

Subject: **Fire Guardian Annual Appointments 2025**

Meeting Date: Tuesday, March 25, 2025

Prepared By: Debra Grosfield, CLGM, Protective Services Manager

Presented By: Debra Grosfield, CLGM, Protective Services Manager

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- The **Forest and Prairie Protection Act**, Section 4, requires that each year the Council of a municipal district shall appoint, for a term not exceeding one year with effect from the beginning of April, a sufficient number of fire guardians to enforce the Act within the boundaries of the municipal district except that part of the municipal district that is within a forest protection area.

The **Forest and Prairie Protection Act**, Section 4 (3), states, “the chief elected official, each councillor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district except that part of the municipal district that is within a forest protection area”.

Council Bylaw/Policy (cite)- As per **Bylaw 1770 Fire Protection Bylaw**, Section 5, Council will appoint Fire Guardians to carry out the roles and responsibilities of the Bylaw. Fire Guardian and permitting details are in Bylaw 1770.

Standard Operating Procedure- With recent burns, we have reviewed and adopted a new SOP specific for Fire Guardian roles and expectations, as well as fire permitting system procedures, to support the teams doing this work.

BACKGROUND/PROPOSAL:

These appointments have been recommended by each of the District Fire Department to the CAO/Designate, as per bylaw. Administrative staff can issue fire permits, should a volunteer fire department member not be available.

Because this is deemed an administrative function, Councillors are not set up with fire permitting accounts.

Should any of the appointed Fire Guardians leave their respective fire department, or leave their position at Kneehill County, their appointment will be revoked immediately.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

- Fire permits are issued by Fire Guardians throughout the year to maintain control of burning throughout the County.
- Fire Guardians in all fire districts processed a total of 724 permits in 2024 (same as last year)
- The advantage of having all districts permitting access allows for the administrative weight to be balanced.
- The advantage of permitting to be completed by each district allows for fire department and dispatch notification and approval for burns are specific for that area in the County.



REQUEST FOR DECISION

FINANCIAL & STAFFING IMPLICATIONS:

Fire Guardians are appointed through our Council; however, we do not offer compensation to them. They may be compensated through their own municipality.

Customer Service has helped many ratepayers with the online system, if necessary. Information Technology and Records Management maintain the user accounts for the fire permitting system.

Our Rural Fire Chief has taken on the Acme Area Fire Permitting with back up as the Community Peace Officers and Manager to ensure coverage and to meet service needs.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

None

COUNCIL OPTIONS:

1. To approve the recommended motion as presented.
2. To amend the motion as presented.

RECOMMENDED MOTION:

That Council appoint the following as Fire Guardians for the issuance of Fire Permits to March 31, 2026:

- Three Hills Fire Department: Chris Evans, Murray Fenton, Brandon Rempel
- Acme Fire Department: No Fire Guardians
- Carbon Fire Department: Jody Kranzler, Jordan Reed, Jeremy Kranzler, Austin Larsen, Travis Cormier, Riddel Wiebe
- Linden Fire Department: Shawn Klassen, Carson Reimer, Max Penner
- Torrington Fire Department: Doug Fretz, Jason Michielsen, Derek Benedict
- Trochu Fire Department: Richard Hoppins, Alan Adam, Chris Armstrong
- Kneehill County Administrative: CAO, Director of Community Services, Manager of Protective Services, Rural Fire Chief, Community Peace Officers.

FOLLOW-UP ACTIONS:

Notification and set up of any changes on Fire Guardians.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved- ☒

