



LLOYDMINSTER

CITY OF LLOYDMINSTER Governance and Priorities Committee - AGENDA

Date: Tuesday, May 21, 2024
Time: 1:30 pm
Location: Council Chambers

Pages

1. Call to Order and Silent Moment of Personal Reflection

The City of Lloydminster and the Council of Lloydminster would like to acknowledge that the chambers in which we are holding today's meeting is situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

We will now pause for a silent moment of personal reflection.

Reminder, all members of Council are obligated to declare a conflict of interest OR a financial interest (as per S. 133 of *The Lloydminster Charter*) regarding any item on the agenda.

2. Approval of the Agenda

Recommendation:

That the Agenda dated May 21, 2024 be approved.

3. Approval of the Previous Meeting Minutes

3 - 7

Recommendation:

That the Governance and Priorities Committee Meeting Minutes dated April 22, 2024 be approved.

4. Public Presentations

5. Administration Presentations

5.1 Cenovus Energy Hub Update Q1 2024

8 - 18

Presented By: Joel Turcotte

6. Governance and Priorities Matters

6.1 Draft Fire Services Bylaw Update

19 - 36

Presented By: Aaron Buckingham

7. Inquiries from the Media

Recommendation:

That the May 21, 2024 Governance and Priorities Committee Meeting recess for a short break at 2:08 pm.

8. In Camera Session

Recommendation:

That the May 21, 2024 Governance and Priorities Committee Meeting go into a closed session as per LAFOIP Section 16(1)(a) at 2:19 pm.

Recommendation:

That the May 21, 2024 Governance and Priorities Committee Meeting resume open session at 4:17 pm.

8.1 Policy Options/Advice (Section 16(1)(a) of LAFOIP)

8.2 Policy Options/Advice (Section 16(1)(a) of LAFOIP)

8.3 Policy Options/Advice (Section 16(1)(a) of LAFOIP)

8.4 Policy Options/Advice (Section 16(1)(a) of LAFOIP)

9. Adjournment

Recommendation:

That the May 21, 2024 Governance and Priorities Committee Meeting be adjourned at 4:18 pm.



LLOYDMINSTER

City of Lloydminster

Minutes of a Governance and Priorities Meeting

Date: Monday, April 22, 2024
Time: 1:30 pm
Location: Council Chambers

Members Present
Mayor Gerald Aalbers
Councillor Michael Diachuk
Councillor Glenn Fagnan (via Zoom)
Councillor David Lopez
Councillor Lorelee Marin
Councillor Jonathan Torresan
Councillor Jason Whiting

Staff Present
Dion Pollard, City Manager
Marilyn Lavoie, Interim City Clerk
Denise MacDonald, Chief Financial Officer
Tracy Simpson, Executive Manager, Community Development Services
Don Stang, Executive Manager Operations
Marie Pretty, Chief of Staff
Wendy Leaman, Executive Coordinator
Leo Pare, Director Communications
Shannon Rowan, Legislative Services Coordinator
Kirsten DeSchover, Legislative Services Admin

1. Call to Order and Silent Moment of Personal Reflection

Mayor Aalbers called the meeting to order at 1:30 pm.



2. Approval of the Agenda

Motion No. 110-2024
Moved By: Councillor Whiting
Seconded By: Councillor Lopez

That the Agenda dated April 22, 2024 be approved.

CARRIED

3. Approval of the Previous Meeting Minutes

Motion No. 111-2024
Moved By: Councillor Whiting
Seconded By: Councillor Diachuk

That the Governance and Priorities Committee Meeting Minutes dated March 18, 2024 be approved.

CARRIED

4. Administration Presentations

4.1 2024 Q1 Governance Documents Update

The Committee was provided with the 2024 Q1 Governance Documents Update.

4.2 2024 Q1 Procurement Update

Administration provided the Committee with the 2024 Q1 Procurement Update.

4.3 Social Policy Framework Leadership Team - Draft Terms of Reference

The Committee was provided with the Social Policy Framework Leadership Team - Draft Terms of Reference.

4.4 Retail Store in the Direct Control 3 District (DC3), 4215 70 Avenue

Administration provided the Committee with the Retail Store in the Direct Control 3 District (DC3) development permit application.

4.5 Public Transportation Master Plan – Project Update

The Committee was provided with the Public Transportation Master Plan Project Update.



Councillor Torresan left the meeting at 2:28 pm.

Councillor Torresan returned to the meeting at 2:30 pm.

Motion No. 112-2024

Moved By: Councillor Diachuk

Seconded By: Councillor Whiting

That the April 22, 2024 Governance and Priorities Committee Meeting recess for a short break at 3:35 pm.

CARRIED

The April 22, 2024 Governance and Priorities Committee Meeting resumed at 3:46 pm with all members in attendance.

Councillor Lopez declared a conflict with item 4.6 and left the meeting at 3:46 pm.

4.6 Downtown Façade and Building Improvement Program

Administration was provided with an update to the Downtown Façade and Building Improvement Program.

Councillor Lopez returned to the meeting at 3:51 pm.

5. Governance and Priorities Matters

5.1 Draft Land Sales Policy

The Committee was provided with the Draft Land Sales Policy.

5.2 Draft Council Remuneration Policy

Administration provided the Committee with the Draft Council Remuneration Policy.

5.3 Draft Subdivision and Development Appeal Board Bylaw

The Committee was provided with the Draft Subdivision and Development Appeal Board Bylaw.

6. Inquiries from the Media

Media requested to speak with Mayor Aalbers.



Motion No. 113-2024
Moved By: Councillor Marin
Seconded By: Councillor Diachuk

That the April 22, 2024 Governance and Priorities Committee Meeting recess for a short break at 4:30 pm.

CARRIED

7. In Camera Session

The media interviews were conducted and then the April 22, 2024 Governance and Priorities Committee Meeting reconvened at 4:43 pm with all members in attendance except Councillor Torresan and Councillor Fagnan.

