



County of St. Paul No 19
Public Works Meeting
AGENDA

Tuesday, June 24, 2025

9:00 AM

Council Chambers

Pages

1. Call to Order

The meeting will be live streamed at:

www.youtube.com/@countyofst.paulno.1987

2. Minutes Approval

2.1 May 27, 2025, Public Works Meeting Minutes

1

3. Addition to Agenda and Acceptance of Agenda

4. Closed Session

4.1 Closed Session

9

5. Business Arising

5.1 Bank Reconciliation

5.2 Budget to Actual

5.3 Westcove Boat Launch – Update

10

5.4 Equipment Items for Sale 2025 – Opening of Sealed Bids

12

6. Delegation

6.1 10:00 a.m. - Delegation - STEP EDO - Cassava Animal Feed Project

14

6.2 10:30 a.m. - Delegation County Resident Roll # 10714367

18

7. Reports

7.1 Director of Public Works

20

7.2	Director of Community Services	21
7.3	Regional FCSS Director	22
7.4	CAO Report	
8.	New Business	
8.1	Windsor Salt Lindbergh Site Repurposing – Phase 2	23
8.2	Encroachment Application Appeal for Lot 1, Block 1, Plan 7622036 Trespass onto Lot 1R, Block 1, Plan 7622036 and on the Roadway	25
8.3	Request for Encroachment License on Road Plan 8022065 within the County Right-of-Way adjacent to SE 31-58-9-W4 (Roll #9831101) and portion of Lot 1, Block 1 8320424 (Roll #9831102)	27
8.4	Hamlet of Mallaig - Drainage	29
8.5	Haying in the 30's Cancer support Society Annual Event Requests – August 2-3, 2025	32
8.6	Elk Point Allied Arts Gravel Request	35
8.7	Laurier Lake Blue Bird Beach Association – Fireworks Request	36
8.8	Town of Smoky Lake Heritage Day Parade – August 2, 2025	63
9.	Adjournment	



County of St. Paul No 19

Public Works Meeting

Minutes

Tuesday, May 27, 2025

9:00 AM

Council Chambers

Present	Councillor Darrell Younghans, Division 1 Councillor Kevin Wirsta, Division 2 Councillor Ross Krekoski, Division 3 Councillor Maxine Fodness, Division 4 Councillor Dale Hedrick, Division 5 Councillor Louis Dechaine, Division 6
Absent	Reeve Glen Ockerman
Staff Present	Phyllis Corbiere, Director of Corporate Services Scott Jeffery, Director of Public Works Jason Storch, Director of Community Services Ella Broeksma, Administrative Intern Betty Richard, Executive Assistant Emma Schreiner Vonk, Communications Coordinator Tyler Fodchuk, IT/GIS Coordinator
Staff Absent	Jason Wallsmith, CAO
Guests	Gary Buchanan, Director of Planning and Development Laura Pruneau, Finance Officer

1. Call to Order

The Public Works Meeting of the County of St. Paul No. 19 was called to order by Deputy Reeve Maxine Fodness at 9:00 a.m.

The meeting was live streamed at:

www.youtube.com/@countyofst.paulno.1987

2. Minutes Approval

2.1 April 22, 2025, Public Works Meeting Minutes

Resolution PW20250527.1001

Moved By: Councillor Louis Dechaine

to approve the Minutes of the April 22, 2025, Public Works meeting as presented.

Carried

3. Addition to Agenda and Acceptance of Agenda

Resolution PW20250527.1002

Moved By: Councillor Ross Krekoski

to approve the agenda for the May 27, 2025, Public Works meeting as presented.

Carried

4. Financials

Resolution PW20250527.1003

Moved By: Councillor Louis Dechaine

to adopt the **Bank Reconciliation** and the **Budget to Actual** reports for the month ending April 30, 2025, as presented.

Carried

5. Closed Session

5.1 Closed Session

Resolution PW20250527.1004

Moved By: Councillor Darrell Younghans

to move into closed session as per Section 17, Division 2, Part 1 of the FOIP Act at 9:05 a.m.

Carried

Meeting was closed to the public at 9:05 a.m.

Laura Pruneau Finance Officer left the meeting at 9:14 a.m.

Meeting was livestreamed at 10:01 a.m.

Resolution PW20250527.1005

Moved By: Councillor Kevin Wirsta

to revert to an open meeting.

Carried

Resolution PW20250527.1006

Moved By: Councillor Darrell Younghans

to approve the presented Option 2 (estimated cost of \$55,000) for the St. Paul North Intermunicipal Area Structure Plan as follows :

- a) to designate N ½ 8 and W ½ NW 9 58 9 4 as 'Agricultural',
- b) to designate E ½ NW 9 58 9 4 north of the proposed collector road as 'Industrial', on Figure 7, Land Use Concept, and
- c) delete comments regarding the offsite payment for the entrance features.

Carried

At 10:01 a.m. Gary Buchanan, Director of Planning and Development left the meeting.

7. Delegation

7.1 10:00 a.m. Delegation – Eastern Alberta Regional Victim Serving Society

The Delegation, Director of Operations with the Eastern Alberta Regional Victim Serving Society, Melody Littell entered Council Chambers at 10:02 a.m.

She presented to Council the following:

- Their Mission / Vision and Core Values
- Areas Served with Service Structure
- Eligibility Criteria and Client Access
- General Support Services / Criminal Justice Navigation Services

- Community Referrals / After Hours Crisis Response

Delegation left the meeting at 10:27 a.m.

Resolution PW202527.1007

Moved By: Councillor Kevin Wirsta

to accept the presentation as information.

Carried

8. Reports

8.1 Director of Public Works

Resolution PW20250527.1008

Moved By: Councillor Darrell Younghans

to accept the May 2025, Director of Public Works report as presented.

Carried

8.2 Director of Community Services

Director of Public Works, Scott Jeffery, left the meeting at 10:47 a.m. and re-entered at 10:55 a.m.

Resolution PW20250527.1009

Moved By: Councillor Louis Dechaine

to accept the Director of Community Services May 2025, report as presented.

Carried

8.3 Regional FCSS Director

Chris Schuh, Agriculture and Waste Supervisor entered the meeting at 10:58 a.m.

Resolution PW20250527.1010

Moved By: Councillor Dale Hedrick

to accept as information.

Carried

9. New Business

9.11 ASB-11 Club Root Policy Review

Resolution PW20250527.1011

Moved By: Councillor Darrell Younghans

to approve the ASB-11 Club Root policy as presented.

Carried

Chris Schuh, Agriculture and Waste Supervisor left the meeting at 11:09 a.m.

9.1 Uncollectable AR – Request to Write Off

Tyler Fodchuk, IT/GIS Coordinator left the meeting at 11:10 a.m.

Resolution PW20250527.1012

Moved By: Councillor Ross Krekoski

to write-off the 13 outstanding invoices and accrued penalties totaling \$22,057.42, as they are deemed uncollectible.

Carried

9.2 Assessment Services Contract

Tyler Fodchuk IT/GIS Coordinator re-entered at 11:12. a.m.

Resolution PW20250527.1013

Moved By: Councillor Darrell Younghans

to table and direct Administration to research pricing options from other Assessment companies.

Carried

9.3 2025 Municipal Election Worker Remuneration Rates

Resolution PW20250527.1014

Moved By: Councillor Darrell Younghans

to increase the remuneration rates for election workers for the 2025 Municipal Election as follows:

- Election Day - \$300
- Training - \$180, consistent with Board members at Large
- Mileage – CRA rates

Carried

9.4 Advance Vote for 2025 Municipal Election

Resolution PW20250527.1015

Moved By: Councillor Louis Dechaine

that the County of St. Paul hold an advance poll for the 2025 Municipal Election on the dates and location determined by the Returning Officer.

Carried

9.5 LRA Rodeo Supper 2025

Resolution PW20250527.1016

Moved By: Councillor Dale Hedrick

to partner with the Town of St. Paul to jointly host the Rodeo Supper on Friday August 29 and that the price per plate be set at cost recovery.

Carried

Resolution PW20250527.1017

Moved By: Councillor Louis Dechaine

to jointly advertise with the Town of St. Paul for two non-profit groups to share the post rodeo performance cleaning duties and that the group be paid a \$1,500 honorarium.

Carried

9.6 Mann Lake Golf Course – 2025 Grant Request

Resolution PW20250527.1018

Moved By: Councillor Darrell Younghans

to approve a contribution in the amount of \$5,066.90, the Municipal portion of the property taxes, to the Mann Lake Golf Course to offset their 2025 operating expenses.

Carried

9.7 Named Road Request – Range Road 93

Resolution PW20250527.1019

Moved By: Councillor Ross Krekoski

to approve the request to name Range Road 93, at the intersection of Highway 646, Thoben Road, at their cost, as it conforms to ADM-21 policy, pending Alberta Transportation approval.

Carried

9.8 The Peoples' Museum Society of St. Paul & District Invitation

Resolution PW20250527.1020

Moved By: Councillor Dale Hedrick

to table for decision at the June 10, 2025, regular scheduled Council meeting.

Carried

9.9 50th Anniversary Alberta Trappers Association

Resolution PW20250527.1021

Moved By: Councillor Darrell Younghans

to accept as information.

Carried

9.10 Invitation to Sponsor the 4th Annual Youth Teepee Summit

Resolution PW20250527.1022

Moved By: Councillor Darrell Younghans

to accept as information.

Carried

10. Correspondence

10.1 MLA Congratulatory Letter RE: NRED

Resolution PW20250527.1023

Moved By: Councillor Louis Dechaine
to accept as information.

Carried

11. Adjournment

Business on the agenda being concluded, Chairwoman Deputy Reeve Maxine Fodness adjourned the meeting.

Time: 11:33 a.m.

Reeve

Chief Administrative Officer



Request for Decision

Public Works Meeting June 24, 2025

4.1 – Closed Session

Request

Information to be discussed in closed session to be presented at the meeting.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Section 197(1) of the MGA - Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

Section 17 & 21 of the FOIP Act.

Economic Development Implications –

Alternatives

Recommendation

to move into closed session as per Section 17 & 21, Division 2, Part 1 of the FOIP Act.

