

## **AGENDA**

Committee of the Whole  
February 12, 2025  
10:00 a.m.

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**1. CALL TO ORDER**

**2. CHANGES TO AGENDA & ADOPTION OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**4. DELEGATIONS**

4.1 Sgt. Colin Folk, Vegreville RCMP – 10:00 a.m.

**5. REPORTS FOR DISCUSSION**

5.1 Fire Bylaw

**Administration Presenter:**

Mike Fundytus, Director of Protective Services

5.2 AER Liability Management Performance Report

**Administration Presenter:**

Jason Warawa, Director of Corporate Services

**6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**

6.1 Division Reports

6.2 Councillor Request Report

**7. CLOSED SESSION**

7.1 Keith Austin Contract

*FOIP Section 16, Disclosure harmful to business interests of a third party*

7.2 Regional Assessment Review Board and Subdivision Appeal Board Considerations

*FOIP Section 24, Advice from officials*

7.3 Tax Sale and Tax Forfeiture Properties

*FOIP Section 24, Advice from officials*

**8. OPEN SESSION**

**9. MOTIONS ARISING OUT OF THE CLOSED SESSION**

**10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

January 15, 2025  
10:00 a.m.

Members Present:

Reeve Roger Konieczny, Division 3  
Deputy Reeve Kevin Bentley, Division 7  
Councillor Joey Nafziger, Division 1  
Councillor Eric Anderson, Division 2  
Councillor Cliff Wowdzia, Division 4  
Councillor Tara Kuzio, Division 5  
Councillor Carl Ogrodnick, Division 6

Administration Present:

Pat Podoborzny, Chief Administrative Officer  
Davin Gegolick, Director of Planning & Community Services  
Mike Fundytus, Director of Protective Services  
Norm De Wet, Director of Operations  
Jason Warawa, Director of Corporate Services  
Audra Kropielnicki, Executive Coordinator  
Samantha O'Shea, Administrative Support Assistant

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### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:02 a.m.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2025-W001

#### Moved by: Councillor Anderson

THAT the Agenda for the January 15, 2025 Committee of the Whole meeting be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 2025-W002

#### Moved by: Councillor Kuzio

THAT the December 11, 2024 Committee of the Whole meeting minutes be adopted as presented.

**Carried**

#### 4. DELEGATIONS

##### 4.1 Northern Lights Library System (NLLS)

Overview of NLLS 2024 stats and moving forward.

**External Presenter:**

James MacDonald

##### 4.2 Go East of Edmonton

Handout and PowerPoint presentation on community events.

**External Presenter:**

Kevin Kisilevich

##### 4.3 Crossroads Regional Economic Development Alliance

Update on Crossroads Initiatives.

**External Presenter:**

Kathy Dmytriw

*Reeve Konieczny recessed the meeting at 10:46 a.m.*

*Reeve Konieczny reconvened the meeting at 10:53 a.m.*

#### 5. REPORTS FOR DISCUSSION

##### 5.1 Vegreville Family & Community Support Services

At the December 11, 2024 Committee of the Whole meeting, Vegreville FCSS requested Council to consider an additional 15% increase in funding even though the County has a funding agreement already signed for 2023-2025.

**Administration Presenter:**

Davin Gegolick, Director of Planning and Community Services

**2025-W003**

**Moved by:** Councillor Wowdzia

THAT Council direct Administration send a letter to Vegreville & District FCSS advising Council tabled their decision until the 2026 budget meeting.

**Carried**

##### 5.2 Bridge File 01865

**Administration Presenter:**

Norm De Wet, Director of Operations

**2025-W004**

**Moved by:** Councillor Wowdzia

THAT Administration prepare an RFD for the January 23, 2025 County Council meeting recommending BF 01865 repair work with cost overages to be covered by bridge reserves, and that they research how many piles there are in total and provide Council with a cost estimate to have all of them replaced at once.

**Carried**

**6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)**

6.1 Divisional Reports

*Mike Fundytus left the meeting at 11:27 a.m.*

*Mike Fundytus returned to the meeting at 11.29 a.m.*

6.2 Councillor Request Report

**2025-W005**

**Moved by:** Councillor Nafziger

THAT the Divisional Reports and Councillor Request Report be accepted as presented.

**Carried**

**7. CLOSED SESSION**

**2025-W006**

**Moved by:** Councillor Ogrodnick

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically *FOIP Section 17, harmful to personal privacy* at 11:43 a.m.

**Carried**

*Jason Warawa, Norm De Wet, Mike Fundytus, Davin Gegolick, Samantha O'Shea, and Audra Kropielnicki left the meeting at 11:43 a.m.*

7.1 Federation of Canadian Municipalities (FCM) Membership

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

7.2 Winter Road Closures

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

**8. OPEN SESSION**

**2025-W007**

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole meeting revert to open session at 12:56 p.m.

**Carried**

**9. MOTIONS ARISING OUT OF CLOSED SESSION**

There were no motions arising out of closed session.

**10. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 12:57 p.m.

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Reeve

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Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** 1366-22 Fire Service Bylaw

**Date:** February 12, 2025

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### **Background**

Upon regionalization of the fire services of the Villages within the County, Council passed a Fire Services Bylaw in 2022. Upon reviewing the Bylaw some revisions are needed to clarify role powers delegated to Administration.

