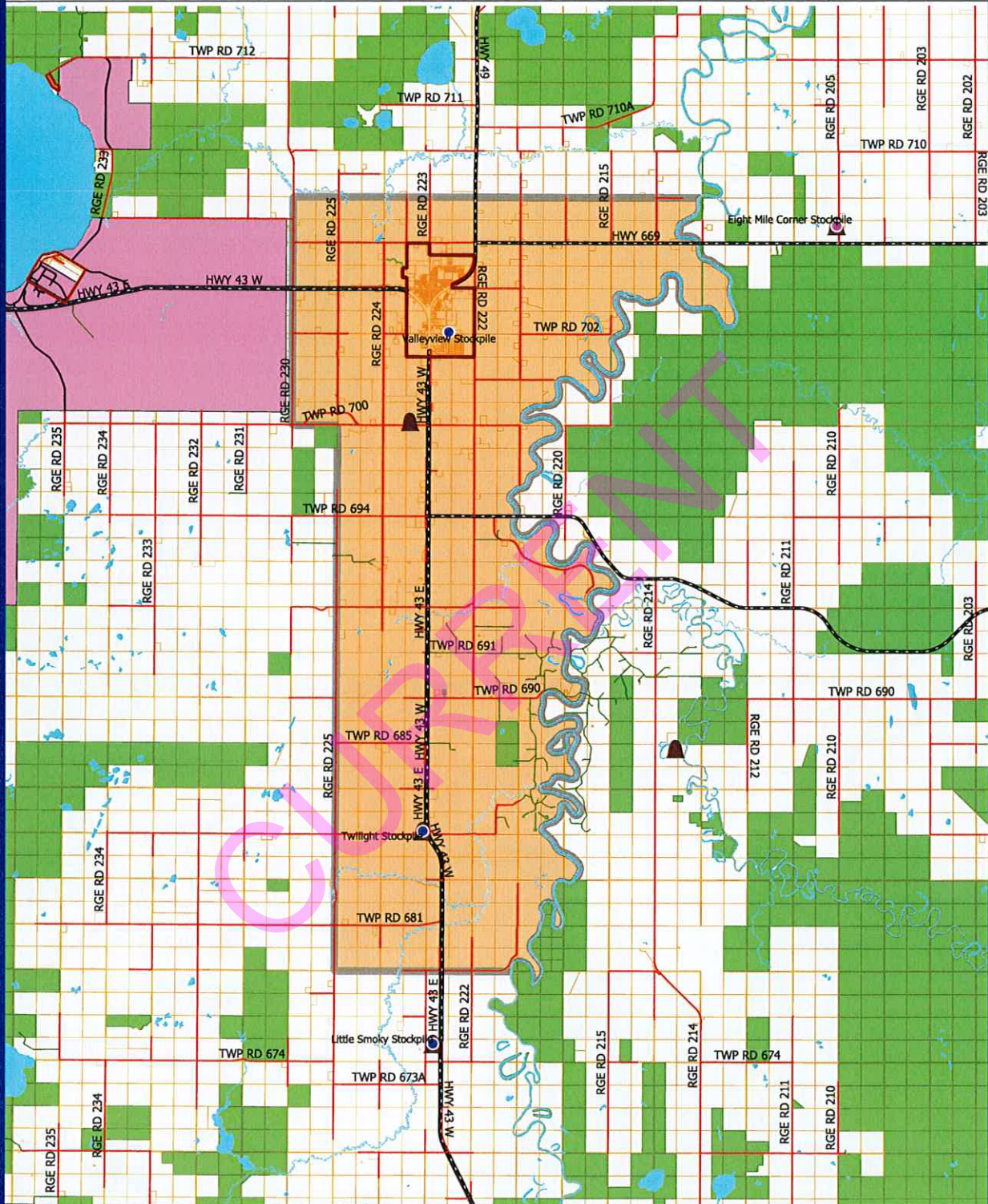


Non Permit Fire Protection Area - Valleyview

UTM Zone 11 NAD83

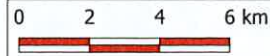
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Date: May-19-2021



