



## BYLAW NUMBER 282

A Bylaw of the Hamlet of Fort Liard in the Northwest Territories to establish and provide for the operation of fire for the Hamlet pursuant to provisions of the Hamlet Act, R.S.N.W.T., 2003, c.22, s3, s72 and s74, and the Summary Convictions Procedures Act, R.S.N.W.T., 1988, c.15, s11.

WHEREAS, the Hamlet of Fort Liard has the responsibility to develop and maintain a safe community;

WHEREAS, the Hamlet of Fort Liard has the authority to make bylaws respecting the safety, health and welfare of people and the protection of people and property within its boundaries;

WHEREAS, the Hamlet of Fort Liard deems it essential to establish the standards for the prevention, fighting, and suppression of fires, regulation of the duties and responsibilities of the Fire Department and to provide for fire services within the Hamlet.

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF FORT LIARD, at a duly constituted meeting, enacts as follows:

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### SHORT TITLE

1. This Bylaw may be cited as the "Fire Protection Bylaw".

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#### INTERPRETATION

2. In this Bylaw:

- “Building” means a fixed structure in which people work or dwell;
- “Fire Chief” means the Fire Chief Administrative Officer of the Hamlet of Fort Liard;
- “Council” means the Council of the Hamlet of Fort Liard;
- “Department” means the Department of the Hamlet of Fort Liard and includes any combination of full time, part time, or volunteer members;
- “Emergency” means an unexpected situation that requires prompt action to protect human life and property;
- “Equipment” means tools, contrivances, devices or materials used by the Fire Department to combat an incident or other Emergency;
- “Fire Marshall” means the Fire Marshall appointed by the Commissioner of the Northwest Territories under the *Fire Prevention Act, R.S.N.W.T.*;
- “Fire Protection” means all aspects of fire prevention including fire alarms, fire suppression, rescue first air, salvage, and public education and training;
- “Fire Protection System” means water trucks, fire trucks, pump houses, under the control and maintenance of the Hamlet of Fort Liard;
- “Hamlet” means the Hamlet of Fort Liard in the Northwest Territories;
- “Hazardous Material” means a substance that when released can create harm to the public, the environment of property;
- “Member” means a member of the Fire Department; other than the Fire Chief including volunteers while their services are engaged by the Hamlet of Fort Liard for the purpose of providing fire Emergency services;
- “Officer” means a Member who is assigned an appointment of authority by the Fire Chief of the Fire Department,
- “Schedule” means a schedule attached and forming part of this bylaw; and,
- “Standard Operation Guidelines” means written operational guidelines, general orders or Department of Fire rules to be used to assist the department members in conducting department operations;

#### CREATION OF DEPARTMENT

3. A Fire Department for the Hamlet of Fort Liard shall be established and be comprised of a Fire Chief and other department personnel, officers, and volunteers as from time to time is deemed necessary by the Fire Chief and approved by Council. The Fire Department shall hereafter be referred to as the Department.

#### DEPARTMENT RESPONSIBILITIES

3. Take appropriate measures for the prevention, control and extinguishment of fires and for the protection of life and property, in accordance with the Standard Level 2 – Defensive as defined in *MACA Community Fire Protection Matrix*.
4. The Fire Department will provide Fire Protection at a level of service that is directly related to the current resources assigned to the Fire Department and the current Members’ level of training and capacity, regardless of the level of service adopted.

