

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held for the
Purpose of the **Fire Protective Services Committee**

on

Tuesday, June 15, 2021 at 9:00 o'clock A.M.

Virtual Through Zoom Platform

<https://us02web.zoom.us/j/87373522079?pwd=MVhtdnlXSFBjdkpzNitYUTNWz09>

With Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

1.1 Call to Order.

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

2. Minutes:

3.1 Adopt **minutes of April 13, 2021** – Fire Protective Services Committee Meeting. ©

Recommendation: Motion to Adopt.

3.2 Fire Protective Services Committee April 13, 2021 - **Action List.** ©

Recommendation: File for Information.

4. Request for Decision:

4.1 Policy Statement No. 02-05-05: Fire Permit Agreement. ©

4.2 Utility Terrain Vehicle (UTV) 485 – 14ft Tandem Axle Utility Trailer. ©

5. Issues for Information:

5.1

6. Correspondence:

6.1

7. Delegation(s):

7.1

8. Executive Session:

8.1

9. Date and time of Next Meeting(s):

Adjournment

SMOKY LAKE COUNTY



Minutes of the **Fire Protective Services Committee Meeting** held on Tuesday, **April 13, 2021** at 11:28 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in County Council Chambers.

The meeting was called to Order by the Chairperson, Reeve Craig Lukinuk in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Apr. 13, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Asst. CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Present in Chambers
Fire Chief	Scott Franchuk	Present in Chambers
Fire Protect. Svc. Asst.	Spencer Kotylak	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present

No Member of the Media was present.
No Member of the Public was in virtual attendance.

2. Agenda:

590-21: Halisky That the Smoky Lake County Fire Protective Services Committee Meeting Agenda for Tuesday, April 13, 2021, be adopted, as presented.

Carried Unanimously.

3. Minutes:

591-21: Gawalko That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, February 16, 2021, be adopted as presented.

Carried.

592-21: Orichowski That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, February 16, 2021, be filed for information.

Carried.

4. Request for Decision:

Review of Bylaw No. 1158-07: Fire Services

593-21: Orichowski That Smoky Lake County Council **defer** review of the Bylaw No. 1158-07: Fire Services, which is a bylaw to provide for the rules, regulations, policies, and committees necessary for proper organization and administration of Smoky Lake County Fire Department, until the 2020/21 Alberta Community Partner (ACP) funded Project: Regional Fire Services Study has been completed.

Carried.

5. Issues for Information:

No Issues for Information.

6. Correspondence:

FCC Community Investment, Farm Credit Canada

594-21: Gawalko

That Smoky Lake County Council approve action taken by the Fire Chief for submitting an application to the Farm Credit Canada (FCC) AgriSpirit Fund for Water Rescue equipment; and acknowledge successful applicants will be notified by August 2021, as per the email received from the Community Investment Team, Farm Credit Canada, dated March 28, 2021.

Carried.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Next Meeting

595-21: Orichowski

The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, June 15, 2021 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or physically in County Council Chambers.

Carried.

ADJOURNMENT:

596-21: Lukinuk

That the Smoky Lake County Fire Protective Services Committee Meeting of April 13, 2021, be adjourned, time 11:51 a.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER



FIRE PROTECTIVE ACTION LIST FROM APRIL 13, 2021 AS OF 2021/06/10

3
GOALS

0%
GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment ---- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2021 04 13 Fire Protective Services		-		
2021/04/13	593-21	>2021 04 13 Fire Protective Services	That Smoky Lake County Council defer review of the Bylaw No. 1158-07: Fire Services, which is a bylaw to provide for the rules, regulations, policies, and committees necessary for proper organization and administration of Smoky Lake County Fire Department; to be part of and in conjunction with the 2020/21 Alberta Community Partner (ACP) funded Project: Regional Fire Services Study.	Fire Chief	<p>Scott Franchuk:</p> <p>Achievements: Fire Bylaw 1158-07: Fire Services will be forwarded to the June 30, 2021 Smoky Lake Region Fire and Rescue Committee Meeting for discussion as each municipality has provided feedback on this bylaw.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Overdue
2021/04/13	594-21	>FCC Community Investment, Farm Credit Canada	That Smoky Lake County Council approve action taken by the Fire Chief in providing an application to the Farm Credit Canada (FCC) AgriSpirit Fund for Water Rescue equipment; and acknowledge successful applicants will be notified by August 2021, as per the email received from the Community Investment Team, Farm Credit Canada, dated March 28, 2021.	Fire Chief	<p>Scott Franchuk:</p> <p>Achievements: The application was submitted on March 28, 2021 by the Fire Chief</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Behind