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting June 24, 2025

5.3 – Westcove Boat Launch – Update

Request

At the June 10, 2025, Council meeting, it was brought forth to Council that the conditions of the Westcove Public Boat Launch were in need of repair. After discussion, Council made the following motion:

Moved by Councillor Maxine Fodness
Resolution #CM20250610.1016

- to direct Public Works to inspect the current condition of the public Westcove boat launch and install either "use at own risk" or "closed for public" signage pending inspection findings and further that, to bring back possible repair solutions with cost implications to the Public Works meeting June 24, 2025.

Public Works has since gone out and inspected the boat launch and the issues that are being reported around it. There is a hole within the old cinder block style concrete that favors the south side of the launch. Public works would like to go out and place rocks in the hole that will then fill the void and prevent any tires from falling into it.

Public works has since installed a sign stating that the launch area is to be "used at own risk". There were two of these signs already present, however they were old and faded and now have been replaced.

Budget/Financial – \$ Equipment, Two-hour mini hoe @ \$182.15/Hour
Signs, two signs @ \$54.00
Total cost for project = \$418.30

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve the request, and have public works go out and complete the work as listed for the budgeted amount.

Deny the request to have public works go and complete the work as listed.



Recommendation

to proceed with the repair to the Westcove Boat Launch as presented , which included signage and mini hoe work for an estimated cost of \$418.30.

Submitted by: Scott Jeffrey, Director of Public Works



Request for Decision

Public Works Meeting June 24, 2025

5.4 – Equipment Items for Sale 2025 – Opening of Sealed Bids

Request

The Public Works Team established a list of all the items to sell, in a closed bidding process. Items were advertised on County website, Facebook and the local newspaper on May 27, June 3 & 10, 2025.

Items were available for viewing at the County Public Works Shop during business hours, with sealed bids being accepted till June 20, 2025 @ 4:00 p.m.

All sealed bids will be opened at the County Public Works meeting on June 24, 2025.

List attached for Council's review.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To open sealed bids and award bids at Council's discretion.

Recommendation

To open sealed bids for the Equipment items for sale by tender and award bids at Council's discretion.

Submitted by: Scott Jeffrey, Director of Public Works

**County of St. Paul
Equipment Items for Sale by Sealed Bid
2025**

PW Equipment, Trucks

1990	International 4900 (Inoperable)	Serial # 1HT5DDBP4LH203304
2007	Chevrolet 1500 Crew Cab 4x4	Serial # 2GCEK13M071661482
1997	CAT 966F	Serial # 1SL02255
1989	DynaPac CC50	Serial # 610047
1988	JD 4650 (European) (No Park)	Serial # RW4650P014756

WM Trucks

2020	Peterbilt 520 (Front End Load)	Serial # 3BPD LJ0X8LF106049
2016	Peterbilt 520 (Front End Load)	Serial # 3BPZ LJ0XXGF100233

Fire Truck

2003	Freightliner FL80 (Pumper)	Serial # 1FVABXAK83DL90984
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Water & Sewer

2006	Chev 3500 Van (Old Ambulance)	Serial # 1GBJG312661205007
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Misc.

Wooden Office Desk

*** items to be listed once the replacement units arrive later in the year

2004	CAT D3G LGP	Serial # BYR00873
2014	JD 250GLC	Serial # 1FF250GXCED609420



Request for Decision

Public Works Meeting June 24, 2025

6.1 – 10:00 a.m. Delegation STEP EDO – CASSAVA Project

Request

STEP EDO, Linda Sallstrom has requested time to speak with Council to provide the CASSAVA Animal Feed Project Proposal for consideration.

Joining her will be Mosh Louisa Biasa Hevi, Entrepreneur, Cassavantage Ltd., and Obioha Durunna, Livestock Research Scientist, Lakeland College

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Council to provide direction.

Submitted by: Betty Richard, Executive Assistant



Page 15 of 65

Rationale

- Alberta, a major livestock producer in Canada, boasts the highest cattle population, accounting for 43.2% of Canada's total cattle inventory in 2023.
- Rising costs of traditional feed sources, such as grains and hay, pose a significant challenge to the profitability and sustainability of beef cattle operations.
- Forage cassava, is known for its high nutritional content, adaptability to marginal lands, and resilience to drought conditions, presents a compelling opportunity.
- Forage cassava offers higher dry matter (DM) content (approximately 92%) compared to traditional feed sources like alfalfa, barley, corn, oats, wheat grain, hay, and silage, which range between 30-91%.
- Its crude protein (CP) content of around 29% is comparable to that of canola, soybean meal, and field peas (25-53%) and surpasses the CP content of wheat, barley, corn, alfalfa, and other grasses, which range from 0-20%.
- Supplementing livestock diets with forage cassava has been shown to improve feed intake, enhance rumen ecology, and increase the digestibility of DM, organic matter (OM), and CP in ruminants, all without posing health risks.
- Cassava leaves have been successfully used in other countries to replace maize in poultry feed and have shown the potential to replace other by-product feed ingredients like cottonseed cake.
- Research has shown that substituting a portion of the diet with cassava can decrease methane emissions. Lower fiber content means less fermentation time, which can reduce methane production. Additionally, high starch content can lead to different fermentation pathways that produce less methane compared to fibrous feeds.

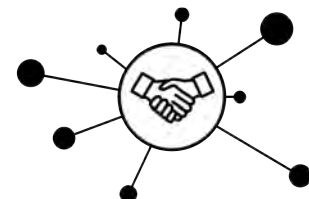
Partnership in R & D



STEP

St. Paul / Elk Point
Economic Development Alliance

ENTREPRENEURS /CROP & BEEF PRODUCERS



Mosh Louisa Biasa Hevi – Entrepreneur

Objectives

- **Introduce** at least two forage cassava varieties to Alberta
- **Establish** capacity for in-vitro micropropagation of forage cassava varieties
- **Study** the growing conditions of forage cassava in both greenhouse and outdoor settings
- **Evaluate** potential for large scale planting, harvesting, and processing of cassava fodder
- **Determine** cassava production costs and cost of gain for livestock supplemented with cassava
- **Study** the effects of forage cassava on livestock methane emissions
- **Commercialize** forage cassava production as an alternative protein source

How to Get Involved

- **Producers** – crop trials and feed trials
- **Research and Development** – investment and collaboration
- **Manufacturing** – planting and harvesting processes and equipment
- **Business** – commercialization and market opportunities
- **Agricultural Service Boards / Municipalities** – support excellence in research and development to highlight the region as an agricultural hub

Contact:

Linda Sallstrom: lsallstrom@stepeconomicdevelopment.ca

Mosh Louisa Hevi: moshdzidzeme@gmail.com

Learn more about the STEP Region and the County of St. Paul.

Contact: Linda Sallstrom: lsallstrom@stepeconomicdevelopment.ca

STEP (Economic Development Alliance):

+1-780-646-3301 ext. 1218 (office) / +1-780-646-2955 (cell)



STEP

St. Paul / Elk Point
Economic Development Alliance



Request for Decision

Public Works Meeting June 24, 2025

6.2 – 10:30 a.m. Delegation County Resident Roll # 10714367

Request

County Resident located on Lot 157, Block 4, Plan 7922205 in the SW 14-57-10 W4, Roll #10714367 has requested time to speak with Council regarding the inconsistency in the square footage of her improvement as listed on the assessment summaries. (since 2014) The landowner believes that this has resulted in an overcharge of the taxes from 2014 to present.

Administration will provide backup information for Council at the meeting, as they are currently awaiting further details from the Assessors.

Resident formal request is attached for review.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Recommendation

Council to provide direction.

Submitted by: Betty Richard, Executive Assistant

Request to speak to council.
regarding tax assessment increases
since 2003 till present

Carole Andrews
June 17/25



Request for Decision

Public Works Meeting June 24, 2025

7.1 – Director of Public Works Report

Request

The Director of Public Works will present their report as attached.

Budget/Financial – N/A

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

To file the Director of Public Works Report as presented.

Submitted by: Scott Jeffery, Director of Public Works



Request for Decision

Public Works Meeting June 24, 2025

7.2 - Director of Community Services Report

Request

The Director of Community Services will present their report at the meeting.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Director of Community Services Report as presented.

Submitted by: Jason Storch, Director of Community Services



Request for Decision

Public Works Meeting June 24, 2025

7.3 – Regional FCSS Director Report

Request

The Regional FCSS Director has submitted the attached report.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Regional FCSS Director's report as presented.

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting June 24, 2025

8.1 – Windsor Salt Lindbergh Site Repurposing – Phase 2

Request

October 22, 2024: The County of St. Paul approved Resolution PW20241022.1019 to support a feasibility study for the Windsor Salt property, led by STEP Economic Development Alliance, with a \$70,000 commitment (\$35,000 County match; \$35,000 NRED grant).

February 21, 2025: STEP commenced work with GHD Engineering on the feasibility study, including:

1. Current State Review & Evaluation Criteria Development
2. Identification of Viable Redevelopment Options
3. Options Evaluation
4. Final Recommendations and Reporting

March 19, 2025: The County received confirmation of NRED grant approval for \$35,000 from the Minister of Jobs, Economy and Trade.

June 17, 2025: STEP received the draft study recommendations from GHD for internal review.

Next Steps (Phase 2):

To advance the feasibility study outcomes, STEP proposes a **Phase 2 initiative** focused on:

- Deeper technical and economic analysis of the selected viable reuse opportunity
- Creation of marketing documents and investment attraction materials
- Engagement with government departments, regulators, and potential investors
- Development of a go-to-market plan

STEP requests County approval to access the remaining \$35,000 that was pre-approved in the 2025 budget, to execute Phase 2 activities as envisioned.

This investment ensures the region capitalizes on the groundwork already completed and maintains momentum in repurposing the Windsor Salt site as a high-value economic development opportunity.

Budget/Financial – Determining feasibility and successfully marketing the Windsor property and assets will positively impact assessment and employment in the region.

Legislation/Bylaw/Policy Consideration – Assessment of the property and assets will require consideration by the Province of mineral rights at the site.