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#### DEPARTMENT MEMBERSHIP

5. The Department shall comprise of the Fire Chief and any other person appointed to serve under the terms of this bylaw.
6. Council shall appoint, by bylaw, a Fire Chief with authority under this bylaw.
7. The Fire Chief shall report to council through the Senior Administrative Officer.
8. The Fire Chief shall also assume the responsibilities of the Local Assistant to the Fire Marshall.
9. Council, on recommendation of the Fire Chief, may appoint a member as an Officer to assist the Fire Chief in the performance of his duties with specific authority as defined by Council.
10. Officers and members of the Department shall carry out the duties and responsibilities assigned to the Department by Council in adherence with the Department "Code of Ethics" as per Appendix "A".
11. Council shall pay, on recommendation of the Fire Chief, what Council considers reasonable compensation to any member whose wearing appeal has been damaged in the course of responding to an incident.
12. The Hamlet shall pay for the cost of any medical examinations required.
13. Council shall pay for Accidental Death and Dismemberment Insurance while members are on duty or training.
14. When a member has a direct interest in the incident that the Department has responded to, the member will be required to step aside until the investigation has been resolved to the satisfaction of the Fire Chief.
15. Drugs and alcohol shall not be permitted in the fire hall or while operating Emergency response equipment.
16. Members believed to be under the influence of drugs or alcohol will not be permitted in the fire hall or to operate Emergency response equipment.

#### JURISDICTION

17. The limits of the jurisdiction of the Fire Chief, Officers, and Members will extend to all areas within the "Fire Protection Service Area" of the Hamlet as per Appendix "B".
18. No Department equipment or vehicles shall be used beyond the limits of the "Fire Protection Service Area" of the without Council approval.
19. Any authorization, written contract or agreement for providing for the supply of Emergency response services outside the established boundaries must be approved by Council.

#### ADMINISTRATION AND MANAGEMENT

20. Council shall determine the types and level of service to be provided by the Department as well as the number of personnel, apparatus and equipment necessary to provide an adequate level of service for the protection of life and property.
21. Council shall not control or interfere with the day-to-day operations of the Department.

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22. The Fire Chief shall administer and enforce the provisions of this bylaw. he Fire Chief shall be responsible for all administrative and operational matters and shall head the chain of command for the Department.
23. The Fire Chief shall establish and implement all the Department "Standard Operating Guidelines", general orders' and Department rules as necessary.
24. The Fire Chief shall assign designate specific Officers to command and control operations at fire scenes and other emergencies.

#### AUTHORITIES AND DUTIES

25. The Fire Chief and his designates shall wear a badge or display some device indicating their rank in the Department at fires or other emergencies.
26. No person shall falsely represent themselves as a Department member.
27. The Fire Chief and his designates shall command and control all operations in connection with the extinguishment and control of any fires or any other emergencies the Department may respond to and shall have authority to take all reasonable actions necessary to protect life and property.
28. The Fire Chief, his designates and the duly appointed members of the Department are authorized to carry out the following duties:
  - a) Command the assistance of persons and/or commandeer any vehicle, apparatus or equipment deemed necessary to extinguish and control any fire, explosion, hazardous materials incident, natural disaster, rescue operation, and other emergencies;
  - b) Remove any property, vehicle, combustible or hazardous materials from a building, property or area on fire or in danger thereof or at risk of a potential fire and explosion or threat from the spill of any hazardous materials;
  - c) Enter, break into or tear down any building on fire or in danger thereof or at risk of an explosion or threat from the spill of any hazardous materials;
  - d) Exclude persons and vehicles from the vicinity of a fire or area at risk of a potential fire, and explosion or threat from the spill of any hazardous materials or any area endangered by a disaster, or other Emergency; and,
  - e) Evacuate building or an area of all occupants endanger by a fire or the threat of a potential fire or explosion or area at risk of an explosion or threat from the spill of any hazardous materials.
29. The Fire Chief, his designates and the duly appointed members of the Department shall not be liable for any damage caused to any property as a result of carrying out the duties outlined in "Authorities and Duties".
30. The Fire Chief , his designates or the duly appointed members of the Department charged with the control or extinguishment of any fire, explosion or the spill of any hazardous materials, rescue operation, or other Emergency, acting in good faith and without malice in the discharge of their duties, shall not thereby be rendered personally libel for damages, or injury of any person caused by the person's act or omission in rendering the Emergency services or aid unless that person is found grossly negligent.
31. Any suit brought against the Fire Chief , his designates or the duly appointed members of the Department because of such act or omission performed in carrying

