

**VILLAGE OF KITSCOTY
BYLAW NO. 2025-07
THE COMMUNITY STANDARDS BYLAW**

**BEING A BYLAW OF THE VILLAGE OF KITSCOTY, IN THE PROVINCE OF ALBERTA, TO
REGULATE NEIGHBORHOOD NUISANCE, SAFETY AND LIVABILITY ISSUES.**

WHEREAS, pursuant to the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) nuisances, including unsightly property;
- (c) people, activities and things in, on or near a public place or a place that is open to the public; and
- (d) the enforcement of bylaws;

AND WHEREAS, pursuant to the *Safety Codes Act*, a council may pass bylaws respecting the following matters:

- (a) minimum maintenance standards for buildings and structures; and
- (b) unsightly or derelict buildings or structures;

NOW THEREFORE the Council of the Village of Kitscoty, in the Province of Alberta, duly assembled, enacts as follows:

PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION

Bylaw Title

1 This Bylaw shall be known as the "Community Standards Bylaw".

Definitions

2 In this Bylaw, unless the context otherwise requires:

- (a) "Alley" means the public access through the middle of the block giving access to rear of lots or property
- (b) "Boulevard" means that part of a Highway that:
 - (i) is not a roadway; and
 - (ii) is that part of the Sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;

- (c) "Building" includes a structure and any part of a building or structure placed in, on or over land whether or not it is so affixed to become transferred without special mention by a transfer or sale of that land;
- (d) "Chief Administrative Officer" means the chief administrative officer of the Village or their delegate;
- (e) "Fire" includes any combustion whether or not flame is present or visible
- (f) "Fire Ban" means a period of time designated by the Fire Chief or designate, due to extremely dry or other unsafe environmental conditions, outdoor fires are prohibited
- (g) "Fire Pit" means a structure used for recreational fires that complies with Section 27 of this Bylaw
- (h) "Highway" has the same meaning as in the *Traffic Safety Act*;
- (i) "Holiday" means New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day of every year;
- (j) "Motor Vehicle" has the same meaning as in *Traffic Safety Act*;
- (k) "Municipal Tag" means a tag or similar document issued by the Village pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Village in lieu of prosecution for the offence;
- (l) "Noise" means any sound that is reasonably likely to disturb the peace of others;
- (m) "Occupy" or "Occupies" means residing on or to be in apparent possession or control of Property;
- (n) "Own" or "Owns" means:
 - (i) in the case of land, to be registered under the *Land Titles Act* as the owner of the fee simple estate in a parcel of land; or
 - (ii) in the case of personal property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it;
- (o) "Peace Officer" means a Bylaw Enforcement Officer appointed by the Village to enforce Village Bylaws, and includes a member of the Royal Canadian Mounted Police;
- (p) "Person" means any individual, firm, partnership, association; corporation, trustee, executor, administrator or other legal representative;
- (q) "Property" means a parcel of land including any Buildings;

- (r) "Public Place" means any Property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation; whether on payment of any fee or not;
- (s) "Sidewalk" means that part of the Highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a Highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or unpaved;
- (t) "Street" means a public road within the Village of Kitscoty
- (u) "Street Furniture" includes items such as poles, traffic control devices, waste receptacles, benches, bus enclosures, trees, plants, grass, utilities, planters, bicycle racks, newspaper boxes or any other similar property placed on a Highway or Public Place;
- (v) "Village" means the municipal corporation of the Village of Kitscoty and includes the geographical area within the boundaries of the Village where the context so requires;
- (w) "Violation Ticket" has the same meaning as in the *Provincial Offences Procedure Act*.

Rules of Interpretation

- 3 Nothing in this Bylaw relieves a person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 4 The headings in this Bylaw are for guidance purposes and convenience only.
- 5 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 6 Any reference to the provisions of a statute of Alberta is a reference to that statute as amended, from time to time.

PART 2 – PUBLIC BEHAVIOURS

Littering

- 7 A Person shall not leave any garbage, litter or other refuse in a Public Place except in a receptacle designated and intended for such use.

Dangerous Actions

- 8 A Person shall not throw or propel an object, or act in any other way, in a Public Place that is reasonably likely to cause injury to another Person or damage to Property.

