

TOWN OF SHELLBROOK

BYLAW NO. 11 - 1986

A BYLAW ESTABLISHING A VOLUNTEER FIRE DEPARTMENT IN AND FOR THE TOWN SHELLBROOK, and also to provide for charging a fee for service outside of the boundaries of the Town as provided for in Section 136(2)(c) of Urban Municipalities Act.

The Council of the Town of Shellbrook, in the Province of Saskatchewan ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the Fire Department Bylaw.

INTERPRETATION

2. (a) "Fire Department" means the Volunteer Fire Department established pursuant to this Bylaw.  
(b) "Unit" means the Fire Department established pursuant to this Bylaw.  
(c) "Municipality" means the Town of Shellbrook.  
(d) "Fire equipment" means the Fire Truck, pumps, hoses, fire suits, and any and all other firefighting equipment or lifesaving equipment owned by and provided by the Town of Shellbrook for the use of the Fire Department in the prevention and control of fires.  
(e) "Fire Hall" means the premises, owned by the Town of Shellbrook that are used for housing the Fire Truck and all other equipment.

SCOPE OF THE BYLAW

3. The Council shall by Resolution appoint Fire Department Personnel for the following purposes:  
(a) to maintain and operate the Fire Truck for the prevention and extinguishing of fires within the municipality.  
(b) to control, supervise and manage the premises known as the Fire Hall, and all the equipment contained therein.  
(c) to ensure to Council's satisfaction that adequate fire protection be provided for the safety and welfare of the municipality.  
(d) to promote and encourage preventive fire measures in the municipality.  
(e) to regulate the conduct and assistance of persons present at fires within the municipality.  
(f) to maintain and operate the firefighting equipment in extinguishing fires outside the municipality where a request for such service is made by another municipality, urban or rural, or any of its officers, or by any person outside the Town of Shellbrook.

COMPOSITION OF THE FIRE DEPARTMENT UNIT

4. (a) The Fire Department shall consist of a Fire Chief, plus a number of volunteer firefighters.  
(b) The Fire Chief may appoint two Deputy Fire Chiefs from among the volunteer firefighters. Any senior member of the Fire Department may take charge in the event that both the Fire Chief and the Deputy Fire Chiefs are absent from a fire.  
(c) All members of the Fire Department Unit shall be appointed by Council. Council shall accept recommendations for such appointments from the existing Fire Department Chief or members.  
(d) The Council shall be given written notice by the Fire Chief of any vacancy occurring within the Fire Department; such notice to be given within ten (10) days of its occurrence.



POWERS, DUTIES AND RESPONSIBILITIES OF THE FIRE DEPARTMENT AND COUNCIL

5. The Fire Chief and Volunteers may meet monthly for an instructional and/or training session. Notification shall be provided to Council and the Fire Department by the Fire Chief at least seven (7) days prior to the meetings.
6. The Fire Chief shall report all activities and meetings to Council in writing, and shall include a report regarding any fires occurring since the previous report. Council shall then issue a service bill for fires attended by the Fire Department outside the municipality.
7. The Fire Chief shall, before the 31st of December of each year, prepare an inventory of all fire equipment of the municipality, shall indicate on such inventory the working condition of each piece of equipment. One copy of each annual inventory shall be forwarded to Council to be held in the Municipal Record, and one copy shall be held in the records of the Fire Department.
8. The Fire Chief shall, upon completion of the annual inventory, prepare an operating and Capital Budget for the following year, shall present such annual Budget to the Council before the 28th of February annually. Upon approval by Council, this Budget shall be included and form part of the Municipal Budget.
9. The Fire Chief shall try to maintain a list of volunteers who may be called upon by the Fire Department for assistance, should additional people be required, in the extinguishing of fires, fire prevention campaigns, fire education and so forth.
10. No volunteers shall vote on Fire Department matters unless appointed to the Fire Department by Council.
11. The Fire Chief shall ensure that Council and all citizens of the municipality are provided with a list of names and phone numbers of persons who may be contacted in case of fires.
12. The Fire Chief, and the volunteer firefighters under the supervision of the Fire Chief, shall control, manage and operate the fire equipment and facilities as listed in Section 3 within the budgetary allowances approved by Council.
13. The Fire Department shall provide fire fighting and life saving training to all Fire Department members within the budgetary allowance approved by Council.
14. 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 approved and signed by Council.
15. The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the Town of Shellbrook, and that any monies received by the Fire Department appear in the records of the municipality to be used for Fire Protection. Council shall provide the Fire Chief with an annual accounting of all Fire Protection revenues and expenditures.
16. Council shall, before approving the Municipal Budget of the Fire Department Budget annually, set aside a portion of Municipal revenues for Fire Protection. Council shall determine how these revenues are to be used, but shall give due consideration to the National Fire Code regulations, the recommendations of the Provincial Fire Commissioner, the recommendations of the Fire Chief, and to the general financial position of the municipality in arriving at a decision regarding such revenues and expenditures.



17. The Fire Chief and Council shall mutually agree upon a sum of money deemed sufficient to cover any necessary emergency repairs to the Fire Truck or pumping equipment. It shall be the responsibility of the Fire Chief to maintain equipment in working order as provided in the budgetary allowance.
18. Council shall ensure that adequate personal injury, death and liability insurance be maintained for the Fire Department, such coverage to be provided out of the Municipal Budget for Fire Protection.
19. Failure to comply with the regulations 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 Council.

FEES FOR SERVICE

20. A basic call out fee of \$125.00 shall be charged to the owner or occupant of any property in the Rural Municipality of Shellbrook No. 493 to which the Fire Department is called for the purpose of extinguishing a fire.
21. A basic call out fee of \$200.00 shall be charged to the owner or occupant of all property not within the Town of Shellbrook or the Rural Municipality of Shellbrook No. 493 to which the Fire Department is called for the purpose of extinguishing a fire.
22. In addition to the fees set out in Sections 20 & 21 of this Bylaw a fee of \$10.00 per hour shall be charged to the owner or occupant for each member of the Fire Department attending the fire.
23. This Bylaw shall come into effect on its final passing by the Council of the Town of Shellbrook.

MAYOR

ADMINISTRATOR

CERTIFIED A TRUE AND ACCURATE COPY  
OF BYLAW NO. 11 - 1986, PASSED BY  
RESOLUTION OF COUNCIL THIS  
6th Day of OCTOBER, 1986 A.D.

ADMINISTRATOR