Motion No. 114-2024
Moved By: Councillor Whiting
Seconded By: Councillor Lopez

That the April 22, 2024 Governance and Priorities Committee Meeting go into a closed session as per LAFOIP Section 16(1)(a) at 4:43 pm.

CARRIED

Motion No. 115-2024
Moved By: Councillor Whiting
Seconded By: Councillor Diachuk

That the April 22, 2024 Governance and Priorities Committee Meeting resume open session at 6:52 pm.

CARRIED



8. Adjournment

Motion No. 116-2024

Moved By: Councillor Lopez

That the April 22, 2024 Governance and Priorities Committee Meeting be adjourned at 6:53 pm.

MAYOR

CITY CLERK

DRAFT



**City of Lloydminster
Information Report (IR)**

Subject Matter: Cenovus Energy Hub Update Q1 2024

Department: Community Development Services

Presented By: Joel Turcotte

GPC Meeting Date: May 21, 2024

Topic: The Cenovus Energy Hub project team has committed to providing quarterly updates on the project to Council.

Background: The Cenovus Energy Hub event facility was approved for construction by Council on April 24, 2023. The Project Team, along with TBD Architecture + Urban Planning and PCL Construction Management Inc. has continued to work through the procurement of the project since final budget approval occurred at the December 11, 2023, Regular Council Meeting.

A report has been attached with further details for Council's information including a design update, construction progress, procurement details, milestones, sponsorship/fundraising, and budget information.

Objective: To provide Council with an update on the Cenovus Energy Hub project.

Options:

1. That the Committee accept this report as information.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. Designing and building a new event facility to replace the Centennial Civic Centre that is at the end of its serviceable life.

Governance Implications: N/A

Budget/Financial Implications: See attached report for budget information.

Environmental Implications: All required environmental assessments have been completed for the site and the project has followed all requirements to date.

Report Approval Details

Document Title:	Cenovus Energy Hub Update April 2024.docx
Attachments:	- Q1 2024 Update.pdf
Final Approval Date:	May 14, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Marilyn Lavoie

Task assigned to Dion Pollard was completed by delegate Marie Pretty

2024

CENOVUS ENERGY HUB UPDATE

Q1 2024

Presented By
Joel Turcotte

Prepared By
Joel Turcotte, Rachelle Sparkes, Trish MacDonald

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CENOVUS ENERGY HUB UPDATE

DESIGN UPDATE

TBD Architecture + Urban Planning (TBD) have completed the Issued for Construction drawings. TBD is currently working through the shop drawings that are being received by the subcontractors as they are being onboarded to the project. TBD continues to provide consulting services along with their subconsultants on the project. Progress Review Reports are being developed as consultants are visiting the site to inspect the work that has been completed to date. Currently, the architectural, structural, mechanical, and electrical consultants have been on site and are reviewing work progress.

PROCUREMENT

The Audio-Visual scope of work is the final scope of work to be procured for the construction of the project. This scope of work has been out for tender and is currently in



Q1 2024 PROCUREMENT

In Q1 2024, the following scopes of work were procured for the construction project:

- **SBS and Metal Mansard Roof**
Brault Roofing
(Edmonton, AB)
\$2,424,879
- **Parapet Framing**
Kerr Interiors Ltd.
(Edmonton, AB)
\$53,625
- **Radon Inspector**
Vent Pro Mechanical
(Saskatoon, SK)
\$15,100
- **Softscaping/Landscaping**
Morris Landscape
(Saskatoon, SK)
\$1,044,034
- **Hardscaping/Landscaping**
ASL Paving Ltd.
(Lloydminster, SK)
\$4,626,754
- **Civil Utilities**
Rusway Construction
(Lloydminster, AB)
\$4,070,492

the review stage with the consultants and City staff. This scope of work will be finalized in May 2024.

Up next, the City project team has just closed an Exterior Signage Request for Proposal and will be awarding the project in May 2024. This portion of the project includes the “Cenovus Energy Hub” exterior signs on the building.

Finally, the City currently has a Request for Proposal on Bids & Tenders for a Commissioning Agent. The Commissioning Agent will be responsible for building reports and testing the mechanical and electrical systems, reviewing, and developing the operating and emergency manual, and ensuring that all operational staff are trained on the systems as they come online.

CONSTRUCTION PROGRESS

Q1 2024 has been a busy time on the site with several contractors coming online beginning their scopes of work on the project. Concourse level concrete slab pours were completed, and the entire concourse level can now be walked right around the bowl of the event arena. In total, 186 concrete columns were poured to support the concourse level slab.

The elevator cores have now been completed for all three levels of the facility. If driving by the site, the elevator cores show approximately how tall the building is going to be once completed.

Sheer walls on the event arena have been poured and are completed. The next concrete work that is currently being worked on are the rakers that the precast concrete blocks will be placed on. In addition to the rakers, they have begun the work on the concrete slab on grade. This scope of work includes underground utilities being placed, radon rock, and then concrete.

MILESTONES



OPERATIONAL PLANNING

The City of Lloydminster is currently meeting with the major user groups to better align our partnership around the Cenovus Energy Hub. Discussions concerning ice time, changerooms, lease rates, advertising and sponsorship opportunities will continue into quarter two.

The City has recently hired Don Bowey, as the Manager of Cenovus Energy Hub and Arenas. Currently Don will be managing the three existing arenas but will also be helping ensure operational planning of the new facility is detailed and in alignment with construction handover. In quarter four of this year, the City will be hiring an Event Coordinator that will begin planning for exciting events to be hosted at Cenovus Energy Hub in 2026 and beyond.



SPONSORSHIP/FUNDRAISING

The Friends of Cenovus Energy Hub Committee (the Committee) have been busy planning for a busy year.

In February 2024, the City announced its partnership with the Lloydminster & District Co-op for the naming of the community arena, which will be called the “Co-op Community Arena”. The sponsorship agreement provides the City with \$250,000 towards capital expenses and will pay \$50,000 over 10 years.

