

**BYLAW NO. 1793/2019
OF THE
TOWN OF SYLVAN LAKE**

**A BYLAW OF THE TOWN OF SYLVAN LAKE IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF A FIRE DEPARTMENT
AND FOR THE PREVENTION OF FIRES AND THE PROTECTION OF PEOPLE AND
PROPERTY.**

WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, c M-26, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and for any services provided by or on behalf of the municipality;

AND WHEREAS the Council of the Town of Sylvan Lake wishes to establish a fire department within the Town and to provide for the efficient operation of such a fire department.

NOW THEREFORE COUNCIL OF THE TOWN OF SYLVAN LAKE ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be called the "Town of Sylvan Lake Fire Protection Bylaw."

DEFINITIONS

"Business Owner" means the person to whom a business license is issued.

"Council" is the Council for the Town of Sylvan Lake

"Chief Administrative Officer" means the Chief Administrative Officer of the Town of Sylvan Lake appointed by Council resolution

"Dangerous Goods" means any material or substance that may constitute an immediate or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment, and shall include those products, substances and organisms described in the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c. D-4, as amended, and the regulations there-under.

"Director of Community Services" means the person appointed by the Chief Administrative Officer as the senior administrator of the Community Services Department.

"Equipment" means any tools, contrivances, devices or materials used by the Fire Department to combat an Incident or other emergency;

“False Alarm” means any fire alarm that is set off willfully or accidentally, or through human or mechanical error, and to which the Fire Department responds and determined there is no incident or emergency situation;

“Fire Alarm” means any alarm system dedicated to warn people through visual and audio appliances when smoke, fire and other emergencies are present.

“Fire Apparatus” means any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or firefighting supplies.

“Fire Chief” means the person appointed by the Town’s Chief Administrative Officer as the head of the Fire Department, and includes a person designated by the Fire Chief to act in the capacity of the Fire Chief;

“Fire Department” means the department established by this Bylaw and includes any Member;

“Fire Department Property” means all Property owned or controlled by the Town and designated for use by the Fire Department, regardless of the source of the Property;

“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.

“Incident” means a fire, a situation where an explosion is imminent, or any situation presenting a danger or a possible danger to life or property to which the Fire Department has responded;

“Member” means any person who is appointed to be a member of the Fire Department by the Fire Chief and includes the Fire Chief and any paid on-call member;

“Member in Charge” means the Member in command of the Incident;

“Municipal Owned Campground” means any campground that is owned and operated by the Town of Sylvan Lake;

“Municipal Tag” means a form of ticket prescribed by the Town for a bylaw offence providing a person with the opportunity to pay an amount to the Town in lieu of prosecution; issued pursuant to the authority of a bylaw by the CAO;

“Officer” means a Member appointed by the Fire Chief to a supervisory position within the Fire Department;

“Open Fire” means any fire which is NOT contained within an approved fire pit, outdoor fireplace, or in an incinerator approved by Alberta Environment, or fires controlled at the Waste Transfer Station, or accredited training & safety companies and the Fire Department (for training purposes).

"Peace Officer" for the purpose of this Bylaw means:

- i. A member of the Royal Canadian Mounted Police;
- ii. A Bylaw Officer as appointed by the Town to enforce the Animal Control Bylaw, and includes any other Person appointed by the Town to do any act or perform any duty under this Bylaw; or
- iii. A Community Peace Officer as appointed by the Solicitor General of Alberta and authorized by the Town;

"Property" means any real property or personal property;

"Property Manager" includes a management company and a person who is responsible for the maintenance or upkeep of a property.

"Property Owner" with respect to real property means the registered owner as described on the title to the parcel of land at the Land Titles Office.

"Refuse or Waste" means:

- i. all animal or vegetable matter including materials resulting from the handling, preparation, cooking, consumption and storage of food;
- ii. broken dishes, tins, glass, rags, cast-off clothing, waste paper, excelsior cardboard, sawdust, food containers, plastic, grass cuttings, shrubbery and tree pruning's, weeds, garden waste, manure, tree stumps, roots, turf, earth, furniture, household appliances, discarded auto parts or such waste matter as may accumulate as a result of building construction, renovation, repair, or demolition;
- iii. any waste referred to in the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12, as amended, and regulations thereunder;

"Security Alarm" means an alarm system intended to detect unauthorized entry to a premise or to alert people to the commission of an unlawful act or both;

"Solid Fuel" means various forms of solid material that can be burned to release energy, providing heat and light through the process of combustion. Eg. Wood, charcoal, wood pellets.

