



TOWN OF MANNING, ALBERTA

BY-LAW 927-25

FIRE RESCUE SERVICES

A By-law of the Town of Manning, in the Province of Alberta for the establishment of a Fire Department, Fire Protection, and Rescue Services pursuant to the provisions of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2006.

WHEREAS Council of the Town of Manning has authority to pass a bylaw respecting the safety, health and welfare of people and the protection of people and property pursuant to Section 7(a) of the Municipal Government Act;

AND WHEREAS Council may pass bylaws respecting to people, activities and things in, on or near a public place or place that is open to the public pursuant to section 7(b) of the Municipal Government Act;

AND WHEREAS Council has authority to regulate or prohibit pursuant to section 8 (a) of the Municipal Government Act;

NOW THEREFORE PURSUANT to the provisions of the Municipal Government Act, Chapter M-26, the Council of the Town of Manning, Alberta, in regular session duly assembled, enacts as follows:

SEVERABILITY

If any provision of this by-law is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this by-law or any documents which form part of this by-law or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

SECTION 1 – SHORT TITLE

This By-law may be cited as the "Fire Rescue Services Bylaw".

SECTION 2 – DEFINITIONS

- 2.1 "Administrator" means Chief Administrative Officer of the Town of Manning.
- 2.2 "Apparatus" means any vehicle provided with machinery, devices, equipment or materials used for fire and rescue services.
- 2.3 "Council" means the Council of the Town of Manning.
- 2.4 "Deputy Fire Chief" means the person(s) selected by the Council appointed Fire Chief.
- 2.5 "Equipment" means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency or any vehicle provided with Machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.

- 2.6 "False Alarm" means any notification to the Fire Department or any Member respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
- 2.7 "Fire" means any combustible material in a state of combustion, a situation where a fire or explosion is imminent or any other situation presenting a fire or a danger or possible danger to life or property from fire.
- 2.8 "Fire Chief" means the person elected by the Members and appointed by Council as head of the Department.
- 2.9 "Fire Department" means the department established by this Bylaw and includes any person duly appointed to the Fire Department by the Chief Administrative Officer or by the Fire Chief.
- 2.10 "Fire Department Property" means all Property owned or controlled by the Municipality and designated for use by the Fire Department, regardless of the source of the Property.
- 2.11 "Fire Investigation" means the analysis of fire-related incidents utilizing a systematic approach that is approved by the Fire Services or outside experts to meet the requirement of the Province of Alberta.
- 2.12 "Fire Rescue Services" means all aspects of the fire safety, including but not limited to fire prevention, firefighting or suppression, pre-fire planning, fire inspection, fire investigation, public education, and information, training or other staff development, advising, and responding to a request for Fire Rescue Service including legitimate emergencies and False Alarms.
- 2.13 "Fire Rescue Service Charge" means any or all costs incurred by the Fire Department in providing Fire Rescue Service.
- 2.14 "Incident" means a fire or motor vehicle collision where a fire or explosion is imminent and requires a response of fire and rescue services to mitigate possible danger to life or property.
- 2.15 "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a gauge metal screen having a mesh size not larger than 13 mm., which Fire is set for the purpose of burning household refuse, excepting plastic products.
- 2.16 "Manning Fire Department Level of Service" means the extent of service the department is able to provide to the community and its ratepayers given the resources, training, workforce, and legislation.
- 2.17 "Member" means any person that is a duly appointed Member of the Fire Department and includes the Fire Chief, Deputy Fire Chief, Captains and Lieutenants.
- 2.18 "Member in Charge" means the Member assigned senior authority at the scene of an incident (otherwise known as Site Commander). This position may be the Fire Chief or his or her Designated Officer.
- 2.19 "Municipality" means the Town of Manning.
- 2.20 "Outdoor Fire" means any fire not contained within a building or structure and shall include fire involving humus soil, piles of coal, farm produce, waste, bush, grass, seed, straw or any fire that has escaped or spread from a building, structure, machine or vehicle and any fire set for the purpose of thawing frozen ground.