The Committee continues to have conversation with other potential sponsors and a new sponsor is set to be announced this month at the May 27, 2024, Council Meeting. Current available assets include the outdoor arena, stairway’s, elevator, parking lot rows, water fountains, dressing rooms, and meeting rooms.

Last Monday, the Committee hosted the “Eat, Greet and Fill the Seats!” event at Three Tree’s Tap + Kitchen. The event was a wonderful evening that helped launch the City’s Canada Helps online platform. The event featured a presentation on the project, speeches from both Cenovus Energy and Synergy Credit Union representatives as well as members of the public challenging others to donate to the project.

June will be a very busy month for the Committee. They are hosting a golf tournament on June 6, 2024, at the Lloydminster Golf & Curling Centre. Tournament includes 18-holes of golf followed by a banquet with entertainment and live auction. Tickets available on our website at www.lloydminster.ca/cenovusenergyhub.

Additionally, the Committee will be around the community in June including at the Construction Association Golf Tournament on June 11, 2024, Street fest on June 8, 2024, and the 2024 Saskatchewan Country Music Awards on June 20 to 22, 2024.

The Committee will also be participating in the Community Challenge from Participaction from June 1-30, 2024. The City will be hosting a few events for the community to join and strive to be Canada’s most active community.

Finally, the committee has started planning a few more fundraisers for later this fall. Stay tuned for more information.

Sponsorship/Fundraising Target



Cenovus Energy – Facility Naming Sponsor \$3 million Capital, \$2 million Operating (2023)

Fundraising Event - \$4,049 (2023)

Co-op – Community Arena Naming Sponsor - \$250,000 Capital, \$50,000 Operating (2024)

Chevy Good Deeds Cup Funds – U13 Blazers Female Hockey Team/Inclusion Lloydminster - \$90,000 (2024)

Financial Dashboard

For the Period Ending March 31, 2024

Capital Overview

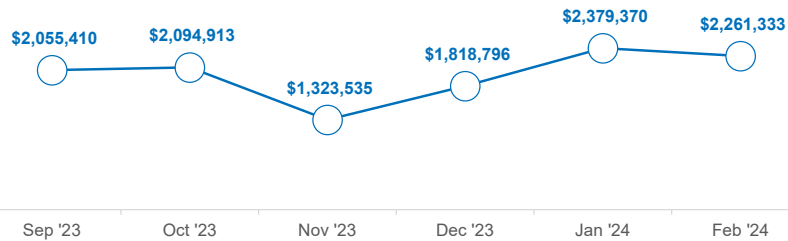
Project to date summary of capital funding and costs

		Budget	Actual
Capital Funding	Government Grants	\$ 36,128,508	\$ 5,292,160.50
	Reserves	19,177,668	4,632,343
	Debenture	33,000,000	-
	Other	13,000,000	1,500,000
		\$ 101,306,176	\$ 11,424,504

		Budget	Actual
Capital Costs	Event Arena	\$ 82,551,010	\$ 12,013,300
	CRUs	428,937	513,005
	FF&E	1,804,400	-
	Interior Road	3,685,368	482,457
	Offsite Roads	5,000,000	13,121
	Soft Costs	5,168,004	3,048,531
	Contingency	2,668,457	-
	\$ 101,306,176	\$ 16,070,415	

Capital Spending Summary

Total capital spending by month



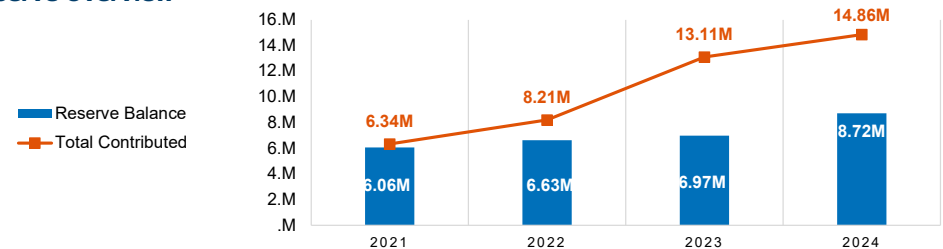
Operating Overview

	Revenue		Expenses					Total	
	Sponsorship	Fundraising	Salaries & Wages	Contracted Services	Goods & Materials	Bank Charges	Debenture Interest		Transfer to Reserves
Budget (12 months)	\$60,000	\$60,000	\$23,108	\$60,000	\$60,000	\$0	\$0	\$0	(\$23,108)
Actual (3 months)	\$1,750,000	\$0	\$0	\$1,188	\$605	\$160	\$0	\$1,750,000	(\$1,954)
Variance	(\$1,690,000)	\$60,000	\$23,108	\$58,812	\$59,395	(\$160)	\$0	(\$1,750,000)	(\$21,154)

Prompt Payment Overview

Receipt			Payment		
Vendor	Invoice	Date	Payment	Date	Time to
PCL Construction	8043090	01/03/2024	\$1,178,483.17	01/19/2024	16 Days
PCL Construction	8043100	02/02/2024	\$2,218,216.24	03/01/2024	28 Days
PCL Construction	8043110	02/29/2024	\$2,103,976.36	03/28/2024	28 Days