"Special Event Fire Pit Usage Application" means a fire pit usage form that must be included as part of your Special Event application.

"Violation Ticket" has the same meaning as in the *Provincial Offences Procedure Act*, R.S.A. 2000, Chapter P-34, as amended or repealed and replaced from time to time.

FIRE DEPARTMENT

2. Council hereby establishes the Fire Department for the purpose of:

- a. preventing and extinguishing fires;
 - b. investigating the cause of fires;
 - c. preserving life, property, environment and protecting persons and property from injury or destruction by fire, natural disasters and dangerous goods.
 - d. providing rescue services;
 - e. preventing, combating and controlling incidents;
 - f. carrying out fire inspections and prevention patrols.
3. Subject to Provincial Legislation, the Fire Department is hereby authorized to control and mitigate incidents involving Dangerous Goods.

FIRE CHIEF

4. The Fire Chief shall be responsible to the Town's Director of Community Services.
5. The Fire Chief may appoint and supervise as many Officers as he/she deems required for the operation of the Fire Department.
6. The Fire Chief may appoint additional Members to the Fire Department (upon Budget approval) as he/she deems required for the operation of the Fire Department with these Members supervised by the Fire Chief or the Officers.
7. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the Town's Director of Community Services, and in particular, may carry out all Fire Protection activities and other such activities as directed in the approved annual budget including, but not limited to:
 - a. rescue;
 - b. emergency medical services, excluding ambulance services;
 - c. pre-fire planning including inspections and building familiarization;
 - d. disaster services including joint disaster services planning;
 - e. preventative patrols; and public awareness patrols; and
 - f. fire inspections.
8. Subject to the ratification by the Chief Administrative Officer, the Fire Chief may establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including, but not limited to
 - a. use, care and protection of Fire Department Property;

- b. training, conduct and discipline of Members; and
- c. efficient operations of the Fire Department.

These regulations, rules, and policies shall be consistent with Town policies

9. The Fire Chief, or in his/her absence, the Member in Charge, shall have control, direction and management of any Fire Department Fire Apparatus, equipment or human resources assigned to an incident.
10. The Fire Chief or Member in Charge, who is at the site of an incident or other emergency, may at his/her discretion:
 - a. order persons in a building to vacate the building and not re-enter the building unless authorized by the Fire Chief or the Member in Charge;
 - b. establish a perimeter around the site and prevent persons from entering the perimeter;
 - c. request peace officers' assistance to prevent persons from entering a building or established perimeter;
 - d. cause a building, structure or any other property to be pulled down, demolished or otherwise removed so as to prevent the spread of fire or hazard to other buildings, structures or property;
 - e. cause any Member, Fire Apparatus or Equipment to enter on any Property, including adjacent Property to combat, control or deal with the Incident.

POWERS OF MEMBERS

11. Every Member shall have the authority and power to:
 - a. extinguish or control any fire,
 - b. perform the operations necessary to preserve life and property;
 - c. enter onto any property for the purpose described in subsections (a) or (b);
 - d. regulate the conduct of the public in and around the vicinity of any place where a Member is performing the activities described in subsections (a) or (b).
12. The Fire Chief, the Member in Charge, or a Member directed by the Fire Chief shall have the authority to;

- a. compel any able-bodied, adult persons who are not Members to assist in extinguishing fires and to assist in the prevention and spread thereof;
- b. authorize payment for the possession or use of any equipment for the purpose of fighting a fire;
- c. direct the operations necessary to extinguish or control the fire, or to preserve life and property; and
- d. regulate the conduct of the public in and around the vicinity of any place where a Member is performing the activities necessary to extinguish or control fire, or to preserve life or Property.

REQUIREMENT TO REPORT

- 13. The owner of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Department and failure to do so is an offence.
- 14. The owner of any Property upon which Dangerous Goods have been spilled or released shall immediately report particulars of such spill or release to the Fire Department and failure to do so is an offence.