- 2.21 "Peace Officer" means a member of the Royal Canadian Mounted Police or a Community Peace Officer appointed by the Administrator to enforce the bylaws of the Municipality.
- 2.22 "Property" means any real or personal property which, without limiting the generality of the foregoing includes land and structures.
- 2.23 "Running Fire" means a fire burning without being under proper or any control of any person.
- 2.24 "Smudge Fire" means a fire confined within a non-combustible structure or container that is set on land of one (1) acre or more in an area for the purpose of protecting livestock from insects or for protecting garden plants from frost.
- 2.25 "Structure Fire" means a fire confined to and within any building, structure, machine or vehicle which will or is likely to cause the destruction of or damage to such building, structure, machine or vehicle, excluding an incinerator fire.
- 2.26 "Violation Tag" means a tag or similar document issued by the Town of Manning pursuant to the Municipal Government Act.
- 2.27 "Violation Ticket" means a ticket issued pursuant to Part II of the Provincial Offences Procedures Act, R.S.A. 2000 cP-34, as amended.

SECTION 3 – FIRE DEPARTMENT

- 3.1 The fire department is hereby authorized to control and mitigate incidents involving the Dangerous Goods Transportation and Handling Act and regulations.
- 3.2 The fire department of the Town shall consist of a Fire Chief, Officers, Members, buildings and equipment as is deemed necessary by Council for the safety, health and welfare of the people and to protect the people, property and environment.
- 3.3 Membership of the department shall at no time be more than thirty-six (36) or less than fifteen (15). Members must provide a criminal record check.
- 3.4 The Town of Manning recognizes the personal and work time devoted by the members for firefighting services and in return the Town will pay to the firefighters annually, an amount calculated at the following rate per hour for each firefighter who had booked in for the purpose of attending a particular fire in the Town or County of Northern Lights and who had been either at the fire or on standby duty at the Fire Hall. The rates set out in Appendix "D" may be adjusted from time to time by mutual agreement.
- 3.5 The Town of Manning recognizes that it depends on a Fire Rescue Service and that the same level of services will not necessarily be provided to all incidents within the Town due to the limitations of staffing resources. Appendix "A"
- 3.6 The Fire Chief, subject to the ratification by Town Council, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the fire department.
- 3.7 Regulations, rules and policies made pursuant to Section 3.6 of this Bylaw shall be consistent with the legislation and regulations of the Province of Alberta.
- 3.8 A Member must meet Competency Guidelines and attend 25 % of practices and 10% of calls unless long absence is approved by command staff.
- 3.9 The Fire Chief shall review and submit attendance records on a quarterly basis.