PART 3 – PROPERTY MAINTENANCE

Nuisance on Property

9

1. A Person shall not cause or permit a nuisance to exist on Property they Own or Occupy.
2. For the purpose of greater certainty a nuisance means Property that shows sign of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, examples of which include:
 - (a) excessive accumulation of material including but not limited to building materials, appliances, household goods, boxes, tires, vehicle parts, whether of any apparent value or not;
 - (b) any loose litter, garbage, construction debris or refuse whether located in a storage area or elsewhere on the land;
 - (c) damaged, dismantled or derelict Motor Vehicles or trailers, whether insured or registered or not;
 - (d) smelly or messy compost heaps;
 - (e) grass higher than 25 centimeters excluding naturalized areas on public property;
 - (f) excessive weeds;
 - (g) production of excessive dust, dirt or smoke;
 - (h) production of any general offensive odours
3. A person shall not allow or fail to maintain any:
 - (a) any tree, shrub, other type of vegetation or any structure;
 - (i) that interferes or could interfere with any public work or utility;
 - (ii) that interferes with maintenance operations of any roadway or highway
 - (iii) that is allowed to cross property lines into adjacent properties including streets and alleys
 - (iv) that obstructs any Sidewalk adjacent to the Property;
 - (v) that impairs the visibility required for safe traffic flow at any intersection adjacent to the Property; or
 - (vi) that has any rot or other deterioration;
 - (b) any accessible excavation, ditch, drain or standing water that could pose a danger to the public; or

- (c) exterior damage, rot or other deterioration to a Building, including but not limited to peeling, unpainted or untreated surfaces, missing siding, shingles, windows or doors, or any other hole or opening in the Building.

Unoccupied Buildings

13

2. If a Building normally intended for human habitation is unoccupied then any door or window opening in the Building may be covered with a solid piece of wood but only if the wood is:
 - (a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
 - (b) of a thickness sufficient to prevent unauthorized entry into the Building;
 - (c) secured in a manner sufficient to prevent unauthorized entry into the Building; and
 - (d) coated with an opaque protective finish in a manner that is not detrimental to the surrounding area.

Sidewalks

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2. A Person shall remove snow and ice from any Sidewalk adjacent to Property they Own or Occupy within 48 hours after the snow or ice has been deposited.
3. If a Person fails to comply with subsection (1) the Village may arrange to have the Sidewalk cleared and the expenses and costs incurred by the Village for removing the snow and ice shall be paid upon demand and, if unpaid, may be added to the tax roll of the adjacent Property.
4. A Person shall not deposit snow or ice upon any Highway, Public Place or Property that is not their own.
5. A Person shall remove dirt, debris or other obstruction from any Sidewalk adjacent to Property they Own or Occupy within 48 hours after the dirt, debris or other obstruction was formed or deposited.
6. If a Person fails to comply with subsection (4) the Village may arrange to have the Sidewalk cleared and the expenses and costs incurred by the Village for removing the dirt, debris or other obstruction shall be paid upon demand and, if unpaid, may be added to the tax roll of the adjacent Property.

Roofs and Awnings

- 15 A Person shall maintain any roof or awning that extends over a Sidewalk from a Building they Own or Occupy free of snow and ice.

Boulevards

16 A Person shall maintain any Boulevard and Highway adjacent to Property they Own or Occupy by:

- (a) keeping any grass on the Boulevard and Highway cut to a length of no more than 25 centimeters; and
- (b) removing any accumulation of fallen leaves or other debris.

Surface Drainage

17 A person shall not or allow direct surface water drainage to neighboring properties or any sidewalk or roadway including groundwater sump pump discharge from any property

PART 4 – NOISE CONTROL

Prohibited Noise

18

- a) A Person shall not cause or permit any Noise that disturbs the peace of any other Person.
- b) A Person shall not cause or permit Property they Own or Occupy to be used so that Noise from the Property disturbs the peace of any other Person.

Criteria

19 In determining if a sound is reasonably likely to disturb the peace of others the following criteria may be considered:

- (a) type, volume, and duration of the sound;
- (b) time of day and day of week;
- (c) nature and use of the surrounding area; and
- (d) any other relevant factor.

Construction Activity

20 A Person shall not cause or permit any construction activity on Property zoned for residential use, or situated adjacent to residential use, before 7:00 a.m. or after 9:00 p.m. Monday through Saturday or before 9:00 a.m. or after 7:00 p.m. on a Sunday or Holiday.

Garbage Collection

21 A Person shall not collect, cause or permit the collection of garbage with a Motor Vehicle on or adjacent to any Property zoned for residential use before 7:00 a.m. or after 9:00 p.m. Monday through Saturday or before 9:00 a.m. or after 7:00 p.m. on a Sunday or Holiday.

Engine Retarder Brakes

22 A Person shall not use engine retarder brakes to slow or stop a Motor Vehicle at any time.

Motor Vehicles

23

- a) If a Motor Vehicle is the cause of any sound that contravenes a provision of this Bylaw the Owner of that Motor Vehicle is liable for the contravention.
- b) Subsection (1) does not apply if the Owner, on a balance of probabilities, satisfies the court that, at the time the Motor Vehicle was involved in the contravention, the Owner did not have care and control of the Motor Vehicle and no other person was operating the Motor Vehicle with the Owner's expressed or implied consent.