### **Information for the Committee**

Administration is seeking to revise Section 7 Appointment and Powers of Fire Guardians.

The powers of fire guardians are quite extraordinary and all operational in nature they include:

- Conscription of able-bodied adults to fight a fire
- Commandeering any equipment to fight a fire.
- Issue, suspend, cancel Fire Permits
- Enter without warrant at any reasonable time, enter on land and premises to perform duties of the Act.
- Without warrant enter any private dwelling for firefighting purposes.
- Direct the operations of extinguishing or controlling a fire operation to preserve life and property
- Prevent interference with the efforts of persons engaged in the extinguishing of fires or preventing the spread, thereof by regulating the conduct of public at or in the vicinity of the fire.

Currently Section 7, see highlighted area in attached Fire Services Bylaw, states:

- 7.1 Council delegates its authority to appoint Fire Guardians under the *Forest and Prairie Protection Act*.
- 7.2 The Chief Elected Official, The Chief Administrative Officer and all councillors are deemed to the Fire Guardians by virtue of the *Forest and Prairie Protection Act*.

Administration feels additional clarity needs to be added on who the powers are delegated to and that 7.2 is in direct conflict of 7.1.

Administration is proposing to change Section 7 to:

- Council delegates all its authority under the *Forest and Prairie Protection Act* to the Chief Administrative Officer and the Fire Chief.
- Remove 7.2

These changes would further clarify the powers delegated to Administration from Council and remove Council from having the operational powers under the Act.

### **Recommendation**

THAT Council directs Administration to bring the changes to the Bylaw as an RFD for the February Council meeting.

### ***Attachment:***

*Bylaw No. 1326-22 Fire Services Bylaw*

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1326-22**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO ESTABLISH AND OPERATE A FIRE DEPARTMENT, AUTHORIZE THE PREVENTION AND CONTROL OF FIRES, AND AUTHORIZE THE RECOVERY OF RELATED FEES, EXPENSES, AND CHARGES.

**WHEREAS**, the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, as amended from time to time, provides that a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, services provided by or on behalf of the municipality, and the enforcement of bylaws.

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

**AND WHEREAS**, the *Forest and Prairie Protection Act*, as amended from time to time, provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district, other than areas contained in a forest protection area.

**AND WHEREAS**, Council of the County of Minburn No. 27 wishes to establish a fire service within the County and provide for the efficient operation of such a service;

**AND WHEREAS** Council of the County of Minburn No. 27 wishes to provide for the prevention regulation and control of the lighting of fires within the County.

**NOW THEREFORE** the County of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby enacts the following:

**1. TITLE**

- 1.1 This Bylaw may be cited as the “**Fire Services Bylaw**”.
- 1.2 In the event that any provision of this Bylaw is inconsistent with any provincial legislation, the provincial legislation prevails.

**2. DEFINITIONS**

- 2.2 Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided within Schedule “A” of this Bylaw.

**3. ESTABLISHMENT AND PURPOSE OF THE FIRE DEPARTMENT**

The Minburn County Fire Department is hereby established for the purpose of:

- 3.1 Preventing and extinguishing fires;
- 3.2 Investigating the cause of fires in accordance with the Quality Management Plan provided by the Safety Codes Council and approved by Council;
- 3.3 Preserving life, property and the environment, and protecting persons and property from injury or destruction by fire;
- 3.4 Providing rescue services and medical emergency co-response;
- 3.5 Preventing, combatting and controlling incidents;



- 3.6 Carrying out pre-fire planning and fire inspections in accordance with the Quality Management Plan provided by the Safety Codes Council and approved by Council;
- 3.7 Purchasing and operating apparatus and equipment for extinguishing fires or preserving life, property and the environment;
- 3.8 Enforcing provisions of the *Safety Codes Act*;
- 3.9 Preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- 3.10 Fulfilling the requirements of any mutual aid agreements with other municipalities;
- 3.11 Assisting with emergency management;
- 3.12 Providing public education and information regarding fire safety;
- 3.13 Training or other Member development;
- 3.14 Enforcing this Bylaw and any other applicable bylaws and policies of the County and any applicable enactments;
- 3.15 Controlling and mitigating incidents involving Dangerous Goods; and
- 3.16 Otherwise providing emergency services as required;

in accordance with the policies and guidelines established by the County from time to time and all applicable legislation.

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

- 4.1 The Director of Protective Services shall be appointed by and report to the Chief Administrative Officer and shall also hold the position of Fire Chief.
- 4.2 The Fire Chief shall be responsible for managing the overall delivery of Fire Protection by the Fire Department, subject to:
  - (a) this Bylaw;
  - (b) all applicable County policies;
  - (c) the direction of the CAO; and
  - (d) any agreements the County has with other municipalities or other entities, however constituted, that provide fire protection in the County.
- 4.3 The Fire Chief may prescribe rules, regulations, policies and is responsible for the day-to-day operation of the Fire Department which includes but is not limited to:
  - (a) use, care, maintenance and protection of Fire Department Property;
  - (b) the appointment, recruitment, conduct, discipline, duties, training and responsibilities of Members;
  - (c) the efficient operation of the Fire Department; and

may perform such other functions and have such other powers and responsibilities as the Chief Administrative Officer may from time to time prescribe.
- 4.4 The Fire Chief may, subject to the approval of Council negotiate and enter into agreements with the Province of Alberta, other municipalities or other entities, however

constituted, for the purchase, joint use, control and management of Fire Department property, and for the purpose of providing fire protection within or outside the County.

