



South Glengarry Fire Services
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-2500 | F: (613) 347-3803
www.southglengarry.com

January 24, 2018

Re: Burn Permit and Open Burning advisement procedure

The South Glengarry Fire Service is pleased to announce our new Burn Permit and Open Burning advisement procedure. It includes an easy to use on-line registration process along with a local phone number that is called to register each Open Burn event.

Benefits of the new system:

Residents:

- It will be a portal for important education and prevention information in regards to open burning.
- Annual permits will have a simple annual renewal process. A resident need only set up an online profile once.
- Simple process to report active burning events. Advising the Fire Department for each event takes less than 30 seconds by way of a phone call into the automated system.
- Burn events are registered for 24 hrs and auto close. In the event that burning will take longer, it is required that you call every 24 hrs.
- The automated system will alert residents throughout the year to important notifications such as burn bans or changes to fire risk levels.
- If a resident is unable to use the online process for initial registration, they may call (613) 347-1166 and will receive assistance.

Fire Service:

- Real time tracking of active Open Burning events
- Improved safety for our responders in the event that an Open Burn is reported. We may downgrade our response if it is suspected that it is a permitted burn.

User Guide:

Creating an account:

- Visit sg.burnpermits.com or the link posted on the Township of South Glengarry Website.
- Follow the steps to create an account. Please keep this information for future reference.
- The phone number entered must be the phone that is used when you call in a burn event. Landline or mobile phones will work. The program recognizes this phone number as your unique identifier. Phones must have active Caller ID. Blocked numbers will not work.



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- Up to 5 separate properties can be linked to the account. Each will be numbered 1-5.
- Chose how you would like to be contacted regarding burn bans and other important notifications. You may chose Email, Text or Phone. Please chose only one option.
- Your Profile will require a civic address. When registering for Permits on additional properties that do not necessarily have assigned Civic Addresses, such as farms or field entrances, state your road name and lot number in the address line (i.e. Maple Rd Lot 35). then the Postal Code it its field. The system will then ask you to click and drag a marker pin to the exact location of the burn or field entrance.

Types of Permits:

- There are three (3) types of Open Air Burning Permits
 - o RESIDENTIAL – This permit type encompasses campfires, outdoor fireplaces, fire pits and burn barrels. There is a requirement for an annual fire burn permit but no requirement to register each usage or burn event.
 - By-Law 13-15 Part 2.1.4 (Camp Fire), Part 2.1.11 and 7 (Outdoor Fireplace), Part 6 (Burn Barrels)
 - o RURAL – This permit is for the burning of yard waste and branches. Registering each event through the system is required.
 - By-Law 13-15 Part 2.1.10 and Part 3
 - o FARM – This permit is limited to Agricultural land clearing. Land owners who intend to clear land and burn off the remaining vegetation must follow the requirements of the By-Law. This permit will require the authorization of the Fire Chief and it is requested that the Fire Chief is consulted prior to the land clearing project start so a conversation can be had to ensure compliance to the By-Law.
 - By-Law 13-15 Section 5

Registering a burn event:

- **Call (613) 703-5015** (This is a local number). The automated system will ask you to dial 1-5 for the property where the burn is to take place.

Reminders:

- Be sure to read and abide by the regulations as described in the current Burn Bylaw.
- All active fires must be monitored at all times and have a means of extinguishment ready that matches the size of the fire.



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It is the aim of this new program to simplify the process of registering for a burn permit for our residents, increased safety for our First Responders in the event of a non-emergency and increased efficiency for our administration.

Questions or assistance can be found at (613) 347-1166

Dave Robertson

Fire Chief, South Glengarry Fire Services