Exceptions

24 Nothing in this Part prohibits:

- a) An employee or authorized agent of the Village from producing certain sounds while acting within the scope of their functions, duties or powers; or
- b) Situations where the Chief Administrative Officer has issued a permit allowing the production of certain sounds on whatever conditions the Chief Administrative Officer deems appropriate.

PART 5 – OUTDOOR FIRES

Exceptions

25. This section does not apply to:

Cooking food using an appliance designed and intended for that purpose and fueled by:

- a) Liquid petroleum gas
- b) Natural gas
- c) Wood Pellet stoves or barbecues
- d) charcoal

FIRE PIT REQUIRMENTS

26 A Fire Pit must:

- (a) Be located at least three meters from any building, property line or combustible material;
- (b) Be fully enclosed on all sides and constructed entirely from brick, concrete block, heavy gauge metal, or non- combustible material;
- (c) Have an opening that is:
 - (i) No more than one meter across

- (ii) No more than 60 centimeters above the surrounding surface grade
- (iii) Covered with non-combustible mesh screen with openings no greater than 1.25 centimeters across
- (iv) Height of pit should not exceed 0.50 meters
- (d) Recreational fires fueled only by dry, preservative free wood or wood products and fully contained with a fire pit or fireplace
- (e) Fire Pit must be approved by Fire Chief or designate with Fire Pit Application (attached as Appendix A as part of this Bylaw) duly signed by Fire Chief or designate for approval

FIRE BAN

- 27** Notwithstanding anything in this Part, a person shall not cause or permit an outdoor fire on land they own or occupy while a fire ban is in effect.

NUISANCE FIRE

- 28** Notwithstanding anything in this Part, a person shall not cause or permit an outdoor fire on land they own or occupy that is reasonably likely to disturb the peace of any other individual.

In determining if an outdoor fire is reasonably likely to disturb the peace of any individual, the following criteria may be considered:

- a) demonstrated impact of the outdoor fire on health or wellbeing of others
- b) proximity of the outdoor fire to adjacent or affected properties
- c) duration of the outdoor fire
- d) date and time of the outdoor fire

PART 6 – ENFORCEMENT

Offences

A Person who contravenes any provision of this Bylaw is guilty of an offence.

Municipal Tags

- 29.** A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- a) A municipal tag may be served:

- b) personally to the accused;
- c) mailed to the address of the registered owner of the vehicle concerned, or the person concerned; or
- d) attached to or left upon the vehicle with respect of which the offence is alleged to have been committed.

- 29.1** The municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:
- (a) the name of the person to whom the municipal tag is issued, if known;
 - (b) a description of the offence and the applicable bylaw section;
 - (c) the appropriate penalty for the offence as specified in Schedule "A" of this bylaw;
 - (d) that the penalty shall be paid within fourteen (14) days of the issuance of the municipal tag in order to avoid prosecution; and
 - (e) any other information that may be required by the Chief Administrative Officer.
- 29.2** Where a contravention of this bylaw is a continuing nature, further municipal tags may be issued by a Peace Officer, provided that no more than one municipal tag shall be issued for each day that the contravention continues.
- 29.3** A person to whom a municipal tag has been issued may pay the penalty specified on the municipal tag and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 29.4** Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

Appeal Process of Municipal Tag

- 30.** A person who has receive a Municipal Tag may request Council to review the Municipal Tag issued in accordance with this Bylaw by written notice of appeal on or before the date indicated on the Municipal Tag.

Each notice of appeal shall:

- (a) state with reasonable detail, the grounds of the appeal;
- (b) state the name, address and interest of the appellant; and
- (c) be dated and signed by the appellant or on behalf by their agent and, if signed by an agent, shall state the name and address of the agent as well as that of the appellant.

- 30.1** When hearing an appeal Council shall:
- (a) hold a hearing and make a decision within thirty (30) days after receipt of the
 - (b) ensure that the notice of the hearing is mailed to the appellant at least five (5) days prior to the date of the hearing.
 - (c) consider each appeal having due regard to the circumstances and merits of the case and to this Bylaw;
 - (d) not be bound by the rules of evidence applicable to Courts of civil or criminal jurisdiction;
 - (e) afford to every person concerned the opportunity to be heard, to submit evidence of others; and,
 - (f) make and keep a record of its proceeding which shall be in the form of a summary of the evidence presented to Council at the hearing.

