

**BYLAW 01/2015**

BEING A BYLAW OF THE RURAL MUNICIPALITY OF WAWKEN NO. 93  
TO ESTABLISH FIRE PROTECTION AND PARTICIPATE IN THE  
ESTABLISHMENT/OPERATION OF THE FIRE DEPARTMENT  
ESTABLISHED BY THE RURAL MUNICIPALITY OF WALPOLE NO. 92 IN  
CONJUNCTION WITH AND FOR THE TOWN OF WAWOTA AND THE  
RURAL MUNICIPALITY OF WAWKEN NO. 93.

The Council of the Rural Municipality of Wawken No. 93, in the Province of Saskatchewan, enacts as follows:

1. This bylaw may be cited as the Fire Protection Bylaw.
2. For the purposes of this Bylaw only:
  - (a). "Fire Department" means the Wawota Volunteer Fire Brigade established pursuant to this Bylaw.
  - (b). "Member" means any person that is appointed pursuant to this bylaw as a member of the Fire Department whether volunteer or career.
  - (c). "Fire Chief" means the member appointed pursuant to this bylaw as head administrator of the Fire Department.
  - (d). "Equipment" means any tools, contrivances, devices, machinery or devices used by the Fire Department in delivery of it's duties and responsibilities.
  - (e). "Fire Hall" means the premises used for housing the Fire Department's apparatus, equipment, offices, furniture, and other facilities required for the maintenance and operation of the Fire Department.
  - (f). "Fire Protection" means all aspects of fire safety including but not limited to Fire Prevention; Fire Suppression; Pre-Fire Planning; Fire Investigation; Public Education; Information and Assistance; Training and member development; and Advising interested persons on matters relating to fire safety.
  - (g). "Incident" means a fire; a situation where a fire or explosion is imminent; or any other situation presenting a danger or possible danger to life or property.
  - (h). "Council" means elected governing council for the Town of Wawota, the Rural Municipality of Walpole No. 92, and the Rural Municipality of Wawken No. 93.
  - (i). "District" means the appointed representatives of the elected governing Councils of the Town of Wawota (2 members), the R.M. of Walpole No. 92 (2 members), and the R.M. of Wawken No. 93 (2 members) and who form the Wawota Walpole Wawken Fire Protection District.
3.
  - (1). The Fire Department shall consist of a maximum of 50 or more appointed members and a Fire Chief.
  - (2). The Fire Department may keep a waiting list of potential members to fill vacancies as they train and perform duties as directed by the Fire Chief or his delegate along side of appointed members but without any of the benefits of an appointed member except for the protection provided by the firefighter insurance and Workers Compensation.
  - (3). The Fire Chief shall be appointed by the District and this appointment shall be reviewed and confirmed in writing annually at the first Council meeting of the year.
  - (4). The Fire Chief may appoint other officers as deemed necessary for the functional operation of the Fire Department with the approval of the District.
  - (5). The Fire Chief shall appoint all members to the Fire Department with the approval of the District.

- (6). The Council shall be given written notice by the Fire Chief of any vacancy occurring within the Fire Department. Such notice is to be given within ten (10) days of its occurrence.
- (7). Resignation of the Fire Chief for any reason shall be made to Council in writing.
- (8). Fire Department Auxiliaries, social clubs, or other such affiliations with the Fire Department must obtain approval of their charter from the Council where their activities will represent the Fire Department or have any influence upon the operations, activities or services offered by the Fire Department.

4.

- (1). The limits of the jurisdiction of the Fire Chief, and the officers and members of the Fire Department will extend to the area and boundaries of the Town of Wawota, the Rural Municipality of Walpole No. 92 and the Rural Municipality of Wawken No. 93, and no part of the fire apparatus or equipment shall be used beyond the limits of this jurisdiction without the express authorization of a written contract or agreement providing for fire protection services outside of the boundaries.
- (2). The Fire Chief shall assume the authority, duties and responsibilities of Local Assistant to the Fire Commissioner for the Province of Saskatchewan pursuant to the Fire Prevention Act, 1992 and this by-law.
- (3). The Fire Chief has complete responsibility and authority over the Fire Department, as directed by the District to which he shall be responsible. In particular he shall be required to carry out all fire protection activities and such other activities such as the District directs including but not limited to: Rescue, Emergency, medical services, incidents involving fire and/or explosion, other incidents presenting a danger to the public, Fire Prevention and Public Education, Pre-Fire Planning, Disaster Planning, and Community Planning and Training.
- (4). The Fire Chief, or in his absence, the Deputy Fire Chief/s, shall have control, direction, and management of any Fire Department apparatus, equipment, or personnel at any operation or incident involving the Fire Department and where a member is in charge, he shall continue to act until relieved by any officer authorized to do so.
- (5). The Fire Chief, subject to the approval of the District, shall establish rules, regulations, policies, and committees necessary for the proper organization and administration of the Fire Department including:
  - Use, care and protection of the Fire Department apparatus, equipment, premises and property;
  - The welfare, development, organization, conduct and discipline of the officers and members of the Fire Department;
  - Routine and Special operations of the Fire Department;
  - Training.