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out the duties outlined in this bylaw shall be defended by the Hamlet until final termination of such proceedings, and any judgment resulting there from shall be assumed by the Hamlet

32. The Department will have policies, standard operating guidelines, rules and regulations approved by Council necessary for the proper organization and administration of the Department, including but not limited to:
  - a) the use, care and protection of Department Apparatus, Equipment and property,
  - b) the conduct of Members, and
  - c) the general operations of the Department.
  - d) and others as required
33. The Fire Chief shall periodically review the policies and procedures of the Department and recommend any changes or updates to the Senior Administrative Officer. Any amendments must be approved by Council.

#### **REQUIRING ADDITIONAL ASSISTANCE**

34. The Fire Chief, or in his absence, the officer of the Department present at any Emergency or providing and other Emergency service, shall have the right and authority to require any able-bodied person to assist in extinguishing fires, to assist in the control of spread of fire and to assist in any other required Emergency services and any person while acting under the direction of the Fire Chief, shall be deemed a volunteer of the Hamlet.
35. The Fire Chief, or in his absence, the Officer of the Department present at any fire or providing, and other Emergency service may request the Royal Canadian Mounted Police (RCMP) to enforce restrictions on persons entering within the boundaries.
36. The Fire Chief, or in his absence, the Officer of the Department present at any fire or providing and other Emergency service, shall have the right and authority to commandeer and authorize payment for the possession or use of any equipment for the immediate purpose of firefighting a fire or providing any other Emergency service.

#### **FIRE PREVENTION AND STANDARDS**

37. All building and properties shall be adequately maintained in order to guard against fire or the risk of fire.
38. No burning shall be permitted within the Hamlet on a day when the wind speed exceeds ten (10) kilometers per hour.
39. No person shall light a fire within the Hamlet
  - a) that is not contained in a stove, furnace or any other device suitably designed and capable of containing a fire,
  - b) that is not supervised by a person who can ensure that the fire does not get out of control,
  - c) unless the clearance to any combustible material or buildings on all sides exceed nine (9) meters; and,
  - d) when the fire that the Fire Chief considers conditions to threaten persons and/or property

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40. No burning is permitted at the Hamlet Waste Disposal Site location as defined in the "Waste Disposal Site Bylaw".
41. No burning of waste oil, tires, shingles, noxious, or material or products the release large quantities of smoke is permitted.
42. Any person must immediately extinguish any fire when required to do so by the Fire Chief.

### **OFFENCES AND ENFORCEMENT**

43. Any person who hinders or obstructs the Fire Chief, his designates or duly appointed members of the Department in the exercise of their duty is guilty of an offence and is liable, on summary conviction, to a fine of not less than \$100.00 and not more than \$500.00, and in default of payment of the fine, to imprisonment for a term not exceeding five days.
44. Any person, who damages or destroys, obstructs, impedes or hinders the operation of and apparatus or equipment is guilty of an offence and is liable, on summary conviction, to a fine of not less than \$100.00 and not more than \$500.00, and in default of payment of the fine, to imprisonment for a term not exceeding five days.
45. Any person who contravenes sections 39 and 40 of this bylaw is guilty of an offence and is liable, on summary conviction, to a fine of not less than \$100.00 and not more than \$500.00, and in default of payment of the fine, to imprisonment for a term not exceeding five days.

### **REPEAL AND ENACTMENT**

46. Bylaws 95, 215, and 160 are hereby repealed.
47. The repeal of the bylaws in section 42 should not effect:
  - a) Any penalty or proceedings for the same had it be incurred completed or
  - b) pending at the time of such appeal
48. Any office and appointment at the time of such repeal.

### **EFFECTIVE DATE**

49. This bylaw shall be effective upon third and final reading.

READ a First time this 20th day of February 2020.

READ a Second time this 20th day of February 2020.