Reserve Overview



Capital Funding & Expenditures

For the Period Ending March 31, 2024

PROJECT TO DATE (2021-CURRENT)				
	Budget	Actual	Variance (\$)	Variance (%)
Grants - Government				
44310 - Capital Conditional - AB	3,000,000	-	3,000,000	100%
44210 - Capital Conditional - SK	16,665,000	2,662,174	14,002,826	84%
44110 - Capital Conditional - Federal	16,463,508	2,629,986	13,833,522	84%
	\$ 36,128,508	\$ 5,292,161	\$ 30,836,348	85%
Transfers from Reserves				
Arena Reserve	17,380,926	3,932,343	13,448,583	77%
General Government Reserve	1,096,742	-	1,096,742	100%
Capital Projects Reserve	400,000	400,000	(0)	0%
Recreation and Culture Reserve	300,000	300,000	-	0%
	\$ 19,177,668	\$ 4,632,343	\$ 14,545,325	76%
Debenture				
Arena Debenture	33,000,000	-	33,000,000	100%
	\$ 33,000,000	\$ -	\$ 33,000,000	100%
Other				
Fundraising & Sponsorship	8,000,000	1,500,000	6,500,000	81%
CRU Sales	5,000,000	-	5,000,000	100%
	\$ 13,000,000	\$ 1,500,000	\$ 11,500,000	88%
Total Funding	\$101,306,176	\$11,424,504	\$89,881,673	89%
Capital Costs				
Event Arena	82,551,010	12,013,300	70,537,710	85%
Campground	-	-	-	0%
CRUs	428,937	513,005	(84,068)	-20%
Ball Diamonds	-	-	-	0%
Landscaping	-	-	-	0%
Underground utilities	-	-	-	0%
Furniture, Fixtures & Equipment	1,804,400	-	1,804,400	100%
Interior Road	3,685,368	482,457	3,202,911	87%
Offsite Roads & Intersections	5,000,000	-	5,000,000	100%
36th Street Expansion	-	6,561	(6,561)	0%
41st Street Upgrades	-	6,561	(6,561)	0%
Intersection Improvements	-	-	-	0%
Stormwater Retention Pond	-	-	-	0%
Soft Costs	5,168,004	3,048,531	2,119,473	41%
Contingency	2,668,457	-	2,668,457	100%
Total Capital Costs	\$101,306,176	\$16,070,415	\$85,235,761	84%
Surplus/(Deficit)	-	(\$4,645,911)	\$4,645,911	0%



Subject Matter: Draft Fire Services Bylaw Update

Department: Operations

Presented By: Aaron Buckingham

GPC Meeting Date: May 21, 2024

Topic: To provide the Committee with a draft revision of the Fire Services Bylaw.

Background: Bylaw No. 28-2020, Fire Services Bylaw provides guidance and direction for fire protection in the City of Lloydminster.

Recently, Fire Services conducted a review of the Fire Services Bylaw and will be recommending updates to the bylaw, as highlighted (in yellow) in the attached draft Fire Services Bylaw. Some of the changes to the draft Fire Services Bylaw include and are not limited to:

- consistency with formatting and numbering throughout the bylaw;
- addition of identifiable address posted on the front of buildings (commercial properties);
- clarity to Recovery of Costs, Section 15.4;
- updating Service Fees and Penalties, Schedule 'B' and referencing the Fees and Charges Bylaw; and
- removal of Transitory, Section 19.1.

Education continues to be a key focus of the Fire Services team. As such, when someone is found to be in contradiction of the Fire Services Bylaw, in most instances, a warning is issued prior to assessing a fee and/or penalty.

Objective: The draft Fire Services Bylaw aims to reduce community risk, enhance fire and life safety initiatives, and assist in the enforcement of non-compliance to fire code issues.

Options:

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. Updating the Fire Services Bylaw will allow for better alignment with industry standards and bring the City into compliance with fire code issues.

Governance Implications: Bylaw No. 28-2020 will be repealed upon the final passing by Council of the draft Fire Services Bylaw at a future Regular Council Meeting.

Budget/Financial Implications: N/A

Environmental Implications: N/A



**City of Lloydminster
Information Report (IR)**

Report Approval Details

Document Title:	Draft Fire Services Bylaw Update.docx
Attachments:	- DRAFT Fire Services Bylaw.docx
Final Approval Date:	May 13, 2024

This report and all of its attachments were approved and signed as outlined below:

Don Stang

Marilyn Lavoie

Dion Pollard

BYLAW NO. XX-2024

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR THE ESTABLISHMENT OF FIRE SAFETY AND FIRE PREVENTION MATTERS

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the safety, health and welfare of people and the protection of people and property;

AND WHEREAS *The Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS *The Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to control, regulate and provide for fire protection services; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of *The Lloydminster Charter*, enacts as follows:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Fire Services Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;

3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;

3.2.3. establish any forms required for the administration of this Bylaw.

4. ADOPTION OF THE NATIONAL FIRE CODE OF CANADA

4.1. The National Fire Code of Canada published by the National Research Council of Canada and issued by the Canadian Commission on Building and Fire Codes as amended from time or any subsequent National Fire Code of Canada which may enacted shall be in force and applicable to the entire City.

BYLAW NO. XX-2024

5. FIRE SERVICES

- 5.1. Council hereby establishes Fire Services in the City of Lloydminster for the purpose of:
- 5.1.1. providing fire prevention and public education;
 - 5.1.2. providing training to current industry standards;
 - 5.1.3. conducting fire suppression activities;
 - 5.1.4. responding to motor vehicle Incidents;
 - 5.1.5. controlling and mitigating Dangerous Goods Incidents;
 - 5.1.6. conducting rescue operations;
 - 5.1.7. providing medical first response assistance; and
 - 5.1.8. investigating the cause of fires.

6. FIRE CHIEF

- 6.1. The authority of the Fire Chief is granted by this Bylaw and City Policy. The Fire Chief shall be responsible to the City Manager or designate.
- 6.2. The Fire Chief is hereby authorized to take such action as may be necessary for:
- 6.2.1. the development of policies, administrative directives, procedures and guidelines for the ongoing organization of the Fire Services.
 - 6.2.2. the direction of the Fire Services to carry out all Fire Services in accordance with this Bylaw and applicable federal, provincial or municipal legislation, policy, administrative directive, procedure or operating guideline.
- 6.3. When responding to an Incident, the Fire Chief may take whatever actions necessary to eliminate that emergency or protect Persons or property, including without limitation:
- 6.3.1. cause a building, structure or thing to be pulled down, demolished or otherwise removed to prevent or reduce the risk of a fire becoming a running fire or otherwise spreading to other buildings, structures or things;
 - 6.3.2. cause Fire Services members to enter on any land or premise, to combat, control or deal with the Incident;
 - 6.3.3. issue directions or establish boundaries or limits and prohibit Persons from entering the area within the prescribed boundaries or limits;
 - 6.3.4. order an evacuation of any building or area which directly or indirectly is involved in an Incident;
 - 6.3.5. request that Persons who are not members of the Fire Services provide assistance for the protection of Persons and property;
 - 6.3.6. commandeer privately owned Equipment for the protection of Persons and property.