FIRE PITS, OUTDOOR FIREPLACES

- 15. Except during a fire ban, fires are permitted that are entirely contained in fire pits, outdoor fireplaces that satisfy the following requirements:
 - a. are more than three (3) meters from all buildings, property lines, and combustible materials;
 - b. has an open flame area of not more than 1 meter at its widest point.
 - c. have enclosed sides no greater than 46 centimeters above ground level;
 - d. are constructed of bricks, concrete blocks, heavy gauge metal, or other suitable non-combustible components as approved in writing by the Fire Chief;
 - e. are used to burn only clean fuel (clean dry wood or charcoal);
 - f. are not to be used to burn Refuse or Waste matter;
 - g. do not emit smoke or sparks onto neighbouring property, or otherwise create a nuisance or hazard to neighbouring property; and
 - h. have a competent person in charge of the fire at all times until it is extinguished.

- i. a minimum of a 2.5 lb. fire extinguishing or water supply (garden hose) shall be readily available at all times until the fire is fully extinguished.

- 16. Any person who fails to comply with any of the provisions of Section 16 herein is guilty of an offence.
- 17. Solid fuel barbecues, fire pits and grills are prohibited in all Town Parks and green spaces without the approval of a Special Events Fire Pit permit.
- 18. Special Events Fire Pit Usage Applications will not be required in the Pogadl Park campground area.
- 19. Special Events Fire Pit Usage Applications will not be required for events sanctioned by the Town.

OPEN FIRES

- 20. No person shall have an Open Fire within the Town.

FIRE BANS

- 21. The Fire Chief may impose a fire ban within the Town at his/her discretion. When a fire ban is imposed, the Town shall post the fire ban information in the local newspaper and on the Town website.
- 22. No person shall start or allow a fire on private or public property within the Town at any time while a fire ban is in place.
- 23. A Member or Peace Officer may direct a person to extinguish any fire when a fire ban is in place.
- 24. A person who fails to comply with the direction of a Member or Peace Officer to extinguish a fire during a fire ban is guilty of an offence and the Member or Peace Officer may extinguish the fire.
- 25. The use of solid fuel appliances will be prohibited during a Fire Ban within Town boundaries.

WASTE TRANSFER STATION

- 26. The Waste Transfer Station shall:
 - a. burn only wood products that are not contaminated with glue, paint, stain or other preservatives; and
 - b. coordinate burns with the Fire Chief prior to ignition.

RESPONDING TO FALSE ALARMS

- 27.** The Town may charge a fee for the Fire Department responding to a False Alarm, as set out in Schedule "B" of this Bylaw, where the Fire Department responds to:
- a. more than one False Alarm at the same building within the same calendar year;
 - b. more than one False Alarm from the same alarm system within the same calendar year;
 - c. more than one False Alarm from the same parcel of land within the same calendar year where there is more than one building on that parcel of land.
- 28.** Where the Fire Department responds to any alarm that is the result of a Security Alarm being routed to the Fire Department, the Town may charge a fee for the Fire Department responding as set out in Schedule "A" of this Bylaw.
- 29.** Where the Fire Department responds to an alarm as set out in Subsection 12.2 and the Business Owner, Property Owner, or Property Manager does not provide access to the interior of the building within 15 minutes of the arrival of the Fire Department, the Town may charge, in addition to the False Alarm fee set out in Schedule "A", a standby fee as set out in Schedule "A", until access is provided to the interior of the building.
- 30.** If the Fire Department is dispatched to respond to an alarm but is notified that the alarm is a False Alarm before a vehicle leaves a fire station, and if, as a consequence, only one vehicle responds to the False Alarm to re-set that alarm system, the fee set out in Schedule "A" for that response shall be reduced by 50%. The 50% fine reduction shall apply to fire alarms and not to a Security Alarm routed to the Fire Department.
- 31.** The fees provided for in this section may be charged to a Property Owner, Business Owner, Property Manager, Alarm Company or person responsible for the False Alarm.

FEES

- 32.** Where the Fire Department has taken any action in response to an Incident or False Alarm within the Town, the Town may, in respect of any expenses and costs incurred in taking such action, charge any costs so incurred to the person who caused the Incident or False Alarm, or to the Property Owner or occupant of the land in respect of which the action was taken.
- 33.** Where the Fire Department has responded to a motor vehicle collision, the Town may charge the costs so incurred to the Province of Alberta, insurance companies and or owner of the vehicles involved in the collision.
- 34.** The costs and fees that may be charged by the Town for services rendered by the Fire Department pursuant to this Bylaw shall be as set out in Schedule "A" of this Bylaw.
- 35.** In respect of the costs or fees as described in Sections 33 and Section 34, the Town may recover such costs or fees as a debt due and owing to the Town.

