

2022-2026 FIRE SERVICE AGREEMENT

**AGREEMENT**

BETWEEN:

The Town of Bon Accord  
("Town")

- and -

Sturgeon County  
("Sturgeon County")

**PREAMBLE:**

The Town, as authorized under Municipal Government Act, R.S.A. 2000, c. M-26 (the "MGA"), to enter into agreements on or in connection with matters under the Town's administration.

As authorized under the *Municipal Government Act*, Sturgeon County may provide a service that Sturgeon County provides in the County to another municipality with the agreement of that other municipality.

Sturgeon County Protective Services is a department of Sturgeon County and the Town desires Sturgeon County to provide firefighting and related services to the Town.

Sturgeon County has agreed to provide the Services to the Town.

**THE PARTIES AGREE AS FOLLOWS:**

**Interpretation**

1. In this Agreement:

- (a) "Agreement" means this agreement and includes Schedules "A" and "B";
- (b) Consumer Price Index means the annual Edmonton Consumer Price Index (CPI) for "all goods", as calculated by Statistics Canada for the most recent one-year period as of September 1 of the previous year;
- (c) "Facility" means the portion of the Town Building allocated to the fire department for use, three apparatus bays, training/meeting room, bay storage room and small office adjacent training/meeting room;
- (d) "Materials" includes all Records, software and other personal property produced by Sturgeon County in the delivery of the Services;
- (e) "Parties" means the parties to this Agreement, being the Town and Sturgeon County;

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- (f) “Record” means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records; and
  - (g) “Services,” means the services specified in Schedule A to be provided by Sturgeon County through Sturgeon County Protective Services to the Town under this Agreement;
- 2. The terms and conditions of this Agreement are severable, and any term or condition determined to be void or unenforceable in whole or in part shall not be deemed to affect or impair the validity of this Agreement or any other term or condition of it.
  - 3. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Alberta and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta.

This clause shall survive this agreement.

### **Conflict of Interest and Ethical Conduct**

- 4. Sturgeon County must immediately notify the Town in writing of any conflict-of-interest Sturgeon County, or any employee, agent or other resource used by Sturgeon County under this Agreement, has or may reasonably have respecting the Services to be provided by Sturgeon County under this Agreement. Such notification must be given before beginning any work under this Agreement, or upon becoming aware of any such existing or potential conflict of interest during the term of this Agreement. Sturgeon County warrants that it does not have any interests that conflict with Sturgeon County’s obligations to the Town under this Agreement.
  - (a) Sturgeon County shall ensure that there is not a conflict of interest or an apparent conflict of interest on the part of Sturgeon County or Sturgeon County employees, subcontractors, or agents in relation to the Services, and all Services shall be performed in accordance with high ethical standards, including without limitation the following:
    - (i) Sturgeon County shall not influence, or seek to influence, nor otherwise take part in a decision of the Town knowing that the decision might further Sturgeon County interests;
    - (ii) where the Services involve providing advice, making recommendations to the Town or exercising discretionary authority regarding a right, permission, privilege, status, contract or benefit, then such advice, recommendations or discretion must be provided, made or carried out impartially and without bias;

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- (iii) Sturgeon County shall not have any financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of the Services;
  - (iv) Sturgeon County, upon request by the Town, shall deliver copies of all written ethical standards, conflict of interest policies and codes of conduct established or observed by Sturgeon County in relation to Sturgeon County employees and volunteers.
- (b) In the event Sturgeon County becomes aware of any matter that causes or is likely to cause a conflict of interest in relation to Sturgeon County's performance of the Services, Sturgeon County shall immediately disclose such matter to the Town in writing. Upon such disclosure, Sturgeon County shall not commence or continue performance of the Services without the prior written consent of the Town. If the Town is of the opinion Sturgeon County is in a conflict of interest, the Town may terminate this Contract.

### **Town's Contact, Delegation**

- 5. The Town designates the Chief Administrative Officer (CAO) as the Town's representative under this Agreement and as the prime contact who is authorized to communicate the Town's position to Sturgeon County on matters pertaining to this Agreement.
- 6. Sturgeon County designates the County Fire Chief as the Sturgeon County representative under this Agreement and as the prime contact who is authorized to communicate the County's position to the Town on matters pertaining to this Agreement.
- 7. The Town may, in the Town's absolute discretion, delegate any duties, powers or functions relating to the provisions of this Agreement to any person.

### **Period of Contract**

- 8. Sturgeon County shall provide services pursuant to the terms of this Agreement commencing January 1, 2022 and terminating December 31, 2026.
- 9. The engagement of Sturgeon County as evidenced by this Agreement comes into effect on the date as stated in the above clause.

### **Town Obligations**

- 10. The Town will provide to Sturgeon County use and access to the existing Fire Hall or a replacement building if the Fire Hall is destroyed for storage of the equipment, parking of

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fire vehicles and use by firefighting volunteers as soon as practicable. Sturgeon County will be charged annually, as defined in Schedule “B”, for the use of the Fire Hall.