BYLAW NO. XX-2024

7. EMERGENCY ACTION

- 7.1. The Fire Chief may order any fire to be extinguished immediately.
- 7.2. No Person shall:
 - 7.2.1. interfere or obstruct the efforts of any Person authorized in this Bylaw to extinguish fires or preserve life, property, or the environment;
 - 7.2.2. interfere with the operation of any Fire Services Equipment or Apparatus required to extinguish fires, preserve life, property, or the environment;
 - 7.2.3. damage or destroy Fire Services' property;
 - 7.2.4. discharge or sell any Fireworks without a permit issued in accordance with this Bylaw;
 - 7.2.5. drive a vehicle over any fire hoses or other Equipment without the permission of the Fire Chief or designate; or
 - 7.2.6. falsely represent oneself as Fire Services member.
- 7.3. The Fire Chief or a Bylaw Enforcement Officer may at any time cause any vehicle to be removed, taken and stored, at the vehicle Owners' expense, to a suitable location.
- 7.4. The Incident Commander has control, direction, and management of any Equipment and firefighter assigned to the Incident. The Incident Commander shall continue to serve as Incident Commander until relieved **or until command is terminated.**
- 7.5. The Fire Chief may delegate their authority under this Bylaw without limitations to Persons whom they deem essential to act pursuant to this Bylaw.

8. FIRE PREVENTION

- 8.1. No Person shall conduct an **activity that may cause an Incident.**
- 8.2. If the Fire Chief finds conditions that in their opinion constitute a fire hazard within the City's corporate boundaries, on privately owned land or occupied public land, in accordance with section 503 and 504 of the Charter, they may order the land Owner or Person in control of the land on which the hazard exists, to reduce or remove the hazard within a fixed time.
- 8.3. When the Fire Chief finds that an Order they made pursuant to the Charter section 503 has not been carried out, the Fire Chief may take any action necessary to ensure compliance with the Order.
- 8.4. When the Fire Chief finds that an Order they made pursuant to the Charter section 504 has not been carried out, the Fire Chief may take any action necessary to ensure compliance with the Order.

BYLAW NO. XX-2024

- 8.5. The Fire Chief shall be responsible for the maintenance and enforcement of the National Fire Code. Any contravention of the National Fire Code shall be deemed an offence under this Bylaw.
- 8.5.1. In accordance with the National Fire Code, any Person who conducts any of the following activities shall be deemed to have committed an offence and shall be liable to the penalties set out in Schedule "B" of this Bylaw:
- a. tampers with fire exit doors, portable or fixed extinguishing systems, automatic sprinkler systems, manual or automatic fire alarms or any other fire safeguards installed in a building or premises;
 - b. knowingly allows the occupation of any building or structure in which the fire safeguards are not functioning or are functioning in a diminished capacity;
 - c. locks, blocks, or obstructs an exit or access to an exit in any building;
 - d. neglects to maintain in operating condition a fire exit door or fire exit hardware on a fire exit door in any building
 - e. neglects to maintain portable fire extinguishers;
 - f. neglects to maintain an automatic sprinkler system, special extinguishing system, or fire alarm system;
 - g. blocks or wedges open a door, shutter, wired glass, or glass block in a fire separation in any building; or
 - h. obstructs the view of any fire hydrant.
- 8.6. A Fire Services lock box shall be installed and provided with keys and devices ~~in conformance of Section 8.6~~ in a building equipped with:
- 8.6.1. a fire alarm system whose control features, including those for emergency voice communication systems, are located behind a locked panel;
 - 8.6.2. a fire alarm system in which manually operated devices require a key or device in order to be reset;
 - 8.6.3. a fire alarm system in which the electrical circuit breaker is located within a locked panel or room;
 - 8.6.4. an automatic sprinkler system in which the main control valve is locked in the open position;
 - 8.6.5. an automatic sprinkler system in which the main control valve is located within a locked room or enclosure;
 - 8.6.6. firefighting standpipe and water supply connections are in a locked room or area;
 - 8.6.7. a key-operated elevator control feature that will permit exclusive use of elevators by firefighting personnel;
 - 8.6.8. a key-operated elevator control feature that will switch selected elevators to operate on emergency power; or
 - 8.6.9. locked access doors to a roof provided for firefighting purposes.

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8.7. All commercial properties shall have identifiable address posted on the front of the building with numbers being a minimum 4" in height.

9. REQUIREMENT TO REPORT

- 9.1. The Owner or authorized agent of any property damaged by fire shall immediately report to the Fire Services, the particulars of the fire, which are satisfactory to the Fire Chief.
- 9.2. The Owner or authorized agent of any property, containing a dangerous good(s) product, which sustains an accidental or unplanned release of the dangerous good(s) product, shall immediately report to the Fire Services particulars of the release, in a manner satisfactory to the Fire Chief.
- 9.3. No Person shall provide false, incomplete, or misleading information about an Incident.