36. The Property Owner is liable for all related expenses and costs to the Town for any actions taken to extinguish a fire on a parcel of land within the Town and the Town may add any expenses and costs that are unpaid to the tax roll of the parcel of land.

FEES FOR INSPECTIONS

37. The Town may charge fees for inspections conducted by the Fire Department as set out in Schedule "A".
38. The fees for conducting inspections may be charged to the Property Owner, the Business Owner or the person requesting the inspection.

OBSTRUCTION

39. No Person shall obstruct or hinder the Fire Chief, a Peace Officer in the exercise or performance of their duties or powers pursuant to this bylaw or other applicable legislation.

OFFENCES

40. A person is guilty of an offence, who:

- a. deposits, discards or leaves any burning matter or substance in a location where it may reasonably be expected to ignite other material and cause a fire;
- b. conducts any activity that might reasonably be expected to cause a fire, without exercising reasonable care to control the fire;
- c. interferes with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- d. interferes with the operation of any Fire Department Property, Fire Apparatus or Equipment required to extinguish fires or preserve life or property;
- e. damages or destroys Fire Department property;
- f. falsely represents oneself as a Member, employee, or person connected or affiliated with the Fire Department; or
- g. wears, uses or has in his or her possession or under his or her control any official badge, identification card, insignia, button, cap, helmet or uniform of the Fire Department, unless such person is a Member of the Fire Department and has direct and specific authority to do so;
- h. fails to comply with an order to vacate a building or an established perimeter.

FINES AND PENALTIES

41. A Peace Officer is hereby authorized to issue a Municipal Tag or a Violation Ticket with a specified penalty pursuant to the Provincial Offences Procedure Act, R.S.A.2000.

42. Any person who breaches any section of this Bylaw is guilty of an offence and liable, summary conviction, to:

- a. payment of the penalty specified in Schedule "B" hereto; or
- b. for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00; and in default of payment of any penalty, to imprisonment for up to six (6) months.

43. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable, upon summary conviction, to a fine in an amount not less than that prescribed in Schedule B of this Bylaw, for each such day.

Municipal Tags and Violation Tickets

44. Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

- a. A Municipal Tag allowing payment of the specified penalty to the Town, which payment will be accepted by the Town in lieu of prosecution for the offence; or
- b. A Violation Ticket, allowing a voluntary payment of the specified penalty to the Provincial Court, or, requiring a person to appear in court without the alternative of making a voluntary payment; and the recording of the payment of a specified penalty made to the Town pursuant to a Municipal Tag or the Provincial Court of Alberta pursuant to a Violation Ticket shall constitute an acceptance of a guilty plea and conviction for the offence.

45. Service of a Municipal Tag shall be sufficient if it is:

- a. personally served; or
- b. sent and served by regular mail to the person's last known mailing address.

46. If a Municipal Tag is issued in respect of an offence, the Municipal Tag must set out the specified penalty amount for the contravention established by this Bylaw. The specified penalty amount may be reduced by the amount prescribed in Schedule B of this Bylaw, if paid to the Town of Sylvan Lake within ten (10) days of the date of service of the Municipal Tag, and payment of the reduced amount shall be accepted by the Town in full satisfaction of the Municipal Tag.

47. After the expiry of ten (10) days from the date of service of the Municipal Tag, the full specified penalty amount must be paid, and may be paid to the Town of Sylvan Lake at any time before a Violation Ticket is issued.

48. If a Municipal Tag has been issued and served on a person, the ten (10) days has expired and the specified penalty amount has not been paid, a Violation Ticket may be issued to the alleged offender.
49. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing and serving a Violation Ticket on a person for a contravention of this Bylaw, even if a Municipal Tag has not been issued.
50. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- a. specify the fine amount established by this Bylaw for the offence; or
 - b. require a person to appear in Court without the alternative of making a voluntary payment.
51. A person who is issued a Violation Ticket in respect of any offence may, if the Violation Ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the Violation Ticket and the specified fine to the Provincial Court Office specified on the Violation Ticket.
52. Nothing in this Bylaw precludes a Peace Officer from laying charges under any alternate legislation.
53. Charges, conditions or rulings under Provincial legislation shall overrule similar Sections of this Bylaw.
54. A Person who is found guilty of an offence is liable to the imposition of a penalty for the offence that is in addition to a fine so long as the penalty relates to a fee, cost, rate, toll or charge that is associated with the conduct that gives rise to the offence.
55. If a Person is found guilty of an offence, the court may, in addition to any fine or other penalty imposed, order the Person to comply with this bylaw, a permit, an approval or other authorization issued under this bylaw, or a condition of any of them.