5.

- (1). The Fire Chief shall schedule instruction and training sessions for the development and improvement of knowledge and skills of the officers and members of the Fire Department at least once per month. Records of training sessions, instruction given, Fire Department and individual progress shall be kept.
- (2). The Fire Chief shall schedule general meetings for the Fire Department officers and members at least every month where general administration, committee activities, and common concerns can be heard and addressed. Minutes and committee reports shall be kept and copies sent to the District within five working days.
- (3). The Fire Chief shall maintain a Fire Department Log which shall record information including but not be restricted to:
  - Fire Responses, Non-Fire Emergency responses, Emergency Medical Responses, False Alarms, Fire Prevention Activities, Training Sessions, Membership Attendance, Apparatus and

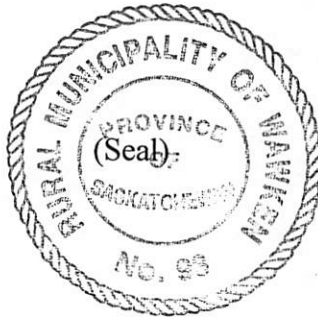
- equipment (gains and losses) and Public Relation activities.
- (4). The Fire Chief shall maintain an inventory of all apparatus, equipment and properties of the Fire Department which records the working condition, and required maintenance of these items.
  - (5). The Fire Chief shall compile an Annual report in conjunction with the District, on the Fire Department activities for presentation to Council at the first meeting in the month of February each year. The presentation shall summarize a detailed report on but not be restricted to:
    - Fire Department responses;
    - Membership status and attendance;
    - Training and administration meetings;
    - Training overview (personnel involved, certified training received, schools attended and/or hosted);
    - Fire Prevention and Public Education (program and activities);
    - Apparatus, equipment, and property status.
  - (6). The Fire Department shall not enter into any contracts or lease agreements for service to another municipality. All such contracts and lease agreements must be negotiated, approved and signed by Council.
  - (7). The Fire Department may, by fund raising campaigns, assist the District in the purchase of additional equipment as deemed necessary in the opinion of Council and the Fire Chief.
  - (8). The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the District and any moneys received shall form a part of the current budget of the District.
  - (9). Council shall, pursuant to an agreement signed by the participating Municipalities, each will share expenses on a one-third (1/3) basis, and further that any revenue will be shared in the same manner.
  - (10). The District shall ensure that adequate personal injury, death, and liability insurance shall be maintained for the Fire Department and that cost of such coverage be provided by the District.

6.

- (1). The Fire Chief, subject to approval of the District, shall establish Standard Operating Procedures (S.O.P.'s) to guide the Fire Department in its day to day operations. These S.O.P.'s shall in so far as practical and reasonable provide guidance for the Fire Department officers and members in the Emergency Responses and Routine Operations that may or are expected.
- (2). The Fire Department shall be provided with a separate and dedicated system by which to receive emergency incident notification.
- (3). The Fire Chief shall have a notification system in place to recall Fire Department offices and members to emergency responses. A list of names and phone numbers of all officers and members of the Fire Department shall be kept current and provided to the District, officers and members, as well as posted in the Fire hall whether part of the recall system or not.
- (4). The Fire Chief, and any officer or member of the Fire Department acting pursuant to this bylaw shall have full knowledge of the provisions and powers granted by the Fire Prevention Act, 1992.
- (5). The Fire Chief, officers or members may obtain assistance from other officials and employees of the Municipality under the jurisdiction of this bylaw as they deem necessary in order to discharge their duties and responsibilities under this bylaw.
- (6). Persons not duly appointed to the Fire Department as the Fire Chief, an officer or member are prohibited from operation, using or otherwise controlling any apparatus, equipment or properties of the Fire Department without the expressed permission of the Fire Chief, officer or member in charge.
- (7). No person shall falsely represent themselves as the Fire Chief, an officer or member of the Fire Department or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.
- (8). Failure to comply with the provision of this bylaw shall make any

or all members of the Fire Department liable to dismissal from the Fire Department, entirely at the discretion of the District.

- (9). This Bylaw shall come into force and take effect at such time as all three councils have given unanimous consent to the Bylaw.
7. It is understood and agreed that this agreement shall be continuous but, the agreement may be terminated by one or more of the parties to the agreement giving 365 days notice in writing.
8. This bylaw shall come into force and take effect immediately.



Hector Lamontagne  
Reeve

Jane Laich  
Acting Administrator

Read a third time and adopted  
This 8<sup>th</sup> day of January, 2015.

Jane Laich  
Acting Administrator

Certified a True Copy of the original bylaw passed  
by resolution of Council on the 8<sup>th</sup> day of January, 2015.

Rinda Klimm  
Per Jane Laich, Acting Administrator

