

Kananaskis Improvement District (KID)
FireSmart Tree Flagging Process
May 6, 2013

	Task	Responsibility
1.	APPLICATION Lease Holder completes and submits a FireSmart Fuel Assessment Application Form (FireSmart tab on the KID website) to the Kananaskis Emergency Services Centre (KESC) - Team Lead. KESC - Team Lead reviews application for completeness and confirms receipt with Lease Holder.	<ul style="list-style-type: none"> ▪ Lease holder ▪ KESC-Team Lead
2.	APPLICATION REVIEW AND SUBMISSION KESC - Team Lead submits the FireSmart Fuel Assessment Application Form to the appropriate Government land manager agency for review and approval.	<ul style="list-style-type: none"> ▪ KESC-Team Lead ▪ SRD ▪ TPR
3.	AGENCY REVIEW Agency, or their representative, contacts Lease Holder, verifies information and arranges for tree-flagging date: <ul style="list-style-type: none"> ▪ Lease Holder must be onsite during flagging ▪ Lease Holder must locate and show corner pins to flagger ▪ Flagger shall use orange 'Firesmart' flagging tape. ▪ Flagger may coordinate multiple lots to be flagged in one day to maintain cost effectiveness. 	<ul style="list-style-type: none"> ▪ SRD (Walkinshaw) ▪ TPR (Gow)
4.	APPROVAL DOCUMENTATION Flagger submits name(s) and lot number(s) to Agency for issuance of Letter of Authority (LOA)	<ul style="list-style-type: none"> ▪ Flagger
5.	LETTER OF AUTHORITY Agency issues LOA to Lease Holder for removal and disposal of 'FireSmart' flagged trees and confirms that approval is granted for routine maintenance.	<ul style="list-style-type: none"> ▪ SRD – Lands Division ▪ TPR – Ecology
6.	ON THE GROUND WORK Lease Holder completes the tree removal and disposes of large quantities of debris outside of KID. Limbing and minor maintenance is allowed to accumulate in designated collection points.	<ul style="list-style-type: none"> ▪ Lease Holder
7.	KID ANNUAL CLEAN UP KID removes debris from approved collection areas through contracted services.	<ul style="list-style-type: none"> • KESC-Team Lead



**KANANASKIS
IMPROVEMENT
DISTRICT**

“Working Towards a *FireSmart* Community”