CONTRACTS/AGREEMENTS

56. The Town by resolution of Council may:
- a. enter into a written contract providing the supply of Fire Protection services outside the municipal boundaries of the town;
 - b. enter into mutual aid agreements with other surrounding municipalities within a 70 km radius of the town;
 - c. upon request, supply Fire Protection services outside the municipal boundaries of the town.

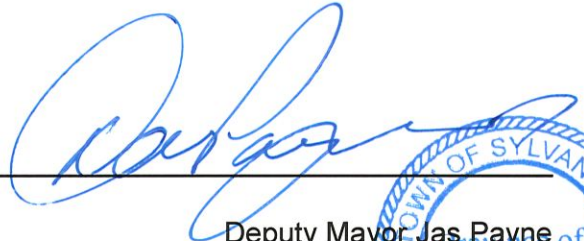
MISCELLANEOUS

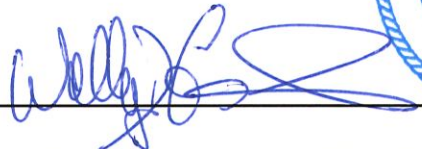
57. This Bylaw shall come into effect upon the final passing thereof.
58. Nothing in this Bylaw shall be construed to give the Fire Department or the Fire Chief control or authority respecting ambulance services.
59. Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.
60. Bylaw #1584/2011 and all amendments thereto are hereby repealed.
61. This bylaw shall come into force and effect following passing of third and final reading.

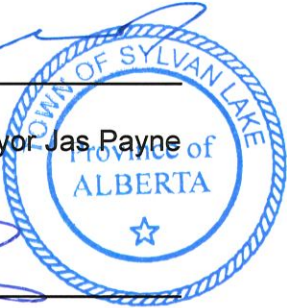
Read a First time in Council assembled this 15 day of October 2019.

Read a Second time in Council assembled this 12 day of November 2019.

Read a Third time in Council assembled and passed this 12 day of November 2019.


Deputy Mayor Jas. Payne


Chief Administrative Officer Wally Ferris



**TOWN OF SYLVAN LAKE
BYLAW NO. 1793/2019**

SCHEDULE "A"

RECOVERY OF COSTS

Response Fees:

Engine Unit	\$615 per unit per hour
Tender Unit	\$615 per unit per hour
Emergency Rescue Unit	\$615 per unit per hour
Grass Fire Unit	\$615 per unit per hour
Squad Unit	\$185 per unit per hour
Standby Fee	\$125 per 15 minutes per unit.
Expendable Supplies Used In A Response	Town cost plus 15%

(The fees prescribed above include all personnel involved)

False Alarms:

Second False Alarm within a year	\$250
Third False Alarm within a year	\$250
Fourth or more False Alarms within a year	\$500
Security Alarm routed to the Fire Department Per response	\$500

Other Fees:

1. File Search (fire investigations and inspections)	\$ 100 per search
	\$ 5 per copy
2. Occupancy Load Certificates (licensed premises)	\$ 100 per certificate
3. Hydrant Flow Tests and Related Data	\$ 100 per hour
4. Fire Investigation Services	\$ 125 per hour
	\$ 5 per copy
5. Fire Inspection during regular business hours	\$ 75 per hour
6. Fire Inspection after regular business hours	\$150 per hour
7. Re-inspection For Outstanding Fire Code Violations	\$ 75 per visit after 2 nd visit

Schedule "B"- Specified Penalties (in dollars)

Offence Description	Section	Initial and Repeated Offences	Specified Penalty	Prescribed Reduction Amount (if paid within 10 days)	Early Payment Amount (If paid within 10 days)
Failure to report a fire	14	a) First offence	a) 250	(75)	a) 175
Failure to report a spill/release of a Dangerous Good	15				
Fail to have a permitted fire pit/barbeque	16	b) Second offence – Within one year	b) 500	(150)	b) 350
		c) Third and subsequent offences - within one year	c) 1000	(300)	c) 700
Have an Open Fire	21	a) First offence	a) 250	(75)	a) 175
		b) Second offence – within one year	b) 500	(150)	b) 350
		c) Third and subsequent offences - within one year	c) 1000	(300)	c) 700
Have a Fire during Fire Ban	21	a) First offence	a) 500	(150)	a) 350