Legend

- NonPermit_FP_Areas
- Town of Valleyview
- Hamlet Boundaries
- Gravel Pits ALL
- GREENVIEW
- PROVINCIAL
- Roads by Jurisdiction
- INDIAN RESERVES
- MUNICIPAL
- PRIVATE
- PROVINCIAL
- Hydro Line
- Hydro Area
- Indian Reserves
- Crown Land
- Cadastre
- Municipal Boundaries



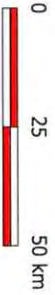
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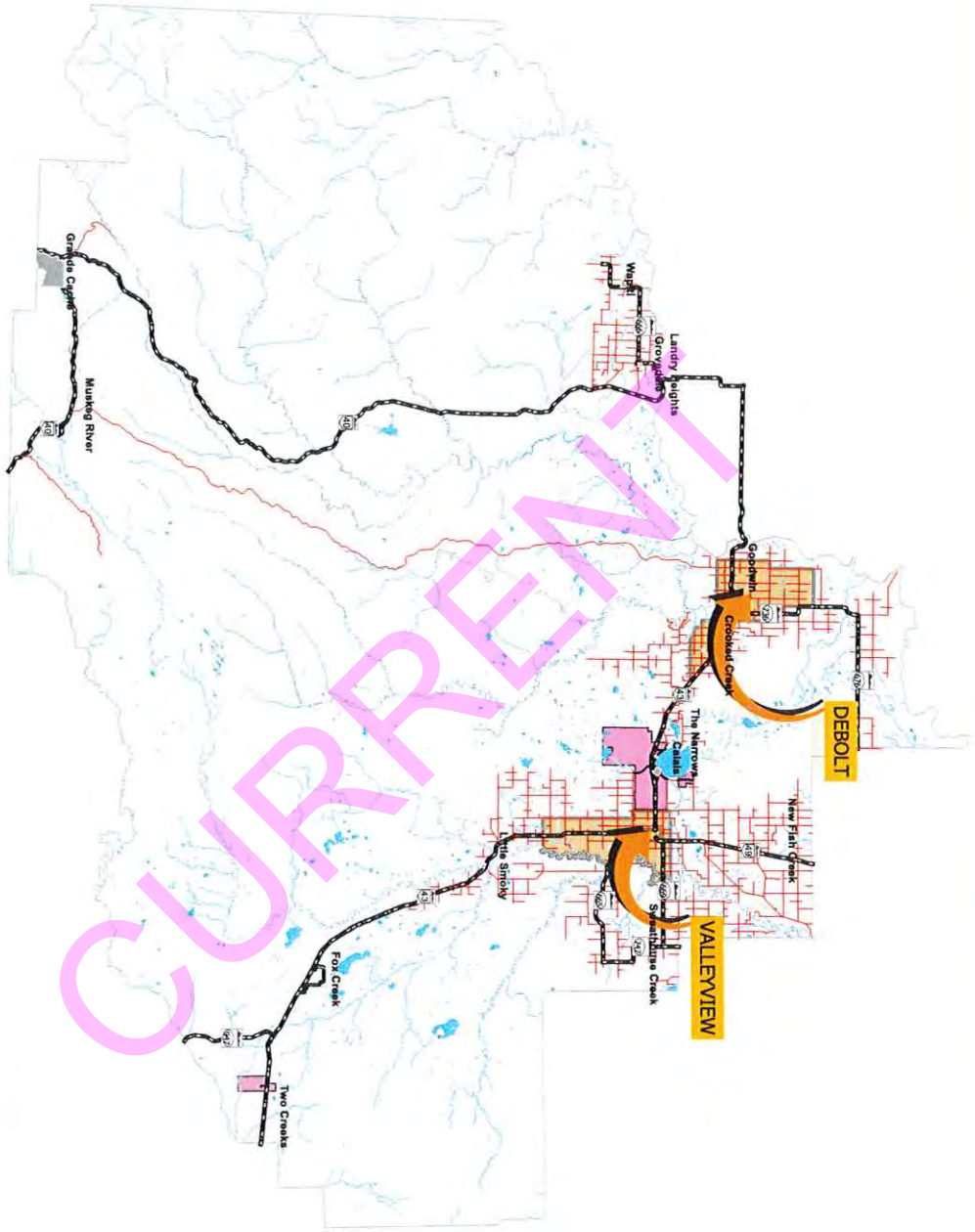
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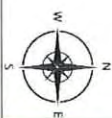
Non Permit Fire Protection Areas - MD of Greenview