Use charges will be for facility areas as defined in Section 1, including utilities, one phone line (back up emergency line), internet and access to the central washrooms in the building in which the Fire Hall is located.

11. The Town agrees to maintain the contracted emergency dispatch service arrangement with Parkland County or its successor.
12. Maintenance of hydrants will continue to be performed by the Town Public Works staff.

### **Training Ground Provision**

13. The Town agrees to continue under this agreement to provide to Sturgeon County, access to and use of the designated lands on the north-eastern area surrounding the lagoon for the purposes of facilitating the training facility.

### **Sturgeon County’s Service Provision**

14. Sturgeon County agrees to provide the Services according to the terms of this Agreement as described in Schedule “A”, at a rate or fee as described in Schedule “B”, of this Agreement. Sturgeon County may not substitute any other agent or subcontractor to provide the Services without the express written consent of the Town, which consent may be withheld at the Town’s sole discretion. The Town acknowledges that full time and paid on call/volunteer fire fighters under the direction of Sturgeon County will be involved in the delivery of the Services.
15. Sturgeon County is an independent contractor for the purposes of this Agreement and shall not be deemed to be a servant, employee or agent of the Town. Sturgeon County shall provide all administrative support and other resources required to deliver the Services unless otherwise agreed to in this contract.

### **Warranties**

16. Sturgeon County warrants that the Materials will not infringe any patent, copyright, trade secret, industrial design, trademark or other proprietary or contractual right; and Sturgeon County agrees to indemnify the Town against any liability or expense arising out of any breach of this warranty.

This clause shall survive this agreement.

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17. Sturgeon County agrees to correct any defects in the Materials at Sturgeon County's own expense.

This clause shall survive this agreement.

### **Occupational Health and Safety - Workers' Compensation**

18. Sturgeon County will comply with the *Occupational Health and Safety Act*, the *Workers' Compensation Act* and all other laws in force in Alberta relevant to the provision of the Services if applicable. On request, Sturgeon County will provide the Town with a certificate from the Workers' Compensation Board showing Sturgeon County is registered and is in good standing with the board, if applicable.

### **Indemnity and Insurance**

19. Sturgeon County agrees to indemnify and hold harmless the Town from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which Sturgeon County is legally responsible arising out of negligence or wilful acts by Sturgeon County or Sturgeon County's employees or agents.

This clause shall survive this agreement.

20. The Town agrees to indemnify and hold harmless Sturgeon County from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Town is legally responsible arising out of negligence or wilful acts by the Town or the Town's employees or agents.

This clause shall survive this agreement.

### **Safety and Security**

21. Subject to the Town's reasonable security requirements, the Town will provide Sturgeon County with access to its facilities and systems, as necessary to enable Sturgeon County to fulfill its obligations under the Agreement. Sturgeon County, Sturgeon County employees, subcontractors and agents, when using any of the Town's buildings, premises, equipment, electronic hardware and software must comply with all safety and security policies, regulations and directives relating to those buildings, premises, equipment, electronic hardware and software.

## **22. CONTROL, ACCESS, SECURITY AND RETENTION OF RECORDS**

- 22.1 The Town retains control of all records created under this agreement.

- 22.2 Upon receipt of a request under the *Freedom of Information and Protection of Privacy (FOIP) Act* for a record created under this agreement, the Town shall notify the County and the County will, without delay, provide the Town with records

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responsive to the request, including without limitations any request pursuant to sections 35 or 36 of the FOIP Act.

- 22.3 The County will protect business and personal information in its custody under this agreement by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal, and disaster.
- 22.4 The County will immediately report any unauthorized use or disclosure, or suspected unauthorized use or disclosure of information created under this agreement to the Town's FOIP Head.
- 22.5 The County will cooperate with investigations undertaken by the Town, by a third party instructed by the Town, or by a person or body with statutory authority to conduct an investigation, regarding the collection, use or disclosure of information.
- 22.6 The County will maintain the records created under this agreement in accordance with the County's Corporate Record Structure, until such time as termination of this agreement. Upon termination of this agreement, the County will transfer the records in its custody to the Town at the Town's sole expense.

### **Invoicing for Services**

- 23. Invoices for services rendered shall be submitted annually, or as otherwise agreed to, by both the Town and Sturgeon County and shall be paid within 60 days from the invoice date.
- 24. The Town shall only be liable to pay Sturgeon County for services rendered under the terms of this Agreement up to and including the date of termination of this Agreement.
- 25. All property and services provided by Sturgeon County under this Agreement are being purchased by the Town of Bon Accord and are subject to the Goods and Services Tax (GST).

### **Notices**

- 26. Any and all notices permitted or required to be given under this Agreement must be delivered in writing to the offices of the respective parties.