SECTION 4 – FIRE CHIEF

- 4.1 The Fire Chief shall be appointed by Council and shall be responsible to Council through the Chief Administrative Officer.
- 4.2 The Fire Chief, subject to Town Policy, shall have complete and full authority over the Town of Manning fire department, its members, its organization and administration, subject to the direction of the Chief Administrative Officer to whom he will be responsible. He will carry out fire and rescue activities and other fire related duties to the best of the financial and human resources available. He is responsible for the operation of the fire department.
- 4.3 The Fire Chief, or in his/her absence, the senior ranking member present, shall have control, direction and management of any fire department equipment or personnel assigned to an incident and where a member is in charge he/she shall continue to act until relieved by an Officer authorized to do so.
- 4.4 The Fire Chief shall be notified of all applications of building and occupancy permits prior to the permit being issued.
- 4.5 The Fire Chief or Fire Guardians shall have authority to enter structures or property where an emergency exists and to cause any member or equipment to enter the structure or property, as deemed necessary, in order to control, combat or deal with the incident.
- 4.6 The Fire Chief, or any other member in charge at a fire, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he/she deems it necessary, in order to control, combat or deal with the incident.
- 4.7 The Fire Chief, or any other member in charge at an incident may, at his/her discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter.
- 4.8 The Fire Chief, or member in charge at an incident, may request Peace Officers to enforce restrictions on persons entering within the boundaries or limits of an incident area and use reasonable force if necessary.
- 4.9 The Fire Chief, or member in charge at an incident, is empowered to enter through or over buildings or property adjacent to an incident and to cause members and equipment of the fire department to pass or enter through or over the building or property, where he/she deems it necessary to gain access to the incident or to protect any person or property.
- 4.10 The Fire Chief, or member in charge at an incident, shall at his discretion obtain assistance from employees of the municipality as he/she deems necessary in order to discharge his/her duties and responsibilities.
- 4.11 The Fire Chief, or member in charge at an incident, may request persons who are not members to assist at an incident if he/she deems it necessary.
- 4.12 The Fire Chief, or member in charge at an incident, is empowered to commandeer and authorize payment for the possession or use of any privately owned equipment, which he/she deems necessary.
- 4.13 The Fire Chief shall have authority to order the evacuation of persons and establish boundaries or limits to prevent unauthorized persons from entering the area or vicinity where an emergency exists.
- 4.14 The Fire Chief, or a member of the fire department charged with the enforcement of this bylaw, acting in good faith and without malice for the municipality in the discharge of his/her duties, shall not hereby render himself/herself liable personally

and he/she is hereby relieved from all personal liability for any damage that may accrue to persons and property as a result of any act required or by reason of any act or omission in the discharge of his/her duties.

- 4.15 During any suit brought against the Fire Chief or a member of the fire department because of an act or omission performed by him/her in the enforcement of any provision of this bylaw, shall be defended by the Town of Manning until final determination of proceedings.
- 4.16 The Fire Chief, shall be paid annually for vehicle allowance for mileage of personal vehicle within the Manning & District Fire Department jurisdiction, be paid annually for the use of his/her personal cell phone and paid annually for administrative duties for the Fire Department. There rates have been set out in Appendix "D"

SECTION 5 – LIMITS OF JURISDICTION

- 5.1 The limits of the jurisdiction of the Fire Chief, Officers, and members of the fire department will extend to the area and boundaries of the Town of Manning, and no part of the fire department shall be used beyond the limits of the Town without the expressed authorization of a written contract or agreement providing for the supply of fire and rescue services outside the Town boundaries.
- 5.2 In the provision of services, if the Town of Manning and the County of Northern Lights maintain a current "Fire Services Agreement", the Town fire department will respond to a fire call in the Manning Rural Fire Protection Area, so long as the Fire Rescue Services can be provided in a manner that will not leave the Town unprotected.

SECTION 6 – POWERS OF FIREFIGHTERS

- 6.1 Each Firefighter upon direction of the Fire Chief or designate, shall be given access at reasonable hours, to both public and private places, for the purpose of inspecting the premises to ascertain whether the same constitutes or is likely to constitute a fire hazard.
- 6.2 Each Firefighter, upon approval of the Fire Chief or designate, shall have the authority and power to:
 - 6.2.1 Enter a closed area under the Forest and Prairie Protection Act without a permit or written permission of a Forest Officer, subject only to the regulations of the Forest and Prairie Protection Act;
 - 6.2.2 Without a warrant, enter on any land and premises, including a private dwelling which is on fire and proceed to extinguish the fire or prevent the spread thereof;
 - 6.2.3 Direct the operations of extinguishing or controlling the fire or the operations to preserve life and property;
 - 6.2.4 Prevent interference with the efforts of persons engaged in the extinguishing of fires and preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any fire.

SECTION 7 – CONTROL OF HAZARDS

- 7.1 If the Town of Manning finds, within its municipal boundaries, on privately owned land or occupied public land where conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire

hazard exits to reduce or remove the hazard within a fixed time and in a manner prescribed by the Town of Manning.