Economic Development Implications – Assessment of the Windsor Salt property and assets will help identify industry targets and assist in marketing the property by STEP and by the Province. Success in attracting industry to the site will assist in municipal assessment, creating jobs and economic spinoffs for the region.

Alternatives

Council approval to access the remaining \$35,000 that was pre-approved in the 2025 budget, to execute Phase 2 activities as envisioned.

Council does not approval to access the remaining \$35,000 that was pre-approved in the 2025 budget, to execute Phase 2 activities as envisioned.

Recommendation

Council approval to access the remaining \$35,000 that was pre-approved in the 2025 budget, to execute Phase 2 activities as envisioned.

Submitted by: Linda Sallstrom, STEP EDO



Request for Decision

Public Works Meeting June 24, 2025

8.2 – Encroachment Application Appeal for Lot 1, Block 1, Plan 7622036 Trespass onto Lot 1R, Block 1, Plan 7622036 and on the Roadway

Request

The applicant on behalf of the landowners of Roll #11031301 submitted an Encroachment Application for Lot 1, Block 1, Plan 7622036 Trespass onto Lot 1R, Block 1, Plan 7622036 and the adjacent roadways. The application was reviewed by the Director of Corporate Services and based on the considerations for approval in DEV-7 Encroachment Agreements/Licenses Policy, the application was denied and the landowners were notified in a letter dated June 18, 2025.

The applicant on behalf of the landowners submitted an email dated June 18, 2025, which is within 30 days of receipt of the rejection letter to exercise their right to appeal the decision.

The landowners were unaware of the encroachments until they received the Alberta Land Surveyor's Real Property Report from Core Geomatics Group Ltd.

1. **Visitor Cabin** – a portion of the cabin encroaches onto Lot 1R, Block 1, Plan 7622036
2. **Retaining Walls** – encroach onto roadways

The visitor cabin is on blocks and timber skids. The retaining walls include decorative rock, blocks and boulders.

Attached is also a copy of the appeal email and of the Real Property Report showing the encroachments. The applicant on behalf of the landowners would like Council to review administration's decision and allow the encroachments to remain.

As per policy, if Council chooses to approve the requested encroachments, then the CAO will enter into the appropriate agreement or license with the landowner. If Council denies the appeal request, the CAO will send a letter to the landowner denying the request and providing notice that the Encroachments must be removed within 30 days. If the landowner decides to move the encroaching structures onto their own property, a development permit and/or safety codes permits may be required.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – DEV-7 Encroachment Agreements Licenses Policy

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, AB



Economic Development Implications –

Alternatives

To approve entering into an encroachment agreement/license with the landowners of Lot 1, Block 1, Plan 7622036 for the portion of the visitor cabin that encroaches on Lot 1R, Block 1, Plan 7622036 and the retaining walls that encroach on the roadways.

To approve entering into an encroachment agreement/license with the landowners of Lot 1, Block 1, Plan 7622036 for the portion of the visitor cabin that encroaches on Lot 1R, Block 1, Plan 7622036 and to deny the retaining walls that encroach on the roadways and send landowner a letter to have the retaining walls removed within 30 days.

To approve entering into an encroachment agreement/license with the landowners of Lot 1, Block 1, Plan 7622036 for the retaining walls that encroach on the roadways and deny the visitor cabin that encroaches on Lot 1R, Block 1, Plan 7622036 and send landowner a letter to have the visitor cabin removed within 30 days.

To deny the request for an encroachment agreement/license with the landowners of Lot 1, Block 1, Plan 7622036 for the portion of the visitor cabin that encroaches onto Lot 1R, Block 1, Plan 7622036 and the retaining walls that encroach on the roadways and send landowner a letter to have the encroachments removed within 30 days.

Recommendation

Council to provide direction.

Submitted by: Crystal St. Arnault, Taxation and Assessment Technician



Request for Decision

Public Works Meeting June 24, 2025

8.3 – Request for Encroachment License on Road Plan 8022065 within the County Right-of-Way adjacent to SE 31-58-9-W4 (Roll #9831101) and portion of Lot 1, Block 1 8320424 (Roll #9831102)

Request

The landowners are requesting that County Council consider entering into an encroachment agreement for the portion of the paige wire fence that encroaches on Road Plan 8022065. The fence appears to be safely installed and no noticeable safety concerns for falling down. The landowners were unaware until the survey was completed that the paige wire fence encroaches up to 3.42 meters onto Road Plan 8022065 on the north side and decreasing to 1.36 meters on the southern portion. See attached sketch and pictures.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – Encroachment License Application Fee \$500.00

Paige Wire Fence:
Encroachment Agreements/Licenses Policy DEV-7

Economic Development Implications –

Alternatives

Council to enter into an Encroachment License with the landowners for the portion of the paige wire fence that encroaches on Road Plan 8022065 adjacent to SE 31-58-9-W4 (Roll #9831101) and a portion along Lot 1, Block 1, Plan 8320424 (Roll #9831102). The cost of the encroachment agreement application in the amount of \$500.00 to be paid by the landowner.

Council to enter into an Encroachment License with the landowners for the portion of the paige wire fence that encroaches on Road Plan 8022065 adjacent to SE 31-58-9-W4 (Roll #9831101) and a portion along Lot 1, Block 1, Plan 8320424 (Roll #9831102). The cost of the encroachment agreement application in the amount of \$500.00 to be waived.

Council directs administration to have the landowner remove the paige wire fence from Road Plan 8022065 adjacent to SE 31-58-9-W4 (Roll #9831101) and a portion along Lot 1, Block 1, Plan 8320424 (Roll #9831102).



Recommendation

To enter into an Encroachment License with the landowners for the portion of the paige wire fence that encroaches on Road Plan 8022065 adjacent to SE 31-58-9-W4 (Roll #9831101) and a portion along Lot 1, Block 1, Plan 8320424 (Roll #9831102) and further that, the cost of the encroachment agreement application in the amount of \$500.00 to be waived.

Submitted by: Jason Wallsmith, CAO



Request for Decision

Public Works Meeting June 24, 2025

8.4 – Hamlet of Mallaig - Drainage

Request

Requesting a decision from Council to complete drainage improvements in the hamlet of Mallaig along Railway Avenue. The original ditching along this roadway was completed a number of years ago and does not properly drain as intended. There is very little allowable grade change in this ditch (0.3% grade), so every hump or depression holds back water. The County would be looking to fill in the depressions and remove the humps to create one steady grade throughout.

One frequent complaint received by the homeowners along Railway Avenue is the steepness of the drainage channel backslopes. They are currently 1:1's for portions of the channel which prevents the lot owners from being able to mow the backslopes or properly maintain this drainage. This could also create a safety hazard for small children. While properly sloping the channel, County staff would also properly backslope it to 4:1's or greater to allow for homeowner upkeep and increased channel safety.





Budget/Financial – \$

Mallaig Railway Ave Drainage – Cost Estimate

Project Length- 380m

Project Duration- 7 Days

Design- Backslope ditch to 4:1's or greater, create proper drainage channel, install new culvert

Mobilization = \$800

Drainage Ditch & Culvert Install

- CAT D3K Dozer (\$78.99 per hour/49 hrs) = \$3,870.51
- Mini Hoe Excavator (\$182.15 per hour/49 hrs) = \$8,925.35
- Single Axle Dump Truck (\$152.16 per hour/14 hrs) = \$2,130.24
- Labour (\$33.00 per hour/36 hrs) = \$1,188.00

Total = \$16,114.10

Culverts (300mmx10m CSP) = \$763.00

Erosion Control = \$2,000

Survey (In-House) = \$500

Total Project Estimate = \$20,177.10



Legislation/Bylaw/Policy Consideration –
Economic Development Implications –

Alternatives

For the County to complete the grading and backsloping of the existing drainage channel along Railway Avenue.

To deny the drainage upgrade request along Railway Avenue.

Recommendation

Council to provide direction.

Submitted by: Andy Petterson, Construction Manager



Request for Decision

Public Works Meeting June 24, 2025

8.5 – Haying in the 30's Cancer support Society Annual Event Requests – August 2-3, 2025

Request

The organizing committee for Haying in the 30s has requested the County donate waste bins and waste disposal for the event. Historically this has been a service that the County has provided.

E360 has stated that they will collect and haul the waste at no charge but are unable to do so over the weekend. In conversation with the organizing committee if we provided 10 bins in place of the 5 bins that we usually provide they should be able to make it through the entire weekend with no issues. The Waste Department has the bins required available.

Considering that E360 will haul the waste at no charge, and the organizing committee will place the bins where required the only actual cost to the County will be the cost of disposal of the waste at the landfill.

The organizing committee has also requested permission to allow overflow parking/camping in the large grassy area of the Mallaig transfer site. To manage the risk of unsupervised access to the Class 3 landfill area, the last two years portable fencing was used to keep people away from the landfill pit. In 2024 this cost \$400 for fence panel rental.

In addition, the Haying in the 30's group has submitted the attached request for 3 loads of gravel or 36T to be delivered to the event site prior to their annual event being held August 2-3, 2025. In 2023 & 2024, Council approved a donation of 37.5T of delivered gravel to the event site for an estimated cost of \$708.75.

Budget/Financial – \$: Waste management expenses: \$400 for fence panel rental + the cost of disposal of waste at Evergreen

Cost of gravel as per Fee Schedule @ \$18/T (1 tandem truck = 12.5T, 3 loads would equate to 37.5T) = \$675 + GST(33.75)

Legislation/Bylaw/Policy Consideration – – Code of Practice for Landfill's – section 7(15), Alberta Transfer Station Technical Guidance Manual section 4, Evergreen's transfer stations operations plan.



Economic Development Implications – Popular events such as Haying the 30's brings attention and visitors to the area.

Alternatives

Council to direct Administration to provide 10 waste bins to Haying in the 30's, and pay the cost of disposal at the landfill.

Council accept the request for the donation of waste bins at the Haying in the 30s fund raiser for information.

Council to grant permission to Haying in the 30s to utilize the transfer station for overflow parking/camping and to direct Staff to fence off the landfill site at the Mallaig transfer station prior to the event.

Council to accept Haying in the 30s request to use the transfer station for overflow parking/camping for information.