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

## **5. RESPONSIBILITY OF MEMBERS**

- 5.1 Members are responsible for performing their duties in accordance with this Bylaw and applicable policies of the County.

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

- 6.1 The Member in Charge at an Incident shall be in charge of the control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized by the Fire Chief to do so.
- 6.2 The Member in Charge shall take action as deemed necessary for preserving life and property from injury or destruction by fire or other emergency and is authorized to:
- (a) enter, pass through or go over buildings, structures or property whether adjacent or in proximity to an Incident and to cause Members or Apparatus to enter or pass through or over the building, structure or property without permission;
  - (b) establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
  - (c) request the assistance of Enforcement Officers to ensure restrictions on persons entering within the boundaries or limits outlined in Section 6.2(b) are enforced;
  - (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
  - (e) secure County manpower and Equipment which the Member in Charge considers necessary to deal with an Incident;
  - (f) secure and/or commandeer privately owned Equipment which the Member in Charge considers necessary to use in an Incident and authorize payment for use of the Equipment;
  - (g) require any adult person who is not a Member, and who is not exempt in any applicable regulations, to assist in:
    - (i) extinguishing a fire or preventing the spread thereof;
    - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
    - (iii) demolishing a building or structure at or near the fire or other Incident.

## 7. APPOINTMENT AND POWERS OF FIRE GUARDIANS

~~7.1 Council delegates its authority to appoint Fire Guardians under the *Forest and Prairie Protection Act*.~~

Council delegates all its authority under the *Forest and Prairie Protection Act* to the Chief Administrative Officer and the Fire Chief.

~~7.2 The Chief Elected Official, the Chief Administrative Officer, and all Councillors are deemed Fire Guardians by virtue of the *Forest and Prairie Protection Act*.~~

7.3 Fire Guardians shall have the authority and power to:

- (a) exercise all powers prescribed for Fire Guardians under the *Forest and Prairie Protection Act*;
- (b) issue Fire Permits in accordance with this Bylaw;
- (c) issue a Fire Permit unconditionally or to impose any conditions on the Fire Permit that the Fire Guardian considers appropriate, in his or her sole discretion, given the nature of the fire and prevailing circumstances, location and environmental conditions;
- (d) suspend or cancel a Fire Permit at any time;
- (e) refuse to issue a Fire Permit where, in the opinion of the Fire Guardian, there is a risk to the public or to property in relation to the proposed fire;
- (f) enforce the provisions of the *Forest and Prairie Protection Act* and this Bylaw within the boundaries of the County;
- (g) require any able-bodied adult person who is not exempt by the regulations of the *Forest and Prairie Protection Act* to assist in extinguishing fires and preventing the spread thereof;
- (h) commandeer and authorize payment for the possession or use of any Equipment for the purposes of extinguishing a fire;
- (i) enter into a closed area under the *Forest and Prairie Protection Act* without a permit or written permission of a forest officer subject only to the regulations of the *Forest and Prairie Protection Act*;
- (j) obtain the following information from any person found on public property or leaving or entering public property;
  - (i) name;
  - (ii) address;
  - (iii) an account of their activities;
  - (iv) the route of the activities they carry out; and
  - (v) the route they intend to follow on the public property;
- (k) enter on any property or premises, except a private dwelling house, without a warrant for the purpose of discharging his or her duties under this Bylaw or the *Forest and Prairie Protection Act*;
- (l) enter any private dwelling house that is on fire without a warrant for the purpose of extinguishing the fire or to prevent the spread thereof;

- (m) direct the operations of extinguishing or controlling a fire or operations to preserve life and property;
- (n) perform work relating to the extinguishing or controlling of a fire or operations to preserve life and property and enter onto any property for the purpose of extinguishing or controlling a fire; and
- (o) prevent interference with the efforts of persons engaged in the extinguishing of fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of the fire.

## 8. PERMITTED AND PROHIBITED FIRES

- 8.1 No person shall light or cause to be lit any outdoor fire or permit any outdoor fire to be lit upon land owned or occupied by them or under their control within the boundaries of the County except as otherwise provided for under this Bylaw.
- 8.2 No person shall burn or cause to be burned any Prohibited Debris within the boundaries of the County.
- 8.3 No person shall light or cause to be lit an outdoor fire or permit any outdoor fire to be lit upon land owned or occupied by him or her or under his or her control except in accordance with this Bylaw or the *Forest and Prairie Protection Act* or both.
- 8.4 Any person who builds, ignites, or permits a fire within the County must ensure that the fire is not left unsupervised at any time.
- 8.5 Notwithstanding Section 8.8.3 of this Bylaw, 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 or Acceptable Fireplaces, provided that:
    - i) only clean fuel is used such as natural gas, dry wood, or charcoal, in amounts that can be contained within the Acceptable Fire Pit or Acceptable Fireplace below the mesh screen;
    - ii) a means, acceptable to the Fire Chief 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 as the fire has been completely extinguished; and
    - (iv) flame height does not exceed one meter above the structure or container;
  - (c) burning in fireplaces in or attached to dwellings as provided by legislation;
  - (d) an outdoor fire lit by the Fire Department 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.

