



230-01 Fire Ban and Fire Permit Policy

Purpose: To establish a policy for classification of open burning and fire bans and to establish a fire permit procedure

Scope: Emergency Services

Responsibility: Emergency Services Manager

The purpose of this policy is to establish a Fire Ban and Fire Permit policy.

The Municipal District of Willow Creek has a four level colour-coded system for putting on fire bans within the Municipal District of Willow Creek No. 26. The system increases efficiency in applying fire use restrictions during times of increasing fire danger. It also provides more advanced warning about possible impacts on open burning. The intent is to provide a consistent system across the entire municipality.

The establishment of a fire ban classification system will enable an effective fire permitting system.

The Fundamental process for fire permitting within the M.D. of Willow Creek is governed by the following principles: the process of fire permitting should be simple, automated as much as possible to reduce administrative cost and available to citizens during and after regular business hours of the municipality.

The establishment of a formalized definition for the implementation of fire bans will enable the Emergency Services Manager of the M.D. of Willow Creek to apply a fire ban as conditions arise from time to time.

Activity	Normal Fire Precautions	Fire Advisory	Fire Restriction	Fire Ban
Fire Permits	As issued by Emergency Services Manager or Fire guardian	May be restricted or suspended	Restricted, Suspended or cancelled	Cancelled
Burn Barrels or Incinerators	Yes	Yes	May be restricted	No
Recreational fires including MD owned and private campgrounds	Yes	Yes	May be restricted	No
Barbeque-Charcoal briquette	Yes	Yes	Yes	No
Propane/natural gas-powered appliances	Yes	Yes	Yes	Yes
Wood fire in an enclosed device (fire place or furnace located inside a dwelling)	Yes	Yes	Yes	Yes
Burning Agricultural Land	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No
Fire works	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No

FIRE PERMITTING

In order to implement an administratively simple process for fire permits the Municipality will be utilizing a web-based fire permitting system which is integrated with the municipality's fire dispatch center and is effectively used by three other rural municipalities.

This website is a single portal to all active fire advisories, fire restrictions and fire bans in effect within the municipality. The online Burn Permit application will be accessible on the municipality's website at mdwillowcreek.com and may be accessed by mobile devices under the heading "FIRE PERMIT".

There will be no charge for the fire permit.

As this system is integrated with the fire dispatch center the system will allow the collection of statistics for future planning.

The new updated Burn Permit process now has two classifications for burning permits:

Class 1 is for small burns, less than 10' x 10' X 5'

Class 2 is for large burns, any area that is 10' X 10' X 5' or larger.

Small recreational fire pits and burn barrels do not require a burn permit. Burn barrels are required to have a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the MD of Willow Creek.

Burning Regulations:

1. Fire permits are required year-round in the MD of Willow Creek.
2. The fire must be set at the time and place indicated on the permit.
3. The number of fires set at one time and minimum equipment needed may be specified on the permit.
4. A fire permit is a legal document which conditionally authorized a person to burn Class A materials (wood/paper) at a time specified on the permit. By obtaining a fire permit you have simply indicated you wish to burn.
5. The responsibility for conducting a safe burn is yours. Anyone who sets a fire under authority of a permit must comply with the following requirements and conditions.

Burning Permit Conditions:

1. Fire must be supervised at all times by a responsible adult.
2. No burning is permitted when winds exceed 25 km/hr or are gusting.
3. Suitable fire extinguishing equipment to be located at site.
4. **The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.**
5. No burning is permitted between the night hours of 10:00 pm and 5:00 am unless a special permit has been issued by the MD of Willow Creek.
6. Only Class A combustibles are to be burned (clean wood/paper products).
7. An accurate description of the size and the type of combustibles must be given to the Municipal Fire Chief when applying for a permit.
8. Any breach of the above conditions renders the permit null and void.

Burning Permits

1. The new updated Burn Permit process now has two classifications for burning permits.
Class 1 is for small burns, less than 10' x 10' x 5'
Class 2 is for large burns, any area that is 10' x 10' x 5' or larger.
2. Recreational fire pits and burn barrels do not require a burn permit. All burn barrels require a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the M.D. of Willow Creek.

3. Other than campfires, municipally approved incinerators and burn barrels, any person lighting a fire for any purpose must have a valid fire permit.
4. **Burning Permit applications will be available online at www.mdwillowcreek.com**
5. Burning permits are valid for 5 days from the date of issue. If conditions warrant, permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.
6. **As a condition of the burning permit you must inform the 911 Dispatch Centre @ 1-888-808-3722 one (1) hour prior to commencing burning.**
7. When disposing of a building or structure by burning, the building or structure must first be demolished. The burning of tires, plastic wastes or other toxic noxious materials or substances is not permitted.

The Emergency Services Manager, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the MD of Willow Creek with a Fire Ban. The general public is notified of Fire Bans via local news media, this website, Facebook and Twitter. When permits are suspended or cancelled and fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately.

Guidelines For Use Of Burning Barrel Incinerators:

1. Incinerator to be installed on a non-combustible base, positioned so as not to endanger other combustible materials or structures.
2. Incinerator to be fitted with a tight meshed spark arrester screen (7 mm mesh)(1/4").
3. Burning is not recommended when winds exceed 25 km/hr or are gusting.
4. A means of extinguishing the fire must be on site during operation of incinerator.
5. The person using the incinerator is responsible for its safe operation. If in doubt, contact the MD of Willow Creek Emergency Services Manager.

Agricultural Land Regulations

Special regulations must be followed by those who have a fire permit to burn brush or debris after land clearing or other agricultural activities.

Burning Agricultural Land

If you are burning Agricultural lands (range/pasture, swaths or stubble), the Emergency Services Manager must be contacted 48 hours in advance of the burn.


Call: 403-625-3351 EXT 225

1. No fire shall be ignited for broadcast burning of grass or stubble without first obtaining a fire permit from the Emergency Services Manager
2. Windrows of debris must be no more than 60 metres in length.
3. The area being burned must be completely surrounded by a guard cleared of combustible material to a width of not less than 15 metres.
4. No windrow shall be closer than 25 metres to uncleared land or standing combustible fuels.
5. Parallel windrows must be separated by not less than 15 metres.
6. Every fire must be supervised and controlled by a responsible person or persons.
7. The minimum amount of equipment required on site:
 - cultivation equipment as directed in permit
 - one barrel of at least 200 litres of water
 - one water backpack and hand pail or four heavy sacks; and
 - two (2) round mouth shovels and one axe

Reduce your chances of having a fire get out of control by checking these precautions:

1. Ensure that your fire guards are wide enough and cleared to prevent sparks from your fire. Large fires can carry sparks over a considerable distance.
2. Have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile you should have a shovel and water available.
3. If you have any brush piles, burn only as much as you can keep under control. Check to see if any neighbors will be available to assist you if you require emergency assistance.
4. Do not start to burn under windy or gusty conditions. Whenever possible, plan your burn for early in the day. You will get good burning time if you start at 5:00 am and burn through until 10:00 pm. When your burn is completed, speed up any final extinguishing by dispersing any smoldering ash or accumulation of burned debris.
5. Fires can remain dormant in large piles for long periods and usually surface when fire hazard conditions are extreme. Persistent hot spots left to burn out must be well guarded. When the weather gets dry, any holdover fire must be extinguished. Continue to check completed burning projects to be sure no holdover fires are present.
6. **One of the most serious burning problems is caused by holdover fires when it is assumed they are out.**

Effective date: April 22, 2020

Signed by:  - Reeve


_____ - Chief Administrative Officer