UTM Zone 11 NAD83
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Date: 05/19/2021



- ### Legend
- NonPermit_FP_Areas
 - Roads by Jurisdiction
 - INDIAN RESERVES
 - MUNICIPAL
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 - Municipal Boundary Mask
 - Hydro Line
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 - Town of Valleyview
 - Town of Fox Creek
 - MD of Greenview



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BYLAW No. 24-958 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, rescue services, and authorize the recovery of related fees, expenses, and charges.

Whereas, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 provides that a Council of a municipality may 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;

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

Whereas, the *Forest and Prairie Protection Act* R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the Municipal District (see Schedule 'C'), other than areas contained in a Forest Protection Area;

Whereas, Council wishes to establish a fire-rescue service within Greenview and provide efficient operation of such a service; and

Whereas, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**

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

1.2. In the event that any provision of this Bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

2. **DEFINITIONS**

2.1. **Acceptable Fire Pit** means a fire pit that complies with Schedule A.

2.2. **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.

- 2.3. **Council** means the Council of the Municipal District of Greenview No. 16, duly elected.
- 2.4. **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 *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.
- 2.5. **Emergency Incident** means a fire 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 Fire-Rescue Services has responded.
- 2.6. **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.7. **Environmental Protections and Enhancement Act** means the regulatory requirements for air, water, land, and biodiversity management. It supports and promotes protection, enhancement, and wise use of the environment in *Environmental Protection and Enhancement Act*, R.S.A. 2000, Chapter E-12.
- 2.8. **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire, or other event containing an imminent danger to persons or property, wherein such condition, circumstances, fire, or other event does not exist.
- 2.9. **Fire Advisory** means that the fire danger rating has increased. Based on these conditions, a temporary suspension of fire and firework permits may be declared.
- 2.10. **Forest and Prairie Protection Act** means the protection of the forests and prairies of Alberta from wildfire. It establishes the Fire Season and enables cost recovery and fire control orders. The Act also identifies firefighting responsibilities and describes the authority of forest officers and fire guardians in *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19.
- 2.11. **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this Bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.12. **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited and, if ignited, could create a burning hazard.
- 1.1. **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 1.2. **Fire Protection** means all of the services enumerated in the Bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.

- 1.3. **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 1.4. **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of all persons appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 1.5. **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to, apparatus, equipment, and fire stations.
- 1.6. **Fire Restriction** means an order that prohibits the use of wood campfires on public land but does allow wood campfires inside provincial campgrounds and private property. Fire permits may be restricted, suspended or cancelled and no new fire permits will be issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this Bylaw.
- 1.7. **Fireworks** means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivisions 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.2 of the Alberta Fire Code.
- 1.8. **Greenview** means the Municipal District of Greenview No. 16.
- 1.9. **Member** means any person who is duly appointed as a member of the Fire-Rescue Services, including the Regional Fire Chief.
- 1.10. **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.
- 1.1. **Non-Forest Protection Area (Non-FPA)** means the forests, prairies, and areas not within the Forest Protection Area as referenced in the *Forest and Prairie Protection Act*.
- 1.2. **Non-Forest and Prairie Protection Area - Fire Ban** means an order issued by the Regional Fire Chief or Designate responsible for the Non-Forest and Prairie Protection Area, or an order issued pursuant to this Bylaw, for the purposes of cancelling all NON-FPA fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the Non-Forest and Prairie Protection Area.
- 1.3. **Non-Forest Protection Area - Fire Permit** means a Greenview Fire-Rescue Services permit issued for all fires in the Non-Forest Protection Area.
- 1.4. **Owner** means the person or persons registered as the Owner of a Property pursuant to the provision of the *Land Titles Act* (Alberta).