Council to approve the request for a donation of "3 loads of crushed gravel" or 36T delivered @ \$18/T.

Recommendation

Administration is recommending to provide 10 waste bins to the Haying in the 30s fund raiser and to pay the cost of disposal at the landfill.

And

Administration is recommending that Council grant permission to the Haying in the 30s fund raiser to use the Mallaig transfer station for overflow parking/camping and to direct Staff to fence off the landfill site at the Mallaig transfer station prior to the event.

And

Administration is recommending to approve the request for "3 loads" or 36T of delivered gravel to the Haying in the 30's site prior to their event start date of August 2, 2025.

Submitted by: Jason Storch, Director of Community Services



HAYING IN THE 30'S CANCER SUPPORT SOCIETY
BOX 35 MALLAIG, ALBERTA T0A 2K0

County of St Paul No. 19
5015 – 49 Ave
St Paul, AB. T0A 3A0

February 10, 2025

Attention: Scott Jeffery,

We at Haying in the 30's Cancer Support Society are holding our 27th Annual Cancer fundraising event on August 2-3, 2025 at Mallaig, AB. If you haven't heard of us, we are an organization of volunteers that put on an event every year to raise funds, in which we distribute to people dealing with cancer to help ease their financial burden. Last year we raised over \$375,000.00. We have helped numerous citizens in and around the County over the years. We have been blessed with your support in the past and we would like to thank you for that. We are writing today with the hopes that you will be able to assist us again.

We would appreciate your help with suppling us with 3 loads of gravel, including delivery to be used on our grounds that weekend. The gravel can be delivered anytime between June and July, at your convenience. We hope that you will be able to assist us with this request.

Should you have any questions you may contact myself Norm Theroux at 780-210-9527 (c). Feel free to check out our website hayinginthe30.com. A response to our request would be appreciated.

We do not have a cure for cancer but we can help ease the financial burden for those dealing with this disease.

Thank You

Norm Theroux
780-210-9527

Haying in the 30's
Cancer Support Society



Request for Decision

Public Works Meeting June 24, 2025

8.6 – Elk Point Allied Arts – Gravel Request

Request

Councillor Kevin Wirsta is bringing forward a request for approximately 25Yards of gravel to be delivered for the Elk Point Allied Arts.

Further information will be presented to the Council at the meeting.

Budget/Financial – Cost of gravel as per Fee Schedule @ \$18/T (1 tandem truck = 12.5T, \$225) (20 yards equates to 25T)

Legislation/Bylaw/Policy Consideration – Fee Schedule Bylaw 2025-05

Economic Development Implications –

Alternatives

To approve the delivery of gravel to the Elk Point Allied Arts, at the County's cost, in an amount of Council's choosing.

To deny the request for gravel delivery to the Elk Point Allied Arts.

Recommendation

Council to provide direction.

Submitted by Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting June 24, 2025

8.7 – Laurier Lake Blue Bird Beach Association – Fireworks

Request

At the July 9, 2024, regular Council Meeting, Council heard from a representative of the Laurier Lake Blue Bird Beach Association requesting County permission to host a fireworks display for the area residents on the August 2024 long weekend.

At that time, the Association had hired a certified and experienced fireworks professional for this event at Blue Bird Beach, located in SE 22-54-4-W4, off of the County's lot 8221194-1-12ER. Following the delegation time with Council, the following motion was made:

Resolution CM20240709.1012

Moved By: Councillor Dale Hedrick

to provide a Letter of Authorization to the Laurier Lake Blue Bird Association to host a fireworks display off of the Environmental Reserve located in SE 22-54-4-W4 the Sunday night of the upcoming 2024 August long weekend.

Carried

Due to dry weather, it was deemed unsafe to host the 2024 Fireworks event for area residents.

The Association has recently contacted the Administration to seek permission from Council to schedule the same event for the August long weekend in 2025. They have affirmed that all the details in the request are identical to those of the previous year.





Attached are the 2024 documents for Council's review.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – Fire Protection Services Bylaw 2022-07 Section 7.7(I) states: No person shall: Discharge fireworks on any County owned or managed lands without prior approval from Council.

Economic Development Implications –

Alternatives

to provide a Letter of Authorization to the Laurier Lake Blue Bird Association to host a fireworks display off of the Environmental Reserve located in SE 22-54-4-W4 the Sunday night of the upcoming 2025 August long weekend, pending favorable weather conditions.

To deny the request for the Laurier Lake Blue Bird Association to host a fireworks display off of the Environmental Reserve located in SE 22-54-4-W4 the Sunday night of the upcoming 2025 August long weekend.

Recommendation

to provide a Letter of Authorization to the Laurier Lake Blue Bird Association to host a fireworks display off of the Environmental Reserve located in SE 22-54-4-W4 the Sunday night of the upcoming August long weekend, pending favorable weather conditions.

Submitted by: Jason Storch, Director of Community Services

BY-LAW NO. 2022-07

A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ESTABLISH FIRE PROTECTION SERVICES

WHEREAS the *Municipal Government Act, R.S.A., 2000, c. M-26*, as amended, provides that the Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the Municipality; and

WHEREAS Section 8 (a) of the *Municipal Government Act* provides for municipalities to enact bylaws to regulate or prohibit; and

WHEREAS Section 8 (c) of the *Municipal Government Act* provides for municipalities to enact bylaws to provide a system of licenses, permits or approvals; and

WHEREAS Section 203 of the *Municipal Government Act* provides that Council may by bylaw delegate any of its powers, duties or functions to a Chief Administrative Officer, and whereas Section 209 of the *Municipal Government Act*, provides that a Chief Administrative Officer may delegate any of their powers, duties or functions to a designated officer or an employee of the municipality; and

WHEREAS the *Forest and Prairie Protection Agency, R.S.A., 2000, c. F-19*, as amended, provides certain discretionary and mandatory powers to enable a municipality to carry out and enforce the provisions of the *Forest and Prairie Protection Act* within its boundaries as applicable; and

WHEREAS the *Emergency Management Act, R.S.A., 2000, c. E-6.8*, as amended, provides additional powers to a municipality to enable it to carry out and enforce the provisions of the *Emergency Management Act* within its boundaries; and

WHEREAS Section 553 of the *Municipal Government Act* provides that Council may add unpaid expenses, costs and remuneration necessary to eliminate the emergency which are owing to the municipality to the tax roll of a parcel of land if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel; and

WHEREAS Section 553(1)(g) of the *Municipal Government Act* provides that a municipality may make the owner of a parcel of land liable for the cost and expenses related to the municipality for extinguishing fires on a parcel of land, unpaid costs and expenses for extinguishing fires on the parcel of land and those costs may be added to the tax roll of the parcel of land; and

WHEREAS the Council for County of St. Paul No. 19 considers it necessary to establish fire services within the County of St. Paul No. 19 and to provide the efficient operation of such fire services; and

AND WHEREAS the County of St. Paul No. 19 deems it necessary and expedient to provide a fee for service for the provision of certain services and to provide for fair and just recovery of those costs and expenses;

NOW THEREFORE, the Council for County of St. Paul No. 19, duly assembled, hereby enacts as follows:

1. NAME

1.1 This Bylaw may be cited and referred to as the **“Fire Protection Services Bylaw”**.

2. DEFINITIONS

2.1 In this Bylaw, words and phrases shall be defined as specified follows:

“Acceptable Fire Container” means an outdoor receptacle that meets the following specifications:

- a) Maintains a minimum of three (3) meters clearance, measured from the nearest Fire Container edge to the buildings, property lines, or some combustible material.
- b) The Fire Container shall not have an open flame exceeding one (1) meter at its widest point;
- c) The Fire Container is set upon or built into the bare ground or on a non-combustible material such as brick, stone, or concrete.
- d) The Fire Container installation has enclosed sides made from bricks, concrete blocks, metal, or other non-combustible materials; and
- e) The Fire Container is not located over any underground utilities or under any above-ground wires.

“Bylaw Enforcement Officer” means the following:

- a) Any member of the Royal Canadian Mounted Police;
- b) Any Community Peace Officer; or
- c) The Chief Administrative Officer of the County of St. Paul No. 19 or any person designated by the Chief Administrative Officer to act in accordance with the provisions of this Bylaw.

"Council" means the Council for County of St. Paul No. 19.

"County" means the Municipality of the County of St. Paul No. 19, in the Province of Alberta.

"County Administration" means the Chief Administrative Officer, any designated officer,

the Fire Guardian and any other County employee(s) so delegated by the Chief Administrative Officer or by a designated officer.

“Deputy Fire Chief” means the individual appointed as second in command of a Fire Protection District.

“District Fire Department” means the Fire Chief and Volunteer Fire Department members within a Fire Protection District.

"Emergency" means a fire, fire hazard or any other situation or circumstances that presents imminent or immediate danger to persons or property.

"Equipment" means any machinery, tools, contrivances, devices, materials, or vehicles used to combat an incident or other emergency.

“False Alarm” means any fire alarm that is sent out needlessly, through willful human or mechanical error, and to which a District Fire Department responds.

“Fire Ban” means a declaration by a Fire Guardian that a restriction has been placed on the setting of fires and may be categorized by the following Fire Advisory System:

- a) “Level 1: No Restriction”
- b) “Level 2: Fire Advisory”
- c) “Level 3: Fire Restriction”
- d) “Level 4: Fire Ban”

The approved activities list within each Level of the Fire Advisory System are defined in FES-6 Fire Advisory Systems Activities Policy_____.

"Fire Chief" means an individual appointed as head of a Fire Protection District.

“Fire Department” means the combined District Fire Departments.

“Fire Guardian” means the Chief Administrative Officer or such other persons as Council shall appoint from time to time.

“Fire Hazard” means a situation which threatens the preservation of life and property from injury and/or destruction by fire, including all fire aspects, but not limited to heat, smoke, health issues, ignition sources and dangerous situations and or the potential thereof to the public.

“Fire Permit” means a document in the form prescribed by the Forest and Prairie Protection Act or the County of St. Paul No. 19 permitting the lighting of open fires.

"Fire Protection" means all aspects of fire safety including but not limited to fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public

education and information, training or other staff development.