READ a Third time and finally passed this 14th day of July 2020.

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of the Hamlets Act, and the bylaws of the Hamlet of Fort Liard.

A certified copy may be obtained from the Hamlet Office during normal business hours.



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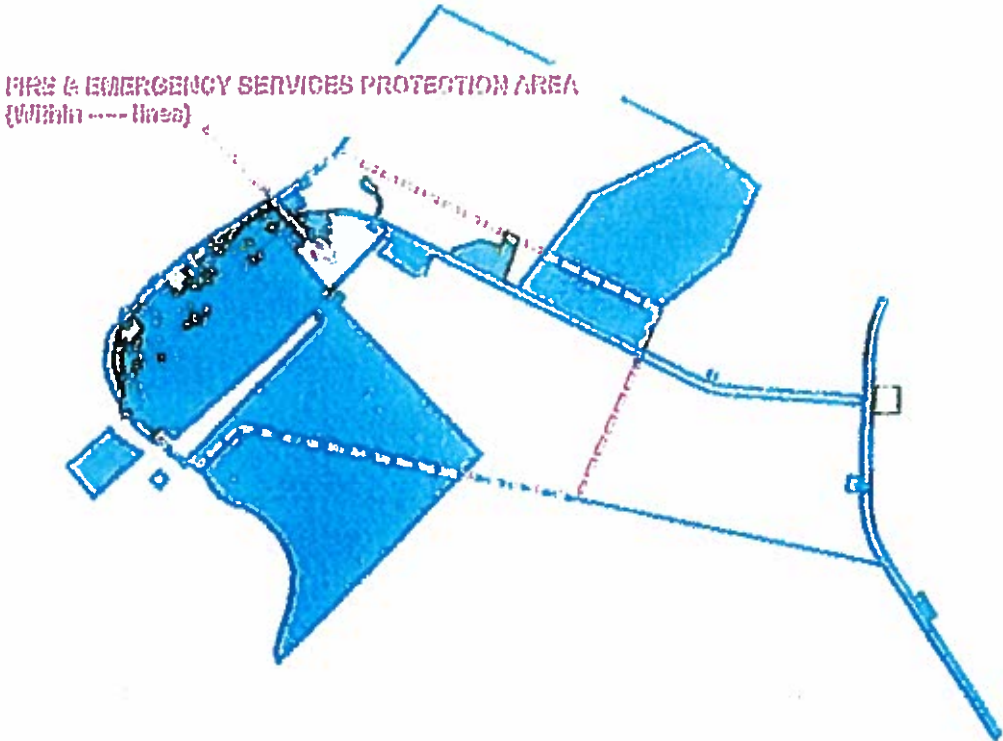
**FIRE DEPARTMENT CODE OF ETHICS**

As a firefighter of the Fort Liard Volunteer Fire Department it is my fundamental duty to serve mankind; to safeguard and preserve lives and property; remain courageous in the face of danger; and maintain proficiency in the techniques of firefighting.

- I recognize the badge of office as a symbol of good faith, and I accept it as a public trust to be held as long as I am true to the ethics of the fire service.
- I will uphold the standards of my profession, continually search for new and improved methods, and share my knowledge and skills with fellow firefighters
- I will perform my duties with efficiency and good judgement accepting full responsibilities for all my actions.
- I will avoid any conduct, which might compromise the integrity of their fellow fire fighters, the department, or the community.
- I will never allow my personal feelings, prejudices, animosities, or friendships to deter me from my responsibilities as a firefighter.
- I will work as a team member to achieve the goals of the fire department.
- I will not work for unethical advantage or profit and will not compromise advancement or personal gain in the performance of my duty.
- I will adhere to the policies and procedures of the Hamlet of Fort Liard and the rules, regulations and policies of this department that govern conduct.