- 2.13. **Peace ~~Enforcement~~ Officer** means a Peace ~~Enforcement~~ Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.14. **Person** means any individual, firm, partnership, association, or corporation.
- 2.15. **Prohibited Debris** means any combustible waste that, when burned, may cause an increased risk of uncontrolled fire spread and the release into the atmosphere of dense smoke, toxic substances, and offensive odours.
- 2.16. **Recreational Fires** mean fire confined within a non-combustible structure or container that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.17. **SOG** means Standard Operating Guidelines.
- 2.18. **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act*, R.S.S 2000, Chapter P-34.

3. ESTABLISHMENT AND PURPOSE OF FIRE-RESCUE SERVICES

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural, vehicle, and wildland fires;
- B) Preserving life, property, and the environment and protecting persons and property from injury or destruction by fire;
- C) Reporting and investigating the cause and origin of fires pursuant to the SOGs and the *Safety Codes Act* R.S.A. 2000, Chapter 5-1;
- D) Emergency Medical co-response;
- E) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) depending on the availability of the necessary equipment and trained personnel;
- F) Mitigating, combating, and controlling emergency incidents.
- G) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, and preserving life, property, and the environment;
- H) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- I) Fulfilling the requirements of any mutual aid, memorandum, agreement, or contract with other municipalities and agencies;
- J) Leading and directing emergency management (Regional Fire Chief is DEM);
- K) Providing public education and information regarding fire and life safety;
- L) Education, training or other member development;
- M) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;

- O) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- P) Otherwise, providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Services policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulations.

4. **AUTHORITY AND RESPONSIBILITY OF THE REGIONAL FIRE CHIEF**

- 4.1. The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:
 - A) The Safety Codes Act,
 - B) This Bylaw;
 - C) Greenview Fire-Rescue Services – Level of Service
 - D) Greenview Fire-Rescue Services – SOGs
 - E) All applicable Greenview policies;
 - F) The direction of the CAO or designate; and
 - G) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.

- 4.2. The Regional Fire Chief may prescribe rules, regulations, and policies for the ongoing organization, administration, and day-to-day operation of Fire-Rescue Services, including:
 - A) Use, care, maintenance, and protection of Fire-Rescue Services property;
 - B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
 - C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO or designate may prescribe.

- 4.3. The Regional Fire Chief is responsible for Fire Protection as required pursuant to the *Safety Codes Act*.

- 4.4. The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, or entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.

- 4.5. The Regional Fire Chief is authorized to delegate and to authorize further delegations of any powers, duties, and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.

5. **AUTHORITY AND RESPONSIBILITY OF MEMBERS**

5.1. Members are responsible to the Regional Fire Chief or designate in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

6. **AUTHORITY AND RESPONSIBILITY OF MEMBER IN CHARGE**

6.1. The Member in Charge of an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

6.2. The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or any emergency and is authorized to:

- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members in Charge to enter or pass through or over the building, structure, or property without permission;
- B) Establish boundaries and/or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- C) Request ~~Enforcement~~ Peace Officers to enforce restrictions ~~on persons entering within the boundaries and/or limits~~ outlined in this bylaw;
- D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
- E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
- F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;
- G) Require any adult person who is not a Member to assist in:
 - i. Extinguishing a fire or preventing the spread thereof;
 - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
 - iii. Demolishing a building or structure at or near the fire or other emergency incident.

7. **FIRE PREVENTION**

7.1. The Regional Fire Chief may establish a fire prevention program within Greenview, including but not limited to:

- A) Preventable fire and life safety inspections of properties or structures within Greenview in accordance with the Quality Management Plan approved by the Safety Codes Council;
- B) Review of designs, plans, specifications, and processes to ensure conformance with the Safety Codes Act as amended from time to time;
- C) Preparation of pre-fire plans for high and medium-hazard occupancies;
- D) Dissemination for fire prevention information to the general public

- 7.2. Greenview Fire-Rescue Services, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.
- 7.3. Council may, by resolution, restrict the lighting of fires within Greenview, including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.

