



BYLAW No. 775-18

VILLAGE OF LOUGHEED

FIRE SERVICES BYLAW

A BYLAW BEING ENACTED FOR THE ESTABLISHMENT AND OPERATION OF A FIRE SERVICE AND FOR THE PROTECTION OF PEOPLE AND PROPERTY.

Whereas pursuant to the Municipal Government Act, as amended, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

And Whereas the Council for the Village of Lougheed wishes to establish a Fire Service and provide for the efficient operation of that Fire Service;

And Whereas the Village of Lougheed has been accredited by the Safety Code Council in the fire discipline under Joint Accreditation;

Now Therefore Council of the Village of Lougheed duly assembled enacts as follows:

This Bylaw shall be called the "FIRE SERVICES BYLAW".

SECTION 1. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

1. **Acceptable Fire Pit** shall mean an outdoor receptacle that meets the following specification:
 - a. A required minimum of 3 metres clearance, measured from the nearest fire pit edge to building, property line, or other combustible materials.
 - b. The fire pit height is at least 0.4 metres but does not exceed 0.6 metres when measured from the surrounding grade to the top of the pit opening;
 - c. The fire pit opening does not exceed 1 meter wide in width or diameter when measured between the widest points or the outside edges;
 - d. The fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal or other non-combustible materials acceptable to the Fire Chief;
 - e. A spark arrester mesh screen with openings no larger than 1.25 centimeters, constructed of non-combustible material is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazard of airborne sparks.

DM
10

2. **Acceptable Fireplace** shall mean an outdoor receptacle that meets the following specifications:
 - a. A minimum of 1 meter clearance measured from the nearest fireplace edge to buildings, property lines, or combustible materials;
 - b. The fireplace is constructed of materials such as bricks, rocks, or heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
 - c. The fireplace is equipped with chimney that is not less than 2.5 metres in height when measured from the base of the fire burning areas;
 - d. The fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of air borne sparks;
 - e. The base of the fire burning area is not less than 0.3 metres above the surrounding grade;
 - f. The fire chamber does not exceed 1.25 metres in width, and is at least 0.4 metres but not more than 0.6 metres in depth.

3. **Apparatus** shall mean any vehicle operated by the Fire Department and designed to travel over land, air or water, which may be provided with machinery, devices, equipment or materials for fire fighting, and includes any vehicles used to transport fire fighters or supplies.

4. **Burnable Debris** shall mean those materials permitted to be burned in accordance with statutes and bylaws written to protect and enhance the environment. It shall include, but not be limited to, the materials described as:
 - a. Grass and weeds;
 - b. Leaves and tree pruning;
 - c. Brush and fallen trees on newly cleared land or associated logging operations;
 - d. Used power, telegraph and telephone poles that do not contain preservatives;
 - e. Unpainted wood material from construction or demolition of buildings which does not contain wood preservatives;
 - f. Solid waste from post and pole operations that does not contain wood preservatives;
 - g. Solid waste from tree harvesting operations.

5. **Business Inspections** shall mean the compliance monitoring performed by the Fire Department to maintain conformance with Alberta Fire Code and standards under the Safety Code Act of Alberta.

6. **Bylaw Enforcement Officers** shall mean a Bylaw Enforcement Officer or his or her designate appointed by the Village of Lougheed or any member of the Royal Canadian Mounted police who is a peace officer.

AD
D

Village of Lougheed Bylaw 775-18

7. **Chief Administrative Officer** shall mean the Chief Administrative Officer or designate of the Village of Lougheed.
8. **Council** shall mean the Council of the Village of Lougheed.
9. **Dangerous Goods** shall mean any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods Regulations (Canada), or any successor regulation.
10. **Equipment** shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency, or to perform any other function of the Fire Department.
11. **Fire Chief** shall mean the Fire Chief or his or her designate of the Village of Lougheed.
12. **Fire Department** shall mean the Village of Lougheed Volunteer Fire Department.
13. **Fire Protection** shall mean all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising as may be authorized by Council from time to time.
14. **Fire Permit** shall mean approval in writing in a format approved by the Village of Lougheed, and shall include other information as may be required by the Fire Department.
15. **Fireworks** shall mean the fireworks listed in the Explosives Regulations (Canada).
16. **Fireworks Permit** shall mean an approved written application in the prescribed form set out by the Village of Lougheed to sell, purchase or discharge as required, under the Alberta Fire Code 1997.
17. **Incident** shall mean a fire or a situation where a fire or an explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Department has responded.
18. **Member** shall mean any person that is a duly appointed member of the Fire Department, including those persons conscripted or who are asked to assist by the Fire Chief at an emergency.

AD
AD

Village of Lougheed Bylaw 775-18

19. **Open Fire** shall mean any fire which is not an Acceptable Pit Fire, public park site fire, and which, without limiting the generality of the foregoing, shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires and chattel fires.
20. **Portable Appliance** shall mean any appliance sold or constructed for the purpose of cooking in the outdoors.
21. **Prohibited Debris** shall mean any material that, when burned, will result in the release to the atmosphere of dense smoke or toxic air contaminants in accordance with statues of bylaws written to protect and enhance the environment, and shall include, but are not limited to materials described as:
 - a) Animal cadavers;
 - b) Animal manure;
 - c) Pathological waste;
 - d) Non-wooden materials;
 - e) Combustible material in automobiles and automobile bodies;
 - f) Tires;
 - g) Rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
 - h) Used oil;
 - i) Wood and wood products containing substances for the purposes or preserving wood;
 - j) Household refuse.
22. **Public Park Site Fire** shall mean a fire on land owned or leased by the Village of Lougheed or its agents for recreational purposes and is confined to either a non-combustible container supplied, as approved by the Fire Chief or a portable appliance which is set for the purpose of cooking food, obtaining warmth, or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane. Such fires shall be maintained in a safe and reasonable manner and supervised at all times.
23. **Regulated Occupancies** shall mean those businesses required to determine and to publicly post occupancy loads in accordance with the Alberta Fire Code 1997 and other regulations.
24. **Running Fire** shall mean a fire burning without being under the control of any person.
25. **Village** shall mean the Village of Lougheed.

SECTION 2. FIRE DEPARTMENT

Council hereby authorizes the establishment of the Lougheed Volunteer Fire Department and the carrying out of its operation in the following manner;

1. The Fire Department of the Village of Lougheed shall consist of a Fire Chief, members, buildings, apparatus, and equipment as is deemed necessary by Council from time to time to safeguard the safety, health and welfare of people and to protect people and property.
2. 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 Village of Lougheed, and no part of the Fire Apparatus shall be used beyond the limits of the municipality without the express authorization of a written contract or agreement providing for the supply of the fire fighting services or other incident response outside the municipal boundaries.
3. Council hereby establishes the Lougheed Fire Rescue Department for the purpose of:
 - a) Providing Fire Protection Services;
 - b) Preventing, combatting and extinguishing fires and incidents;
 - c) Investigating the cause and origin of Fires and Incidents;
 - d) Preserving life and property and protecting persons and property from injury or destruction by fire or incident;
 - e) Operating apparatus and equipment for the purpose of extinguishing fires or incident and preserving life and property;
 - f) Fulfilling obligations under approved fire protection agreements;
 - g) Providing public education about fire safety;
 - h) Carrying out fire inspections and prevention patrols.
 - i) Pre-fire and emergency planning practice;
 - j) Providing initial first response to medical incidents; and
 - k) Providing rescue services;

And each shall be performed by the Lougheed Fire Department to the level of service adopted by Council, which shall not be inconsistent with the legislation and regulation of the Province of Alberta.

4. Level of Service Policies adopted by the Municipality are those set out in Schedule "D"
5. Council shall appoint the Fire Chief.



Village of Loughheed Bylaw 775-18

6. Other Officers and Members as the Fire Chief deems necessary may be appointed to the Fire Department with enrolment notification and documentation being given to the Chief Administrative Officer within the following week, or in reasonable time due to acknowledged circumstances.
7. The Fire Chief may purchase or otherwise acquire equipment, apparatus, materials and supplies necessary for the operation, maintenance and administration of the Fire Department. All purchases must fall within the annual Village Operating & Capital Budget, with receipts being submitted to the Chief Administrative Officer. Purchases in excess of budgeted allowances must be reported to the Chief Administrative Officer, and approved by Council.
8. The Fire Chief shall perform such functions and have such powers and responsibility as the Chief Administrative Officer, only if he or she is absent and unreachable as may from time to time prescribe.
9. The Fire Chief may establish in compliance with but not limited to the Code of Practice for Firefighters rules, regulations, policies and committees subject to the ratification of the Chief Administrative Officer, for the proper organization and administration of the Fire Department including;
 - a) Use, care and protection of Fire Department property;
 - b) Efficient operations of the Fire Department;
 - c) Conduct and discipline of Officers and Members of the Department;
 - d) Ongoing training of Officers and Members of the Department, with a report of such training being submitted to the Chief Administrative Officer following each and every exercise submitted no later than the last day of the following month, including an attendance sheet with signatures of all Officers and Members in attendance (i.e. January training reports submitted no later than February 28th of that same year);
 - e) Completion of Incident Reporting on a monthly basis, submitted to the Chief Administrative Officer no later than the last day of the following month, including the names of Officers and Members in attendance, and hours spent (i.e. January reporting submitted no later than February 28th of that same year); and
 - f) All Officers and Members remuneration claims be submitted to the Chief Administrative Officer twice a year, no later than June 30th and November 30th of same year.
10. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the Chief Administrative Officer to which the Fire Chief shall be responsible, and in particular he shall be required to carry out all fire protection activities and such other activities including but not limited to:
 - a) Rescuer



Village of Loughheed Bylaw 775-18

- b) Other incidents
 - c) Pre-fire planning
 - d) Disaster planning
 - e) Preventive patrols
11. The Fire Chief, or the Incident Commander of an incident, is empowered to cause a building, structure, or the thing to be pulled down, demolished, or otherwise removed if deemed necessary to prevent the spread of fire to other buildings structures or objects.
 12. The Fire Chief, or the Incident Commander of an incident may, at his discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
 13. The Fire Chief, or the Incident Commander of an incident, is empowered to allow the Fire Department to enter on any land or premises, including adjacent land or premises, to combat, control, or deal with the Incident in whatever manner the Fire Chief, or the Incident Commander deems it necessary to prevent the spread of fire, or for reasons of public safety.
 14. The Fire Chief, or the Incident Commander of an incident, may request persons who are not members to assist in removing furniture, goods, and merchandise from any building on fire or in danger thereof and in guarding and securing same, and in

demolishing a building or structure at or near the fire or other incident where the Fire Chief, or the Incident Commander deems it necessary to prevent the spread of fire, or for reasons of public safety.
 15. The Fire Chief, or the Incident Commander of an incident, is empowered to commandeer privately owned equipment, which he considers necessary to deal with an incident and to authorize payment for such equipment.
 16. The Fire Chief, or the Incident Commander of an incident, may obtain assistance from other Officials of the Village of Loughheed, or any outside agency, as deemed necessary, in order to fulfill duties and responsibilities under this Bylaw.
 17. The Chief Administrative Officer shall be authorized to approve, with or without conditions, or refuse application for a Fireworks Permit.
 18. The Fire Chief may compel adults for the time being to assist in the mitigation of any incident, and such conscripted members shall only be utilized in a capacity determined at the sole discretion of the Fire Chief or Incident Commander.

SECTION 3 REQUIREMENT TO REPORT

1. The owner or authorized agent of a property damaged by fire shall immediately report the particulars of the fire to the Fire Chief in a manner and form satisfactory to the Fire Chief or his designate.
2. The owner or authorized agent of any property containing a Dangerous Goods product or products that sustain accidental or unplanned release shall immediately report such spill or release to the Fire Chief in a manner and form satisfactory to the Fire Chief.

SECTION 4 OPEN AIR FIRES

No person shall permit an open fire or any other fire upon land owned, occupied or under their control within the Village of Loughheed for purposes other than the following:

1. The cooking of food using a portable appliance.
2. Recreational burning or the cooking of food in an acceptable fire pit or fireplace providing:
 - a) Only clean fuel is used such as natural gas, dry wood, or charcoal in the amount which will be contained with the fire pit or fire place below the mesh screen.
 - b) The fire pit or fireplace is not used to burn prohibited debris
 - c) A means, acceptable to the Fire Chief, of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs;
 - d) A responsible adult is present on the property when the fire is burning.
 - e) If a fire pit or fireplace which was built prior to January 1, 2010 is not an acceptable fire pit or fireplace, the Bylaw enforcement officer may issue a variance if satisfied that the non conforming fire pit or fireplace can be safely used.
3. Burning in campground and parks where fireplaces, stoves, and fire pits are provided or approved by the municipality.
4. Burning by the Fire Department for the purpose of training its members or having a controlled burn.

Village of Lougheed Bylaw 775-18

5. Ground thawing fire by any utility company or municipal employee, provided that notification is made to the Fire Department.
6. No person shall light or discharge any fireworks within the limits of the Village of Lougheed unless they are a licensed pyrotechnician and have the written approval of the Village of Lougheed.
7. Nothing in this Bylaw shall be deemed to authorize any act which is in contravention of the Environmental Protection and Enhancement Act, or any regulation made there under, and in the event of any conflict between the provisions of this Bylaw and the said Act of Regulations, the provisions of the said Act or Regulation shall govern.

SECTION 6 FEES

1. Council may set fees by resolution for any service provided by the Fire Department.
 - a) The Village may recover such fees or charges as a debt due and owing to the municipality or
 - b) In the case of action taken by the Fire Department to mitigate or respond to an emergency in respect to land and buildings within the municipality, where the fees or charges are not paid upon demand, then in default of payment, such fees or charges may be charged against the land as taxes due and owing in respect to that land.
 - c) The Fee Schedule is included in the Master Rate Bylaw

SECTION 7 PROHIBITIONS

1. No person at an incident shall impede, obstruct, or hinder a member of the Fire Department or other person assisting acting under the direction of the Fire Chief or Incident Commander.
2. No person shall damage or destroy Fire Department apparatus or equipment.
3. No person shall enter the boundaries or limits of an area prescribed in accordance with section 2.10 unless he has been authorized to enter by the Fire Chief or the Incident Commander.
4. No person at an incident shall drive a vehicle over any equipment or apparatus without permission of the Fire Chief or Incident Commander.
5. No person shall obstruct a member from carrying out duties imposed by the Bylaw.

Done

6. No person shall falsely represent himself or herself as a Fire Department Member or wear or display any Fire Department badge, cap button, insignia, or other paraphernalia for the purpose of such false representation.

SECTION 8 PENALTIES

1. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of the Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing or omits any act or thing thus violating any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction of this Bylaw, and upon conviction is liable to imprisonment for a term of not more than 6 months and/or a fine of not more than \$2,500.00.

SECTION 9 INDEMNITY

1. The Fire Chief, or a member of the Fire Department charged with the enforcement of this Bylaw, acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may occur to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties.
2. Any suit brought against the Fire Chief or a member of the Fire Department, because of an act or omission performed by him in the enforcement of any provision of this Bylaw, shall be defended by the Village of Loughheed, until final determination of the proceedings.

SECTION 10 GENERAL

1. Should any section or part of this Bylaw be found to be improperly enacted, or outside the Municipality's jurisdiction, for and reason, then such section or part will be regarded as being severed and the remaining sections will remain effective and enforceable.
2. This Bylaw will function in conjunction with the Quality Management Plan, Operational Guidelines, and the Village's Occupational Health and Safety program.



Village of Loughheed Bylaw 775-18

3. The Village of Loughheed Bylaw No. 703 and 743-18 are hereby rescinded.
4. This Bylaw shall come in force and effect on the date of the third and final reading signing thereof.

Read a first time this 20 day of September, 2018

Read a second time this 20 day of September, 2018

Read a third time and finally passed this 20 day of September, 2018



Debra Smith, Mayor



Karen O'Connor, CAO



Village of Lougheed Bylaw 775-18

Schedule A

MEMBER AGREEMENT

VILLAGE OF LOUGHEED

MEMBER AGREEMENT

I, _____ member of the Village of Fire Department,

Agree to comply at all times with the requirements of Bylaw.(as attached)

Member: _____ Date: _____
(Signature)

_____ Date: _____
Village of Lougheed Fire Chief or Officer

Village of Lougheed Bylaw 775-18



Village of Lougheed Bylaw 775-18

Schedule B

CONFIDENTIALITY AGREEMENT

VILLAGE OF LOUGHEED

CONFIDENTIALITY AGREEMENT

This agreement is between you, and /or the Village of Lougheed Fire Department. By authorizing you will be subject to legally binding terms and conditions set out below. Signing this agreement indicates you acceptance of the terms and conditions of this agreement and that you intend to be legally bound by them. If you do not agree with the terms and conditions, you are responsible for advising Village of Lougheed Fire Department.

I agree that:

1. I am an affiliate of the Village of Lougheed Fire Department.
2. All information pertaining to fire calls, medical assists or any other type of response(Fire Calls), all Personal Information (as defined by FOIP, or any other privacy legislation in effect), that I collect, use, retain and /or disclose in my role as an affiliate of Village of Lougheed Fire Department is private and confidential.
3. It is my responsibility as an affiliate of Village of Lougheed Fire Department to know and follow relevant information, private and security policies in effect.
4. I will take all reasonable steps to act in accordance with applicable Village of Lougheed Fire Department policies, codes of conduct, bylaws, the FOIP, and any other privacy legislation in effect to keep private and confidential and prevent the unauthorized collection, use and/or disclosure of all Fire Call Information and /or Personal Information that I come into contact with in my role as an affiliate of Village of Lougheed Fire Department. Such steps include, without limitation, taking reasonable security precautions against such risks as unauthorized access, collection, use, disclosure, alteration or disposal.
5. If I knowingly collect; use and /or disclose Fire Call information in contravention of Village of Lougheed Fire Department policies, codes of conduct, bylaws, the4 FOIP, and any other privacy legislation in effect, I may be subject to disciplinary action, termination, and /or guilty of an offence under FOIP, and any other privacy legislation in effect.
6. I am responsible to keep confidential all Fire Call information and Personal Information for as long as required by FOIP, or other relevant privacy legislation in effect. I agree that the obligations of confidentiality shall survive the termination of this agreement.
7. I agree to notify Village of Lougheed Fire Department as soon as reasonably possible if I am aware of a breach of this agreement.

By signing below I accept the terms and conditions of this agreement and intend to be legally bound by them.

Name: _____

Signature: _____ Date: _____

Once signed and dated please forward to Village of Lougheed Fire Department. A copy will remain on file.



Village of Lougheed Bylaw 775-18

Schedule C LEVEL OF SERVICE

VILLAGE OF LOUGHEED

LEVEL OF SERVICE – FIRE PROTECTION

Definitions:

The levels of service are based on existing and future equipment and training, using National Fire Protection Association (NFPA) definitions as stated in NFPA 471 ~ Standard for Professional Competence of Responders to Hazardous Materials and adopted to fit other incident situations.

Awareness level - Responders will recognize risks and hazards, identify specific components by name or situation, identify fire, explosion, and health hazard information, identify specific risks and hazards, secure the area and implement the planned response. (call for trained assistance.)

Operations level - Responders will take defensive action to control the incident. This will include a survey of the incident, collect information, predict the behavior of the situation, estimate potential harm, plan the response and implement, followed by an evaluation of the status of the defensive action.

Technician level - Responder will initiate offensive action to bring the incident under control. This will require use of chemical protective clothing or other specialized PPE, controlling release or spread or product, decontamination, and use of specialized equipment specific to a particular incident.

The following is the minimum level of service that can be expected within the Town of Killam boundaries:

1. Structural firefighting

The department will provide structural firefighting at awareness level

2. Wild land firefighting

The department will provide wild land firefighting at awareness level

3. Vehicle firefighting

The department will provide vehicle firefighting at awareness level

4. Rescue

- The department will provide Motor Vehicle Collision rescue at the awareness level
- The department will provide confined space rescue at the awareness level
- The department will provide trench rescue at the awareness level
- The department will provide high angle rescue at the awareness level
- The department will provide water rescue at the awareness level
- The department will provide ice rescue at the awareness level

5. Dangerous Goods

The department will provide dangerous goods response at the awareness level

5. Flammable Liquid firefighting

- The department will provide flammable liquid firefighting for small spill fires and small containers to 250 liters at the operations level.
- The department will provide flammable liquid firefighting for spills in excess of 250 liters at the awareness level.

7. All other rescue operations

The department will provide all other rescue operations at the awareness level.