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Appendix "B"



**HAMLET OF FORT LIARD – FIRE REPORT**

<b>FIRE INVOLVED</b>			
<input type="checkbox"/> Suspicious circumstances		<input type="checkbox"/> Injuries – number _____	
<input type="checkbox"/> Provincial building / property		<input type="checkbox"/> Deaths – number _____	
<b>ADDRESS OF FIRE</b>			
Street address /Lot, Block and Plan:			
<b>DATE FIRE OCCURRED</b>			
Day / Month / Year:			
<b>TIME FIRE OCCURRED</b>			
<input type="checkbox"/> AM		<input type="checkbox"/> PM	
<b>RCMP POLICE NOTIFIED</b>			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	
If Yes, provide contact details:			
<b>REPORTING FIRE OR INITIATING ALARM</b>			
Name:		How they reported fire:	Phone:
<b>OWNER(S)/OCCUPANT</b>			
First Name:		Surname:	Phone:
Mailing Address:			Postal Code:
Community:			
Occupants Name:		Male/Female:	Age:
<b>PROPERTY USE</b>			
Description of Property:			
Building height (story's):		Building area (sqft):	Year built:
Building occupant load:		# of persons in building:	Did the fire dept. rescue occupants <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, # of occupants:
Describe construction of the building:			
<b>VEHICLE FIRE</b>			
Describe the Vehicle involved:			
Make:		Model:	Year:
Registration Number:			



Did the fire safety systems indicated operate as designed/intended?  Yes  No

If systems did not operate explain why (if known) \_\_\_\_\_

**GRASSLAND FIRE**

If the fire involved grasslands or forest/wild land, indicate type(s) of vegetation burned and total acres burned:

Acres of grassland: \_\_\_\_\_ Acres of crops: \_\_\_\_\_ Acres of forest/wild land: \_\_\_\_\_ Total acres burned: \_\_\_\_\_

**FIRE DEPARTMENT DISPATCH**

Number of FD vehicles dispatched *Initially*: pumper water support other

Number of FD vehicles dispatched *Total*: pumper water support other

Distance of fire department response: \_\_\_\_\_ km (from fire hall to scene)

Number of Fire Fighters responding *Initially*: \_\_\_\_\_ Number of Fire Fighters responding *Total*: \_\_\_\_\_

**FIRE GROUND OPERATIONS**

Situation on arrival: Give brief description

Description of fire-ground operations: Describe the sequence of fire-ground operations undertaken during the emergency. Include the time taken to extinguish the fire, the equipment used and how the fire was extinguished.

Fire-ground operations used: check all the apply

- rescue     forcible entry     ventilation     salvage     hydrant used  
 first aid     extrication     ladder(s) used     overhaul     water truck used

Time to control fire: \_\_\_\_\_ minutes  
from time of first alarm

Time to extinguish fire \_\_\_\_\_ minutes  
from time of first alarm

Weather conditions: \_\_\_\_\_  
Examples include: clear, cloudy, rain, snow, hail/sleet, electrical storm, fog(including ice fog), high winds, etc.

Temperature: \_\_\_\_\_ Celsius    Wind Direction: \_\_\_\_\_    Wind Speed: \_\_\_\_\_ Km/h

**CASUALTY REPORT**

\_\_\_\_\_ first name    middle name/initial    surname    phone \_\_\_\_\_

Casualty's address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
street or mailing address    community    postal code

Casualty is a:  Civilian     Fire fighter

PREPARED BY: \_\_\_\_\_

**Injury Observed**

- Head, neck or spine
- Wounds – incised, lacerated, puncture, etc.
- Heart attack or stroke
- Bone injury or fracture
- Burns/Scalds only
- Asphyxia/Respiratory condition (smoke & fire gases)
- Injury of muscle, ligaments or joints
- Eye injury
- Traumatic Shock
- Heat illness, cold exposure or fatigue
- Asphyxia (other than smoke or fire gases)
- Burns and Asphyxia (smoke)
- Unknown or unclassified
- Minor cuts, bruises or scraps