## 9. FIRE PERMITS

- 9.1 An application for a Fire Permit shall be made electronically in writing on the form adopted by the County as may be amended from time to time.
- 9.2 Upon receipt of an application for a Fire Permit, the Fire Guardian may, in his or her discretion, refuse to issue a Fire Permit with, or without conditions.
- 9.3 A Fire Permit shall only be valid for the time period expressly indicated on the Permit, as determined by the Fire Guardian issuing the Permit at his or her sole discretion, having regard for the nature and purpose of the fire, prevailing circumstances and environmental conditions.
- 9.4 A Fire Guardian may extend the period of time that an existing Fire Permit remains valid, as long as the extension is requested and approved prior to the expiration of the Fire Permit.
- 9.5 A Fire Guardian may, in his or her sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit.
- 9.6 On receiving notice that additional conditions have been imposed on a Fire Permit, the Fire Permit holder must immediately comply with the additional conditions.
- 9.7 A Fire Permit is not transferrable.
- 9.8 Each 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 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.
- 9.9 Fire Permits must have an identifying number and contain the name and signature of the Fire Guardian that issued the Fire Permit.
- 9.10 Every person who sets a fire under authority of a Fire Permit shall:
  - (a) comply with any terms or conditions of the Fire Permit;
  - (b) keep the Fire Permit at the site of the fire;
  - (c) produce and show the Fire Permit to a Fire Guardian, a Member or an Enforcement Officer upon request;
  - (d) have a responsible person in attendance at the fire at all time;

- (e) keep the fire under control;
- (f) extinguish the fire before expiration of the Fire Permit or upon cancellation of the Fire Permit; and
- (g) be responsible for any costs incurred by the Fire Department if called upon to extinguish a fire subject to a Fire Permit if, in the opinion of the Fire Chief or his designate, the fire is a hazard to persons or property.

## **10. FIRE ADVISORIES**

- 10.1 The Fire Chief may, from time to time issue a Fire Advisory, during which the issuance of any new Fire Permits is prohibited and all active Fire Permits are suspended. A Fire Advisory may be issued when, in the opinion of the Fire Chief, the prevailing environmental conditions give rise to an increased risk of fire.
- 10.2 A Fire Advisory imposed pursuant to Section 10.10.1 of this Bylaws shall remain in force until either the date provided in the notice of the Fire Advisory or until such time as the Fire Chief provides notice to the public that the Fire Advisory is no longer in effect.
- 10.3 All notices pertaining to a Fire Advisory shall be provided to the public. Notice may be in the form of signage, posting on the County Facebook page or by any means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Advisory.
- 10.4 When a Fire Advisory is in place:
  - (a) no one authorized by the County to issue a Fire Permit, including a Fire Guardian, shall issue a Fire Permit; and
  - (b) the Fire Chief or their designate shall not issue any Fireworks Permits.
- 10.5 When a Fire Advisory is in place, no person shall;
  - (a) ignite a fire unless the fire is exempt from requiring a Fire Permit pursuant to Section 8.8.5 of this Bylaw; or
  - (b) sell, purchase, possess, handle, discharge, fire or set of Fireworks within the County.

## **11. FIRE BANS**

- 11.1 The Fire Chief may, from time to time, prohibit all fires within the County or a portion of the County when the Fire Chief in their sole discretion, determines that the prevailing environmental conditions could give rise to an increased risk of fire or increased risk of a fire running out of control.
- 11.2 A Fire Ban imposed pursuant to Section 11.1 of this Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice to the public that the Fire Ban is no longer in effect.
- 11.3 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, by posting on the County Facebook page, or by any means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

11.4 When a 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 one the person knows or ought to know of the Fire Ban; or
- (b) handle, discharge, fire or set off Fireworks within the County.

11.5 All Fire Permits issued within the area affected by the Fire Ban are suspended for the duration of the Fire Ban.

## **12. FIRE SAFETY PLANS**

12.1 As required by the *Safety Codes Act*, all buildings or parts of buildings undergoing construction or demolition must have a fire safety plan which must comply with the requirements of the *Safety Codes Act*.

## **13. FIRE AND DANGEROUS GOODS INCIDENT REPORTING REQUIREMENTS**

13.1 The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to the Fire Department in the manner and form prescribed by and to the satisfaction of the Fire Chief.

13.2 The Owner or authorized agent of any property containing Dangerous Goods which sustains release of the Dangerous Goods must immediately report the particulars of the release to the Fire Department in the manner and form prescribed by and to the satisfaction of the Fire Chief.

## **14. SERVICE FEES AND CHARGES**

14.1 When the Fire Department has taken any action for the purpose of:

- (a) site inspections to determine if occupancy requirements are being adhered to, pursuant to relevant legislation.
- (b) requested site inspections and required fire investigations;
- (c) business inspections;
- (d) preparing a copy of an Incident report;
- (e) responding to an Incident; or
- (f) responding to a False Alarm;

the applicable fee as set out in the County of Minburn Master Rates Bylaw must be paid to the County by the Owner of the subject property.