REQUEST FOR DECISION		DATE	June 15, 2021	4.1
TOPIC	Policy Statement No. 02-05-05: Fire Permit Agreement			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> - Policy 02-05-01; Fire Permit Agreement was adopted by Council on February 19, 2004 to control and permit safe burning within the Smoky Lake County. - Policy 02-05-02; Fire Permit Agreement was amended by Council on September 21, 2010 to bring the policy up-to-date to include safe burning barrel practices and add Bonnyville Regional Fire Authority to the permits to implement the new fire permit tracking system. - Policy 02-05-03; Fire Permit Agreement was amended by Council on August 9, 2016 to add Alberta One Call, contact your local fire department was removed. - This policy was discussed at the December 5, 2016 Policy Committee meeting and the following motion was made: " That the Policy Committee defer Policy Statement No. 02-05-03: Fire Permit Agreement to a future meeting." - Due to recent legal review from our solicitor, County Fire Permit Agreement contradicts itself. The policy references the Forest and Prairie Protection Act: burning prohibited debris and fines. Currently Smoky Lake County is not adhering to the regulations for agricultural burning. - Sustainable Resources Development (SRD) follow the regulations when issuing fire permits from March 1st to October 31st. - SRD does not issue fire permits from November 1st to February 28th and landowners can burn whenever they want. - Smoky Lake County is not in the Forest and Prairie Protection area and does not have to follow the regulations when issuing fire permits. - Smoky Lake County administration has amended the policy to reflect Smoky Lake County Bylaw: 1285-15: Fire Protection Services and has eliminated referencing the <i>Forest and Prairie Protection Act</i>. - Burnable debris and Prohibited debris was added to the policy in accordance with <i>Alberta Environmental Protection and Enhancement Act</i>. - Burning of Brush piles/windrows will be permitted with the regulations of burning Agricultural Debris in accordance with the provisions outlined in the <i>Forest and Prairie Protection Act</i>. - The Fire Permit Agreement has become "Schedule A" and the Policy now explains and outlines the responsibilities for obtaining a Fire Permit. <p>Proposal:</p> <ul style="list-style-type: none"> - Smoky Lake County Emergency Services personnel received 2 inquires with regards to the fire permit policy: 1 burning of animal carcasses and 2 notifying your neighbors when burning. - The policy was discussed at the May 13, 2021 Policy Committee Meeting with Council recommending a couple minor amendments and the following motion was passed: " That the Smoky Lake County Policy Committee recommend Policy Statement No. 02-05-05: Fire Permit Agreement, be brought forward to a future County Council meeting for amendment." - Council gave staff direction to not allow animal carcasses to be burnt and use social media to inform permit holders to be considerate and make close neighbors aware of your permitted burn. - Attached is Policy Statement No. 02-05-05: Fire Permit Agreement for review. See A1 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Municipal Government Act, Section 201: Policy Development		
BENEFITS	<ul style="list-style-type: none"> - To regulate safe burning practices - Track geographical areas of burning - To mitigate risk to the County. 			
DISADVANTAGES	N/A			
ALTERNATIVES	N/A			

FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	Grapevine and Social Media
RECOMMENDATION	
That Smoky Lake County amend Policy Statement No. 02-05-05 Fire Permit Agreement.	
<i>Fire Chief</i>	

SMOKY LAKE COUNTY



Title: Fire Permit Agreement	Policy No.: 05-05	
Section: 02	Code: P-R	Page No. 1 of 6 E

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To implement a process for the issuance of Fire Permits within the boundaries of Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:	
1.	<p>STATEMENT</p> <p>1.1 Smoky Lake County wishes to regulate the use and setting for controlled fires for the purpose of fire safety and to control the nuisance effect of such fires for the safety, health and welfare of people, the protection of people and property, the prevention of nuisances, and for the services provided by or on behalf of Smoky Lake County.</p>
2.	<p>OBJECTIVE</p> <p>2.1 The permit gives authority to the permit holder to set a fire according to regulations, terms and conditions described on the permit. The permit places upon the permit holder the sole responsibility for keeping the permitted fire under control. If the county is required to extinguish a fire, the costs may be charged to the owner or occupier of the land only in accordance with <i>Smoky Lake County Bylaw - Fire Protection Services</i>. In the case of non-payment, these costs can be charged against the land as taxes owing, in accordance with <i>Smoky Lake County Bylaw - Fire Protection Services</i>.</p>
3.	<p>GUIDELINES</p> <p>3.1 Other than campfires and County approved incinerators, any person lighting a fire to conduct any burning must first obtain a permit from the County Fire Chief or Fire Guardian. There is NO CHARGE for the permit.</p> <p>3.2 Smoky Lake County requires Fire Permits all year round.</p> <p>3.3 Fire Permits are not transferable from one individual to another, nor from one parcel of land to another.</p> <p>3.4 Fire Permits will be issued based on request and inspections completed by the Fire Chief or in his or her absence, the appointed Fire Guardian.</p> <p>3.5 Fire Permits issued pursuant to this Policy are valid for such period of time as shall be determined and set by the Fire Chief or Fire Guardian, but in any case shall not exceed two (2) weeks.</p> <p>3.6 The Fire Chief or Fire Guardian may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired and if it is deemed acceptable.</p>

