

**TOWN OF INUVIK
BY-LAW #2687/FC/22**

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

PURSUANT TO the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c. 22 as amended;

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:

1 INTERPRETATION

1.1 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.
- 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 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) **“Office of the Fire Marshal”** (OFM) means a person appointed in the Fire Prevention Act R.S.N.W.T. 1988,c.F-6; or his/her designate, exercising the powers and duties found within the Act.
- k) **“Officer”** means a person who acts as a Fire Chief, Deputy Fire Chief, Captain, or Lieutenant.
- 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 the *Cities, Towns, and Villages Act*, S.N.W.T. 2003, c. 22 and includes any person designated by them to act on their behalf.

- m) **“Town”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories.
- n) **“Volunteer Firefighter”** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

2 ESTABLISHMENT

- 2.1 A department for the Town of Inuvik, to be known as the Inuvik Fire Department, is hereby established and continued under this by-law and the head of this Department shall be known as the Fire Chief.
- 2.2 The goals of the Fire Department shall reflect the Core Services identified by Council and be contained within the Inuvik Fire Department Policies and Operating Guidelines, as presented to Council from time to time.

3 COMPOSITION

- 3.1 The Fire Department shall consist of the Fire Chief, Deputy Fire Chief, Captains, Lieutenants, Firefighters providing training, public education, maintenance of equipment and apparatus and emergency response, Administrative personnel, and any other person(s) as may be authorized or considered necessary from time to time by Council or by the Senior Administrative Officer on recommendation from the Fire Chief for the Fire Department to perform Fire Protection Services.
- 3.2 There shall be one Fire Chief appointed by by-law.

4 TERMS AND CONDITIONS OF EMPLOYMENT

- 4.1 Subject to Town of Inuvik Personnel Policies, the remuneration and other terms and conditions of employment or appointment of the members that comprise the Fire Department shall be determined by the Fire Chief and the Senior Administrative Officer acting in accordance with policies and programs established or approved by Council.

5 ORGANIZATION

- 5.1 The Fire Chief may re-organize; eliminate Divisions; establish other Divisions; may do all or any of these things or any combination of them, as may be required to ensure the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Town of Inuvik.
- 5.2 The Fire Chief may assign or re-assign such Members to a Division to assist them in the administration and operation of that Division.

6 CORE SERVICES

- 6.1 The core services of the Fire Department shall be those contained in Schedule “A” attached to and forming part of this by-law.

7 RESPONSIBILITIES AND AUTHORITY OF FIRE CHIEF

- 7.1 The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, through the Senior Administrative Officer, for proper administration and operation of the Fire Department including the delivery of Fire Protection Services.
- 7.2 The Fire Chief shall report to the Senior Administrative Officer and will perform the duties as described in the *Fire Prevention Act*, R.S.N.W.T. 1988, c.F-6 and the *Emergency Management Act*, S.N.W.T. 2018, c.17.
- 7.3 The Fire Chief shall be authorized to make such general orders, policies, procedures, rules and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department for the Town of Inuvik. The Fire Chief shall effectively manage Fire Protection Services

for the prevention, control and extinguishment of fires, the protection of life and property, the management of emergencies, and without restricting the generality of the foregoing:

- a) respond to and mitigate emergencies, directing resources as required by the incident;
- b) conduct investigations as required, in consultation and collaboration with the Office of the Fire Marshal;
- c) conduct fire safety inspections upon complaint or request, or as part of a scheduled plan in consultation and collaboration with the Office of the Fire Marshal;
- d) for the care and protection of all property belonging to the Fire Department;
- e) for arranging for the provision and allotment of strategic staffing and facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
- f) for the development and implementation of aid and other fire protection and emergency service agreements within the Town of Inuvik's borders upon the approval of Council;
- g) for the development and implementation of aid and other fire protection and emergency service agreements outside the Town of Inuvik's borders upon the approval of Council;
- h) for determining and establishing the qualifications and criteria for employment or appointment, and the duties of, all members of the Fire Department;
- i) for the conduct and the discipline of members of the Fire Department;
- j) for preparing, and upon approval by Council, implementing and maintaining a departmental fire service plan and program for the Town of Inuvik;
- k) for keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the Office of the Fire Marshal;
- l) for keeping such other records as may be required by Council, the Town of Inuvik and the Fire Prevention Act, R.S.N.W.T. 1988, c.F-6
- m) for preparing and presenting reports of the Fire Department to Council; and,
- n) for exercising control over the budget approved by Council for the Fire Department.

8 SUPERVISION – GENERAL DUTIES AND RESPONSIBILITIES

- 8.1 The Deputy Fire Chief(s) shall be the second ranking officer of the Fire Department and shall be subject to and shall perform such duties as are assigned to them by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of Fire Chief.

9 EMERGENCY RESPONSES OUTSIDE LIMITS OF THE TOWN OF INUVIK

- 9.1 The Fire Department shall not respond to a call with respect to a fire or an emergency incident outside the limits of the Town of Inuvik except with respect to a fire or an emergency:
- a) on property beyond the Town of Inuvik's border where the Fire Chief or designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified to respond and/or assumes command or establishes alternative measures acceptable to the Fire Chief or designate;
 - b) in a city, town, village or hamlet with which an agreement has been entered into to provide fire protection services.

- c) on property with respect to which an agreement has been entered into with any person or Town of Inuvik to provide fire protection;
- d) on those highways that are under the jurisdiction of the Government of the Northwest Territories or other agency within the Town of Inuvik for which an automatic aid agreement has been entered; or
- e) response due to a request for special assistance as required through a declaration of a territorial or federal emergency and such request has been approved by the Fire Chief, the Senior Administrative Officer and the Mayor.

10 SEVERABILITY

- 10.1 If any provision or part of a provision of this by-law is declared by a court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

11 REPEALS

- 11.1 By-law 2648/FC/20 and any amendments thereto are hereby repealed.


12 EFFECT

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


READ A FIRST TIME THIS 25th DAY OF May, 2022 A.D.

READ A SECOND TIME THIS 25th DAY OF May, 2022 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF June, 2022 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

TOWN OF INUVIK FIRE DEPARTMENT CORE SERVICES

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 crashes	X	
14. Vehicle extrication	X	
15. Transportation incidents involving vehicles, 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 and 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
28. Inspections upon request or complaint	X	
29. Fire investigations	X	