In determining an appeal, Council:

- (a) may confirm, vary, substitute or cancel the Municipal Tag; and
- (b) shall render its decision in writing to the appellant within fourteen (14) days from the date of the decision.
- (c) The decision made by Council shall be final and binding and not subject to further appeal under this Bylaw.

Violation Tickets

32. Where a Municipal Tag has been issued and the penalty specified on the Municipal Tag is not paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a violation ticket.

- (a) A violation ticket issued with respect to a contravention of this bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- (b) Subject to the *Provincial Offences Procedure Act* and the regulations thereunder, if a violation ticket is issued of an offence, the violation ticket may:
 - (a) specify the fine amount established by this bylaw for the offence in Schedule "A", or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.
- (d) A person who commits an offence may:
 - (a) if a violation ticket is issued in respect of the offence; and
 - (b) if a violation ticket specifies the fine amount established by this bylaw for the offence;

Make a voluntary payment equal to the specified fine.
- (e) When a clerk records in the court records the receipt of a voluntary payment pursuant to this bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty pleas and constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

Fines and Penalties

33. A Person who is guilty of an offence is liable to a fine in an amount not less than that established in this section, and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
- a. Without restricting the generality of subsection (1) the fine amounts set out in Schedule "A" are established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered.

Voluntary Payment

34 A Person who commits an offence may:

- i. if a Violation Ticket is issued in respect of the offence; and
- ii. if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Vicarious Liability

35 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

36 When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Obstruction

37 A Person shall not obstruct or hinder any Person in the exercise or performance of the Person's powers pursuant to this Bylaw.

PART 7 - GENERAL

Powers of Chief Administrative Officer

38 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:

- (a) carry out any inspections to determine compliance with this Bylaw;

- (b) take any steps or carry out any actions required to enforce this Bylaw;
- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish investigation and enforcement procedures with respect to residential, commercial, industrial or other types of property and such procedures may differ depending on the type of property in question;
- (e) establish areas where activities restricted by this Bylaw are permitted;
- (f) establish forms for the purposes of this Bylaw;
- (g) issue permits with such terms and conditions as are deemed appropriate;
- (h) establish the criteria to be met for a permit pursuant to this Bylaw; and
- (i) delegate any powers, duties or functions under this Bylaw to an employee of the Village;

Permits

39

- (a) A Person to whom a permit has been issued pursuant to this Bylaw and any Person carrying out an activity otherwise regulated, restricted or prohibited by this Bylaw pursuant to such permit, shall comply with any terms or conditions forming part of the permit.
- (b) A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a permit pursuant to this Bylaw.
- (c) If any term or condition of a permit issued pursuant to this Bylaw is contravened or if a false or misleading statement or false or misleading information was provided to obtain the permit, the Chief Administrative Officer may immediately cancel the permit.

Proof of Permit

- 40** The onus of proving a permit has been issued in relation to any activity otherwise regulated, restricted or prohibited by this Bylaw is on the Person alleging the existence of such a permit on a balance of probabilities.

Certified Copy of Record

- 41** A copy of a record of the Village, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

Schedule “A”

Specified Penalties

OFFENCE	SECTION	Municipal Tags		Violation Tickets	
		First Offence	Subsequent Offence	First Offence	Subsequent Offence
Littering	7	\$125	\$250	\$175	\$350
Participating in Dangerous Actions	9	\$125	\$250	\$175	\$350
Removing, defacing or damaging fixtures/furniture on Public Land	10	\$125	\$250	\$175	\$350
Allowing a nuisance to exist on Land	12	\$125	\$250	\$175	\$350
Allowing a nuisance to exist with respect to a Building	13	\$125	\$250	\$175	\$350
Failing to clear snow or ice from a sidewalk within 48 hours	14(1)	\$125	\$250	\$175	\$350
Depositing snow or ice onto a Highway, Public Place or private Property	14(3)	\$125	\$250	\$175	\$350
Failing to remove dirt, debris from a sidewalk within 48 hours	14(4)	\$125	\$250	\$175	\$350
Failing to maintain a roof or awning over a Sidewalk	15	\$125	\$250	\$175	\$350
Failing to maintain a Boulevard adjacent to Property	16	\$125	\$250	\$175	\$350
Surface Drainage	17	\$125	\$250	\$175	\$350
Creating a noise that disturbs the peace	17(1)	\$125	\$250	\$175	\$350
Owner or Occupier permitting Property to create a noise that disturbs the peace	17(2)	\$125	\$250	\$175	\$350
Allowing construction activity outside permitted hours	19	\$125	\$250	\$175	\$350
Garbage collection outside permitted hours	20	\$200	\$400	\$300	\$600
Use of Engine Retarder Brakes	21	\$200	\$400	\$300	\$600
Create a noise with a Motor Vehicle that disturbs the peace	22	\$200	\$400	\$300	\$600
Obstruct a Person	33	\$200	\$400	\$300	\$600

Severability

- 42 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

PART 8 – TRANSITIONAL

Repeal

- 43 The following bylaws are repealed:

- (a) Bylaw 07-2017 and all revisions as of signing date of this Bylaw.