- 7.2 When the Town of Manning finds that an order it made pursuant to Section 7.1 has not been carried out the Town of Manning may enter on the land with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 7.3 The owner or the person in control of the land on which work was performed pursuant to Section 7.2 shall on demand reimburse the Town of Manning for the cost of the work performed, and in default of the payment the Town may place a lien for the amount against the land and improvements on it, and such amounts shall be a debt owing to the Town of Manning which may be charged against the Tax Roll for the land.
- 7.4 For the purpose of fire control the Fire Chief may:
 - 7.4.1 Suspend or cancel within any part or all of the municipality to which this Bylaw applies, all fire permits; or
 - 7.4.2 Prohibit the lighting of or require the extinguishing of a fire set other than under the authority of a fire permit.
- 7.5 In an area affected by an order made pursuant to Section 7.4, every person shall immediately proceed to extinguish every open fire lit by him/her or under his authority and every fire located on land occupied or owned by him.

SECTION 8 – REQUIREMENT TO REPORT

- 8.1 The owner or occupant of any property damaged by fire, or their authorized agent, shall immediately report to the fire department all particulars of the fire that is required by the Fire Chief.
- 8.2 The owner or occupant of any property containing a Dangerous Good(s) product which sustains an accidental or unplanned release of the Dangerous Good(s) product, or their authorized agent, shall immediately report to the fire department particulars of the release which are satisfactory to the Fire Chief in addition to any and all reporting required by provincial and federal legislation.

SECTION 9 – RECOVERY OF COSTS

- 9.1 Council may consider other areas that a fee may apply other than approved in this bylaw and upon appeal, Council may suspend or waive any fees included in this bylaw for special circumstances.
- 9.2 With the approval of Council, where the fire department has taken any action whatsoever for the purpose of responding and /or mitigating an emergency incident within or outside Town for the purpose of preserving life property from injury or destruction by fire or other incident including any such action taken by the fire department on a false alarm, the Fire Chief may, in respect of any costs incurred by the fire department in taking such action, charge any costs so incurred by the fire department to the person who caused the fire or the owner or occupant of the land in respect of which the action was taken.
- 9.3 The Council may decide to issue a fee for other services provided by the fire department, and such fees shall be due and payable upon receipt of such services.

- 9.4 The schedule of costs and fees to be charged by the fire department for services rendered pursuant to this bylaw shall be set out in Appendix "B" attached to and forming part of this bylaw.
- 9.5 In respect of the costs and fees described in Sections 9.1, 9.2, 9.3,
- 9.5.1 The Town may recover such cost or fee as a debt due and owing to the Town,
- 9.5.2 In the case of action taken by the fire department in respect to land within The Town, where the cost or fee is not paid upon demand by the Town, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.
- 9.5.3 The Town may charge fees on a cost recovery basis for any service provided by the department including costs of consumables that are incurred at a fire or a motor vehicle accident.

SECTION 10 – OFFENCES

- 10.1 No person shall obstruct the Chief Administrative Officer or any person authorized by the Chief Administrative Officer to inspect property or to perform any work necessary to remedy a condition, from performing his/her duties under this bylaw.
- 10.2 No person shall falsely represent themselves as a member, or wear or display any fire department badge, cap, insignia, or other paraphernalia for the purpose of such false representation.
- 10.3 No person shall obstruct or otherwise interfere with access roads or streets or approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire-fighting purposes or any connections provided to a fire main, pipe, sprinkler system, cistern or body of water designated for fire-fighting purposes.
- 10.4 No person shall ignite, cause, fuel, supervise, maintain or permit an open fire within the Town of Manning to which this bylaw applies, covered back yard fire pits.
- 10.5 The owner or occupier of the land or the person having control of the land upon which a fire occurs contrary to section 10.4 shall:
- 10.5.1 Extinguish the fire immediately;
- 10.5.2 Where he/she is unable to extinguish the fire immediately, report the fire to the fire department.
- 10.6 No person shall, either directly or indirectly, personally or through an agent, servant or employee kindles a fire and let it become a running fire on any land not his/her own property, or allow a running fire to pass from his/her property to the property of another.
- 10.7 No person shall be permitted to discharge any fireworks within the corporate limits of the Town of Manning. Approval to discharge fireworks shall be limited to the fire department or a qualified pyrotechnician for high and low hazard fireworks.
- 10.8 No person shall:
- 10.8.1 Fail to take adequate steps to control a fire for the purpose of preventing it from becoming a running fire or from spreading onto land other than his own;
- 10.8.2 Deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;