14.2 The fees charged by the Fire Department for services rendered pursuant to this Bylaw are set out in the County of Minburn Master Rates Bylaw.

14.3. The fees and charges described in this Section shall be a debt due and owing to the County and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

## **15. FIRE PROTECTION CHARGES**

15.1 When the Fire Department has extinguished a fire within or outside the County for the purpose of preserving life, property or the environment from injury or destruction, the

Fire Chief may charge any costs incurred by the Fire Department 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 the County.

- 15.2 Fire Protection Charges shall be paid within thirty (30) days of the receipt.
- 15.3 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the County is entitled to on the parcel of land in respect of which the indebtedness is associated.
- 15.4 The Owner of a parcel of land within the County is liable for Fire Protection Charges incurred in relation to the Fire Department extinguishing fires on that parcel and the County may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the County from the date the amount was added to the tax roll.

## **16. INSPECTION AND ENFORCEMENT**

- 16.1 Where a parcel of land does not comply with this Bylaw or a person contravenes this Bylaw, the County may pursue enforcement in accordance with this Bylaw, any enactment, including the *Municipal Government Act* or any common law right.
- 16.2 The Fire Chief, or their designate, is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions and enforce this Bylaw in accordance with the *Municipal Government Act*.

## **17. OFFENCES**

- 17.1 No person shall:
  - (a) contravene any provision of this Bylaw;
  - (b) damage or destroy Fire Department Property;
  - (c) falsely represent himself as a Member;
  - (d) obstruct or otherwise interfere with Fire Department access to:
    - i) the scene of an Incident;
    - ii) a fire hydrant, cistern or other body of water designated for firefighting purposes; or
    - (iii) to connections for fire mains, stand pipes or sprinkler systems.
  - (e) cause or permit a Burning Hazard or Fire Hazard to exist on a parcel of land;
  - (f) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
  - (g) light a fire or cause a fire to be lit during a Fire Ban;
  - (h) If a Fire Permit is required under this Bylaw or the *Forest and Prairie Protection Act*, or both, light a fire unless they are the holder of a valid Fire Permit;



- (i) provide false, incomplete or misleading information to the Fire Chief, a Fire Guardian, a Member or an Enforcement Officer with respect to a fire or a Fire Permit application;
- (j) light a fire on any land not their own without the written consent of the Owner of the land;
- (k) permit a fire lit by that person to pass from their own land to the land of another person;
- (l) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (m) conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- (n) 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;
- (o) light a fire on land owned or controlled by the County except with the County's express written consent;
- (p) burn Prohibited Debris;
- (q) impede, obstruct or otherwise hinder a Member or Enforcement Officer from carrying out their duties under this Bylaw or related legislation; or
- (r) impede, obstruct or otherwise hinder access to property or Equipment required for use by a Member or Enforcement Officer in carrying out their duties under this Bylaw or related legislation.

## **18. OFFENCE**

- 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 \$500. No person found guilty of an offence under this Bylaw is liable to imprisonment.

## **19. VIOLATION TICKETS**

- 19.1 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.

## **20. SEVERABILITY**

- 20.1 Each provision of this Bylaw is independent of all other provisions. If any provisions of this Bylaw are declared invalid for any reason by a court of competent jurisdiction, all other provisions will remain valid and enforceable.

## **21. REPEAL AND COMING INTO FORCE**

- 22.1 This Bylaw shall come into full force and effect on the date of final passing thereof.
- 22.2 Upon coming into force of this Bylaw, the following Bylaws and any other amendments, as well as any previously passed motions of Council that may be in conflict with this Bylaw shall be repealed and no longer have any force or effect:

- (a) Bylaw No. 1171-04 – Establishment and Operation of a Fire Department
- (b) Bylaw No. 1176-05 – Establishing Boundaries of Rural Fire Protection Areas
- (c) Bylaw No. 1209-11 – Prevention and Control of Fires

22.3 Bylaw No. 1326-22 comes into force on the date of the third and final reading and passed by Council with unanimous consent of the members present the 22<sup>nd</sup> day of February 2022.

FIRST READING..... February 22, 2022

SECOND READING..... February 22, 2022

THIRD READING ..... February 22, 2022

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## **Schedule “A”**

### **Definitions**

1. **“Acceptable Burning Barrel”** means an outdoor receptacle that meets the following specifications:
  - (a) a minimum of three metres clearance is maintained from any building, property line or other combustible material when measured from the nearest edge;
  - (b) the opening does not exceed one metre in width or diameter when measured between the widest points or outer edges;
  - (c) the receptacle has closed sides made from brick, concrete blocks, heavy gauge metal or other non-combustible material that is acceptable to the Fire Chief;
  - (d) a spark arrestor mesh screen with openings no larger than 12.5 millimetres that is constructed of expanded metal (or equivalent material) is used to cover the opening in a manner sufficient to contain and reduce the hazards of airborne sparks; and
  - (e) is only used on agricultural lands.
2. **“Acceptable Fire Pit”** means an outdoor receptacle that meets the following specifications:
  - (a) a minimum of three metres clearance is maintained from any building, property line or other combustible material when measured from the nearest fire pit edge;
  - (b) the fire pit height does not exceed six hundred millimetres when measured from the surrounding grade to the top of the pit opening;
  - (c) the pit opening does not exceed one metre in width or in diameter when measured between the widest points or outer edges;
  - (d) the fire pit has enclosed sides made from brick, concrete blocks, heavy gauge metal, or other non-combustible material that is acceptable to the Fire Chief; and
  - (e) a spark arrestor mesh screen with openings no larger than 12.5 millimetres that is constructed of expanded metal (or equivalent material) is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
3. **“Acceptable Fireplace”** means an outdoor receptacle that meets the following specifications:
  - (a) a minimum of one metre clearance is maintained from any building, property line, or other combustible material when measured from the nearest fireplace edge;
  - (b) the fireplace is constructed of materials such as bricks or rocks that are heat and flame resistant;
  - (c) the fireplace is equipped with a chimney that is not less than two and one-half metres in height when measured from the base of the burning area;
  - (d) the fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
  - (e) the base of the fire burning area is not less than three hundred millimetres above the surrounding grade; and

- (f) the fire chamber does not exceed one and one-quarter metres in width and is at least four hundred millimetres, but not more than six hundred millimetres in depth; and
  - (g) clay fire pots are required to meet the above requirements and should have a layer of sand or gravel in the bottom to prevent burn-through.
- 4. **“Apparatus”** means any vehicle with machinery, or Equipment for firefighting operated by or for the Fire Department whether that vehicle operates on land, in the air, or on water.
- 5. **“Burnable Debris”** applies to farm use only and means the following materials:
  - (a) grass and weeds;
  - (b) leaves and tree prunings;
  - (c) brush and fallen trees on newly cleared property; and
  - (d) wood material from the construction or demolition of buildings that does not contain wood preservatives, as long as those materials are present on farming or agricultural land.
- 6. **“Burning Hazard”** means an actual or potential occurrence of fire or other combustion or organic or inorganic material that could endanger human life or property or damage property.
- 7. **“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer of the County of Minburn No. 27 or his/her authorized delegate pursuant to the *Municipal Government Act*.
- 8. **“Council”** means the duly elected Council of the County of Minburn No. 27.
- 9. **“County”** means the County of Minburn No. 27.
- 10. **“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*.
- 11. **“Enforcement Officer”** means a Bylaw Enforcement Officer employed by the County in accordance with the *Municipal Government Act* and includes a member of the Royal Canadian Mounted Police, and when authorized, a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*.
- 12. **“Equipment”** means any tools, devices, material or supplies used by or for the Fire Department to respond to an Incident.
- 13. **“Fire Advisory”** means an order issued pursuant to this Bylaw for the purpose of fire prevention and which involves the immediate cessation of all activities under a Fire Permit for the duration of the Advisory.
- 14. **“False Alarm”** means any notification, by whatever means received, by the Fire Department, respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to persons or property, wherein such condition, circumstance, fire or other event does not in fact exist.
- 15. **“Fire Ban”** means an order issued by the Minister responsible for the *Fire and Prairie Protection Act*, or an order issued pursuant to this Bylaw, for the purpose of suspending all Fire Permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the County.
- 16. **“Fire Chief”** means the person employed by the County as the Director of Protective Services, or his or her designate.

17. **“Fire Department”** means the department as established by Council and organized by the County consisting of, among other things, all persons appointed or recruited to the various positions within the Fire Department, including all Members.
18. **“Fire Department Property”** means all real and personal property owned or controlled by the County and designated for use by the Fire Department including but not limited to Apparatus, Equipment and fire stations.
19. **“Fire Guardian”** means any individual appointed as a Fire Guardian pursuant to the *Forest and Prairie Protection Act* or this Bylaw.
20. **“Fire Hazard”** means combustible material that, through its nature, location, condition or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a Burning Hazard.
21. **“Fire Permit”** means a permit issued by an individual authorized by the County to do so pursuant to this Bylaw, authorizing the setting of a specific type of fire, and includes a fire permit issued by a Fire Guardian pursuant to the *Forest and Prairie Protection Act*.
22. **“Fire Protection”** means any and all of the services enumerated in Section 3 of this Bylaw and includes any other service delivered by or for the Fire Department that is authorized by Council.
23. **“Fire Protection Charges”** means all costs incurred by or for the Fire Department in providing Fire Protection both within and outside the County’s boundaries.
24. **“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 the Fire Department has responded.
25. **“Master Rates Bylaw”** means the County’s current *Master Rates Bylaw*, as amended or replaced from time to time.
26. **“Member”** means any person who is duly appointed a member of the Fire Department and includes the Fire Chief.
27. **“Member in Charge”** means the Fire Chief, or in the absence of the Fire Chief, the highest-ranking Member who first arrives at the scene of an Incident.
28. **“Owner”** means the person or persons listed on title as the registered owner of property at the Land Titles Office.
29. **“Person”** means any individual, firm, partnership, association or corporation.
30. **“Prohibited Debris”** means any material that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any legislation or bylaw written to protect and enhance the environment and includes but is not limited to materials described as:
  - (a) straw and stubble;
  - (b) animal manure;
  - (c) chemicals and chemical containers;
  - (d) combustible material in automobiles;
  - (e) household refuse;
  - (f) non-wooden material;
  - (g) paints and painting materials;