Enactment

This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ A FIRST TIME IN COUNCIL THIS 2nd DAY OF SEPTEMBER 2025.

READ A SECOND TIME IN COUNCIL THIS 2ND DAY OF SEPTEMBER 2025.

READ A THIRD TIME IN COUNCIL AND PASSED THIS 2nd DAY OF SEPTEMBER, 2025.



Chief Elected Official



Chief Administrative Officer



**Application for a Permit to Construct and Operate a Fire Pit
Community Standards Bylaw 2025-07 Fire Pit Requirements**

Applicant Name: _____

Civic Location of Property: _____

Fee Paid: **NO CHARGE**

Definitions:

Approved Device— a device or appliance specifically made for the purpose of containing a fire which bears a proper approval label from the Underwriters Laboratory of Canada, or such other approving agency as designated by the Fire Chief. In all cases the device or appliance shall meet the requirements of all legislation, codes and regulations pertaining to such devices or appliances, *therefore, an application is not needed. As per Community Standards Bylaw 2025-07.*

Fire Pit means a non-commercial appliance or device used specifically for the purpose of burning combustible materials. An acceptable Fire Pit must be screened and have:

- i) A minimum of 3 meter clearance, measured from the nearest Fire Pit edge is maintained from building, property lines or any combustible materials.
- ii) the Fire Pit installation has enclosed sides constructed from bricks, concrete blocks, heavy gauge metal or other non-combustible materials acceptable to the Fire Chief;
- iii) Height of the Fire Pit should not exceed 0.5 meters.

No person shall construct, erect, locate or use a Fire Pit within the Village of Kitscoty until a permit has been obtained from the Fire Chief. No person shall alter such device for which a permit has been issued without the knowledge of the Fire Chief. A valid Fire Pit application is not transferable to the next resident; a new application must be taken out.

I, the applicant, agree to the following conditions:

- The Fire Pit will not be used for burning garbage or waste. I will use only clean, dry wood or charcoal;
- The Village of Kitscoty shall be entitled to recover from myself all costs incurred by the Village Fire Department to extinguish such fire or otherwise responding to a call in connection with such a fire;
- A responsible adult will be present on the property when the fire is burning.

Signature of Applicant: _____

Date: _____

The Fire Pit or Approved Device is acceptable to the Fire Chief or his Designated Officer in its placement and design.

☐ Accepted

☐ Refused

There is a means acceptable to the Fire Chief or Designated Office of controlling or extinguishing the fires available on the property and within reasonable distance from where the fire occurs.

☐ Acceptable

☐ Unacceptable

This Fire Pit is:

☐ Passed for Use

☐ Passed for use with
the following conditions

☐ Refused for use because
of the following reasons

FIRE CHIEF OR DESIGNATED OFFICER

DATE

30

Policy No. FD 01
Issue No. 1
Adopted: Sept 2,
2025
To be reviewed: Sept
2027



Village of Kitscoty
FIRE PIT PERMIT ISSUING POLICY

- Policy Perspective:** To provide the Fire Department with direction in providing approvals for Fire Pits.
- Policy:** A Member of the Fire Department must authorize approval of the appliance, Pursuant to Community Standards Bylaw 2025-07 for fires set within an appliance designed for cooking or recreational purposes when the appliance is not approved by a Canadian Standard Setting Body.
- Policy Guidelines:** The Fire Chief or a Department Member designated by the Fire Chief is responsible for approving the attached application.
- Procedures followed will be:**
1. Applications will be available at the Village Office;
 2. Applicant takes the application in DUPLICATE with them and leaves their name and phone number with the Office;
 3. The Applicant's name will be added to the Fire Permit Holder list UNLESS the Fire Chief specifies otherwise;
 4. The Village Office will then contact the Fire Chief or Designate with the Applicant's name and phone number so an inspection time can be coordinated;
 5. The completed application, including all signatures, will be kept on file at the Fire Hall;
 6. A completed duplicate application will be left with the Applicant;
 7. An updated Fire Pit Permit Holder list will be submitted to the Fire Department form time to time.


Chief Elected Official
Chief Administrative Officer