

**TOWN OF INUVIK  
BY-LAW 2567/FC/14**

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**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE  
NORTHWEST TERRITORIES TO ESTABLISH AND REGULATE A FIRE  
DEPARTMENT**

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**WHEREAS** pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003,c. 22, section 70 (1) (a) and subsequent amendments thereto which state:

- 70. (1) In addition to any power to make by-laws in any other enactment, council may make by-laws for municipal purposes respecting
  - (a) the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS** the Council of the Municipal Corporation of the Town of Inuvik has established and operates a fire service;

**AND WHEREAS** the Council of the Municipal Corporation of the Town of Inuvik in the Northwest Territories deems it necessary to prevent and suppress fires and to regulate the duties and responsibilities of the fire department;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipal Corporation of the Town of Inuvik in Council duly assembled enacts as follows:

**INTERPRETATION**

- 1. In this by-law, unless the context otherwise requires:
  - a. **“Approved”** means approved by the Council of the Municipal Corporation of the Town of Inuvik;
  - b. **“Council”** means the Council of the municipal corporation of the Town of Inuvik; and
  - c. **“Department”** means the Town of Inuvik *Fire Department*;
  - d. **“Deputy Fire Chief”** means a person designated by the Fire Chief as fire department second in command and to act in the place of the Fire Chief in the Fire Chief’s absence or in the case of a vacancy in the position of Fire Chief;
  - e. **“Fire Chief”** means a full-time employee of the Town of Inuvik appointed under Section 42, subsection (1), parts (a) and (b) of the Cities, Towns, and Villages Act, S.N.W.T. 2003, c. 22 and subsequent amendments thereto;
  - f. **“Fire Department”** means a group of Firefighters authorized to provide fire protection services by the Town;
  - g. **“Fire Protection”** means a range of programs designed to protect the lives and property of the residents of the Fire Department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by man or nature and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;
  - h. **“Firefighter”** means any person employed in, or appointed to, a fire department and assigned to undertake fire protection services, rescue and emergency services and the delivery of all of those services, and includes a volunteer firefighter;
  - i. **“Member”** means any defined Firefighter or employee of the department;

- j. **“Officer”** means a person who acts as a Fire Chief, Deputy Fire Chief, Captain, or Lieutenant;
  - k. **“Platoon”** means a complement of fire department personnel operating one or more pieces of apparatus or equipment out of one or more stations;
  - l. **“Senior Administrative Officer”** means a person appointed by the Council of the Town of Inuvik to the position of Senior Administrative Officer pursuant to section 41 of the Cities, Towns, and Villages Act, S.N.W.T. 2003, c. 22 and includes any person designated by him or her to act on his or her behalf;
  - m. **“Town”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories; and,
  - n. **“Volunteer Firefighter”** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2.
    - a. The department for the Town is to be known as the Town of Inuvik Fire Department and is hereby continued. The head of the department shall be known as the Fire Chief who shall be appointed by Town Council.
    - b. The goals and mission statement of the department shall be as those contained in the Fire Department Operating Guidelines.
    - c. The department shall be organized as contained in the Fire Department Operating Guidelines and staffed in accordance with the approved budget.
  3. In addition to the Fire Chief, the department personnel shall consist of at least one Deputy Fire Chief and such number of Officers and members as from time to time may be deemed necessary.
  4. The Fire Chief may appoint any qualified person as a member of the department, subject to the approved hiring policy.
  5. A person appointed as a member of the department for fire fighting and fire prevention duties shall be on probation for a period of twelve (12) months, during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
  6. If a probationary member appointed for fire fighting or fire prevention duties fails any such examination, the Fire Chief may dismiss that member in accordance with the approved policy.
  7.
    - a. The Fire Chief may reprimand, suspend or recommend the dismissal of any member due to insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this by-law or the general orders and departmental policies that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the department.
    - b. Following the suspension of any member, the Fire Chief shall immediately report, in writing, the suspension and his recommendation to the Senior Administrative Officer.
    - c. A member shall not be dismissed without being afforded the opportunity for a hearing before Town Council if the member makes a written request for such hearing within seven (7) working days after receiving the proposed dismissal.
  8. The remuneration of all members of the department shall be as determined by policy and funded in the annual operating budget.

9. The Fire Chief is responsible to Town Council for the proper administration and operation of the department. The Fire Chief is under the general direction of the Senior Administrative Officer and:
  - a. Shall have developed and published such approved policies, written operation guidelines, general orders and departmental rules as may be necessary for the care and protection of the department, ~~department~~ equipment and personnel, and for the efficient operation of the department, provided that such policies, orders and rules do not conflict with the provisions of any by-laws of the municipality;
  - b. Shall review periodically the policies and procedures of the department and may establish an Advisory Committee consisting of such members of the department as may be determined from time to time to assist in these duties;
  - c. Shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property;
  - d. Shall enforce all Town by-laws respecting fire prevention;
  - e. Shall adhere to the provisions of the Fire Prevention Act;
  - f. If required for operational purposes, the Fire Chief or designate may commission the use of privately owned equipment, which may include the owner/operator. The owner/operator may be compensated for the use of this equipment at the discretion of the Fire Chief; and,
  - g. Is responsible for the enforcement of this by-law and the general orders and departmental rules.
10.
  - a. The Deputy Fire chief is responsible to the Fire Chief for the divisional functions that are supervised by the Deputy Fire Chief; and,
  - b. The designated Deputy Fire Chief has the same authority and responsibilities as the Fire Chief and shall perform all the duties of the Fire chief in the Fire Chief's absence.
11. The department performs the following divisional functions:
  - a. Division of Administration;
  - b. Division of Operations;
  - c. Division of Training;
  - d. Division of Fire Prevention; and
  - e. Division of Maintenance.
12. The Fire Chief is responsible for ensuring that the following duties pertaining to the function of the Division of Administration are carried out:
  - a. Provide administration facilities for the department;
  - b. Prepare the departmental budget as directed to the Director of Finance and exercise control of approved budgets;
  - c. Prepare the payroll of the department as may be required and initiate requisitions for materials and services and certify all accounts of the department;

