



## Schedule A to BY-LAW 2016-07

The CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
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SEASONAL PERMIT  
FOR OPEN FIRE UNDER BY-LAW 2016-07

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

### **CONDITIONS OF A SEASONAL BURN PERMIT**

In Head, Clara & Maria a permit is required for all open air burning other than that for warmth or cooking, taking place during the Ministry of Natural Resources and Forestry (MNRF) fire season which runs from April 1 to October 31 annually except as outlined below. Many of these conditions and safe burning practises are to be followed year round.

Burn permits are automatically revoked during municipal fire bans or periods of Ministry Fire Zone Restrictions. Such bans and restrictions will be posted on the municipal website at <http://www.townshipsofheadclaramaria.ca/departments/fire-prevention-safety/> as well as posted in various locations throughout the community.

Once a burn permit has been authorized for an individual for the season, it is up to that individual to meet its requirements. By signing the seasonal permit, the individual has agreed to comply with the conditions set within.

**By initialing the following and signing at the bottom of this form I acknowledge that I have read and understand the conditions and restrictions of a controlled fire as outlined in this permit and agree that:**

\_\_\_\_\_ I will only set a fire when conditions allow me to burn safely;

\_\_\_\_\_ I will extinguish the fire immediately should conditions change unfavourably;

\_\_\_\_\_ I will take all necessary steps to tend, control and extinguish the fire, ensuring a responsible person tends the fire until it is extinguished;

\_\_\_\_\_ I will not have an open fire in a restricted fire zone or municipal fire ban;

\_\_\_\_\_ I shall comply with the Safe Burning Tips from the MNRF as attached.

\_\_\_\_\_ The material to be burned shall be limited to piled wood, wood by-product, brush, leaves or grass.

\_\_\_\_\_ I will ensure the pile is less than 2 metres in diameter and less than 2 metres high;

\_\_\_\_\_ I will keep the fire at least 2 metres from any flammable materials;

\_\_\_\_\_ I will burn only a single pile at any one time, unless I have additional personnel on site;

\_\_\_\_\_ I will have tools or water adequate to contain the fire at the fire site;

\_\_\_\_\_ I will keep the total area of grass to be burned under one hectare;

\_\_\_\_\_ I will ensure the flaming edge of a grass fire does not exceed 30 metres in length;

\_\_\_\_\_ I will not allow an open air fire when the wind is in such direction or intensity so as to cause a decrease in visibility on any highway or roadway or the rapid spread of fire through adjacent grass, brush or forest areas.

\_\_\_\_\_ I will ensure that no fire shall be set or allowed to burn between the point which is approximately two hours after sunrise and two hours before sunset during fire season.

\_\_\_\_\_ I acknowledge that I shall be responsible for any damage to property or injury to persons occasioned by any fire I am responsible for.

\_\_\_\_\_ I acknowledge that I shall be liable for the costs incurred by fire fighters (including personnel and equipment) which are called in to extinguish a fire I am responsible for.

\_\_\_\_\_ If I don't burn safely or burn material without a permit when one is needed, I can be fined.

\_\_\_\_\_ I agree to contact the municipal office by phone or email (24/7) prior to each burn event I might hold over the year.

\_\_\_\_\_ I agree that this permit may be cancelled or suspended at any time by the municipality and/or the Ministry of Natural Resources and Forestry.

\_\_\_\_\_ I agree that upon receipt of such cancellation or suspension, I shall extinguish any fire immediately.

\_\_\_\_\_ If the location of the fire is to be different than my address as above, I shall indicate that when advising office staff of the burn event at time of notification.

\_\_\_\_\_ I have been given the opportunity to ask and receive answers to clarifying questions of office personnel prior to signing this permit;

Means of extinguishing available (check all that apply):

- \_\_\_ buckets of water
- \_\_\_ other water source (garden hose, pump/river)
- \_\_\_ shovels - rakes
- \_\_\_ jerry cans or other spray can
- \_\_\_ Fire extinguisher
- \_\_\_ Additional people
- \_\_\_ Other (please identify) \_\_\_\_\_

I agree to comply with the provisions of By-Law No. 2016-07 and the conditions of this permit.

If I expect that the conditions of my burn are outside of these parameters; I will contact the Ministry of Natural Resources and Forestry for a special burn permit.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MUNICIPAL OFFICIAL

# Safe Burning Tips – Ministry of Natural Resources and Forestry

## Safe burning tips

Consider chipping or composting brush or grass before burning. If you must burn, make sure you know the rules and follow these tips to ensure you burn grass and woody debris safely.

### Choose a safe time

- burn during the coolest, dampest and calmest time of the day: 2 hours before sunset, or later
- a fire is more likely to get out of control on a hot, dry or windy day
- put fires out two hours after sunrise, or earlier.

### Keep your fire small

- small fires can be controlled by 1 person using hand tools and water
- keep your pile of wood, brush, or wood by-products to be burned less than 2 metres in diameter and less than 2 metres high
- an area of grass or leaves can be burned if the area is less than one hectare (2.5 acres) and the length of the flaming edge is kept to less than 30 metres (100 feet)

### Choose a safe site

- keep burning piles at least 2 metres from other flammable material so the fire doesn't escape by running along the ground away from the pile or burn area
- if burning an area of grass or leaves, make sure the area is surrounded by a fire-proof boundary, such as a road, wet ditch or ploughed ground

### Stay with your fire

- if you start a fire outdoors, you must tend the fire, keep it under control, and extinguish it before leaving the site
- a responsible person must be present to tend the fire at all times, even if it is contained in an incinerator
- keep adequate tools and water on hand to control the fire if it begins to spread

## How to build a safe incinerator

Consider chipping or composting brush or grass before burning. If you must burn, make sure you know the rules. If you burn forest litter or woody debris often, build and use a good incinerator.

- select a site at least 5 metres from anything that could catch on fire (e.g. trees, overhanging branches, buildings, piles of debris)
- clear an area 2 metres around the incinerator down to mineral soil
- use a metal barrel in good condition
- a heavy metal mesh must be put on top of the incinerator with a mesh size of less than five millimetres to prevent the spread of burning embers
  - either hinge the mesh top or place a rock or brick on the mesh to keep it from falling off the barrel
- Material burns more quickly and cleanly if the incinerator has good air flow
  - punch holes about 7 centimetres above the bottom of the barrel and a few more holes slightly higher
  - insert steel rods or pipes to support the material to be burned
- keep a shovel, rake and water nearby
- monitor any fire burning in the incinerator
- burn only wood, brush, leaves or discarded wood by-products — no garbage

## Put the fire out

If you start a fire, you are responsible for putting it out.

Since coals can smoulder for hours and hot embers and sparks can be blown by the wind:

- dispose of used charcoal or ashes in a pit
- drown hot coals thoroughly, stir them and drown them again until cold