### **Communications**

- 27. All communications shall be to the addresses below.

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TO THE TOWN:

Town of Bon Accord  
Box 779  
Bon Accord, Alberta  
T0A 0K0

Attention: CAO

TO STURGEON COUNTY:

Sturgeon County  
9613 100 Street  
Morinville, Alberta  
T8R 1L9

Attention: CAO

Either party hereto may, upon notice to the other party, change its address for payments and notices under this Agreement.

### **Termination**

28. Either party may terminate the engagement evidenced by this Agreement in full or in part at any time by giving a minimum of six (6) months' notice, unless otherwise agreed to, in writing to the other party of its intention to do so. Upon termination Sturgeon County shall submit an invoice for services rendered but not previously invoiced.
29. Upon receipt of a notice of termination, Sturgeon County shall prepare and deliver to the Town a written report, if required, on the services rendered to the termination of the engagement.

This clause shall survive this agreement.

### **General Terms**

30. Time is of the essence in this Agreement.
31. This Agreement enures to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns. Neither party may assign its rights and obligations under this Agreement without the express written consent of the other party.
32. This Agreement supersedes any previous representations, warranties, terms, conditions, or other agreements made between parties with respect to the administrative and operations of the fire department by Sturgeon County.

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This agreement and Appendixes and Schedules are complementary, however; in the event of conflict within or between the body of the Agreement and the Appendixes or Schedules, the provisions in the body of the Agreement shall govern.

33. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.
34. If any time during the continuance of this Agreement, the parties consider it necessary to amend this Agreement, they may do so by a written document signed by each party or by exchange of letters signifying mutual agreement between the parties and all amendments in such written document or letters shall be adhered to and have the same force and effect as if they had been originally embodied in and formed part of this Agreement.
35. Sturgeon County acknowledges that the Town has no obligation to renew, extend or offer a new contract at the end of the term of this Agreement.

The parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

### **TOWN OF BON ACCORD**

Date: \_\_\_\_\_

\_\_\_\_\_  
Greg Mosychuk, Mayor

\_\_\_\_\_  
Joyce Pierce, CAO

### **STURGEON COUNTY**

Date: \_\_\_\_\_

\_\_\_\_\_  
Alanna Hnatiw, Mayor

\_\_\_\_\_  
Reegan McCullough, County Commissioner

\_\_\_\_\_  
Patrick Mahoney, Fire Chief



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### Schedule “A” – Sturgeon County Service Provisions

1. Manage and coordinate the Fire Hall related activities, including but not limited to: officers and/or firefighter meetings, volunteer recruitment, and training.
2. Oversee the District Fire Chief, Officers, the members, and validate the appointment thereof.
3. Coordinate and manage all vehicle and equipment maintenance and fuel costs, including certifications and insurance requirements.
4. Ensure and provide adequate supplies for operation of the volunteer fire services.
5. Manage the delivery of firefighting services according to the Town of Bon Accord Bylaw(s) through application of Sturgeon County’s approved standard operating guidelines.
6. Respond to all emergency calls which originate within the boundaries of the Town. Emergency calls shall mean calls which request the fire department or firefighting services to attend or be provided.
7. Implement and communicate implementation of fire bans and the lifting of fire bans.
8. Inspection and approval of all fire pits within Town limits.
9. Oversee and act as the Authority of Having Jurisdiction on National Fire Code - Alberta Edition Inspections and related matters on an “As Requested” or “As Required” basis.
10. Provide an annual report to Council, completion of all Provincial fire related reports as required, and assist with other fire department reports (i.e. budget, insurance, etc.)

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### Schedule “B” – Fees

#### **Sturgeon County Fees Chargeable to the Town:**

Fees will be invoiced annually. The fee for Services will be a flat fee in the first year of this Agreement and shall increase by 2% or Consumer Price Index (CPI) whichever is greater each subsequent year of the term of this Agreement. The Town agrees to pay the following:

- 2022 - Town pays \$28,700.47;
- 2023 - Town pays \$29,274.48;
- 2024 - Town pays \$29,859.97;
- 2025 - Town pays \$30,457.17 and
- 2026 - Town pays \$31,066.31.

#### **Town Fees Chargeable to Sturgeon County:**

(1) Facility Use charges. The facility use charge will be a flat fee in the first year of this agreement and shall increase by 2% or CPI whichever is greater each subsequent year of the term of this agreement:

- 2022 - \$9,471.14, plus GST;
- 2023 - \$9,660.56 plus GST;
- 2024 - \$9,853.77 plus GST;
- 2025 - \$10,050.85 plus GST; and
- 2026 - \$10,251.86 plus GST

(2) The County agrees to pay the Town per cubic metre for water used during emergencies within the County as per the Town’s Water Bylaw truck fill rate. Water used during firefighter training will not be invoiced for.