

**SMOKY LAKE COUNTY**



Minutes of the **Fire Protective Services Committee Meeting** held on Tuesday, **June 15, 2021**, at 10:47 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:

<b>ATTENDANCE</b>		
<u>Tuesday, June 15, 2021</u>		
<u>Div. No.</u>	<u>Councillor(s)</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	Absent
CAO	Gene Sobolewski	Present in Chambers
Asst. CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Fire Chief	Scott Franchuk	Present in Chambers
Fire Protect. Svcs. Asst.	Spencer Kotylak	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Enviro Op Manager	Dave Franchuk	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
*****		

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

**2. Agenda:**

854-21: Halisky                       That the Smoky Lake County Fire Protective Services Committee Meeting Agenda for Tuesday, June 15, 2021, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

855-21: Cherniwchan               That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, April 13, 2021, be adopted as presented.

Carried.

856-21: Gawalko                    That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, April 13, 2021, be filed for information.

Carried.

**4. Request for Decision:**

**Policy Statement No. 02-05-05: Fire Permit Agreement**

857-21: Halisky                    That Smoky Lake County Policy Statement No. 02-05-05: Fire Permit Agreement, be amended:

<b>Title: Fire Permit Agreement</b>		<b>Policy No.: 05-05</b>
<b>Section: 02</b>	Code: <b>P-R</b>	<b>Page No. 1 of 6</b> <span style="float: right;"><b>E</b></span>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

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

Policy Statement and Guidelines:	
1.	<b>STATEMENT</b>
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.	<b>OBJECTIVE</b>
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 <b>Smoky Lake County Bylaw - Fire Protection Services</b> . In the case of non-payment, these costs can be charged against the land as taxes owing, in accordance with <b>Smoky Lake County Bylaw - Fire Protection Services</b> .
3.	<b>GUIDELINES</b>
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.

<b>Title: Fire Permit Agreement</b>	<b>Policy No.: 05-05</b>
<b>Section: 02</b>	<b>Code: P-R</b>
	<b>Page No.: 2 of 6</b>
	<b>E</b>

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 <b>Alberta Environmental Protection and Enhancement Act</b> , 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 <b>Forest and Prairie Protection Act</b> 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 <b>not</b> 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 <b>Environmental Protection and Enhancement Act</b> , R.S.A. 2000, c.E-12 or regulations thereunder and includes but is not limited to:

<b>Title: Fire Permit Agreement</b>		<b>Policy No.: 05-05</b>
<b>Section: 02</b>	<b>Code: P-R</b>	<b>Page No.: 3 of 6</b> <span style="float: right;"><b>E</b></span>

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

<b>Title: Fire Permit Agreement</b>		<b>Policy No.: 05-05</b>
<b>Section: 02</b>	<b>Code: P-R</b>	<b>Page No.: 4 of 6</b> <span style="float: right;"><b>E</b></span>

<b>Policy Statement and Guidelines:</b>	
<ul style="list-style-type: none"> <li>4.2.4 The type and description of materials which the applicant proposes to burn.</li> <li>4.2.5 The period of time for which the Fire Permit is required to complete the burn.</li> <li>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.</li> <li>4.2.7 The signature of the applicant.</li> <li>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.</li> <li>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 <b>Smoky Lake County Bylaw – Fire Protection Services</b>.</li> <li>4.5 Anyone in receipt of a fire permit <b>must</b> contact <b>Bonnyville Regional Fire Authority</b> at 1-780-826-7446 prior to commencing burning.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	





**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 request.**

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 the Highway Service 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 the Highway Service Provider or Smoky Lake County Public Works Shop 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.  

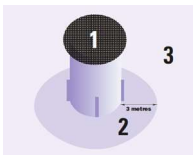
**Bonnyville Regional Fire Authority: 1-780-826-7446**
9. Any person lighting a fire must have a valid Fire Permit issued by Smoky Lake County. **Fire Permits are required year-round** and can only be obtained and approved by a Fire Chief or a Fire Guardian.

**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.



**Tandem Axle Utility Trailer**

858-21: Halisky

That Smoky Lake County Council approve to purchase a second fourteen-foot Tandem Axle Utility Trailer, from Capital Trailers, Edmonton, Alberta in an amount not to exceed \$5,000.00 plus GST, for the purpose of transporting the Fire Departments' Utility Terrain Vehicle - Unit 485; and allocate funding for the unbudgeted expenditure from the Fire Reserve.

Carried.

**5. Issues for Information:**

No Issues for Information.

**6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

**Personnel - Liability Issue**

859-21: Halisky

That Smoky Lake County Council go into Executive Session to discuss a Personnel issue in respect to liability while County Employees are attending emergency scenes, under the authority of the FOIP Act Section 18: Individual or Public Safety, in the virtual absence of the Natural Gas Manager, Environmental Operations Manager, GIS Officer and One Member of the Public, time 10:58 a.m.,

Carried.

860-21: Cherniwchan

That Smoky Lake County Council go out of Executive Session, time 11:05 a.m.

Carried.

**Next Meeting**

861-21: Gawalko

The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, August 10, 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:**

862-21: Lukinuk

That the Smoky Lake County Fire Protective Services Committee Meeting of June 15, 2021, be adjourned, time 11:10 a.m.

Carried.

---

CHAIRMAN

S E A L

---

CHIEF ADMINISTRATIVE OFFICER