“Fire Protection District” means area of fire protection as set by Council from time to time as set out in Appendix B.

“Fireworks” means a device for producing a striking display by the combustion of explosive or flammable compositions.

“FPPA” means the Forest and Prairie Protection Act, as amended from time to time.

“Hamlet” means an unincorporated area as defined by the Municipal Government Act.

“Incident” means a fire, a situation where a fire or explosion is imminent, a motor vehicle accident or any other situation presenting a danger or possible danger to life or property and to which one of the District Fire Departments has responded.

“Member” means any person that is a duly appointed volunteer member of the Fire Department District.

“Multi-lot residential subdivision” means more than four (4) lots within a quarter section.

“Open Air Fire” means an outdoor fire within the geographic boundaries of the county where the flames of the fire are exposed to the air or the atmosphere and includes a camp fire, fire contained in a pit, grass fire, brush fire, a fire for the burning of coal, wood or other burnable substance, a fire which burns any burnable materials such as straw, stubble, leaves, brush, wood, shavings, saw dust, wood, gas and oil and a fire which burns any combustible substance, but does not include a barbeque or camping stove.

“Prohibited Debris” means debris defined by the Substance Release Regulation – AR 124/93, pursuant to the *Alberta Environmental Protection and Enhancement Act*, means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances. This debris includes but is not limited to:

- a) Animal cadavers;
- b) Animal manure;
- c) Pathological waste;
- d) Waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
- e) Combustible materials;
- f) Tires;
- g) Rubber or plastic or anything containing or coated with rubber or plastic or similar substances;
- h) Used oil, wood, or wood products containing substances for the purpose of preserving wood.
- i) Household municipal waste; and
- j) Hazardous waste.

“Running Fire” means a fire burning without being under the proper control of a person.

“Violation Tag” means a tag or similar document issued by County of St. Paul No. 19 pursuant to the *Municipal Government Act*.

“Violation Ticket” means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended, and regulations thereunder.

3. OBJECTIVES

3.1 The objectives of the County of St. Paul Fire Services are:

- a) To provide fire protection services to County residents and through mutual aid agreements with the Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and
- b) To provide fire protection services to surrounding communities with whom the County of St. Paul has entered into a fire services mutual aid agreement.

3.2 Without limiting the generality of the foregoing, the County may undertake such studies, research, projects, or programs and enter into such contracts as may be deemed necessary or desirable in furthering the County’s objectives and to provide economic, safety, health, and environmental benefits to County residents and visitors.

4. FIRE PROTECTION COMMITTEES

4.1 The Town of Elk Point Fire Protection Committee shall consist of two Councillors from the County appointed annually at the County Council Organizational Meeting.

4.2 The St. Paul and Area Joint Fire Protection Management Committee shall consist of the Reeve and two Councillors from the County appointed annually at the County Council Organizational Meeting.

4.3 Committee meetings shall take place at such a date, time, and place as determined from time to time by the Chairman of each respective committee.

4.4 All committee members must receive notice of any meeting called by the Chairman before that meeting can occur.

4.5 The agenda for all Fire Protection Committee meetings shall be circulated at least seven (7) days prior to the meeting date.

5. FIRE SERVICES

5.1 Fire services shall be provided by the County for the purposes of, but not limited to:

- a) preventing and extinguishing fires;

- b) investigating the cause of fires and carrying out preventable patrols, pre-fire planning and fire inspections in accordance with the Fire Quality Management Plan approved by the Safety Codes Council;
- c) preserving life and property and protecting persons and property from injury or destruction by fire;
- d) providing rescue or vehicle extrication services;
- e) preventing, combating and controlling emergency incidents;
- f) entering into agreements with other municipalities or persons for the joint use, control, and management of fire extinguishing Equipment; and
- g) purchasing and operating Equipment for extinguishing fires or preserving life and property.

6. DESIGNATED OFFICERS AND OTHER AUTHORITIES

Fire Protection Districts

- 6.1 The Council of the County of St. Paul will operate four Fire Protection Districts in the County of St. Paul named St. Paul, Elk Point, Ashmont and Mallaig as pictured in Schedule "A".
- 6.2 The Council may establish additional Fire Protection Districts, from time to time.

Appointment of Officers

- 6.3 Council shall appoint a Fire Chief for Mallaig and Ashmont by resolution, from time to time.
- 6.4 Other officers and members may be appointed to a District Fire Department by the Fire Chief of that Fire Protection District.
- 6.5 The Fire Chief may delegate other members of the District Fire Department of which he is Chief, to act as Fire Chief on his behalf.

Jurisdiction

- 6.6 The limits of the jurisdiction of the Fire Chief, and the officers and members of each District Fire Department will extend to the area and boundaries of the Fire Protection District to which they are appointed as specified in Appendix B.
- 6.7 No fire Equipment shall be used beyond the limits of the County without the express authorization of a written contract or agreement providing for the supply of fire-fighting services outside the County boundaries, as per the Fire Guardian.

- 6.8 Each District Fire Department shall respond to incidents and emergencies within its Fire Protection District insofar as it is possible and shall further respond to incidents in other Fire Protection Districts in the absence of, unavailability of, or in assistance to another District Fire Department of the County.

Procedural Guidelines

- 6.9 County Administration may by resolution adopt or amend procedural guidelines from time to time, with respect to the administration of this Bylaw. The most recent copy of which shall be attached to and be identified as Schedule "A" of this bylaw.

Authority

- 6.10 The Council hereby delegates the following authorities to the Fire Chief and the Deputy Fire Chief of the District Fire Departments:
- a) the Fire Chief or the Deputy Fire Chief or any member acting in that capacity is empowered to cause a building, structure, or other object to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures, or objects;
 - b) the Fire Chief, or the member in charge at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the Equipment of the Fire Department to enter or pass through or over the building or property, where he deems it necessary to gain access to the incident or to protect any person or property.
 - c) the Fire Chief of the Deputy Fire Chief or any Member acting in that capacity, is authorized to issue permits, provide fire reports, and issue any other document in the name of the County which may be required for the efficient operation of fire services within the County and whose issuance has been approved by Council.
 - d) in an emergency, the Fire Chief or the Deputy Fire Chief or any Member acting in that capacity may, on behalf of the County take whatever actions or measures are necessary to eliminate the emergency whether or not such action involves a breach of the provisions of the *Municipal Government Act*, any other enactment, or this Bylaw.
 - e) the Fire Chief may obtain assistance from employees of the County, as he deems necessary, in order to discharge his duties and responsibilities under this Bylaw.
 - f) the Fire Chief or the Deputy Fire Chief or any Member acting in that capacity, as designated officers of the County are not subject to the direct control and supervision of the Chief Administrative Officer.

- g) the Fire Chief or the Deputy Fire Chief or any Member acting in that capacity may require persons who are not members to assist in extinguishing a fire, removing items from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident
- h) the Fire Chief or the Deputy Fire Chief or any Member acting in that capacity may commandeer privately owned equipment, which he considers necessary to deal with an incident.
- i) The Fire Chief or the Deputy Fire Chief or any Member acting in that capacity may enter private property for the purpose of accessing water sources and/or other resources he considers necessary to deal with an incident.
- j) The Fire Chief or the Deputy Fire Chief or any Member acting in that capacity may hire privately owned equipment which he/she considers necessary to deal with an incident.

Fire Guardians

- 6.11 The Fire Chief or Deputy Fire Chief or any Member acting in that capacity are hereby designated as Fire Guardians of the County and authorized to perform all or any of the duties of the County as outlined in the *Forest and Prairie Protection Act*, as amended from time to time. Any expense incurred while fulfilling the duties of a Fire Guardian shall be borne by the County.
- 6.12 Additional Fire Guardians are the Chief Administrative Officer, or an individual otherwise appointed by the County. Fire Guardians exercise the following powers:
 - a) a Fire Guardian may require any able-bodied adult person not exempted by regulations to assist in fighting a fire.
 - b) a Fire Guardian may commandeer and authorize payment for the possession or use of any Equipment for the purpose of fighting a fire.
 - c) a Fire Guardian may enter a closed area as per the *Forest and Prairie Protection Act* without a permit or the written permission of a forest officer subject only to any regulations of the *Forest and Prairie Protection Act*.
 - d) a Fire Guardian may obtain from every person found on public and or leaving or entering public land his name, address, and an account of his activities he proposes to carry out and the route he intends to follow on the public land.
 - e) a Fire Guardian may issue to an applicant a Fire Permit in respect of any land within the boundaries of the County.

- f) a Fire Guardian issuing a Fire Permit may endorse on the document any special fire control conditions with which the applicant must comply in addition to any requirements of the *Forest and Prairie Protection Act* and the regulations.
- g) a Fire Permit may be suspended or cancelled at any time by a Fire Guardian and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his permit.
- h) a Fire Guardian may without a warrant enter on any land and premises, except a private dwelling house, for the purpose of discharging their duties under this Bylaw or the *Forest and Prairie Protection Act* or the regulations.
- i) a Fire Guardian may, without a warrant, enter any private dwelling house which is on fire and proceed to fight the fire.
- j) a Fire Guardian may investigate the cause, origin, and circumstances of any forest or prairie fire according to the provisions of the *Forest and Prairie Protection Act* and this Bylaw.
- k) a Fire Guardian may temporarily divert traffic on a road over which the County has the direction, control and management of until a Fire Hazard, Emergency or fire is eliminated;
- l) a Fire Guardian may erect signage or take any other action to warn people about a Fire Hazard, Emergency or fire;
- m) a Fire Guardian may enter land or a structure at any reasonable hour, and carry out any inspection, enforcement or action required to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, or to take immediate steps to eliminate the situation; and
- n) a Fire Guardian may request an owner or occupant of land or a structure to produce documents or do anything that will assist the Fire Guardian in the inspection, enforcement or action required to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, or to take immediate steps to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, and the Chief Administrative Officer may make copies of any documents produced.

Delegation of Powers

- 6.13 A Fire Guardian may, delegate all or part of his authority under this Bylaw or under the FPPA, from time to time, to any County employee, approved by the Chief Administrative Officer and Council, either in relief or due to emergency, to efficiently and effectively carry out the work.