		b) Second offence – within one year c) Third and subsequent offences - within one year	b) 1000 c) 5000	(300) (1500)	b) 700 c) 3500
Fail to Comply with Direction of Member/Peace Officer	40	a) First offence b) Second offence – within one year c) Third and subsequent offences - within one year	a) 500 b) 2000 c) 5000	(150) (600) (1500)	a) 350 b) 1400 c) 3500
Deposit, discard, leave burning matter/substance	41 (a)	a) First offence b) Second offence – within one year c) Third and subsequent offences - within one year	a) 250 b) 500 c) 1000	(75) (150) (300)	a) 175 b) 350 c) 700
Conduct activity that may cause a fire	41 (b)	a) First offence b) Second offence – within one year	a) 500 b) 1000	(150) (300)	a) 350 b) 700
Interfere with measures to extinguishing fire	41 (c)				
Interfere with operation of Fire Department.	41 (d)				

Damage/destroy Fire Department Property	41 (e)	c) Third and subsequent offences - within one year	c) 5000	(1500)	c) 3500
Impersonate Member	41 (f)				
Possess/Wear Fire Department badge, identification card, uniform	41 (g)				
Fail to Comply with Order to Vacate Building/Perimeter	41 (h)				

Special Event Fire Pit Usage Application

Instructions: Complete this form if you have already submitted a Special Event Permit Application and/or are requesting use of a Fire Pit located on the Pier or a Green Space. Applications must be submitted with at least a week prior to your intended usage date. **Each Fire Pit Usage Application is subject to a \$100.00 fee in order for your application to be approved.**

Submit to: Recreation & Culture Office, 4823 49 Avenue, by fax to 403-887-2258 or by email to kglowatski@sylvanlake.ca

APPLICANT INFORMATION:

Organization Name: _____

Name of Event Organizer: _____ Contact Number: _____

Special Event Name: _____

REQUESTED LOCATION TO KINDLE A FIRE AT:

Please list the location of the Fire Pit you are requesting:

Pier ☐ _____ Green Space ☐ _____

REQUESTED DATE TO ACCESS:

Requested Date to Access: _____
month/ day/ year

Start: _____ Time of Arrival	End: _____ Time of Departure
---------------------------------	---------------------------------

PURPOSE OF THIS FIRE :

Please describe the purpose of utilizing this fire site at your event (If any additional equipment or vehicles are intended to be in the space during this time you must notify the Special Event Coordinator):

OWNERSHIP AND AUTHORIZATION:

Regulations:

1. It is the applicant's responsibility to be familiar and abide by the requirements of this permit and bylaw, obtain permission, and **pay the fee in full.**

Special Event Fire Pit Usage Application

2. Permit period is limited to one day (daylight hours only) or a reasonable time period as determined by the Fire Chief.
3. This Permit is non-transferable, and is only valid for open-air fires during the times and dates noted at the above address/location.
4. Requirements for Religious or Ceremonial Fires will be subject to review of the Fire Chief.
5. Permit must be present on site and available to be produced if any Town Designate or Fire Chief requests it.
6. This permit may be cancelled in the event of a fire ban or at any time as determined by the Fire Chief:
 - Materials burned must only be burnable debris in accordance to the Town of Sylvan Lake's Fire Bylaw.
 - Wind Conditions shall be less than 30km/hr.
 - At least one responsible adult (18+) must be present for the duration of the permit.
 - Provisions are made for adequate extinguishments equipment on site.
 - Other Town Bylaws such as noise levels must be considered.

Please read and then initial beside each of the following statements:

_____ I have completed this application accurately and truthfully. By signing this application, I agree to limit open air burning to the form and location set out above and to be bound by the conditions set out by this permit.

_____ I agree to absolve the Town of Sylvan Lake, the Town of Sylvan Lake Fire Department and any Designated Employee from any and all damages or civil litigation caused by or attributed to in any way, an open air fire initiated by the owner, occupier, or person in charge of the premises.

_____ I agree to pay the costs of any fires caused by willful or negligent violation of any condition and/or regulations set out on this fire Permit.

Applicant Signature: _____ Date: _____

Town Approval	
Fire Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Payment Received: <input type="checkbox"/> YES <input type="checkbox"/> NO
Signing Authority for Fire Pit Usage	
<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Town Designate	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Date
Signing Authority for Fire Chief	
<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Fire Department Designate	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Date