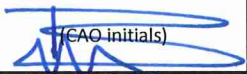




# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-PRO-FIRE-1	Fire Ban Declaration Policy			
Approval	Originally Approved		Last Revised	
 (CAO initials)	Resolution No:	113-19	Resolution No:	80-23
	Date:	August 28 <sup>th</sup> , 2019	Date: June	June 21 <sup>st</sup> , 2023

### Purpose

To ensure a reliable and consistent mechanism for declaring fire restrictions and fire bans, or making changes to any restrictions or bans in effect for the municipality, while giving due consideration to local and regional conditions and capabilities. While the municipality maintains a bylaw which speaks to the provision of fire services (through Onoway Regional Fire Services/North West Fire Rescue and Training), the mechanism for affecting a change in fire restriction within same is subject to interpretation and this policy aims to clarify the process.

### Policy Statement

In considering fire bans, the Summer Village of Nakamun Park must balance several relevant factors, duties of care, practical/operational realities, and industry best practices. The municipality has a responsibility to promote reasonable public safety standards, and the Council includes the provision of fire services as integral to this service.

The municipality has contracted fire protection services from a third-party provider, which is also service provider to several other local entities. Council has also authorized the engagement of various mutual aid provisions with other regional partners (such as Lac Ste. Anne County). The municipality understands that they require flexibility in the fire ban process to allow for adaptation to changing local conditions, but also balance between what their community is promoting and the broader regional capability for service delivery. There is an understanding therefore that fire ban considerations require an opportunity for the input of local councils, local administrations, local fire service providers (fire chiefs), but also consideration of the fire ban status of regional partners. This concept was further developed by consensus of the regional Summer Villages of Lac Ste. Anne County East Meeting (June 10<sup>th</sup>, 2023) where a motion to advocate for the inclusion of Lac Ste. Anne County fire ban status as an additional trigger for local fire ban status changes was adopted.

### Fire Ban Declaration Process and Responsibilities



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The Chief Administrative Officer (CAO) shall be the primary authority on affecting a fire ban, fire restriction, or change in status for any fire restriction. In exercising this duty, the CAO shall:

- 1) Consult with the Fire Chief of the local authority on a regular basis to inquire on fire conditions and recommendations. Frequency of review should be weekly during the spring and summer months, or times of general concern, but is ultimately at the discretion of the CAO;
- 2) Consult with the most immediate regional municipality (Lac Ste. Anne County) for their fire ban status on a regular basis. Again, frequency of review should be weekly during the spring and summer months, or times of general concern, but is ultimately at the discretion of the CAO and may be as informal as checking County fire ban status on the County municipal website;
- 3) Cause a change in fire ban or restriction status to align with the most restrictive policy recommendation as provided by the local Fire Chief or adopted by the neighbouring municipality (Lac Ste. Anne County);
- 4) The CAO will then provide confirmation of this fire ban status to Council, the Fire Chief, and the neighbouring municipality, as well as send notification out to the community through the municipal website and by causing the village fire alert signs/bulletin board to be appropriately updated and notifying the provincial fire bans declaration website ([albertafirebans.ca](http://albertafirebans.ca)). This should be done within 48 hours of a triggering change of status.

If there arises uncertainty about the appropriate level of restriction for the community, the matter shall be referred to Council for their opinion:

- 5) Council, duly convened, may amend in any way they see fit including altering the scope and severity of the restriction or implementing/lifting a ban;
- 6) Council's decision to alter or amend a restriction or ban shall be the prevailing policy for a period of not less than 7 days before the CAO can alter same. During this 7-day period Council may alter the policy;
- 7) Any change to the fire restriction policy adopted by Council under this mechanism, shall be communicated to the stakeholders in the same way as prescribed in note (4), above.

At all times, provincial fire ban status should be considered, and a provincial fire ban supersedes municipal policy regardless of Council or Administrative order. Notification of provincial fire bans or



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recommendation shall be communicated with the stakeholders of the municipality as with internal fire ban status updates.

In reviewing the fire ban status of the municipality, the municipality may also consider the input of the Summer Villages Regional Emergency Management Partnership, Regional and/or Local Director Of Emergency Management advice, and realized or interpreted resource, staff, and operational constraints that might otherwise impact fire protection capabilities locally and regionally.

Where applicable and warranted, this process shall be used to communicate and regulate any All-Terrain Vehicles (ATV) or Off-Highway Vehicle (OHV) restrictions that may also be deemed appropriate as part of fire safety recommendations.

**Legal References:** MGA Part 5 & 6

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY
113-19	08/28/2019
80-23	6/21/2023