Responsibility & Authority

- 6.14 Each Fire Chief has complete responsibility and authority over the District Fire Department to which he is appointed, subject to the direction and control of the Fire Guardian to whom they shall report and be responsible, and in particular the Fire Chief shall be responsible to carry out all fire protection activities and such other activities as the Fire Guardian, or in their absence, the Chief Administrative Officer has authority.
- 6.15 Each Fire Chief shall establish rules, regulations, procedures and committees necessary for the proper organization and administration of his District Fire Department, including:
- a) Use, care and protection of Fire Department property;
 - b) The conduct and discipline of officers and members of the District Fire Department; and
 - c) The efficient operation of the District Fire Department.
- 6.16 The Fire Chief of a District Fire Department, or in his absence, the individual delegated to act as Fire Chief and in the absence of such a delegate, the senior ranking District Fire Department member present, shall have control, direction and management of any Fire Department Equipment or manpower assigned to an incident within the Fire Protection District of that Fire Chief and, where a member is in charge, he shall continue to act until relieved by the District Fire Chief.
- 6.17 Members of each District Fire Department shall carry out duties and responsibilities assigned to the District Fire Department, and the Fire Chief shall report to the Director of Community Services or designate on the operations of the District Fire Department or on any other matter in the manner designated by the Chief Administrative Officer.
- 6.18 The Fire Chief, or the Member in charge at an incident may, at their discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter.
- 6.19 The Fire Chief, or the Member in charge at an incident may request Bylaw Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits of a fire incident.
- 6.20 All invoicing for fire services shall be carried out through the respective municipal offices.

7. OFFENCES

- 7.1 No person shall contravene any provision(s) of this Bylaw.
- 7.2 No person at an incident shall impede, obstruct or hinder a member of the District Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge or interfere with the operation of any Equipment

required to extinguish fires or preserve life or property.

- 7.3 Any person who ignites, fuels, supervises or permits an Open Fire within the County without a valid Fire Permit is guilty of an offence and may be charged as stated in the penalties bylaw.
- 7.4 Any person who ignites a fire or burns during a Fire Ban which clearly specifies the prohibition of such an ignition is guilty of an offence and may be charged as stated in the penalties bylaw.
- 7.5 When a fire is lit or ignited without the appropriate Fire Permit, except a fire described in Section 8.4, the owner or occupier of the land or the person having control of the land upon which the fire is lit shall:
- a) extinguish the fire immediately; or
 - b) where they are unable to extinguish the fire immediately, report the fire to Fire Services.
- 7.6 No person shall either directly or indirectly, personally or through an agent, kindle a fire, whether a Fire Permit was obtained for that fire or whether the fire did not require a Fire Permit, and let it become a Running Fire on any land including his own property, property under his control, or to the property of another.
- 7.7 No person shall:
- a) light an Open Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
 - b) light an Open Fire when the weather conditions are conducive to creating a Running Fire or when the County or another authorized agency has announced a ban on burning;
 - c) burn in an Open Fire Prohibited Debris;
 - d) deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
 - e) provide false, incomplete, or misleading information to the County or to a Fire Department on or with respect to a Fire Permit;
 - f) conduct any activity that involves the use of fire or that creates potential sources of fire ignition, which might reasonably be expected to cause a Running Fire;
 - g) damage or destroy any District Fire Department property;
 - h) falsely represent himself as a District Fire Department Member or wear or

display any uniform, badge, cap, button, insignia, or other paraphernalia for the purpose of false representation;

- i) obstruct or otherwise interfere with access roads, streets or other approaches to any fire alarm, fire hydrant, cistern or body of water or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern or other body of water; and
- j) burn Prohibited Debris in an acceptable fire container in a Hamlet or Multi-lot Subdivision.
- k) set, permit, maintain or operate an open fire or burning barrel at any time of the year within one hundred (100) metres of a trestle or bridge structure located on the Alberta's Iron Horse Trail. The person who set, permitted or maintained such an Open Fire or burn barrel shall extinguish the fire immediately upon the order of a Fire Guardian or his designate. If the person who set, permitted or maintained an open fire fails to comply with an order to extinguish, the fire services may extinguish the fire and recover the cost of extinguishment from the person in accordance with the Fee Schedule Bylaw. An adjacent landowner to a trestle may be permitted to maintain or operate an open fire for agricultural purpose provided that a fire permit is issued, and the conditions therein are adhered to.
- l) Discharge fireworks on any County owned or managed lands without prior approval from Council.

8. RECOVERY OF COSTS

- 8.1 Costs may be incurred by County of St. Paul No. 19 for extinguishing fires or providing fire services within County of St. Paul No. 19 including costs of Equipment and consumables. The County may charge all costs incurred by the County of St. Paul No. 19 for the purposes of extinguishing fires or providing fire services to the person who caused the fire, the owner of the land on which the fire occurred, the occupier of the land on which the fire occurred, or the owner of a vehicle in which a fire occurred.
- 8.2 Where the County has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in or outside the County or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within or outside the County, including any action taken by the Department on a false alarm, the County may, in respect of any costs incurred by the County in taking such action, charge any costs so incurred to the owner or occupant of the land in respect of which the action was taken or charge a minimum fee as stated in the County's Fee Schedule Bylaw.
- 8.3 The schedule of fees and charges to be charged by District Fire Departments for services rendered pursuant to this Bylaw shall be set out in the County's Fee

Schedule Bylaw..

- 8.4 When a District Fire Department responds to an incident and fire protection or Equipment or resources are used in responding to incidents, the extinguishing of fires or the preserving of life or property from injury or destruction by fire, a minimum fee will be charged as stated in the Fee Schedule Bylaw. Additional fees may be charged for the following instances:
- a) For the use of any other County resources;
 - b) Any private equipment commandeered or otherwise required by the District Fire Chief or member in charge at such rates as are established by the Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide as amended from time to time or in the absence of such rates, at rates which are set by Council.
- 8.5 If the owner or occupant of the land on which a District Fire Department has provided or performed the services refuses or fails to pay an account issued pursuant to Part 6.1, or if the account is in arrears for sixty (60) days or more, the County may recover the costs as a debt due to the County, or, at the County's option, may add the amount to the tax roll, charging the land therefore and collect it in the same manner as taxes due.
- 8.6 When a District Fire Department responds to a call out and it is a false alarm and does not require a response, the person responsible for initiating the call out may be billed as per the fees and charges set out in the Fee Schedule Bylaw.
- 8.7. In the event that the owner or occupant of any land within the County disputes the amount of an account issued under Part 8.1 such owner or occupant shall have a period of thirty (30) days from the date of mailing of the account to appeal the amount of the account and to Council and the decision of Council on any such appeal shall be final and binding upon the owner or occupant of the land and shall not be subject to any further appeal.
- 8.8 Mutual aid agreements with neighbouring municipalities or industry will be negotiated separately. Any clauses in a mutual aid agreement will supersede this Bylaw when two clauses are in conflict.
- 8.9 The County, at its discretion, reserves the right to waive any fire response cost recovery charges. This may include but is not limited to Good Samaritans or passersby having witnessed smoke in the distance, reporting fires to 911, or controlled fires being reported. However, this discretion will only be exercised if all required fire permits are in place and the fire complies and there are no contraventions to any Fire Bans in place at the time.

9. FOREST AND PRAIRIE PROTECTION

Application of Bylaw

- 9.1 This Part applies to all land within County of St. Paul No. 19, in the Province of Alberta insofar as it does not contravene the provisions of the FPPA, except
- a) land within the boundaries of a summer village, or town
 - b) lands controlled by Alberta Sustainable Resources as indicated as the Forest Protection Area (for wildland fire protection only)
- 9.2 When a forest and prairie emergency occurs, and both a Fire Guardian and a District Fire Chief, or their delegates have responded, they shall work together in coordinating resolution of the emergency. The District Fire Chief shall assume charge unless it is mutually agreed otherwise. The other person shall provide whatever degree of advice, support, information and assistance that is at his disposal.

Fire Hazards

- 9.3 If the Council, through the District Fire Department, finds within its boundaries on privately-owned land or occupied public land conditions that in the opinion of the District Fire Department constitute a fire hazard, it may, through a Fire Guardian, order the owner or occupant of the land on which the hazard exists to reduce or remove the hazard within a fixed time frame and in a manner prescribed by Council. An emergency situation shall be reported to the Fire Department through E-9-1-1.
- 9.4 When Council, through the District Fire Department, finds that the order made pursuant to section 9.3 has not been carried out, it may enter on the land with any equipment and persons it considers necessary and may perform the required work.
- 9.5 The owner or the occupant in control of the land on which work was performed pursuant to section 9.4 shall on demand reimburse the County for the cost of the work performed and in default of payment, the County has a lien for the amount against the land and improvements on it.

Fire Permits

- 9.6 Fire Permits are required for burning at all times throughout of the year.
- 9.7 A Fire Guardian may, at their discretion, issue to an applicant a Fire Permit in respect of any land to which this Bylaw applies within the boundaries of the area for which he was appointed. In issuing a permit, a Fire Guardian shall give due consideration to the procedural guidelines found in Schedule B of this Bylaw, which may be amended from time to time by resolution of Council.
- 9.8 A Fire Permit is valid only for the period for which it is issued.
- 9.9 A Fire Guardian issuing a Fire Permit may endorse on the permit any special fire

control conditions with which the applicant must comply in addition to those standard conditions noted on the permit.

- 9.10 Any person wishing to obtain a Fire Permit for any area within the County must apply to the Fire Guardian appointed by the County at a location and during a time period determined by the County administration from time to time. The County may consider applications over e-mail and fax, but no burning may occur until the completion of the application.
- 9.11 Each application for a Fire Permit must be on the form required by the *Fire and Prairie Protection Act* as determined from time to time or approved by the Fire Guardian and must include the following information:
- a) the name, address, and telephone number, if applicable, of the applicant,
 - b) the reason a Fire Permit is required,
 - c) the legal description of the land upon which the fire will be set and the exact location of the fire on those lands including the municipal address where applicable,
 - d) the type of combustible material that will be burned,
 - e) any precautions that will be taken by the applicant to maintain control of the fire,
 - f) the time for which the Fire Permit will remain valid,
 - g) the signature of the applicant and the issuing Fire Guardian.