**Familiarity with Structure**

- Less than 1 day
- 1 to 7 days
- 8 to 30 days
- 1 to 2 months
- 3 to 6 months
- 7 to 12 months
- over 1 year
- not a structure
- unclassified or not reported

**Location of Casualty at Time of Ignition**

- Intimately involved with ignition
- In the same room as fire origin
- On the same floor/level as fire origin
- In the same building as fire origin
- Outside building of fire origin
- Off property of fire origin
- Unclassified or not reported

**Type of Fabric or Material Ignited**

- Cotton
- Wool
- Other Natural Fiber
- Other Synthetic Fiber
- Mixture of Fibers
- Rubber
- Plastics or Plastic Foam
- Type of Fabric or Material Ignited - unclassified
- Type of Fabric or Material Ignited – not applicable

**Cause of Firefighter Injury**

- Fell/slipped
- Caught/trapped – in, by, between
- Struck by
- Contact with/exposure to
- Over exertion/strain
- Exiting or escaping - jumped
- Fire Department apparatus accident
- Assaulted

**Fire Fighter Activity at Time of Injury**

- Riding vehicle – includes accidents where boarding a vehicle
- Driving/operating apparatus
- Extinguishing fire/neutralizing incident
- Suppression support
- Access/egress
- Rescue
- Miscellaneous incident scene activity
- Station/Fire Hall activity
- Other activity

**Where Fire Fighter Injury Occurred**

- On route/returning
- At emergency scene – Outside at or above grade
- At emergency scene – Outside below grade
- At emergency scene – Inside structure at or above grade
- At emergency scene – Inside structure below grade
- At emergency scene – Inside vehicle
- At fire department managed location
- At inspection site
- Other

**Fire Fighter Clothing – PPE**  
*Check box as indicating item was present or worn*

<input type="checkbox"/> Helmet	<input type="checkbox"/> Helmet liner/balaclava
<input type="checkbox"/> Face shield	<input type="checkbox"/> Other eye protection
<input type="checkbox"/> Coat (turnout)	<input type="checkbox"/> Pants (turnout)
<input type="checkbox"/> Gloves (mitts)	<input type="checkbox"/> Boots
<input type="checkbox"/> Equipment belt/harness	<input type="checkbox"/> Breathing apparatus
<input type="checkbox"/> Other PPE - describe	

### Basic Casualty Information

#### Condition of Casualty

- Asleep at time of fire
- Bedridden or other physical handicap
- Impairment due to alcohol, drugs or medication
- Awake – no physical or mental impairment at time of fire
- Under restraint or in detention
- Too young to react to fire emergency
- Mental handicap *includes senility*
- Child left unattended
- Condition of casualty – unclassified (*not in this list*)
- Condition of casualty - unknown

#### Action Taken by Casualty

- Injured/killed while attempting to escape
- Over-exertion, heart attack
- Voluntarily entered or remained for rescue purposes
- Voluntarily entered or remained for fire fighting
- Voluntarily entered or remained to save personal property
- Loss of judgment, panic
- Received delayed warning-or-Did not act
- Action of casualty – unclassified (*not in this list*)
- Action of casualty - unknown

#### Cause of Failure to Escape

- Trapped by rapid spread of fire/smoke - vertical
- Trapped by rapid spread of fire/smoke - horizontal
- High flame spread as result of combustible interior finishes
- Building collapse
- Falling debris
- Explosion
- Exit locked, blocked or obstructed
- Outdoor fire *includes forest, bush, crop and grass fires*
- Cause of failure to escape – unclassified (*not in this list*)
- Cause of failure to escape - unknown

#### Ignition of Clothing or Fabrics

- Outer clothing
- Sleepwear
- Underclothing
- Costume
- Bedding or bed line *includes pillows*
- Mattress
- Upholstered furniture
- Rugs
- Ignition of clothing or other fabrics – unclassified (*not in this list*)
- Ignition of clothing or other fabrics – unknown/not applicable