- (h) pathological waste;
  - (i) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
  - (j) tires;
  - (k) toxic substances;
  - (l) used oil; or
  - (m) wood or wood products containing substances for the purpose of preserving wood.
31. **“Recreational Fires”** means a fire confined within a non-combustible structure or container, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled by dry wood, charcoal, natural gas, or propane.
32. **“Violation Ticket”** means a violation ticket issued for an offence committed against any of the provisions of this Bylaw under the *Provincial Offences Procedure Act*.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** AER Liability Management Performance Report

**Date:** February 12, 2025

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### Background

County Council has historically been cognizant of oil and gas activity from both a property tax revenue standpoint as well as the impacts such activity on local producers in terms of lease payments and the reclamation activities of inactive sites.

In an effort to provide industry stakeholders, municipalities and their residents with more information on the latter, the Alberta Energy Regulator (AER) has released a report about the inventory of oil and gas assets within our municipal boundary, the status of these assets in terms of whether they are active, the degree to which decommissioning and reclamation activities have occurred and the dollar amount associated with outstanding .

Key items of note:

- Only 25.1% of wells, 29.8% of facilities and 56.7% of pipelines are new or active in the County
- 38.5% of wells have been reclaimed with another 18.1% being decommissioned
- It is estimated that the total liability for reclamation is over \$159M
- Approx 48% is associated with inactive wells
- Annual closure spends did not change from 2022 to 2023 (\$4.1M)

The AER site also highlights activities of specific oil and gas companies, compliance reporting as well as other relevant industry information.

The site can be accessed here:

<https://www.aer.ca/data-and-performance-reports/industry-performance/liability-management-performance-report>

### Recommendation

THAT Council accept the excerpt from the AER's Liability Management Performance Report as information.

### **Attachment:**

*Excerpt of the above-mentioned AER report - County of Minburn*



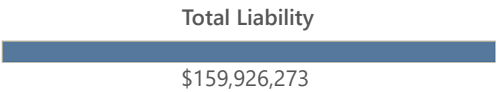
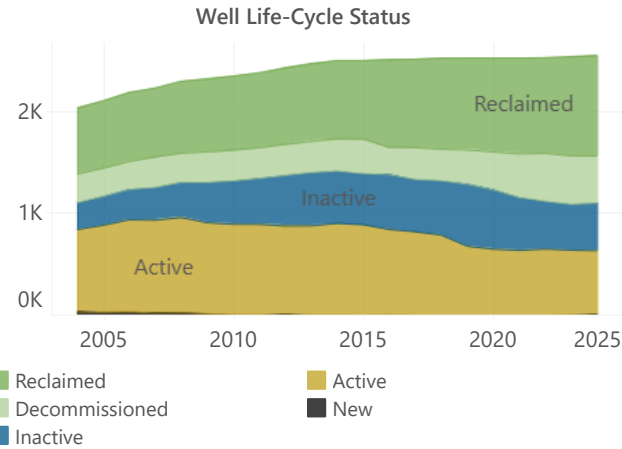
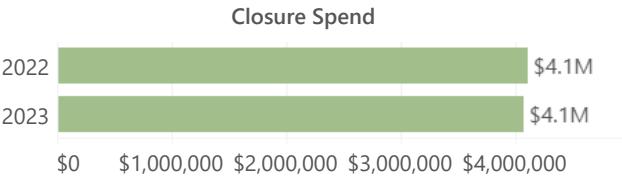
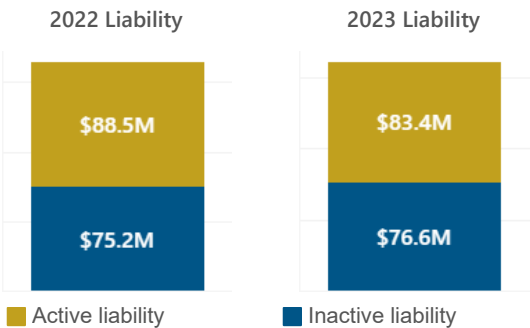
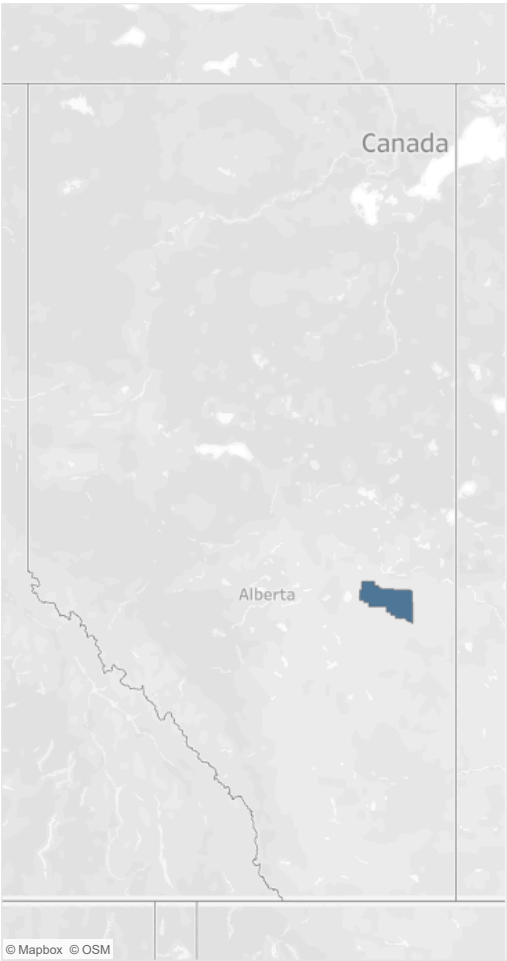
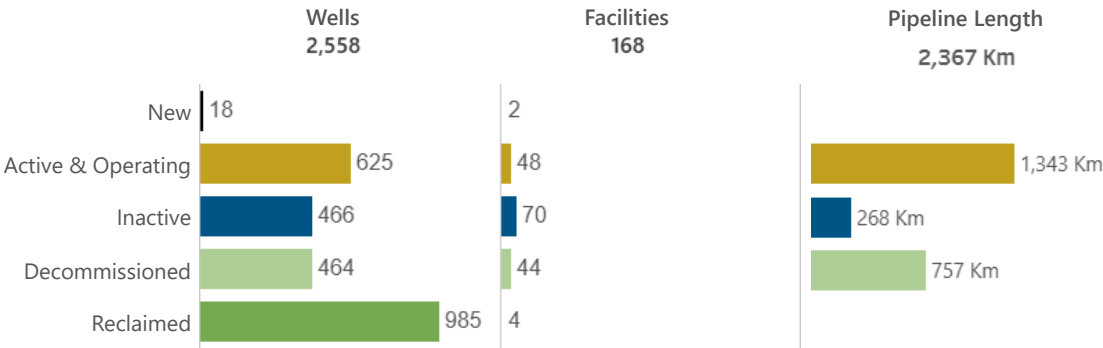
Municipality Name