Title: Fire Permit Agreement		Policy No.: 05-05
Section: 02	Code: P-R	Page No.: 2 of 6

E

Policy Statement and Guidelines:	
3.7	The Fire Chief or Fire Guardian have the unfettered right to deny the applicant of a fire permit due to safety concerns and/or the burning of prohibited debris.
3.8	The Fire Chief or Fire Guardian, in his or her absolute discretion, may suspend or cancel a Fire Permit at any time.
3.8.1	Notification of suspension or cancellation of a Fire Permit shall be made by telephone to the Fire Permit Holder and shall be confirmed by providing written notice of such suspension or cancellation to the holder of the Fire Permit.
3.9	Fire Permits will be granted for the destroying of Burnable Debris. "Burnable Debris" means those materials permitted to be burned as defined by the Substance Release Regulation - AR 124/93, pursuant to the Alberta Environmental Protection and Enhancement Act , shall include but is not limited to materials described as:
3.9.1	straw and stubble.
3.9.2	grass, weeds, leaves and tree prunings/ tree harvesting operations.
3.9.3	brush and fallen trees on newly cleared land or logging operations.
3.9.4	used power, telegraph and telephone poles that do not contain wood preservatives.
3.9.5	wood material from the construction or demolition of buildings which does not contain wood preservatives or laminates.
3.9.6	wood material from agricultural operations which does not contain wood preservatives.
3.9.7	solid waste from sawmills or planing mills with an annual production of less than 9500 cubic metres of lumber;
3.9.8	solid waste from post and pole operations that does not contain wood Preservatives.
3.10	All burning of brush piles/windrows will be done in accordance within the provisions of the Forest and Prairie Protection Act regulations and guidelines.
3.10.1	It is the responsibility of the permit holder to learn and abide by all applicable regulations.
3.11	Fire Permits will <u>not</u> be granted for destroying Prohibited debris. "Prohibited Debris" means any material that when burned, will result in the release to the atmosphere of dense smoke, offensive odors or a substance, the release of which is regulated, prohibited or controlled by the Environmental Protection and Enhancement Act , R.S.A. 2000, c.E-12 or regulations thereunder and includes but is not limited to:

Title: Fire Permit Agreement		Policy No.: 05-05
Section: 02	Code: P-R	Page No.: 3 of 6

E

Policy Statement and Guidelines:	
<ul style="list-style-type: none"> 3.11.1 animal carcasses. 3.11.2 animal manure. 3.11.3 pathological waste 3.11.4 non-wooden material. 3.11.5 waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives chemicals and chemical containers. 3.11.6 combustible material in automobiles. 3.11.7 household refuse/garbage. 3.11.8 paints and painting materials 3.11.9 toxic substance. 3.11.10 rubber or plastic or anything containing or coated with rubber or plastic or similar substances (silage traps, grain bags / shingles / siding). 3.11.11 tires. 3.11.12 any oils, wood or wood products containing substances for the purpose of preserving wood. 	
<ul style="list-style-type: none"> 3.12 Smoky Lake County Fire Permit does not allow for the setting off fireworks and firecrackers. <ul style="list-style-type: none"> 3.12.1 Permits for fireworks are governed by Bylaw 1285-15: Fire Protection Services and Policy Statement No. 02-22: Fireworks Permit Agreement. 3.13 Requests for variances to the terms of a fire permit due to special circumstances must be made in writing and the issuance of a permit with special conditions shall be at the discretion of the Fire Chief 	
4. PROCEDURES:	
<ul style="list-style-type: none"> 4.1 To obtain a permit the applicant must complete an application, as per Schedule "A": Fire Permit, and shall submit it to the Fire Chief or, in his or her absence, the Fire Guardian. 4.2 Each applicant for a Fire Permit must provide the following information: <ul style="list-style-type: none"> 4.2.1 The name, address and phone number of the applicant. 4.2.2 The name and address of the owner of the Property upon which the applicant proposes to set a fire, if applicable. 4.2.3 The legal description and, if possible, the municipal address of the Property on which the applicant proposes to set the fire. 	