8. FIRE INVESTIGATIONS

- 8.1. The Regional Fire Chief or designate may investigate the cause, origin, and circumstances of every fire within Greenview (defined jurisdiction) in accordance with the *Quality Management Plan* approved by the *Safety Codes Council*.
- 8.2. If the person investigating an incident has information that indicates a fire is or may be of an incendiary origin or has resulted in serious injury and/or loss of life, the RCMP is to be advised immediately of the incident.
- 8.3. Greenview Fire-Rescue Services, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

9. PERMITTED AND PROHIBITED FIRES

- 9.1. No Person shall light or cause to be lit any outdoor fire or permit any outdoor fire upon land owned or occupied within the boundaries of Greenview except as per the *Forest and Prairie Protection Act*, or an order issued pursuant to this Bylaw.
- 9.2. No Person shall burn or cause to be burned Prohibited Debris within the boundaries of the Greenview.
- 9.3. No Person shall light or cause to be lit an outdoor fire or permit any outdoor fire upon land, owned or occupied within the boundaries of Greenview, without holding a valid Non-Forest Protection Area (Non-FPA) Fire Permit issued pursuant to this Bylaw or the *Forest and Prairie Protection Act*.
- 9.4. Any Person who builds, ignites, or permits a fire within Greenview must ensure that the fire is not left unsupervised at any time.
- 9.5. Non -FPA Fire Permits are not required under this Bylaw for the following activities
 - A) Cooking of food using a portable appliance;
 - B) Recreational Fires or cooking of food in Acceptable Fire Pits provided that:
 - i. Only clean fuel is used, such as natural gas, dry wood, or charcoal, in amounts that will be contained within the Acceptable Fire Pit below the mesh screen;
 - ii. An apparatus capable of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs;
 - iii. The fire is kept under control and supervised at all times by a responsible adult person until such time that the fire has been completely extinguished; and,
 - iv. Flame height does not exceed one meter above the structure or container.Burning in fireplaces in or attached to dwellings as provided by legislation;

- D) An outdoor fire lit by all Fire Services for training or preventive control purposes;
- E) An outdoor fire prescribed by the regulations of the Forest Prairie and Protection Act and;
- F) Burning of burnable debris when burned within an Acceptable Burning Barrel and/or incinerator.

10. Non -FPA FIRE PERMITS

- 10.1. Each Non-FPA Fire Permit application must contain the following information:
- A) The name and address of the applicant and the name and address of the Owner of the property on which the applicant proposes to set a fire;
 - B) The legal and municipal description of the property on which the applicant proposes to set a fire;
 - C) The period of time for which the NON-FPA Fire Permit is required;
 - D) The precautions that will be taken by the applicant to ensure that the proposed fire remains under control;
 - E) The signature and authorization of the applicant; and
 - F) Consent for the proposed fire by the Owner of the property if different than the applicant.
- 10.2. Non-FPA Fire Permits must have an identifying number and contain the name, signature, and Safety Codes designation number of the Regional Fire Chief or designate. Every person who sets a fire under authority of a NON-FPA Fire Permit shall:
- A) Comply with any terms or conditions of the NON-FPA Fire Permit;
 - B) Keep the Permit at the site of the fire;
 - C) Produce and show the Permit to the Regional Fire Chief or designate or and Peace Officer upon request;
 - D) Have a responsible person in attendance at the fire at all times;
 - E) Keep the fire under control;
 - F) Extinguish the fire before the expiration of the Permit or upon cancellation of the Permit; and,
 - G) Be responsible for any costs incurred by the Fire-Rescue Services when called upon to extinguish such fire if, in the opinion of the Regional Fire Chief or designate, the fire is a hazard to Persons or property.