10. OPEN-AIR FIRES

- 10.1. No Person shall permit an Open-Air fire or any other fire upon land owned, occupied, or under their control within the City, unless a permit has been obtained, the provisions outlined on the permit shall be complied with and Prohibitive Debris shall not be burned.
- 10.2. Notwithstanding section 10.1, a permit shall not be required under this Bylaw to conduct:
 - 10.2.1. the cooking of food using a Portable Appliance;
 - 10.2.2. recreational burning or the cooking of food in acceptable fire pits or acceptable fireplaces;
 - 10.2.3. burning in City-owned campgrounds and parks where fireplaces, stoves and fire pits are provided by the City; or
 - 10.2.4. burning by the Fire Services.
- 10.3. Fire pits and outdoor fireplaces shall meet the following requirements:
 - 10.3.1. the fire be contained in a non-combustible receptacle constructed of concrete/clay/brick, or sheet metal with a minimum eighteen (18) gauge thickness;
 - 10.3.2. the receptacle is covered with a heavy gauge metal screen with openings not exceeding 13 mm (1/2");
 - 10.3.3. the size of the firebox of any receptacle does not exceed 91.44 cm (36") in any dimension; and
 - 10.3.4. be separated from grass and any other vegetation by a distance of at least 40 cm (16") by means of clean earth, sand, gravel or another non-combustible medium; and

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- 10.3.5. be located a minimum of 3 m (10') from any combustible material, building, porch, deck, similar amenity space or property line.
- 10.4. The fuel used in fire pits and outdoor fireplaces shall be only charcoal, cut seasoned wood, or manufactured fire logs. No Person shall burn Prohibitive Debris.
- 10.5. All Open-Air fires shall be supervised by a Person and said Person shall take sufficient precautions as required by City bylaws to prevent the spread of fire, including not burning in windy conditions conducive to creating a fire spread.
- 10.6. Any Person responsible for an Open-Air fire shall ensure that a means of extinguishing the fire is always readily accessible while the fire is burning.
- 10.7. Any Person responsible for an Open-Air fire shall ensure the fire is extinguished properly.
- 10.8. If smoke from an Open-Air fire causes unreasonable interference with the use and enjoyment of another Person's property, the fire shall be extinguished immediately.

11. FIRE PERMITS

- 11.1. Any Person wishing to obtain a Fire Permit must apply to the Fire Chief during the normal business hours of Fire Services.
- 11.2. Each application for a Fire Permit shall contain, but is not limited to the following information:
 - 11.2.1. the name and address of the applicant and the name and address of the Owner of the land on which the applicant proposes to set a fire;
 - 11.2.2. the legal and municipal description of the land on which the applicant proposes to set a fire;
 - 11.2.3. the period of time for which the Fire Permit is required;
 - 11.2.4. the precautions that will likely be taken by the applicant to ensure that the proposed fire remains under their control;
 - 11.2.5. the signature of the applicant; and
 - 11.2.6. the written consent to the proposed fire by the Owner of the land (if different than the applicant).
- 11.3. A Fire Permit shall not be transferable.
- 11.4. Fire Permits issued pursuant to this Bylaw are valid for thirty (30) days, or as otherwise indicated by the Fire Chief, and shall state the period of time for which the permit is valid.

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11.5. The Fire Chief may in writing, extend the period of time that a Fire Permit is valid provided the Fire Permit has not expired.

11.6. Fire Permits may be cancelled by the Fire Chief at any time and at their sole discretion.

12. FIRE BAN

12.1. Notwithstanding any provisions of this or any other Bylaw, when, in the interest of protecting the public and property, the Fire Chief, when there is a necessity to do so, may:

12.1.1. declare a partial Fire Ban for specified areas of the City; or

12.1.2. declare a complete Fire Ban of any kind of burning for all areas of the City.

12.2. Liquid Fueled Appliances shall be exempt from any Fire Ban of burning declared under Section 12.1.

12.3. When a Fire Ban is in effect, all fire permits shall be suspended unless otherwise directed by the Fire Chief.

12.4. When determining whether to declare a Fire Ban, the Fire Chief shall take into consideration any or all of the following:

12.4.1. the air quality index;

12.4.2. recent levels of precipitation;

12.4.3. any water shortages or restrictions;

12.4.4. the overall fire danger at the location of the fire;

12.4.5. the availability of Fire Services to respond to additional calls for service;
and

12.4.6. regional or provincial conditions.

12.5. The Fire Chief shall give public notice of any Fire Bans issued through websites, media announcements or any other method deemed necessary.

13. FIREWORKS

13.1. No Person shall sell or discharge Fireworks within the City unless they have appropriate permits, insurance, and licensing for high level displays.

13.2. Fireworks shall be purchased from **and sold by** a company that meets current federal and provincial regulations and standards **and as approved by the Fire Chief.**

13.3. The Fire Chief may impose conditions on a permit issued for the discharge of Fireworks in the City, as deemed necessary.

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13.4. Low Level Fireworks and their discharge shall be prohibited in the City.

14. OCCUPANT LOADS

- 14.1. The Fire Chief shall determine the occupant load for any room or floor area in accordance with the Alberta Fire Code and shall issue an occupant load limit sign for that room or floor area.
- 14.2. In all assembly occupancies, the occupant load shall be posted in conspicuous locations near the principal entrances to the room or floor area.
- 14.3. No Person shall allow the occupation load of any room or floor area to be exceeded.
- 14.4. If the Fire Chief reasonably believes that the number of occupants in a room may exceed the maximum occupant load, the Fire Chief may temporarily close the room or building to determine the number of occupants in the room.
- 14.5. If the number of occupants in a room exceeds the maximum occupant load, the room shall not be re-opened to the public until the number of occupants is reduced to a number less than the maximum occupant load.

15. RECOVERY OF COSTS

- 15.1. Where Fire Services has extinguished a fire or responded to an Incident including any such action taken by Fire Services on a false alarm at a residential property, the Fire Chief may, in respect of any costs incurred by Fire Services in taking such action, charge any costs so incurred by Fire Services to:
 - 15.1.1. the Person who caused the Incident;
 - 15.1.2. the Owner of the property or the Person in possession of the property where the Incident occurred.
- 15.2. Where Fire Services has extinguished a fire or responded to an Incident including any such action taken by Fire Services on a false alarm at a commercial property, the Fire Chief may, in respect of any costs incurred by Fire Services in taking such action, charge any costs so incurred by Fire Services to:
 - 15.2.1. the Person who caused the Incident;
 - 15.2.2. the Owner of the property or the Person in possession of the property where the Incident occurred.
- 15.3. Where Fire Services has extinguished a fire or responded to an Incident involving a motor vehicle, the Fire Chief may, in respect of any costs incurred by Fire Services in taking such action, charge any costs so incurred by Fire Services to:
 - 15.3.1. the Person who caused the Incident;
 - 15.3.2. the Owner of the property or the Person in possession of the property where the Incident occurred.

