

STARLAND COUNTY POLICY MANUAL

FUNTION: Protection Services
FUNCTION NUMBER: 210
POLICY: Fire Permit Policy & Reporting Procedures
POLICY NUMBER: 210-21
DATE: November 28, 2000

PURPOSE:

To establish and set forth guidelines for the proper issuance and control of "Fire Permits" issued by authorized County personnel. The Policy shall not restrict or impair those individuals as outlined under the Fire Protection Services Bylaw #1042 from carrying out their responsibilities as noted therein.

PROCEDURES:

1. Fire Permits shall be required year round, at no cost to the applicant, for those types of fires as prescribed under the Forest and Prairie Protection Act unless otherwise directed by resolution of council.
2. Application for a Fire Permit may be obtained in person at the Starland County Administration Building in Morrin or, the applicant may file a completed application by use of facsimile and or approved telecommunications service. Permits will be issued only by those appointed by council and on the approved form as approved by council.
3. All Fire Permits must be completed in accordance with the regulations under Bylaw #1042 or shall be considered invalid.
4. All permits have an expiry date and shall not be extended without prior written consent by Starland County. The maximum duration period for a permit is 10 days. When a permit expiry date is extended, the permit shall be treated as a new permit application for administration of this policy, and all notices and conditions must still be complied with.
5. A valid Fire Permit is one that has been completed in accordance with the Fire Protection Services Bylaw #1042 and whereby the executed and completed permit is in possession of both the applicant and the Fire Marshall prior to commencement of any burning operations on those lands identified on the permit. Furthermore, the applicant must also advise the appropriate fire personnel in regards to their intentions to burn. The Fire Guardian in turn shall notify the Fire Dispatch Center of the burning permit and shall "Post" a copy of the completed permit at the county office.

**STARLAND COUNTY – POLICY MANUAL
FIRE PERMIT POLICY**

6. Any inquiries or complaints concerning burning operations shall be forwarded to the Fire Marshall or Fire Guardians. The query or complaint shall be addressed as soon as possible to determine the location and to ascertain if a “Valid Permit” is in place for the property as identified. If it is determined to be an illegal burn as outlined under Bylaw #1042, an investigation shall be done to determine the status of the fire and whether the fire department should be dispatched to extinguish the fire. Under these circumstances the fire department would be called in only if the fire was found to be unsupervised and or determined to be a threat to the surrounding properties. Any fire fighting costs or fines shall be levied upon those responsible for the fire and or the property owner of those lands, which the illegal burn occurred.
7. Violations of the Fire Protection Services Bylaw #1042 or any other policy adopted by council shall be rendered as defined therein. For the purpose of this policy any person or persons found to have contravened Bylaw #1042 in the filing or obtaining a permit as required shall be issued a warning letter by the Fire Marshall. This notification shall outline the date, legal description, the particular sections of the Bylaw as found to have been contravened and what actions the county under a repeat offense may take. The Fire Marshall shall register the notification with the registered landowner and / or those occupying those lands if identified. Council shall reserve the right to wave the initial warning notice if in the discretion of council malice or vandalism has occurred.
8. It is the obligation of all Fire Guardians and or fire personnel to report any fires that are suspicious in its validity or are found in contravention to the regulations as defined under Bylaw #1042.

Policy Amendments: