

TOWN OF CREIGHTON

IN THE PROVINCE OF SASKATCHEWAN

BYLAW NO. 1 - 2003

A BYLAW ESTABLISHING A FIRE DEPARTMENT IN AND FOR THE TOWN OF CREIGHTON.

The Council of the Town of Creighton, in the Province of Saskatchewan, enact as follows:

SHORT TITLE

1. This bylaw may be cited as the **FIRE PROTECTION (DEPARTMENT) BYLAW.**

INTERPRETATION

2. In this Bylaw:

- (1) **"FIRE DEPARTMENT"** means the Town of Creighton Volunteer Fire Department established pursuant to this Bylaw.
- (2) **"MEMBER"** means any person that is appointed pursuant to this Bylaw as a member of the Fire Department.
- (3) **"FIRE CHIEF"** mean the member appointed pursuant to this Bylaw as head administrator of the Fire Department.
- (4) **"FIRE APPARATUS"** means any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (5) **"EQUIPMENT"** means any tools, contrivances, devices, machinery or devices used by the Fire Department in delivery of its duties and responsibilities.
- (6) **"FIRE HALL"** means the premises used for housing the Fire Department apparatus, equipment, office, furniture and any other facilities required for the maintenance and operation of the Fire Department.
- (7) **"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 related to fire safety.
- (8) **"INCIDENT"** means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger to life or property.
- (9) **"COUNCIL"** means the elected governing council for the Town of Creighton.

STAFFING

3.
 - (1) The Fire Department shall consist of a maximum of twenty (20) appointed members including the Fire Chief and two (2) Fire Captains.
 - (2) The Fire Department may keep an unlimited number of potential members on a waiting list to fill vacancies as they occur in the appointed membership.
 - (3) The Fire Chief shall be appointed by the Council and this appointment shall be reviewed and confirmed in writing annually at the first Council meeting of the year.

- (4) The Fire Chief may recommend other officers as deemed necessary for the functional operation of the Fire Department with the approval of Council.
- (5) The Fire Chief shall recommend all members to the Fire Department with the approval of Council.
- (6) 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.
- (7) Resignation of the Fire Chief for any reason shall be made to Council in writing a minimum of thirty (30) days prior to its taking effect.
- (8) Fire Department Auxiliaries, social clubs or other such affiliations with the Fire Department must obtain approval of their charter from Council where their activities will represent the Fire Department or have any influence upon the operations, activities or services offered by the Fire Department.

JURISDICTIONS AND BOUNDARIES

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 Creighton, however, they may provide assistance upon request to the City of Flin Flon, the Village of Denare Beach, Saskatchewan Resources, Hudson Bay Mining & Smelting Company Limited and the R.C.M.P.
- (2) The Fire Chief shall assume the authorities, duties and responsibilities of Local Assistant to the fire Commissioner for the Province of Saskatchewan pursuant to the Fire Prevention Act, 1992 and this Bylaw.
- (3) The Fire Chief has complete responsibility and authority over the Fire Department, as directed by Council to which he shall be responsible. In particular, he shall be required to carry out all fire protection activities and such other activities as Council directs including but not limited to:
 1. Rescue
 2. Emergency medical services
 3. Incidents involving fire and/or explosion
 4. Other incidents presenting a danger to the public
 5. Fire Prevention and Public Education
 6. Pre-Fire Planning
 7. Disaster Planning
 8. Training
- (4) The Fire Chief, or in his absence, the senior ranking member present, shall have control, director 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 an officer authorized to do so.
- (5) The Fire Chief, subject to the approval of Council, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
 1. Use, care and protection of the Fire Department apparatus, equipment, premises and property.
 2. The welfare, development, organization, conduct and discipline of the officers and members of the Fire Department.

3. Routine and special operations of the Fire Department.
4. Training

ADMINISTRATION

5. (1) The Fire Chief shall schedule instruction and training sessions for the development and improvement of knowledge and skills of the officer and members of the Fire Department at least once per week. These training sessions to be of one (1) hour duration, except once per month, a two (2) hour session to take place. Records of training sessions, instruction given and Fire Department and individual progress shall be kept.
- (2) The Fire Chief shall schedule general meetings for the Fire Department officers and member at least every second 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 Council within five (5) working day.
- (3) The Fire Chief shall maintain a Fire Department Log which shall record information including but not be restricted to:
 1. Fire Responses
 2. Non-Fire Emergency Responses
 3. Emergency Medical Response
 4. False Alarms
 5. Fire Prevention Activities
 6. Training Sessions
 7. Membership Attendance
 8. Apparatus and Equipment - gains and losses
 9. 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 on the Fire Department activities for presentation to Council at the first meeting in the month of January of each year. The presentation shall summarize a detailed report on but not be restricted to:
 1. Fire Department responses
 2. Membership statu and attendance
 3. Training and administration meetings
 4. Training overview (personnel involved, certified training received, schools attended and/or hosted)
 5. Fire Prevention and Public Education (program and activities)
 6. Apparatus, equipment and property status
- (6) The Fire Chief shall prepare a Budget Report for the Fire Department for the year past and a Forecasted Budget for the year ahead to be presented to Council in conjunction with the Annual Report at the first meeting of the month of April of each year. The presentation shall summarize a detailed report on but not be restricted to:
 1. Wages and remuneration (if any)
 2. Apparatus and equipment fuel
 3. Equipment acquisition
 4. Training (materials, schools, travel, etc.)
 5. Fire Prevention and Public Education (materials, promotion, services, etc.)
 6. Membership recognition (annual banquet, awards, uniforms items, etc.)

- (7) 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.
- (8) The Fire Department may, by fund raising campaign, assist Council in the purchase of additional equipment as deemed necessary in the opinion of Council and the Fire Chief.
- (9) The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the Municipality of the Town of Creighton. Any monies received shall form a part of the current budget.
- (10) Council shall, before approving the Municipal Budget annually, set aside a portion of Municipal revenue for Fire Protection and the Fire Department Budget. Council will determine how these revenues are to be used based upon the recommendations of the Fire Chief, recommendations of the Fire Commissioner for the Province of Saskatchewan and the financial position of the municipality.

WAGES AND REMUNERATION

6. (1) The members of the Creighton Volunteer Fire Department shall be paid a follows:

January 1 st , 2003	\$ 12.50 per hour
January 1 st , 2004	\$ 13.00 per hour
January 1 st , 2005	\$ 13.50 per hour

for attending fire practices to a maximum of one (1) hour pe week in addition to one (1) two (2) hour practice per month.

- (2) The Creighton Volunteer Fire Department shall be paid as follows:

January 1 st , 2003	\$ 18.50 per hour
January 1 st , 2004	\$ 19.00 per hour
January 1 st , 2005	\$ 19.50 per hour

for each member answering each fire call.

- (3) The Creighton Volunteer Fire Department shall be paid nineteen (\$19.00) dollars per hour effective January 1st, 2000 for fire calls for the member in charge if other than the Fire Chief or Fire Captains.
- (4) The Town of Creighton agrees that commencing in 1994 and each third year thereafter, the Town of Creighton shall pay to the Creighton Volunteer Fire Department, the sum of two thousand (\$2,000.00) dollars to assist in the purchase of jackets, blazers or shirts, etc. with the Fire Department logo for the members thereof.
- (5) The Town of Creighton agrees that commencing in 1994 that the Creighton Volunteer Fire Department shall be paid the sum of one thousand five hundred (\$1,500.00) dollars for each fire training school held in Saskatchewan or Manitoba to a maximum of one (1) training school in each calendar year.
- (6) The Town of Creighton agrees that in 1995 and every tenth year thereafter, they will provide two thousand five hundred (\$2,500.00) dollars toward the cost of hosting the Redman Bonspiel. Included in this will be free usage of the Sportex (as is, for example, if there is no ice in, the Town of Creighton will not be responsible for putting in ice on either the skating or curling rink sides).

- (7) A meal allowance or meal be provided on fires lasting longer than four (4) hours to a maximum of fifteen (\$15.00) dollars per person per meal.
- (8) The Town of Creighton will provide a plaque for firemen after ten (10) years of continuous service and a Town of Creighton ring valued at approximately four hundred (\$400.00) dollars for firemen after twenty (20) years of continuous service.
- (9) Insurance coverage and Workers' Compensation for the Creighton Volunteer Fire Department to be provided by the Town of Creighton.
- (10) Each member of the Creighton Volunteer Fire Department shall hold a valid CPR/First Aid certificate. The Town of Creighton shall cover the cost of expense to certify three (3) members of the Creighton Volunteer Fire Department to train their members for CPR/First Aid.
- (11) The Town of Creighton shall cover the cost for each fireman to have an annual medical checkup, record of same to be submitted to the Fire Chief.
- (12) The Town of Creighton will not cover the cost of any expenses unless approved by Council.
- (13) That the attached agreement between the Town of Creighton and the Volunteer fire Department become part of this bylaw. That the Mayor and Administrator be authorized to sign the agreement.

FIRE DEPARTMENT ORGANIZATION

2. (1) The Fire Chief, subject to approval of Council, shall establish Standard Operating Procedures (S.O.P.'s) to guide the Fire Department in its day to day operation. 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 officers 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 Council, the 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 operating, using or otherwise controlling any apparatus, equipment or properties of the Fire Department without the expressed permission of the Fire Chief, Fire Captains 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 provisions 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.
- (9) Bylaw No. 3-97 is hereby repealed.
- (10) This Bylaw shall come into force and take effect on final approval thereof.

Sgnd. "Wilfred J. Boychuk"

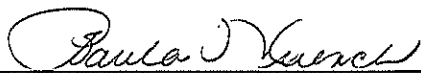
Mayor

Sgnd. "Paula Muench"

Administrator

Read a first time this 12th day of March, 2003.
Read a second time this 12th day of March, 2003.
Read a third time this 26th day of March, 2003.

Certified a True Copy of
Bylaw No. 1-2003 of the
Town of Creighton.



TOWN OF CREIGHTON

BYLAW NO. 3-2001

A BYLAW TO REGULATE THE COLLECTION OF GARBAGE IN THE TOWN OF CREIGHTON

The Council of the Town of Creighton in the Province of Saskatchewan, enacts as follows:

1. **DEFINITIONS:**
 - a. Within the meaning of this bylaw the term "GARBAGE" shall be deemed to mean all household waste: whether consisting of animal or vegetable substance.
 - b. Within the meaning of this bylaw the term "TRADE-WASTE" shall be deemed to mean paper, cardboard boxes, straw or other packing materials.
 - c. Within the meaning of this bylaw the term "WASTE" shall be deemed to mean all matter not included in the terms "GARBAGE" and "TRADE-WASTE" as defined above, and without limiting the generality of the foregoing shall include ashes, rocks, sand, clay, or organic materials left from altering, building, remodeling or landscaping of any lot, trees, wood, wood products, car bodies, tires or car parts, and in general any material not coming within the classification of ordinary household waste.
 - d. "RECEPTACLES or GARBAGE STANDS" Any place used to store garbage containers until time garbage is to be picked up (ex: boxes, sheds, or garbage cans [garbage cans must be placed on stand and/ or platforms or put out on the morning before pickup and be removed in the evening after garbage collection].)
 - e. "CONTAINERS" Any unit or device designed to dispose of waste in an orderly fashion (ex: garbage bags, boxes, or cans).
 - f. "OWNER" for purpose of this Bylaw shall mean also lessee or occupant of the premises.
2. The removal of garbage and trade-waste in the Town shall be done by a person in the employ of the Town, or the Council may contract with a person, company or firm to do such work, and except as hereinafter mentioned.
3. The owner, lessee or occupier of any premises within the Town of Creighton shall cause all other waste located on their premises to be removed at his own expense to the nuisance grounds provided by the Town.
4. No householder or other person shall course any garbage, trade-waste or any other waste to be burned within the limits of the Town of Creighton.
5. It shall be the duty of any owner or lessee or occupant of any premises within the Town of Creighton where people reside or carry on business or where the said premises are used for a hall for public or other meetings, to supply and maintain at all time for the use of the occupants of the premises a sufficient number of garbage containers and receptacles to adequately store all garbage refuse.
6. **RECEPTACLES**
 - a. Shall be located at the rear and close to the boundary of the property in a place and in such a manner that is readily accessible for garbage collection (when there is no back lane the receptacles will be placed where normal garbage collection occurs.)
 - b. All garbage receptacles shall be maintained in a clean and sanitary condition at all times and be sanitized as often as is necessary for that purpose or as directed by the Council of the Town of Creighton.

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7. **GARBAGE STANDS**
 - a. All garbage stands maintained under the provisions of this bylaw shall be constructed of metal, wood or plastic and be elevated not less than 20 inches, nor more than 36 inches off the ground. It shall have rails to eliminate possible tipping of the said garbage container.
 - b. All garbage receptacles shall have lids or covers or tops of convenient size and shape to enable the contents of any container to be emptied without undue inconvenience. Lids must be in place at all times.
8. **CONTAINERS**
 - a. All garbage containers shall be not more than 30 inches in height and not more than 20 inches in diameter. No container shall have the capacity of more than 5 cubic feet, or a net weight of more than 20 pounds.
9. **"GARBAGE", "WASTE", "TRADE-WASTE"**
 - a. Trade-waste must be kept in boxes or tied in bundles ready for removal.
 - b. All house holder waste must be containerized.
 - c. No householder or other persons shall fill any garbage container beyond that point that will permit the container to be closed tightly.
10. **ADMINISTRATION OF BYLAW**
 - a. The owner, lessee or occupier of any premises within the Town of Creighton shall cause all other waste located on their premises to be removed at his own expense to the nuisance grounds provided by the Town.
 - b. The nuisance grounds provided by the Town is the only authorized place for the deposit and disposal of any filth or refuse created in the Town, and anyone found guilty of dumping elsewhere anything, directly or indirectly, offensive, or dangerous to health shall be guilty of an infraction of this bylaw.
 - c. Any owner, lessee or occupier of any premises who neglects or refuses to provide and maintain a sufficient number of garbage receptacles of the style and kind as hereinbefore set out, shall be guilty of an infraction of this bylaw.
 - d. All owners and occupants of premises in the Town of Creighton shall pay a charge of \$6.70 monthly, except heavy users, in which case the charge shall be \$24.00 per month. A 10% discount shall apply to any current payment made on or before the 21st of the month that the said charges accrued and any amount remaining outstanding on the last day of each month will be subject to a penalty assessed at 2% monthly (24% per annum) retroactive to commencement of current billing.
 - e. The administrator shall make a charge against every person, firm or corporation provided with dry garbage removal with the proper charge according to the rates as hereinbefore set out, on the first day of every month for the current month's charges.
 - f. If a person or firm or corporation becomes in arrears for dry garbage removal charges, and payment is made the said payment shall be first applied on arrears and not on the current charges.

TOWN OF CREIGHTON

BYLAW NO. 3-2001

- g. Any person found guilty of an infraction of this Bylaw will be subject to the provisions of the General Penalty Bylaw.
- h. Bylaw No. 12-96 and 7-99 are hereby repealed.

Sgd. "W. J. Boychuk
Mayor

Sgd. "Tim Leson
Administrator

Read a first time this 23rd day of May, A.D., 2001.

Read a second time this 23rd day of May, A.D., 2001.

Read a third time this 23rd day of May, A.D., 2001.

Certified a true copy of
Bylaw No. 3-2001 of the
Town of Creighton.



Town Administrator