Title: Fire Permit Agreement		Policy No.: 05-05
Section: 02	Code: P-R	Page No.: 4 of 6

E

Policy Statement and Guidelines:	
4.2.4	The type and description of materials which the applicant proposes to burn.
4.2.5	The period of time for which the Fire Permit is required to complete the burn.
4.2.6	The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under his or her control.
4.2.7	The signature of the applicant.
4.3	Responsibility for conducting a safe burn is the applicants. Anyone who sets a fire under authority of a permit must comply with the requirements and conditions addressed within this policy and on the Fire Permit.
4.4	All applicants will be required to locate underground utilities and remove any material 30 feet (10 meters) away from the utilities. Failure to comply with this condition will be subject to fines under Smoky Lake County Bylaw – Fire Protection Services .
4.5	Anyone in receipt of a fire permit must contact Bonnyville Regional Fire Authority at 1-780-826-7446 prior to commencing burning.
4.6	The permittee agrees to indemnify and save harmless Smoky Lake County from all liability arising out of the operations authorized by the fire permit. The permittee agrees to pay the cost of extinguishing fires caused by willful violation of any conditions set out in the fire permit. Any person authorized to conduct burning pursuant to the permit shall be responsible to Smoky Lake County for extinguishing the fire.
4.7	The Fire Chief or Fire Guardian has the final say on the time period required to complete the burn, what materials can be burnt and how much material can be burnt at one time, upon completing the inspection.
4.8	The Fire Chief or Fire Guardian has the authority to add written special conditions to the permit before granting the permit to complete a safe burn.

	Date	Resolution Number
Approved	February 19, 2004	# 303 - Page # 7703
Amended	September 21, 2010	# 872-10 - Page # 9446
Amended	August 9, 2016	# 910-16 - Page # 12345
Amended	January 16, 2017	#286-17 - Page # 12492
Amended	June 15, 2021	

SCHEDULE "A"



SMOKY LAKE COUNTY

P.O. Box 310
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
Toll Free: 1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

FIRE PERMIT

The permit holder has full responsibility and liability with regards to controlling the fire and any loss or damage resulting from the lighting of the fire. This means that the permit holder must ensure proper fireguards are in place, support equipment is on hand and that all necessary precautions are taken. Extinguishing the fire within the time period allotted is also the responsibility of the fire permit holder. Policy Statement No. 02-05: Fire Permit Agreement available online or upon requires.

This Permit authorizes: Applicant's Name

Address Box City or Town Postal Code

Phone: Email or Fax:

If You are a Renter, Please provide Property Owner's Name:

To kindle fires on the following land: Sec. Twp. Rge. W4. Rural Address:

For the purpose of burning:

Precautions taken: Monitor Water supply Heavy Equipment Other:

Special Conditions:

Effective: Expires:

Fire Permit maybe Suspended or Cancelled at Any Time

Recovery of Firefighting Costs: In accordance with Bylaw: Fire Protection Services, as amended from time to time or any costs incurred by the County Fire departments will be charged to the landowner, if the Fire Department or County is called upon to respond to extinguish a fire.

The applicant acknowledges that he/she has read the PERMIT with regard to fire permit activation and the Policy for burning and that they understand both and agree to comply with all the provisions and further agree to assume all responsibility for any damages occurring from the fire for which this permit is issued.

Signature of Applicant- Permit Holder Date

Countersigned By: Fire Chief / Fire Guardian Date

THE CORPORATION OF SMOKY LAKE COUNTY FIRE BURN CONDITIONS

Burning shall be done in compliance with the conditions:

1. Burn in accordance with the terms stated on the permit.
2. No burning when winds are over 15 km ph (10 mph).
3. Fire Permits will be issued for the maximum of Two (2) weeks.
4. The fire is to be completely extinguished when the fire permit expires.
5. Permits issued for burning brush piles/windrows will not exceed the length of 60 meters or 180 feet within the provisions of the *Forest and Prairie Protection Act*.
6. In the case, that smoke would cause a hazard to visibility while burning. "Smoke Signs" must be posted. Therefore, before lighting the fire, permit holder must contact Provincial Highway Contract Provider at 780 656-3638 or 780 212 0186, if burning near a Highway and contact the Smoky Lake County Public Works Shop at 656-3755, if burning near a maintained County Road. Contact Smoky Lake County Public Works Shop or the Provincial Highway Contract Provider during normal business hours: Monday – Friday from 8:00 am – 4:00 pm
7. No burning will be conducted over municipal underground utilities. Alberta One-Call (1-800-242-3447) must be contacted by the permit holder.
8. Permit holder must contact Bonnyville Regional Fire Authority prior to lighting the fire.