- d. Maintain personnel records in accordance with the human resources policies of the Town;
  - e. Prepare specifications for the purchase of apparatus and equipment;
  - f. Arrange for the provision of new buildings, as approved;
  - g. Provide liaison with the local firefighters' association(s);
  - h. Prepare the annual report of the department;
  - i. Carry out the general administration duties of the department;
  - j. Provide liaison with the Regional Assistant to the Fire Marshal; and,
  - k. Compile all divisional activity reports and report same on a quarterly basis to Council.
13. The Fire Chief is responsible for ensuring that the following duties pertaining to the function of the Division of Operations are carried out:
- a. Prevent, control and extinguish fires;
  - b. Conduct investigations of fire in order to determine origin and cause, and where required, to request the appropriate agencies to assist with the investigation;
  - c. Respond and assist at such emergencies as may be deemed necessary by the Fire Chief in accordance with the approved service levels listed in Schedule "A";
  - d. Perform pre-emergency planning;
  - e. Captains are in command of the platoon to which they are assigned and are responsible to the Fire Chief or designate for the proper operation of that platoon;
  - f. Where the Fire Chief designates a member to act in the position of an Officer, such member, when so acting, has all the authority and responsibility of such Officer and shall perform all the duties of the Officer replaced; and,
  - g. Prepare an annual report of the Operational activities.
14. The Fire Chief is responsible for ensuring that the following duties pertaining to the function of the Division of Training are carried out:
- a. Establish a fire department training program and conduct training for all members in accordance with the training program;
  - b. Administer training programs;
  - c. Prepare and conduct examinations of members as required;
  - d. Maintain accurate training records for all members; and,
  - e. Prepare an annual report of the Training activities.

15. The Fire Chief is responsible for ensuring that the following duties pertaining to the function of the Division of Fire Prevention are carried out:
  - a. Develop approved fire prevention and public fire safety education policies;
  - b. Ensure compliance with the Fire Prevention Act;
  - c. Maintain fire loss records; and,
  - d. Prepare the annual report of the Fire Prevention activities.
16. The Fire Chief is responsible for ensuring that the following duties pertaining to the function of the Division of Maintenance are carried out:
  - a. Perform apparatus and equipment maintenance and cleaning duties;
  - b. Maintain and keep in good repair all existing apparatus, equipment, and buildings of the department;
  - c. Maintain accurate maintenance records for all apparatus, equipment, and buildings; and
  - d. Prepare the annual report of the Maintenance activities.
17. The Fire Chief shall develop an approved fire department promotional policy based on such evaluations, written, practical and oral examinations as deemed necessary.
18. The department shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the municipality except with respect to a fire or emergency, which in the opinion of the Fire Chief or designate:
  - a. Threatens property in the Town;
  - b. Is located in a municipality with which an agreement has been entered into, to provide fire protection;
  - c. Is property with respect to which an agreement has been entered into with any person or Corporation to provide fire protection therefore; and
  - d. Is on property beyond the municipal boundary where the action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The Fire Chief shall subsequently inform the Senior Administrative Officer of such response.

#### **SEVERABILITY**

19. The provisions of this by-law are severable and the invalidity of any part of this by-law shall not affect the validity of the remainder of this by-law.

#### **REPEALS**

20. By-laws 85-881, 85-882, 88-1033, 1489/FC/97, and any amendments thereto are hereby repealed.


#### **EFFECT**

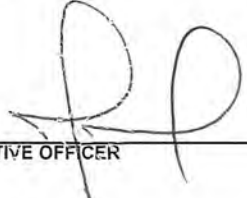
21. This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF AUGUST, 2014 A.D.

READ A SECOND TIME THIS 13<sup>TH</sup> DAY OF AUGUST, 2014 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF SEPTEMBER,  
2014 A.D.

  
MAYOR

  
SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the  
Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.

  
SENIOR ADMINISTRATIVE OFFICER

**SCHEDULE "A"**  
**Attached to and forming part of By-law 2567/FC/14**

Town of Inuvik Fire Department  
 Emergency Response Service Delivery

Emergency Response Services	Approved to Deliver	
	Yes	No
1. Basic firefighting – no expected rescue component		X
2. Structural firefighting including rescue	X	
3. Vehicle firefighting	X	
4. Grass, brush, forestry firefighting	X	
5. Marine firefighting	X	
6. Automatic Aid	X	
7. Mutual Aid		X
8. Basic medical assist	X	
9. Advanced medical assist with defibrillation (AED)	X	
10. Awareness level hazardous materials	X	
11. Operations level hazardous materials	X	
12. Technician level hazardous materials		X
13. Vehicle accidents	X	
14. Vehicle extrication	X	
15. Transportation incidents involving vehicles, trains, aircraft and watercraft	X	
16. Water and ice – shore based	X	
17. Water and ice – water entry	X	
18. Water and ice – boat	X	
19. Public Hazards – Downed hydro lines, Carbon monoxide, gas leaks	X	
20. Ambulance assist	X	
21. Police assistance	X	
22. Public utilities assistance	X	
23. Community emergency plan participation	X	
24. Urban search and rescue		X
25. High angle rescue	X	
26. Confined space rescue	X	
27. Farm/silo rescue		X