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15.4. The fees and charges to be levied by Fire Services for services rendered shall be pursuant to the *Fees and Charges Bylaw* with any penalties for noncompliance set out in Schedule "B" of this Bylaw and:

15.4.1. the City may recover such fees, charges, or penalties as a debt due and owing to the City; or

15.4.2. where permitted under the Charter, such fees, charges, or penalties may be charged against the land as taxes due and owing in respect of that land.

15.5. When the City is required to take action to resolve an Order that has been issued by the City pursuant to Section 7.2 of this Bylaw the City may: ~~place the amount of the expense incurred in carrying out the Order on the tax roll as an additional tax against the land concerned, and that amount:~~

15.5.1. where permitted under the Charter, such fees, charges, or penalties may be charged against the land as taxes due and owing in respect of that land.

~~15.5.2. is, for all purposes, deemed to be taxes imposed and assessed on the land and in arrears under the Charter from the date the amount was placed on the tax roll, and that the Charter applies to the enforcement, collection and recovery of the amount.~~

15.6. To assist in cost recovery of inspections and enforcement of the National Fire Code, a surcharge of ten (10%) percent of the building permit value is hereby attached to all inspectable building permits issued by the City.

16. PENALTIES

16.1. Any Person who contravenes this Bylaw is guilty of an offence.

16.2. A Person who contravenes any provision of this Bylaw, shall be deemed to be guilty of an infraction of the Bylaw, and is liable to a fine not less than \$250 and not more than \$5,000.

16.3. A business or corporation who contravenes any provision of this Bylaw, shall be deemed to be guilty of an infraction of the Bylaw, and is liable to a fine not less than \$500 and not more than \$10,000.

16.4. A notice or form commonly called a Notice of Violation having printed wording approved by the City Manager, may be issued by a Bylaw Enforcement Officer to any Person alleged to have breached any provision of this Bylaw, and the said notice shall require the payment to the City of Lloydminster in the amount specified in Schedule "B" hereto.

16.5. A Summary Offence Ticket or a Violation Ticket shall be deemed to be sufficiently served:

16.5.1. if served personally on the accused; or

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16.5.2. if mailed to the address of the Person accused by regular mail.

16.6. The amounts specified in Schedule "B" hereto shall be the specified penalties for the purposes of the *Provincial Offences Procedures Act* (Alberta) or the *Summary Offences Procedure Act 1990* (Saskatchewan).

17. NUMBER AND GENDER REFERENCES

17.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female Person, or a corporation or partnership.

18. SEVERABILITY

18.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

19. TRANSITORY

19.1. Section 8.6 of this Bylaw shall come into force twelve (12) months following the third and final reading of this Bylaw.

This Bylaw shall come into force and effect upon the final passing thereof.

The following bylaws and all amendments thereto are hereby repealed:

- 28-2020 Fire Services Bylaw

INTRODUCED AND READ a first time this ___ day of ____, 20XX, A.D.

READ a second time this ___ day of ____, 20XX, A.D.

READ a third time this ___ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

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SCHEDULE "A"

Definitions

Alberta Fire Code	National Fire Code – Alberta Edition as amended from time to time and includes all applicable STANDATA.
Apparatus	Any vehicle provided with machinery, devices, Equipment or materials for firefighting or rescue as well as vehicles used to transport firefighters, emergency services personnel or supplies.
Bylaw Enforcement Officer	A Person appointed by the City pursuant to the Lloydminster Charter to enforce City Bylaws, including a regular member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer appointed under the Peace Officer Act S.A. 2006, c. P-3.5, as amended or repealed and replaced from time to time.
Charter	Refers to <i>The Lloydminster Charter</i>.
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Council	The Municipal Council of the City of Lloydminster.
Dangerous Goods	Any materials, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the <i>Transportation of Dangerous Goods Control Act</i> , R.S.A 2000, Chapter D-4, and any amendments thereto.
Equipment	Any tools, contrivances, devices or materials used by the Fire Services in the normal course of their duties.
False Alarm	Any fire alarm that is set off needlessly, through wilful or accidental, human or mechanical error, and to which the Fire Services responds. Or a request for the Fire Services to attend an Incident where no emergency exists.
Fire Ban	An order issued by the Fire Chief or designate that restricts or prohibits any type of fire.
Fire Chief	Person appointed by the City Manager or designate as the head of the Lloydminster Fire Services or any other Person designated to act on their behalf.
Fire Permit	A document or electronic record allowing for specific fire related actions as approved by the Fire Chief.
Fire Services	The organization as established and organized for the City pursuant to the provisions of this Bylaw consisting of, but not limited to, all Persons appointed or recruited to various positions, all Equipment, Apparatus,

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	materials and supplies used in the operation, maintenance and administration of the organization, including fire stations.
Fireworks	Fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Act (Canada).
Fireworks Display	A display or show of Fireworks whether for recreational, professional or other purposes.
Incident	Fire or situation where a fire or explosion is imminent, or any other situation where there is a danger or a possible danger to life, property, or environment and to which Fire Services has responded or is responding.
Incident Commander	Person responsible for all aspects of an Incident response; including but not limited to, quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all Persons involved.
Liquid Fueled Appliance	Barbeque or heating appliance (includes tabletop devices) fueled by propane or natural gas from a portable cylinder or supplied utility service.
Low Level Fireworks	Division 2 fireworks that, in Subdivision 1 of Division 2 comprises low hazard fireworks generally used for recreation.
Mutual Aid	Written agreement between the City and participating municipalities, provincial or federal governments, clearly defining the responsibilities, terms, conditions and all other aspects of the Fire Services purchased, provided and/or required.
National Fire Code	National Fire Code of Canada published by the National Research Council of Canada and issued by the Canadian Commission on Building and Fire Codes as amended from time or any subsequent National Fire Code of Canada which may enacted shall be in force and applicable to the entire City and includes all applicable STANDATA.
Notice of Violation	A ticket or similar document issued by the City alleging a bylaw offence and providing a Person with the opportunity to pay an amount to the City in lieu of prosecution of the offence.
Open-Air Fire	Any fire, including but not limited to grass fires, forest and brush fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
Order	Written notice or letter that requires a Person to remedy a contravention of this Bylaw or <i>The Lloydminster Charter</i> .
Owner	Person who is registered under the <i>Land Titles Act</i> as the Owner of the fee simple estate in the land and, in respect of any property other than land, the Person in lawful possession of it.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