Bonnyville Regional Fire Authority: 1-780-826-7446

9. Any person lighting a fire must have a valid Fire Permit issued by Smoky Lake County. **Fire Permits are required year round** and can only be obtained and approved by a Fire Guardian.

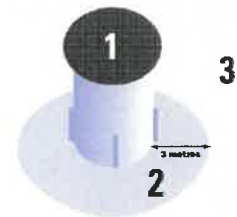
Exceptions:

- 9.1 Attended outdoors or contained campfire, which has been lit for cooking or warming purpose.
- 9.2 Incinerator fire – fire contained within a non-combustible structure, container or barrel with openings covered by heavy gauge metal screen having a mesh size not larger than 13 millimeters (1/2) and which are for the purpose of burning refuse, protecting livestock from insect or for protecting garden plants from frost.

9.3 Safe Burn Barrels Practices in accordance with the *Forest and Prairie Protection Act* :

Preparation and maintenance of burn barrels and incinerators:

1. Always cover your burn barrel/incinerator with 6 mm (1/4") or smaller metal mesh screen.
2. Clear away any debris for at least 3 meters (10 feet) around your burn barrel/incinerator and work up the area to expose the soil.
3. Position your burn barrel/incinerator at least 30 meters (100 feet) away from any structures or standing timber.



SMOKY LAKE COUNTY



Title: Fire Permit Agreement		Policy No.: 05-04
Section: 02	Code: P-R	Page No. 1 of 6

E

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To implement a process for the issuance of Fire Permits within the boundaries of Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:	
1. STATEMENT	
1.1	Smoky Lake County wishes to regulate the use and setting for controlled fires for the purpose of fire safety and to control the nuisance effect of such fires for the safety, health and welfare of people, the protection of people and property, the prevention of nuisances, and for the services provided by or on behalf of Smoky Lake County.
2. OBJECTIVE	
2.1	The permit gives authority to the permit holder to set a fire according to regulations, terms and conditions described on the permit. The permit places upon the permit holder the sole responsibility for keeping the permitted fire under control. If the county is required to extinguish a fire, the costs may be charged to the owner or occupier of the land only in accordance with <i>Smoky Lake County Bylaw - Fire Protection Services</i> . In the case of non-payment, these costs can be charged against the land as taxes owing, in accordance with <i>Smoky Lake County Bylaw - Fire Protection Services</i> .
3. GUIDELINES	
3.1	Other than campfires and County approved incinerators, any person lighting a fire to conduct any burning must first obtain a permit from the County Fire Chief or Fire Guardian. There is NO CHARGE for the permit.
3.2	Smoky Lake County requires Fire Permits all year round.
3.3	Fire Permits are not transferable from one individual to another, nor from one parcel of land to another.
3.4	Fire Permits will be issued based on request and inspections completed by the Fire Chief or in his or her absence, the appointed Fire Guardian.
3.5	Fire Permits issued pursuant to this Policy are valid for such period of time as shall be determined and set by the Fire Chief or Fire Guardian, but in any case shall not exceed two (2) weeks.
3.6	The Fire Chief or Fire Guardian may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired and if it is deemed acceptable.

Title: Fire Permit Agreement		Policy No.: 05-04
Section: 02	Code: P-R	Page No.: 2 of 6

E

Policy Statement and Guidelines:	
3.7	The Fire Chief or Fire Guardian have the unfettered right to deny the applicant of a fire permit due to safety concerns and/or the burning of prohibited debris.
3.8	The Fire Chief or Fire Guardian, in his or her absolute discretion, may suspend or cancel a Fire Permit at any time.
3.8.1	Notification of suspension or cancellation of a Fire Permit shall be made by telephone to the Fire Permit Holder and shall be confirmed by providing written notice of such suspension or cancellation to the holder of the Fire Permit.
3.9	Fire Permits will be granted for the destroying of Burnable Debris. "Burnable Debris" means those materials permitted to be burned as defined by the Substance Release Regulation - AR 124/93, pursuant to the Alberta Environmental Protection and Enhancement Act , shall include but is not limited to materials described as:
3.9.1	straw and stubble.
3.9.2	grass, weeds, leaves and tree prunings/ tree harvesting operations.
3.9.3	brush and fallen trees on newly cleared land or logging operations.
3.9.4	used power, telegraph and telephone poles that do not contain wood preservatives.
3.9.5	wood material from the construction or demolition of buildings which does not contain wood preservatives or laminates.
3.9.6	wood material from agricultural operations which does not contain wood preservatives.
3.9.7	solid waste from sawmills or planing mills with an annual production of less than 9500 cubic metres of lumber;
3.9.8	solid waste from post and pole operations that does not contain wood Preservatives.
3.10	All burning of brush piles/windrows will be done in accordance within the provisions of the Forest and Prairie Protection Act regulations and guidelines.
3.10.1	It is the responsibility of the permit holder to learn and abide by all applicable regulations.
3.11	Fire Permits will not be granted for destroying Prohibited debris. "Prohibited Debris" means any material that when burned, will result in the release to the atmosphere of dense smoke, offensive odors or a substance, the release of which is regulated, prohibited or controlled by the Environmental Protection and Enhancement Act , R.S.A. 2000, c.E-12 or regulations thereunder and includes but is not limited to:

Title: Fire Permit Agreement		Policy No.: 05-04
Section: 02	Code: P-R	Page No.: 3 of 6

E

Policy Statement and Guidelines:

- 3.11.1 animal carcasses.
- 3.11.2 animal manure.
- 3.11.3 pathological waste
- 3.11.4 non-wooden material.
- 3.11.5 waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives chemicals and chemical containers.
- 3.11.6 combustible material in automobiles.
- 3.11.7 household refuse/garbage.
- 3.11.8 paints and painting materials
- 3.11.9 toxic substance.
- 3.11.10 rubber or plastic or anything containing or coated with rubber or plastic or similar substances (silage traps, grain bags / shingles / siding).
- 3.11.11 tires.
- 3.11.12 any oils, wood or wood products containing substances for the purpose of preserving wood.
- 3.12 Smoky Lake County Fire Permit does not allow for the setting off fireworks and firecrackers.
 - 3.12.1 Permits for fireworks are governed by **Bylaw 1285-15: Fire Protection Services** and **Policy Statement No. 02-22: Fireworks Permit Agreement**.
- 3.13 Requests for variances to the terms of a fire permit due to special circumstances must be made in writing and the issuance of a permit with special conditions shall be at the discretion of the Fire Chief

4. PROCEDURES:

- 4.1 To obtain a permit the applicant must complete an application, as per **Schedule "A": Fire Permit**, and shall submit it to the Fire Chief or, in his or her absence, the Fire Guardian.
- 4.2 Each applicant for a Fire Permit must provide the following information:
 - 4.2.1 The name, address and phone number of the applicant.
 - 4.2.2 The name and address of the owner of the Property upon which the applicant proposes to set a fire, if applicable.
 - 4.2.3 The legal description and, if possible, the municipal address of the Property on which the applicant proposes to set the fire.

Title: Fire Permit Agreement		Policy No.: 05-04
Section: 02	Code: P-R	Page No.: 4 of 6

E

Policy Statement and Guidelines:	
4.2.4	The type and description of materials which the applicant proposes to burn.
4.2.5	The period of time for which the Fire Permit is required to complete the burn.
4.2.6	The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under his or her control.
4.2.7	The signature of the applicant.
4.3	Responsibility for conducting a safe burn is the applicants. Anyone who sets a fire under authority of a permit must comply with the requirements and conditions addressed within this policy and on the Fire Permit.
4.4	All applicants will be required to locate underground utilities and remove any material 30 feet (10 meters) away from the utilities. Failure to comply with this condition will be subject to fines under <i>Smoky Lake County Bylaw – Fire Protection Services.</i>
4.5	Anyone in receipt of a fire permit must contact Bonnyville Regional Fire Authority at 1-780-826-7446 prior to commencing burning.
4.6	The permittee agrees to indemnify and save harmless Smoky Lake County from all liability arising out of the operations authorized by the fire permit. The permittee agrees to pay the cost of extinguishing fires caused by willful violation of any conditions set out in the fire permit. Any person authorized to conduct burning pursuant to the permit shall be responsible to Smoky Lake County for extinguishing the fire.
4.7	The Fire Chief or Fire Guardian has the final say on the time period required to complete the burn, what materials can be burnt and how much material can be burnt at one time, upon completing the inspection.
4.8	The Fire Chief or Fire Guardian has the authority to add written special conditions to the permit before granting the permit to complete a safe burn.

	Date	Resolution Number
Approved	February 19, 2004	# 303 - Page # 7703
Amended	September 21, 2010	# 872-10 - Page # 9446
Amended	August 9, 2016	# 910-16 - Page # 12345
Amended	January 16, 2017	#286-17 - Page # 12492

SCHEDULE "A"



SMOKY LAKE COUNTY

P.O. Box 310
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
Toll Free: 1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

FIRE PERMIT

The permit holder has full responsibility and liability with regards to controlling the fire and any loss or damage resulting from the lighting of the fire. This means that the permit holder must ensure proper fireguards are in place, support equipment is on hand and that all necessary precautions are taken. Extinguishing the fire within the time period allotted is also the responsibility of the fire permit holder. Policy Statement No. 02-05: Fire Permit Agreement available online or upon requires.

