Title:	**Fire Advisory, Restriction and Bans**
Policy No:	**2009-04A2(2)**
Approval:	**Village Council**
Effective Date:	**June 9, 2009**
Supersedes Policy No:	Amended – May 9, 2023 Amended – September 8, 2026

Policy Statement: The Village of Spring Lake is committed to reducing the risk of fire and protecting public safety, property, municipal infrastructure and the environment through the timely implementation and communication of fire advisories, fire restrictions and fire bans.

Purpose: The purpose of this Policy is to establish:

a. authority for determining and amending the Village's fire status;
b. factors that may be considered when determining the appropriate fire status;
c. a consistent framework for fire advisories, fire restrictions and fire bans; and
d. responsibility for communicating changes in fire status.

Recommendation

1. Definitions

1.1 **CAO** means the person appointed as the Chief Administrative Officer of the Village of Spring Lake or their designate.

1.2 **Council** means the Council of the Village of Spring Lake, in the Province of Alberta.

1.3 **Fire Advisory** means a public notice that fire conditions have increased and additional caution is required. Fire permits or certain burning activities may be limited or suspended.

1.4 **Fire Restriction** means a temporary limitation on specified burning activities due to an increased fire risk.

1.5 **Fire Ban** means a temporary prohibition on outdoor fires and other activities identified in the notice due to an unacceptable fire risk.

1.6 **Fire Service Provider** means Parkland County Fire Services or any other organization contracted or authorized to provide fire services to the Village.

1.7 **Fire Status** means the level of fire control in effect within the Village, including:

a. no restriction;

b. Fire Advisory;

c. Fire Restriction; or

d. Fire Ban.

1.8 **Village** means the municipal corporation of the Village of Spring Lake.

2. Authority

2.1 Council delegates authority to the CAO to implement, amend, replace, suspend or rescind the Village's Fire Status.

2.2 The CAO may determine:

a. the appropriate Fire Status;
b. the effective date and time of the Fire Status;
c. the activities that are permitted, restricted or prohibited;
d. the status of existing fire permits and whether new permits may be issued;
e. any exceptions or additional conditions permitted under an applicable bylaw or enactment;
f. the duration of the Fire Status; and
g. the timing, content and method of public communication.

2.3 The CAO may take any reasonable administrative or operational action necessary to implement this Policy.

2.4 The CAO shall advise Council of a significant change in Fire Status as soon as reasonably practicable.

3. Determining Fire Status

3.1 In determining the appropriate Fire Status, the CAO shall consider the information reasonably available at the time, which may include:

a. current and forecasted weather conditions;
b. vegetation, fuel moisture and general dryness;
c. the likelihood that a fire may ignite, spread rapidly or exhibit extreme fire behaviour;
d. recommendations or information provided by the Fire Service Provider;
e. regional and provincial wildfire activity;
f. the availability and capacity of municipal, regional, mutual-aid and provincial firefighting resources;
g. fire advisories, restrictions or bans implemented by neighbouring municipalities or the Province of Alberta;
h. risks to residents, property, municipal infrastructure and the environment; and
i. any other factor the CAO considers relevant.

3.2 The CAO may consult with the Fire Service Provider, neighbouring municipalities, Alberta Wildfire, emergency-management agencies or other qualified persons when determining the Fire Status.

3.3 The Village may adopt a Fire Status consistent with Parkland County or another neighbouring jurisdiction where appropriate; however, the Village's Fire Status shall be determined according to conditions and risks applicable to the Village.

3.4 The CAO is not required to wait for another municipality or agency to amend its Fire Status before taking action within the Village.

Recommendation

4. Fire-Status Levels

4.1 No Restriction

Normal burning requirements established by municipal bylaws, permits and applicable legislation remain in effect.

4.2 Fire Advisory

A Fire Advisory may be implemented when fire conditions are increasing or when additional public caution is warranted.

During a Fire Advisory:

a. otherwise lawful recreational fires may continue unless otherwise stated;
b. fire permits may be reviewed, limited or suspended;
c. new fire permits may be considered individually; and
d. residents shall be encouraged to use additional caution and ensure all fires are continuously supervised and fully extinguished.

4.3 Fire Restriction

A Fire Restriction may be implemented when conditions create an increased likelihood that a fire could ignite, spread or become difficult to control.

During a Fire Restriction:

a. specified burning activities shall be prohibited or limited;
b. fire permits may be suspended or cancelled;
c. no new fire permits may be issued unless specifically authorized; and
d. only those fires or appliances identified in the public notice shall be permitted.

4.4 Fire Ban

A Fire Ban may be implemented when conditions create an unacceptable risk to public safety, property, infrastructure or the environment.

During a Fire Ban:

a. outdoor wood fires and other activities identified in the public notice shall be prohibited;
b. existing fire permits shall be suspended or cancelled;
c. no new fire permits shall be issued; and
d. only those appliances, fires or activities specifically identified as permitted in the public notice may continue.

5. Fire Permits

5.1 A change in Fire Status may result in the suspension, cancellation or amendment of an existing fire permit.

5.2 Where reasonably practicable, affected permit holders shall be notified of a suspension, cancellation or material amendment to their permit.

5.3 A permit holder remains responsible for monitoring the current Fire Status and complying with all applicable restrictions.

Recommendation

5.4 The issuance of a fire permit does not exempt any person from a Fire Advisory, Fire Restriction, Fire Ban, municipal bylaw or applicable provincial legislation.

6. Public Notice and Communication

6.1 The CAO shall determine the timing and method of communicating a change in Fire Status, taking into consideration:

a. the urgency and severity of the conditions;
b. the information that must be communicated;
c. the intended audience;
d. the availability of municipal staff and other municipal resources; and
e. the availability and reliability of municipal communication systems.

6.2 Communication may include one or more of the following:

a. AlbertaFireBans.ca;
b. the Village website;
c. municipal email or electronic-notification services;
d. social media;
e. community bulletin boards or signage;
f. direct communication with affected fire-permit holders;
g. communication through the Fire Service Provider;
h. an Alberta Emergency Alert where the statutory criteria for an emergency alert are met; or
i. any other method considered appropriate by the CAO.

6.3 The CAO is not required to use every available communication method.

6.4 A Fire Status takes effect on the date and at the time specified in the public notice. An inadvertent delay, omission or failure affecting one communication method does not invalidate the Fire Status.

6.5 Public communications should clearly identify:

a. the Fire Status;
b. the area affected;
c. the effective date and time;
d. prohibited and permitted activities;
e. the effect on existing and new fire permits; and
f. where updated information may be obtained.

7. Enforcement

7.1 This Policy establishes administrative authority and decision-making procedures. Enforcement shall be undertaken in accordance with the Village's applicable bylaws, provincial legislation and any lawful order or permit condition.

7.2 Nothing in this Policy limits the authority of the Fire Service Provider, a peace officer, a fire guardian, an emergency-management official or any other person exercising statutory authority.

Recommendation

7.3 Where a person contravenes a Fire Restriction or Fire Ban, the matter may be addressed under the applicable municipal bylaw or provincial enactment.

8. Emergency Situations

8.1 A Fire Advisory, Fire Restriction or Fire Ban is a preventative measure and does not constitute an emergency alert or declaration of a state of local emergency.

8.2 Where an active wildfire or other emergency threatens the Village, emergency notifications and actions shall be undertaken in accordance with applicable emergency-management legislation, plans and procedures.

9. Administrative Procedures

The CAO may establish administrative procedures, templates, notification processes and internal responsibilities necessary to implement this Policy.

10. Review

This Policy shall be reviewed as required by Administration and following any significant legislative, operational or fire-service change.

Recommendation