Suspension or Cancellation of Fire Permit

- 9.12 A fire permit may be suspended or cancelled at any time by a Fire Guardian, who shall immediately communicate the suspension or cancellation to the person to whom the permit was issued, and the County Administration. On receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his permit.
- 9.13 Should a Fire Guardian be unsatisfied with the efforts observed in complying with a permit cancellation or meet with opposition from the owner or the occupant in control of the land, a Fire Guardian shall immediately notify the County Administration who will initiate whatever actions are necessary to enforce the provisions of this bylaw.

Investigation of Cause of Fire

- 9.14 A Fire Guardian making an investigation may, without a warrant, for the purposes of the investigation,

- a) enter on any land or premises at any reasonable time, accompanied by any person or bringing with him anything that he considers would be of assistance in making the investigation,
 - b) perform or have performed any tests he considers necessary on the land or premises or anything on them, and
 - c) remove anything from the land or premises
 - (i) that is reasonably pertinent to the matter under investigation, or
 - (ii) that the investigator considers, on reasonable and probable grounds, is or may be evidence of the commission of an offence against this bylaw and/or the Forest and Prairie Protection Act.
- 9.15 The investigator shall, on or before the completion of the investigation, return to the person entitled to it anything removed under subsection (2) (c) unless
- a) it is required as evidence in a prosecution arising out of the investigation, or
 - b) for any other reason it is impossible or impractical to return it.
- 9.16 Before exercising any powers under subsection 9.14, a Fire Guardian shall make reasonable efforts to obtain the co-operation of the owner or person in charge of the land or premises.
- 9.17 In this section, "land or premises" includes vehicles and buildings, whether affixed to the land or not, but does not include a private dwelling.

10. OPEN FIRES

- 10.1 No person shall light or cause to be lit an outdoor fire during the fire permit season on land in a permit area unless that person is the holder of an existing fire permit.
- 10.2 No person shall during a fire permit season allow any outdoor fire that is not authorized by a permit issued to him on land that is
- a) in a permit area, and
 - b) owned or occupied by him or under his control.
- 10.3 A person who during a fire season knows or has reason to believe that there is an outdoor fire, not authorized by a permit issued to him, on land that is within a permit area and is owned or occupied by him or under his control, shall
- a) extinguish the fire, or
 - b) if he is unable to extinguish the fire, immediately report the fire to the County Administration, a Fire Guardian, a member of the Royal Canadian Mounted

Police or to the E-9-1-1 Service.

10.4 Notwithstanding Section 10.1 to 10.3, a Fire Permit shall not be required under this Bylaw to conduct the following:

- a) the cooking of food using a portable appliance; or
- b) recreational burning or the cooking of food in an Acceptable Fire Container provided that:
 - i) Only clean fuel such as natural gas, dry wood, or charcoal in amounts that will be contained within the Fire Container;
 - ii) The Fire Container is not used to burn Prohibited Debris;
 - iii) There is an available means for controlling or extinguishing the fire on the property and within a reasonable distance from where the fire occurs; and
 - iv) An adult is present on the property when the fire is burning.
- a) burning in fireplaces in or attached to dwellings as provided by legislation;
- b) the Fire is in a public park site in a County-owned campground where fire pits are provided by the County;
- c) burning in an incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation;
- f) the fire has otherwise been authorized by the Fire Guardian.

10.5 No person shall set or maintain any Open Fire at any time of the year such that smoke emitted from the fire impairs visibility on a highway, or which in the sole discretion of the District Fire Chief or their designate, becomes a nuisance or safety concern on any highway or property. The person who set or maintained such an Open Fire shall extinguish the fire immediately upon the order of the District Fire Chief or their designate. If the person who set or maintained such an Open Fire fails to comply with an order to extinguish, the Fire Department may extinguish the fire and recover the cost of extinguishment from the person.

11. OFFENCES AND PENALTIES

- 11.1 Any person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing or omits any act or thing thus violating any of the provisions of this Bylaw is guilty of an offence.
- 11.2 Nothing in this Bylaw shall be deemed to authorize any fire, burning or other act which is in contravention of the *Environmental Protection and Enhancement Act*, R.S.A. 2000 c. E-12, as well as the *Alberta Safety Codes Act*, R.S.A. 2000 c. S-1 and the *Forest and Prairie Protection Act* and amendments thereto, or any

regulation made thereunder, and in the event of any conflict between the provisions of this Bylaw and the said Act(s) or Regulation(s), the provisions of the said Act(s) or Regulation(s) shall govern.

- 11.3 A Bylaw Enforcement Officer, is hereby authorized and empowered to issue a Violation Tag to any person whom the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Violation Tag may be issued to such person:
- a) either personally; or
 - b) by mailing a copy to such person at his last known post office address;
- 11.4 The Violation Tag shall be in a form approved by County of St. Paul No. 19 and shall state:
- a) the name of the person;
 - b) the offence;
 - c) the appropriate penalty for the offence as specified in the penalties bylaw;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
 - e) any other information as may be required by County of St. Paul No. 19;
- 11.5 Any person who contravenes or fails to comply with this Bylaw, any Permit, any condition on a Permit, or with any Order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Tag, to pay a fine as stated in the County Penalties Bylaw:
- 11.6 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Bylaw Enforcement officer, provided that no more than one Violation tag shall be issued for each day that the contravention continues;
- 11.7 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation tag is issued may, in lieu of being prosecuted for the offence, pay to County of St. Paul No. 19 the penalty specified on the Violation Tag;
- 11.8 Nothing in this Bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a Violation Ticket for mandatory court appearance of any person who contravenes any provision of this Bylaw.
- 11.9 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket in respect to any contravention or failure to comply with any Permit or condition of a Permit, pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended;
- 11.10 If the penalty specified on a Violation Tag is not paid within the prescribed time period, a Bylaw Enforcement officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;

- 11.11 Any person who contravenes or fails to comply with this Bylaw, any Fire Permit, any condition on a Fire Permit, or with any order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Ticket, to pay a fine as stated in the County Penalties Bylaw.
- 11.12 In addition to any fine imposed, the Court may order the convicted person to reimburse the County for the costs involved as a debt to the County.
- 11.13 Any fine or penalty imposed pursuant to Section 9 inures to the benefit of the County.

Liability of County Representatives

- 11.14 The Fire Chief, a member of the Fire Department, a fire guardian or delegated person or a County official and/or employee charged with the administration and/or enforcement of this Bylaw, acting in good faith and without malice for the County in the discharge of his duties, shall not hereby render himself liable personally, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties, unless the person was dishonest, grossly negligent, or guilty of willful misconduct.

Fire Control Agreements

- 11.15 The Council may enter into a fire control agreement
- a) With any person.
 - b) With any other municipality.
 - c) With the Province of Alberta in respect of Crown land in or adjacent to the County.

12. SEVERABILITY

- 12.1 All sections of this Bylaw are separate and severable. Should any section or part of this Bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

13. RESCISSION

- 13.1 Bylaw No. 2021-12 is hereby rescinded

Read a first time in Council this 10th day of May, A.D. 2022.

Read a second time in Council this 10th day of May, A.D. 2022.

Read a third time in Council this 10th day of May, A.D. 2022.

(original signed by Reeve Glen Ockerman)

Reeve

(original signed by CAO Sheila Kitz)

Chief Administrative Officer

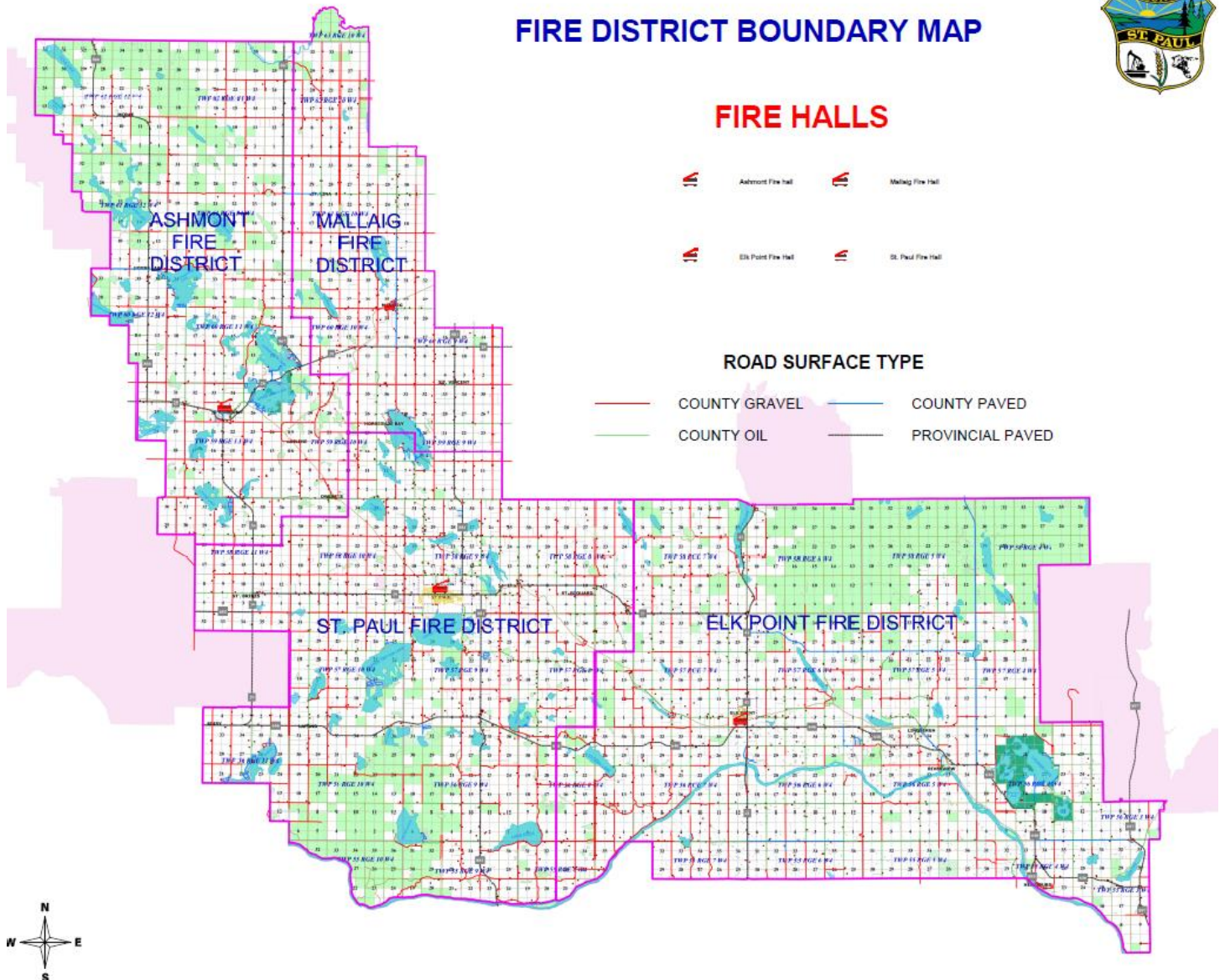
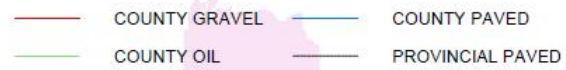