This Permit authorizes: Applicant's Name

Address Box City or Town Postal Code

Phone: Email or Fax:

If You are a Renter, Please provide Property Owner's Name:

To kindle fires on the following land: Sec. Twp. Rge. W4. Rural Address:

For the purpose of burning:

Precautions taken: Monitor Water supply Heavy Equipment Other:

Special Conditions:

Effective: Expires:

Fire Permit maybe Suspended or Cancelled at Any Time

Recovery of Firefighting Costs: In accordance with Bylaw: Fire Protection Services, as amended from time to time or any costs incurred by the County Fire departments will be charged to the landowner, if the Fire Department or County is called upon to respond to extinguish a fire.

The applicant acknowledges that he/she has read the PERMIT with regard to fire permit activation and the Policy for burning and that they understand both and agree to comply with all the provisions and further agree to assume all responsibility for any damages occurring from the fire for which this permit is issued.

Signature of Applicant- Permit Holder Date

Countersigned By: Fire Chief / Fire Guardian Date

THE CORPORATION OF SMOKY LAKE COUNTY FIRE BURN CONDITIONS

Burning shall be done in compliance with the conditions:

1. Burn in accordance with the terms stated on the permit.
2. No burning when winds are over 15 km ph (10 mph).
3. Fire Permits will be issued for the maximum of Two (2) weeks.
4. The fire is to be completely extinguished when the fire permit expires.
5. Permits issued for burning brush piles/windrows will not exceed the length of 60 meters or 180 feet within the provisions of the *Forest and Prairie Protection Act*.
6. In the case, that smoke would cause a hazard to visibility while burning. "Smoke Signs" must be posted. Therefore, before lighting the fire, permit holder must contact Carillion Provincial Highway Contract Provider at 780 656-3638 or 780 212 0186, if burning near a Highway and contact the Smoky Lake County Public Works Shop at 656-3755, if burning near a maintained County Road. Contact Smoky Lake County Public Works Shop or Carillion Provincial Highway Contract Provider during normal business hours: Monday – Friday from 8:00 am – 4:00 pm
7. No burning will be conducted over municipal underground utilities. Alberta One-Call (1-800-242-3447) must be contacted by the permit holder.
8. Permit holder must contact Bonnyville Regional Fire Authority prior to lighting the fire.

Bonnyville Regional Fire Authority: 1-780-826-7446

9. Any person lighting a fire must have a valid Fire Permit issued by Smoky Lake County. **Fire Permits are required year round** and can only be obtained and approved by a Fire Guardian.

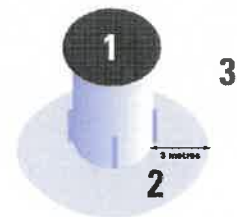
Exceptions:

- 9.1 Attended outdoors or contained campfire, which has been lit for cooking or warming purpose.
- 9.2 Incinerator fire – fire contained within a non-combustible structure, container or barrel with openings covered by heavy gauge metal screen having a mesh size not larger than 13 millimeters (1/2) and which are for the purpose of burning refuse, protecting livestock from insect or for protecting garden plants from frost.

9.3 Safe Burn Barrels Practices in accordance with the *Forest and Prairie Protection Act* :

Preparation and maintenance of burn barrels and incinerators:

1. Always cover your burn barrel/incinerator with 6 mm (1/4") or smaller metal mesh screen.
2. Clear away any debris for at least 3 meters (10 feet) around your burn barrel/incinerator and work up the area to expose the soil.
3. Position your burn barrel/incinerator at least 30 meters (100 feet) away from any structures or standing timber.





REQUEST FOR DECISION		DATE	June 15, 2021	4.2
TOPIC	Utility Terrain Vehicle (UTV) 485 - 14ft Tandem Axle Utility Trailer			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> • Fire Protective Services personnel incorporated 6x6 UTV, firefighting skid and 14 ft tandem axle utility trailer in the 2021 capital budget in the amount of \$38,500. • The 6x6 UTV's are used to access rough terrain, wet/soft conditions and can access fires in difficult areas with limited space. • Spring 2021 fire season had the UTV units respond to 14 calls. • UTV 421 – 2010 Polaris Ranger 800 6x6 is stationed in Vilna, with Unit 485A - 2021 14 ft tandem axle utility trailer for transportation. • The 2021 14ft tandem axle utility trailer - 485A has proven to provide crews with confident handling and safe towing to fire scenes. This has resulted in shorter travel times to scene. Crews also report that the tow vehicle is showing normal Engine RPM's and normal transmission temperatures. • UTV 485 – 2021 Can-Am Defender HD10 6x6 is stationed in Smoky Lake for regional response. • UTV 485 is currently transported by Unit 454 - 2012 29 Ft Interstate steel enclosed car hauling trailer and is towed by Command 410 and Command 410A, both of which are GMC 2500HD pickup trucks with gasoline engines. • Unit 454 - 2012 29Ft Interstate trailer has been transporting the UTV since 2012 for agriculture use as well as large wildfire reconnaissance. • Since 2019 Unit 454 has been used primarily to transport the UTVs to fire scenes. • Due to the extensive size and added weight to Unit 454 from the new 485 unit (wet weight: 421 – 2741 lbs and 485 – 3625 lbs), crews have reported that the trailer is hard to pull when responding to emergency scenes as many fires occur in hot windy conditions. This has resulted in increased travel time to scene. Vehicle operators have reported excessive engine RPM, excessive transmission temperatures and poor fuel economy while using this trailer, also the tow vehicle emergency lights are not visible from behind the trailer. This has raised concerns of operator safety and excessive wear and tear on the tow vehicles. <p>Proposal:</p> <ul style="list-style-type: none"> • Smoky Lake County Fire Protection Services is requesting to purchase second 14ft Tandem Axle Utility trailer to transport UTV 485. • This purchase will improve response times as the utility trailer is shorter, lighter, and more aerodynamic. • This will reduce excessive wear and tear on the tow vehicles. • The safety of the operator will increase as emergency lights will be visible to motorists traveling behind the vehicle. • Smoky Lake County purchased a 14 ft trailer from Capital Trailer in March of 2021 in the amount of \$4,266.00. • Attached is a copy of the quote received on June 9, 2021 from Capital Trailer for the purchase of a 14 ft trailer in the amount of \$5,000.00. See A1 • These trailers will be shared with the Ag Department for the propose of haul the Argo when needed . 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Policy 02-15-01 Fire Department Standard Operation Guidelines	
BENEFITS	<ul style="list-style-type: none"> - Provides safe and effective equipment for the fire department - Prevents unnecessary wear and tear on apparatus 		
DISADVANTAGES	<ul style="list-style-type: none"> - Must be stored inside to deter theft 		
ALTERNATIVES	<ul style="list-style-type: none"> - Continue using Unit 454 to transport UTV 485 		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs:	_____	Capital Costs:	_____
Budget Available:	_____	Source of Funds:	<u>Reserves</u>
Budgeted Costs:	_____	Unbudgeted Costs:	<u>5,000.00</u>
<p style="color: red;">Unit 454 – 29 ft Interstate enclosed trailer will remain in the County fleet for the purpose of fire training, fire junior summer, special events, and Ag Department supplies pick up (beaver dam syphon devices).</p>			
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
RECOMMENDATION			
<p style="color: red;">1. That Smoky Lake County approve the purchase of a second 14ft Tandem Axle Utility Trailer and not to exceed a unbudgeted cost of \$5,000.00 plus GST from Capital Trailer, Edmonton.</p>			
<i>Fire Chief</i>			

Spencer Kotylak

From: Nathan Rudko <nrudko@capitaltrailer.ca>
Sent: Wednesday, June 9, 2021 15:45
To: Spencer Kotylak
Subject: RE: Smoky Lake County

Hi Spencer,

Thank you again for the opportunity to quote you your requirements. Note that costs have drastically increased and therefore we cannot hold the last price. Please see below cost and specs for the trailer you inquired about. If you have any questions, do not hesitate to call me.

2021 Double A, 83" x 14FT Utility/ ATV / Trailer (7000LB GVW)

-- Features & Options Included :

- 2 - 3500LB Axles
- 1 - Axle with Electric Self Adjusting Brake
- Leaf Springs With Equalizers
- ST205/75R15 Full GVW Tires
- 2 5/16" Ball Coupler
- 83" Between Fenders
- 2" x 8" Treated Decking
- Rubber Mounted LED Lights
- 65C Arctic Wiring, Soldered Connections, heat shrunk, taped and loomed
- 5" Channel Main Frame
- 3" Channel Crossmembers On 24" Centers
- 3/16" Preformed Stake Pockets
- 12" High, non-removable railing
- 4FT Ramp Gate (removable)
- 5000LB Landing Gear
- Spare Tire Carrier
- Alberta Built
- \$5000.00 + GST

Regards,

Nathan Rudko



www.capitaltrailer.ca

Ph : 780-371-1002

Cell : 780-920-7617

From: Spencer Kotylak <skotylak@smokylakecounty.ab.ca>
Sent: Wednesday, June 9, 2021 8:50 AM