- 10.8.3 Conduct any activity that involves the use of fire that could be expected to cause a fire, unless he/she exercised sufficient care to prevent another fire from occurring;
- 10.8.4 Provide false, incomplete or misleading information to the Town of Manning or to the fire department on or with respect to the fire permit application on any investigation as to the cause or origin of a fire;
- 10.8.5 Interfere with the efforts or persons authorized in this bylaw to extinguish fires or preserve life or property;
- 10.8.6 Interfere with the operation of any fire department equipment or apparatus required to extinguish fires or preserve life or property;
- 10.8.7 Damage or destroy fire department property;
- 10.8.8 Intentionally and fallaciously report a fire or accident when no such condition exists.

SECTION 11 – VIOLATION TAG AND PENALTIES

- 11.1 A Peace Officer is hereby authorized and empowered to issue a violation tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw. A violation tag may be issued to such person:
 - 11.1.1 Either personally; or
 - 11.1.2 By mailing a copy to such person at his/her last known post office address.
- 11.2 The violation tag shall be in an approved Town of Manning form and shall state:
 - 11.2.1 The name of the person and the offence;
 - 11.2.2 The appropriate penalty for the offence as specified in Appendix “C” of this bylaw;
 - 11.2.3 The penalty shall be paid within thirty days of the violation tag issuance;
 - 11.2.4 Any other information as may be required by the Town of Manning.
- 11.3 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/her pursuant to this bylaw, is guilty of an offence and liable, upon the issuance of a violation tag, to pay:
 - 11.3.1 A fine of \$300.00 for a first offence;
 - 11.3.2 A fine of \$500.00 for a second offence within any one-year period;
 - 11.3.3 A fine of \$1,000.00 for a third, or subsequent offence within any one-year period.
- 11.4 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 the Town of Manning the penalty specified on the violation tag.
- 11.5 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket for a mandatory Court appearance of any person who

contravenes any provisions of this bylaw.

SECTION 12 – VIOLATION TICKET

- 12.1 A Peace 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 Procedures Act.
- 12.2 If the penalty specified on a violation tag is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the Provincial Offences Procedures Act.

SECTION 13 – REPEAL

- 13.1 This By-law hereby repeals By-law #887-20.


SECTION 14 – EFFECTIVE DATE

- 14.1 This By-law shall come into effect the date upon third and final reading.


READ A FIRST TIME this 25 day of June, 2025
READ A SECOND TIME this 25 day of June, 2025

Moved and passed that the “Fire Rescue Services Bylaw”, be presented for third and final reading.

READ A THIRD AND FINAL TIME this 23 day of July, 2025



Robert McLeod
Mayor



April Doll
Chief Administrative Officer

APPENDIX “A” Level of Service

The Town of Manning agrees to provide sufficient funds to the fire department for training and equipment to ensure the safety of the public and workforce.

Fire Protection and Safety Codes

- to investigate fire causes and origins;
- to conduct inspections of existing and new properties under the Town’s Fire Quality Management Plan;
- to provide occupancy load calculations of buildings;
- to assist in development planning and interpretation of the Alberta Fire Code;
- to provide public education on fire prevention.

Defensive and Offensive Fire Rescue Operations

- to provide fire and rescue operations for structure and vehicles;
- to provide fire and rescue operations for small grass and brush fires;
- to provide fire and rescue operations for small petrochemical facilities (small compressors and well sites);
- to provide fire and rescue operations for small lumber industries and buildings;
- to provide fire and rescue operations for farming operations;
- to provide fire and rescue operations for industrial operations.