11. FIRE ADVISORIES

- 11.1. The Regional Fire Chief or designate may, from time to time, prohibit the issuance of any new NON-FPA Fire Permits and suspend all active Non-FPA Fire Permits when, in the opinion of the Regional Fire Chief or designate, the prevailing environmental conditions give rise to an increased risk of fire.
- 11.2. A Fire Advisory shall remain in force until either the date provided in the notice of the Fire Advisory or until such time the Regional Fire Chief or designate provides notice to the public that the Fire Advisory is no longer in effect.
- 11.3. Notice of a Fire Advisory shall be provided to the public. Notice may be in the form of signage, through a public service message, on local radio stations, or by any means that the Regional

Fire Chief or designate determines is appropriate for the purpose of informing the public of the Fire Advisory.

11.4. When a Fire Advisory is in place, the Regional Fire Chief or designate shall not issue a NON-FPA Fire Permit from the date of issuance of the Fire Advisory.

11.5. When a Fire Advisory is in place, no person shall ignite a fire unless the fire is exempt from requiring a NON-FPA Fire Permit.

12. Non-FPA FIRE RESTRICTION

12.1. The Regional Fire Chief or designate may, from time to time, prohibit specific fires within Greenview when the Regional Fire Chief or designate, in their sole discretion, 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. Acceptable fires may include cooking and recreational appliances that can be turned on or off using a switch or valve (fire table, electric smoker, pellet, propane or natural gas barbecues); Smokers that use solid fuel (pellets and wood chips) must be auger fed and have a switch to turn the smoker off.

12.2. A Fire Restriction imposed pursuant to the Bylaw shall remain in force until either the date provided in the notice of the Non-FPA Fire Restriction or until such time the Regional Fire Chief or designate provides notice to the public that the Non-FPA Fire Restriction is no longer in effect.

13. Non-FPA FIRE BAN

13.1. The Regional Fire Chief or designate may, from time to time, prohibit all fires within Greenview when the Regional Fire Chief or designate, in their sole discretion, 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.

13.2. A Fire Ban imposed pursuant to the Bylaw shall remain in force until either the date provided in the notice of the Non-FPA Fire Ban or until such time the Regional Fire Chief or designate provides notice to the public that the Non-FPA Fire Ban is no longer in effect.

13.3. Notice of a Non-FPA Fire Ban shall be provided to the public through signage, a public service message, local radio stations, or any other means that the Regional Fire Chief or designate determines appropriate for informing the public of the Non-FPA Fire Ban.

13.4. When a Non-FPA Fire Ban is in place, no person shall:

- A) Ignite a fire, whether or not the person is the holder of a Fire Permit, and every person shall immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or
- B) Sell, purchase, handle, discharge, fire or set off Fireworks within Greenview.

13.5. All Non-FPA Fire Permits issued within the area affected by the Fire Ban are suspended for the duration of the NON-FPA Fire Ban.

14. FIRE AND DANGEROUS GOODS EMERGENCY INCIDENT REPORTING REQUIREMENTS

- 14.1. The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the **fire inspection report as manner and form** prescribed by and to the satisfaction of the Regional Fire Chief.
- 14.2. The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

15. FIRE PROTECTION CHARGES

- 15.1. When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may, after consultation with the CAO or designate, charge any costs in accordance with the current Schedule of Fees Bylaw incurred by Greenview Fire-Rescue Services in taking such action to:
- A) The person or persons causing or contributing to the fire; or
 - B) The Owner or occupant of the parcel of land.
- 14.2. All Persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.
- 14.3. When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs, in accordance with the current Schedule of Fees Bylaw incurred by Greenview Fire-Rescue Services in taking such action to:
- A) The person or persons causing or contributing to the incident; or
 - B) The Owner or occupant or any vehicle, goods, or equipment

And all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

- 14.4. Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges and all other charges for emergency service may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- 14.5. ~~Without limiting sub-section 11.1~~ The Owner of a parcel of land within Greenview is liable for Fire Protection Charges in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

~~14.6. Notwithstanding the provisions of sub-sections 11.1, 11.2, and 11.3, Greenview may elect to recover Fire Protection Charges from Person(s) responsible for those charges. pursuant to the Forest and Prairie Protection Act:~~

~~A) Inspection and Enforcement~~

~~B) Offences~~

~~C) Violation Tickets~~

~~D) Voluntary Payment~~

~~E) Severability~~

15. SAFETY CODES

15.1. When certain conditions exist that constitute a fire hazard, Greenview Fire-Rescue Services may, pursuant to the *National Fire Code Alberta Edition*, order the owner or occupier to reduce or remove the fire hazard within a specified time frame.