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Portable Appliance	Appliance, commonly referred to as a barbeque, sold or constructed for the purpose of cooking food outdoors.
Prohibited Debris	<p>Any material that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any statute or bylaw written to protect and enhance the environment, and shall include but not be limited to materials described as:</p> <ol style="list-style-type: none"> 1. Straw and stubble; 2. Animal carcasses; 3. Animal manure; 4. Chemicals and chemical containers; 5. Combustible material in automobile bodies; 6. Combustible material in automobiles; 7. Household refuse; 8. Non-wooden materials; 9. Paints and painting material; 10. Pathological waste; 11. Rubber, plastic or anything coated with rubber or plastic, or similar substances except rubber or plastic attached to shredded scrap steel; 12. Tires; 13. Toxic substances; 14. Used oil; or 15. Wood or wood products containing substances for the purpose of preserving wood.
Standby	Attendance by Fire Services with fire Equipment or Apparatus at an Incident or a public relations event.
Summary Offence Ticket	As defined by the <i>Summary Offences Procedures Act</i> (Saskatchewan), as amended from time to time.
Violation Ticket	As defined by the <i>Provincial Offences Procedure Act</i> (Alberta), as amended from time to time.

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SCHEDULE "B"

PENALTIES

SECTION	OFFENCE	PENALTY
6.3.3	Enter boundaries established by Fire Services	\$500
7.2.1	Interfere with Persons authorized by bylaw	\$500
7.2.2	Interfere with Equipment/Apparatus	\$500
7.2.2	Fails to yield the right of way of any Apparatus - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd Offence and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
7.2.3	Damage/destroy Fire Services property	\$500
7.2.5	Drive vehicle over Equipment	\$200
7.2.6	Impersonate or falsely represent self as Fire Services member	\$1,000
8.1	Conduct activity that may cause an Incident	\$100
8.5.1 a	Tamper with fire exit doors, portable or fixed extinguishing systems, automatic sprinkler systems, manual or automatic fire alarms or any other fire safeguards installed in a building or premises	\$5,000
8.5.1. b	Knowingly allow the occupation of any building or structure in which the fire safeguards are not functioning or are functioning in a diminished capacity	\$5,000
8.5.1. c	Lock, Block or obstruct an exit or access to an exit in any building - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.5.1. d	Neglect to maintain in operating condition a fire exit door or fire exit hardware on a fire exit door in any building - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.5.1. e	Neglect to maintain portable fire extinguishers - 1 st Offence	\$500

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	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.5.1. f	Neglect to maintain an automatic sprinkler system, special extinguishing system, or fire alarm system - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.5.1. g	Block or wedge open a door, shutter, wired glass or glass block in a fire separation in any building - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.5.1. h	Obstruct the view of any fire hydrant - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
8.6	Fail to comply with lockbox requirements	\$1,000
8.7	Fail to properly identify business address	\$250
9.1	Fail to report an Incident	\$250
9.2	Fail to report Dangerous Goods Incident	\$250
9.3	Provide false/incomplete/misleading information	\$100
10.1	Prohibitive Open-Air Fire	\$100
10.1	Burn prohibited items	\$100
10.1	Use a fire to burn materials or substances that are not permitted	\$500
10.1	Permit an outdoor fire or structure fire except when such fire is allowed under this Bylaw - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
10.5	Light a fire without first taking sufficient precautions to ensure that the fire will be kept under control at all times - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000

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	3 rd Offence and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
10.5	Light a fire when weather conditions are conducive to creating a running fire - 1 st Offence	\$500
	2 nd Offence within 366 days of the 1 st Offence	\$1,000
	3 rd Offence and all subsequent Offences within 366 days of the 2 nd Offence	\$2,000
10.5	Fail to be in attendance of an Open-Air fire - 1 st Offence	\$100
	2 nd Offence within 366 days of the 1 st Offence	\$250
	3 rd Offence and all subsequent Offences within 366 days of the 2 nd Offence	\$500
10.8	Fail to properly extinguish an Open-Air Fire - 1 st Offence	\$100
	2 nd Offence within 366 days of the 1 st Offence	\$250
	3 rd Offence and all subsequent Offences within 366 days of the 2 nd Offence	\$500
13.1	Discharge fireworks without permit	\$150
13.1	Sell fireworks without permit	\$500
14.3	Knowingly allow the occupation of any building or structure in which the fire safeguards are not functioning or are functioning in a diminished capacity	\$5,000
14.3	Occupant Load Exceeded - 1 st Offence	\$2,500
	2 nd Offence within 366 days of the 1 st Offence	\$5,000
15.1	Residential False Alarm - 1 st Offence	No Charge
	2 nd Offence within 366 days of the 1 st Offence	No Charge
	3 rd Offence within 366 days of the 2 nd Offence	\$300
	4 th Offence and all subsequent Offences within 366 days of the 3 rd Offence	\$500
15.2	Commercial False Alarm - 1 st Offence	No Charge
	2 nd Offence within 366 days of the 1 st Offence	\$300
	3 rd Offence within 366 days of the 2 nd Offence	\$600
	4 th Offence and all subsequent Offences within 366 days of the 3 rd Offence	\$1,000