Technical Rescue

- to provide for rope rescue;
- to provide off highway vehicle operations;

Responder or Support Services

- to assist in aircraft rescues;
- to assist with large industrial facility incidents at gas plants or sawmills;
- to assist in Hazmat operations;
- to assist with traffic control at motor vehicle collisions.

Training

- to provide training to meet recognized standards based on NFPA requirements;
- to provide department hosted courses approved by the Fire Commissioners Office or Alberta Emergency Management Agency;
- to provide training in accordance with Standard Operating Procedures, guidelines and policies;
- to ensure other industry standards are applied for H2S Alive or Confined Spaces.

Equipment

- to provide equipment based on the appropriate standards deemed by the industry;
- to ensure equipment is maintained, repaired and replaced based on manufacturers standards.

Medical First Response

- to provide “First Medical Responder” services as identified by Alberta Health Services;
- to provide advanced first aid the following areas: cardiac/circulation, vital signs, spinal restriction, and airway management.

APPENDIX “B” Fee Schedule

Costs and fees shall apply for fire department response or rescue services rendered to motor vehicle accidents, motor vehicle fires, and any provisions of this bylaw.

Response:

Pumper Unit	Based on ATEC Rates
Tanker Unit	Based on ATEC Rates
Rapid Response Unit	Based on ATEC Rates
Rescue Unit	Based on ATEC Rates
Command Unit	Based on ATEC Rates
Mobile Command Trailer	Based on ATEC Rates
Contracted Services	Cost plus 15%
(i.e. water haulers, equipment, labor, etc.)	

Alarm Responses:

First false alarm	1 st call No Charge
Within same year	2 nd and subsequent calls Full Cost Recovery

Manpower Fee:

Officers	\$50.00 per man hour
Fire Fighters	\$40.00 per man hour

Other Fees:

Incident Security (Crew)	\$40.00 per hour per person
Stand-by for events	\$30.00 per man hour

APPENDIX “C” Penalties and Fines

<u>Section</u>	<u>Offence</u>	<u>Penalty Fee</u>
10.1	Obstructing any person authorized by the Chief Administrative Officer to inspect a property	\$400.00
10.2	False representations as a Member of the fire department	\$400.00
10.3	Obstruct or interference of roads, fire alarms, hydrants or water sources for fire fighting	\$350.00
10.5.1	Failure to extinguish an open fire where a Fire is not permitted	\$250.00
10.5.2	Failure to report a fire that is extinguishable	\$250.00
10.6	Kindling a fire and allowing it to become a running fire	\$250.00
10.7	Unauthorized discharge of fireworks	\$250.00
10.8.1	Failure to take steps to prevent a running fire	\$250.00
10.8.2	Discarding burning matter which may cause a fire	\$250.00
10.8.3	Conduct any activity that involves the use of fire which could cause a dollar loss fire	\$250.00
10.8.4	Providing false information to fire department in reference to a fire permit or investigation	\$250.00
10.8.5	Interfere with persons authorized in this bylaw to extinguish fires	\$250.00
10.8.6	Interfere with fire department equipment or apparatus to extinguish fires	\$250.00
10.8.7	Damaging or destroying fire department Property plus replacement cost of damages equipment	\$250.00
10.8.8	Intentionally reporting a false fire or accident (plus charges incurred by the fire department)	\$400.00

**APPENDIX “D” Hourly Honorarium Rates
(Paid Quarterly)**

<u>Fire Chief</u>	
Hourly Rate	\$30.00
Annual Administration	\$3,600.00
Annual Cell Phone Expense	\$600.00
Annual Vehicle Allowance	\$1,200.00

<u>Deputy Fire Chief</u>	
Hourly Rate	\$28.00
Annual Administration	\$1,500.00

<u>Captain</u>	
Hourly Rate	\$25.00

<u>Firefighters</u>	
Hourly Rate	\$20.00