FIRE DISTRICT BOUNDARY MAP

FIRE HALLS



ROAD SURFACE TYPE



Schedule "B"
COUNTY OF ST. PAUL NO. 19
FIRE PERMIT ISSUANCE
PROCEDURAL GUIDELINES

Permit Boundaries

County-appointed Fire Guardians are authorized to issue permits within the boundaries of County of St. Paul No. 19.

Permit Period

Fire permits are required for burning at any time during the year.

All outdoor fires during the year require a permit either in person, fax or email from the County Office, advising of the date the fire will be set, type of fire, and land location. The County will issue a written permit indicating the conditions that the individual shall adhere to. Each permit will expire ten (10) days after issuance.

Site Inspection

Prior to issuing a fire permit, the Fire Guardian may conduct a site inspection, so they are fully aware of the circumstances on site. If the Fire Guardian determines the site to be unsafe or material being burned contravenes any regulations, the Fire Guardian shall not issue a permit.

Safety Hazards

If it is suspected that a fire may cause smoke that could result in a traffic hazard on:

Alberta Provincial Highways; the permit holder must contact the nearest Highway Maintenance office and advise personnel accordingly.

Local Roads; the permit holder must advise the County's Public Works Department and pick up road signage, and place accordingly on the roads affected prior to setting the fire. In the event that a Landowner fails to pick up signs and place, or sets a fire without proper signage, and the Public Works Department becomes aware of the situation and the Public Works Department may set up the necessary signs on roads affected due to a Fire Hazard and all costs of such actions will be borne by the Landowner and collected in accordance with the provisions of the Municipal Government Act (MGA), RSA as amended from time to time.

If it is suspected that a fire may cause smoke that could result in an air traffic hazard at or about the St. Paul or Elk Point Airports, the permit holder must advise and/or obtain approval from the St. Paul or Elk Point Airport Commissions.

Cancellations

Fire Guardians or their designates can cancel any one or all permits at any time when they judge conditions to be unsafe for burning.

Points for Consideration in Issuing a Fire Permit:

Be informed on current and future weather conditions.

Be familiar with the Forest & Prairie Protection Act, related Regulations, the County's Fire Protection Bylaw and generally accepted burning practices for burnable materials.

Be aware of conditions where it would be unwise to permit the burning of straw and stubble.

Be aware of the circumstances that could result in unnecessarily exposing residents of the burn area to excessive amounts of smoke and odour.

Be aware of the circumstances that could severely restrict visibility on public roadways, railroad crossings and near airports.

Attach conditions to the Fire permit(s) that clearly define the conditions under which the burn is to take place.

Be informed of pending or imminent permit restrictions and bans.

Spring Grass, Yard and Meadow Burning:

Issue permits only under the following conditions:

Ignition time: After 1800 hours DST

Low to moderate fire hazard

Low to moderate wind factor

Adequate water source on site

Adult supervision of fire sets

Conditions of Permit:

Suggest not issuing for more than ten 10 days. This is advisable so as to eliminate drastic changes in weather and fire hazards, which can occur in the spring season.

When snow adjacent to forest cover is gone; the field, meadow, etc. on burn site must have natural man-made fuel breaks (such as plowed fields, roads) or construction of fireguard must be considered.

Fire must be extinguished prior to permit expiring.

Range Improvement in Standing Forest Cover by Burning:

A Fire permit **may** be issued for improving range with the use of fire, providing an adequate burn plan is provided. The Fire Guardian will consider weather factor, ground cover, and standing forest cover to be burnt in all such applications.

Permits for Piles, Re-burn Piles and Windrows:

Permits for piles and windrows may not be issued until after spring green-up. Issue permits under the following conditions:

- Ignition after 1800 hours MST
- Low to moderate fire hazard
- Acceptable fire guard
- Wind less than 15 km/hour
- Adequate water source on site
- Adult supervision of fire site

Additional Conditions to consider:

Windrows and brush piles must have been piled according to Forest and Prairie Regulations, on distance and spacing (see "Windrow Construction Directions", following).

Permits may not be issued if the burn site has coniferous standing forest cover on the borders, and adequate separation distance is a concern.

An adequate drying time should be allowed before brush is burned. Two years is recommended.

A permit may not be issued and piles/windrows, etc. should not be burned when conditions are such that ground fires will occur.

A permit may not be issued for burning of any type of fuel on peat type soil. (High in organic matter).

General weather conditions and seasonal weather conditions must be taken into consideration when a permit is being considered for issuance. Particular attention must be given to potential for weather inversions occurring and trapping smoke near the ground in the spring or fall. Consider limiting the number of piles and/or windrows that may be burned at any one time. Co-ordination and scheduling of burning among property owners in a general area is recommended as well. Should conditions dictate, it may be necessary that no permits be issued for a period of time.

Ignition patterns on windrow should be outlined, indicated number of rows or piles to be burned at one time and which ones to light first.

Fire must be extinguished prior to permit expiring.

It is recommended that all persons requesting a fire permit have adequate insurance coverage or add a fire fighting insurance endorsement to their homeowner's policy.

Windrow Construction Directions

Not only is it important that windrows be constructed to meet provincial debris disposal regulations, properly constructed they will burn easier and cleaner.

Try to eliminate as much dirt from the roots and pack windrows as tight as possible.

It is suggested that where practical, windrows should run across the direction of the prevailing wind and each section should not be more than 200 feet in length.

It is recommended that there should be a 50-foot fireguard break between the ends of rows and when they are running parallel to each other there should be a 50-foot fireguard spacing between each windrow. A 75-foot fireguard break between windrows and any uncleared land is also required.



Request for Decision

Public Works Meeting June 24, 2025

8.8 – Town of Smoky Lake Heritage Day Parade – August 2, 2025

Request

The town of Smoky Lake has submitted the attached invitation for the County of St. Paul to participate in their annual Heritage Day Parade being held on Saturday August 2, 2025.

Deadline to reply is Wednesday July 30, 2025.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

For the County of St. Paul to participate in the Town of Smoky Lake 's annual Heritage Day Parade being held on Saturday August 2, 2025.

To deny the request to participate in the Town of Smoky Lake 's annual Heritage Day Parade being held on Saturday August 2, 2025.

Recommendation

Council to provide direction.

Submitted by: Betty Richard, Executive Assistant



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
PH: 780-656-3674 | FX: 780-656-3675
smokylake.ca | town@smokylake.ca

June 4, 2025

Greetings!

The Town of Smoky Lake is pleased to formally invite you to participate in our annual **Heritage Day Parade, held on Saturday, August 2, 2025**. The theme this year is **"A Salute to our Farmers & Ranchers"**, as the town honors our hardworking farmers and ranchers. Your participation in this parade would be very much appreciated. If you wish to attend, an entry form has been enclosed with this letter.

The parade will start at the Smoky Lake Agricultural Complex (4612-54 Avenue) with registration and assembly starting at 9:00 a.m. The registration table will be set up by the East Entrance of the Complex. The judging will take place at the complex upon registration and prizes will be awarded prior to commencement.

Thank you for your consideration in participating in our Annual Heritage Day Parade. Please return your entry form by drop-off, email, fax, or mail to the address below before Wednesday, July 30, 2025. We can't wait to see you all!

If you have any questions or wish to receive further information, please don't hesitate to reach out.

Sincerely,

Cheryl Snyder
Accounts Payable
Town of Smoky Lake

Phone: 780-656-3674
Fax: 780-656-3675
Email: payable@smokylake.ca
Mail: Town of Smoky Lake
Box 460
Smoky Lake, Alberta T0A 3C0

The Town of Smoky Lake extends an invitation to all businesses, municipalities, organizations and individuals to submit an entry and participate in the celebrations in this year's theme:

"A Salute to Our Farmers & Ranchers"

**Smoky Lake Annual Heritage Day Parade
On
Saturday, August 2, 2025**

REGISTRATION:

Entry Name: _____

Contact Person: _____

Phone Number: _____

Number of Participants: _____

Category (please check one):

- ☐ Antiques Vehicles.
- ☐ Agricultural.
- ☐ Clubs/Associations.
- ☐ Horses/Riders.
- ☐ Municipality/Town/Village.
- ☐ Western Wagons/Teams
- ☐ Novelty.
- ☐ Farm Antiques.
- ☐ Business.

Please kindly return this form to:

Town of Smoky Lake
Cheryl Snyder
Box 460
Smoky Lake, AB T0A 3C0
Ph: 780-656-3674 Fax: 780-656-3675
Email: payable@smokylake.ca

Parade Registration and Assembly at the Smoky Lake Complex
(4612-54 Ave.) 9:00 a.m.

Judging of Floats at 10:00 a.m. at the Complex

Parade Begins at 11:00 a.m. at the Complex and ends at the
CN Station Museum.

Please Come and Join the Fun!