15.2. When the order is issued under this section, and the owner or occupier fails to carry out the order within the time specified, Greenview Fire-Rescue Services may take whatever action is necessary pursuant to the *National Fire Code Alberta Edition* to ensure compliance with the order.

16. INSPECTION AND ENFORCEMENT

16.1. Where a parcel of land does not comply with this Bylaw and/or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw and enactment and/or any common law rights, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls pursuant to Municipal Government Act, R.S.A. 2000, Chapter M-26 (MGA), Section S53 (1) and pursuing injunctions contained within the MGA.

17. OFFENCES

17.1. No person shall:

A) Contravene any provision of this Bylaw;

B) Damage or destroy Greenview Fire-Rescue Services Property;

C) Falsely represent themselves as a Member;

D) Obstruct or otherwise interfere with access by the Greenview Fire-Rescue Services or Greenview Fire-Rescue Services Property:

i. At the scene of an Emergency Incident;

ii. A fire hydrant, cistern, or other body of water designated for firefighting purposes;
or

iii. To connections to fire mains, standpipes, or sprinkler systems.

E) Cross any boundaries or limits established by Greenview Fire-Rescue Services in accordance with this Bylaw without the express authorization of the Member in Charge;

F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;

- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not personally owned without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from their own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands within the Forest Protection Area without a provincial Fire Permit, when required;
- O) Impede, obstruct, or otherwise hinder a Member of Greenview Fire-Rescue Services or **Enforcement** Peace Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Greenview Fire-Rescue Services or **Enforcement** Peace Officer in carrying out their duties under this Bylaw or related legislation.

~~18. OFFENCE COMMITTED~~

~~18.1. A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2500.00. No person found guilty of an offence under this Bylaw is liable to imprisonment.~~

18. VIOLATION TICKETS

18.1. A Peace Officer is authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person that the Peace Officer has reasonable ground to believe has contravened any provision of this Bylaw.

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

- A) Specify the fine amount established by this Bylaw in **Schedule 'B'** for the offence; or
- B) Require a person to appear in court; or
- C) Make a voluntary payment as per Section 19.

19. VOLUNTARY PAYMENT

19.1. A person who commits an offence may:

- A) If the Violation Ticket is issued in respect of the offence; and
- B) If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

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

20. SEVERABILITY AND EFFECT

20.1. In the event that any provision of this Bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain valid and enforceable.

20.2. Bylaw 20-858 “Fire-Rescue Services” and all amendments thereto are hereby repealed.

21. COMING INTO FORCE

21.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this ____ day of _____, 2024.

Read a second time this ____ day of _____, 2024.

Read a third time this ____ day of _____, 2024.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Schedule A

Fire Pit Guidelines:

Construction materials: Wood burning fire pits must be constructed of non-combustible materials. Approved materials include masonry brick, concrete blocks or heavy gauge metal to form an enclosed burning area.

The wood burning fire pit, permanent or portable, must be set on a non-combustible base, such as patio bricks or sidewalk blocks.

Size: When setting up your fire pit, please make sure it follows these guidelines:

- The maximum burning area is 1 meter (3 feet) across. A larger fire pit may be accepted by the Regional Fire Chief or designate.
- The minimum height is 0.3 meter (1 foot) - measuring from ground level to the top of the fire pit.
- The maximum height is 0.6 meter (2 feet) - measuring from ground level to the top of the fire pit.

Placement: The fire pit must be 3 meters (10 feet) away from any combustible structures, including buildings, fences, trees and property lines. The fire pit must not have any combustible structures, including trees, hanging overhead.