County of Minburn No. 27

Municipality Inventory, Liability and Closure Spend

County of Minburn No. 27

Inventory by Life-Cycle Status



Note: Data as of October 2024

**Purpose & Description**

The information (including data) contained herein was collected by the Alberta Energy Regulator (AER). The AER Performance Report website (the site) was created and is maintained by the AER. The use of the site and any of the data, text, maps and other information on the site (collectively "content") is governed by the terms and conditions set out below ("Terms of Use"). By accessing and using this site, you are agreeing that you accept the Terms of Use.

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**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



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**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**

Request #	Councillor Name	Request Title	Request	Responding Dept	Response	Response Date	Status
CR24-33	Deputy Reeve Bentley	Winter Road Closure	Send letter to County ratepayer on winter road closure	Office of the CAO	Wrote draft letter, Councillor Bentley asked to bring it to COW for discussion. Council decided not to proceed with letter to residents.	15-Jan-25	Closed
CR24-34	Councillor Wowdzia	FCM Membership	Send to Council previous information received from FCM	Office of the CAO	Email sent to Council on December 24 with FCM membership history. Discussed at January COW meeting.	15-Jan-25	Closed
CR24-35	Councillor Nafziger	County Bounty	Request for information on province discontinuing funding for County Bounty program and Alberta Professional Outfitters prepared to fund 100%	Operations	To be discussed at January ASB meeting. Program was discussed at January ASB meeting.		Closed
CR24-36	Councillor Anderson	Vermilion Physician Recruitment	Contact Vermilion Physician Recruitment advertising need for patients. Nurse practitioner also needing patients	Office of the CAO	Email sent to CAO at Vermilion asking for advertising information.	24-Dec-24	No response received
CR25-01	COW 2025-W003	Increase in FCSS Funding	Send a letter to the Vegreville FCSS advising them that Council will table their request for additional funding till after the 2025 Municipal Election.	Office of the CAO	Letter sent to FCSS	31-Jan-25	Closed
CR25-02	COW 2025-W004	Bridge Repair Work	Admin to Prepare an RFD for January Council Meeting to look at total replacement of bridge piles on Bridge File No. 01865	Operations	RFD Created	23-Jan-25	Closed
CR25-03	ASB 2025-ASB003	Coyote Harvest Incentive Program	Administration to investigate and develop a Coyote Harvest Incentive Program policy pending funding from Alberta Professional Outfitters Society.	Operations			Ongoing
CR25-04	ASB 2025-ASB004	ASB Strategic Plan	Administration to prepare a RFD for February Council meeting to approve the Vision, Mission, Values and Strategic Priorities for the ASB.	Operations			Ongoing
CR25-05	ASB 2025-ASB005	ALUS	Administration to arrange ALUS Advantage to attend a future ASB meeting.	Operations	Arranged for ALUS and the County of Two Hills to come to the March ASB meeting.	3-Feb-25	Closed
CR25-06	Councillor Kuzio	ASB Strategic Plan	Administration to prepare a presentation on the new ASB Strategic Plan to be at the Bylaw Officer Bylaw OpenHouses.	Operations			Ongoing