The location of the fire pit must be in an area not easily accessible to the general public such as a private backyard.

Fuel: Burn clean wood only, no treated or painted wood or household, garden or yard waste.

Screen: A screen during burning is mandatory. Use 13mm (½ inch) metal mesh screen to cover the top opening of the fire pit.

Weather Conditions: Consider weather conditions when burning as smoke and wind may cause concerns for your neighbours.

Water Supply: Make sure there is a good supply of water nearby. Have a garden hose readily available for extinguishment or in case of an emergency.

Additional Requirements: Never leave the site of an active fire. If a fire emergency occurs contact **9-1-1** immediately to report.

Schedule B

Section	Description of Offence	First Offence	Second Offence	Third and Subsequent Offences
7.3	Failure to follow Greenview fire restrictions	\$500.00	\$1,000.00	\$5,000.00
9.1	Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fueled by propane or natural gas during an applicable municipal and/or provincial Fire Ban	\$500.00	\$1,000.00	\$5,000.00
9.2	Light any fire which contains of Prohibited Debris that results in the release of dense smoke, offensive odours, or a substance for which the release is regulated, prohibited, or controlled.	\$500.00	\$1,000.00	\$5,000.00
9.3	Burning without a valid Non-Forest Protection Area fire permit	\$500.00	\$1,000.00	\$5,000.00
9.4	Leaving a fire unattended	\$500.00	\$1,000.00	\$5,000.00
11.5	Ignite fire during Fire Advisory	\$500.00	\$1,000.00	\$5,000.00
12.4(B)	Sell, purchase, possess , handle, or discharge Fireworks during a Fire Ban	\$500.00	\$1,000.00	\$5,000.00
15.1	Failure to remove a fire hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(A)	Offence not otherwise established	\$500.00	\$1,000.00	\$5,000.00
17.1(B)	Damage, destroy, or unlawfully remove apparatus or equipment belonging to Greenview Fire-Rescue Service	\$500.00	\$1,000.00	\$5,000.00
17.1(C)	Falsely represent oneself as a member of Greenview Fire-Rescue Service or wear or display a badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation	\$500.00	\$1,000.00	\$5,000.00
17.1(D)	Obstruct or otherwise interfere with access roads or streets or other approaches to an incident or emergency scene, fire alarm, fire hydrant, cistern, or body of water that may be required for firefighting purposes.	\$500.00	\$1,000.00	\$5,000.00
17.1(E)	Entering the scene of an Emergency	\$500.00	\$1,000.00	\$5,000.00
17.1(F)	Cause or permit a Burning or Fire Hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(G)	Deposit, discard, or abandon a burning matter so as to create a Burning Hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(H)	Cause or permit a fire during Fire Ban	\$500.00	\$1,000.00	\$5,000.00

17.1(I)	Cause or permit a fire on the land of another person	\$500.00	\$1,000.00	\$5,000.00
17.1(J)	Either directly or indirectly ignite a fire which becomes a running fire on any property, or allow a running fire to pass from one's property to another property	\$500.00	\$1,000.00	\$5,000.00
17.1(K)	Cause or permit a fire without sufficient fire control precautions	\$500.00	\$1,000.00	\$5,000.00
17.1(L)	Engage in activity reasonably likely to cause a fire without control precautions	\$500.00	\$1,000.00	\$5,000.00
17.1(M)	Cause or permit smoke to impede the visibility of vehicular or pedestrian traffic	\$500.00	\$1,000.00	\$5,000.00
17.1(N)	Cause or permit a fire within the Forest Protection Area without a permit	\$500.00	\$1,000.00	\$5,000.00
17.1(O)	Obstruct or interfere with a Peace Officer or Member of Greenview Fire-Rescue Services in the performance of their duties	\$500.00	\$1,000.00	\$5,000.00
17.1(P)	Impede, obstruct, or hinder access to property or equipment of Greenview Fire-Rescue Services or Peace Officer	\$500.00	\$1,000.00	\$5,000.00