

# TOWN OF LANGHAM

## BYLAW 2019-01

### A BYLAW OF THE TOWN OF LANGHAM FOR FIRE PROTECTION SERVICES

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

#### **PART I**

##### SHORT TITLE & INTERPRETATION

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

##### PURPOSE

2. The purpose of this Bylaw is:
  - (a) to adopt a fire prevention code which establishes a satisfactory standard for fire prevention, fire fighting and life safety in buildings;
  - (b) to provide for the prevention and suppression of fires;
  - (c) to provide guidelines for the storage and handling of flammable liquids, combustible liquids, dangerous goods, hazardous substances and waste dangerous goods;
  - (d) to regulate the sale and setting off of fireworks;

##### DEFINITIONS

3. In this Bylaw,
  - (a) "Town" means The Town of Langham;
  - (b) "alarm signal" means a telephone request for emergency police or fire department services;
  - (c) "alarm system" includes a device or devices designed to activate an alarm signal but excludes a device that is installed in a vehicle;

- (d) “alarm site” means a single fixed premise or location served by an alarm system or systems. Each tenancy shall be considered a separate alarm site;
- (e) “closure” means a closure within the meaning of *The National Fire Code*;
- (f) “combustible liquid” means a combustible liquid within the meaning of *The National Fire Code*;
- (g) “cord” means a measure of cut wood usually 3.6 cubic meters or 128 cubic feet;
- (h) “dangerous goods” means dangerous goods within the meaning of *The National Fire Code*;
- (i) “Department” means The Town of Langham Volunteer Fire Department
- (j) “dwelling unit” means a dwelling unit within the meaning of *The National Fire Code*;
- (k) “False Alarm” means an activation of an alarm system or alarm signal which results in a response by the Langham Fire Department, where entry to the premises has or has not occurred by a member or members of the Langham Fire Department because no actual emergency exists, but does not include:
- i. any False Alarm which the organization or individual can demonstrate was caused by a storm, lightning, fire, earthquake or act of God; or
  - ii. any False Alarm which the organization or individual can demonstrate was actually caused by the act of some person other than the organization or individual, including the organization or individual’s officers, agents, employees, independent contractors or any other person subject to the direct or indirect control of the organization or individual;
- (l) “fire separation” means a fire separation within the meaning of *The National Fire Code*;
- (m) “fireworks” means fireworks as defined in the *Explosives Regulations*, C.R.C., c.599;
- (n) “fireworks supervisor” means a person licensed or approved by the Chief Inspector of Explosives, Department of Energy, Mines and Resources to handle and use Subdivision 2 of Division 2 fireworks;
- (o) “flammable liquid” means a flammable liquid within the meaning of *The National Fire Code*;
- (p) “hazardous substance” means a hazardous substance within the meaning of *The Hazardous Substances and Waste Dangerous Goods Regulations*. E-10.2, Reg. 3;
- (q) “high hazard fireworks” means Subdivision 2 of Division 2 fireworks as defined in the *Explosives Regulations*, C.R.C., c.599;
- (r) “low hazard fireworks” means Subdivision 1 of Division 2 fireworks as defined in the *Explosives Regulations*, C.R.C., c.599;
- (s) “municipal inspector” means a municipal inspector within the meaning of *The Fire Prevention Act, 1992*;
- (t) “*National Fire Code*” means the Code declared to be in force pursuant to Subsection 3(1) of *The Saskatchewan Fire Code Regulations*;

- (u) “NFPA” means the National Fire Protection Association;
- (v) “private fireworks display” means the discharge of low hazard fireworks for private recreation and entertainment; and
- (w) “public fireworks display” means the discharge of high or low hazard fireworks for public recreation and entertainment.

**PART II**

LANGHAM VOLUNTEER FIRE DEPARTMENT

- 4. (1) The Langham Volunteer Fire Department is established by Town of Langham Council by Bylaw.
- (2) The Department is responsible on a volunteer basis for:
  - (a) fire protection, including:
    - (i) fire suppression,
    - (ii) fire prevention and inspections,
    - (iii) fire investigations, and
    - (iv) educational programs;
  - (b) rescue service, including:
    - (i) confined space and technical rescue
    - (ii) vehicle extrication,
    - (iii) structural collapse, and
    - (iv) rapid intervention rescue;
    - (v) ground search and rescue (lost person and evidence recovery)
  - (c) pre-hospital emergency medical service.

DUTIES OF FIRE CHIEF

- 5. (1) The Fire Chief is appointed annually by the Council of the Town of Langham.
- (2) The Fire Chief is the general manager of the Department.
- (3) The Fire Chief administrates and enforces this Bylaw within the Town and shall perform any other duties and may exercise any other powers that may be delegated by Town Council.
- (4) The Fire Chief is responsible for the maintenance of discipline within the Department and may make rules and regulations necessary to carry out the daily administration and operations of the Department.

**FEES FOR SERVICE**

6. (1) The Department is authorized to charge the applicable fees for the various services, tests, false alarms and emergency responses listed in Schedule “A”.
- (2) The fees may be reviewed and set by Town Council on the advice of the Fire Chief, as required.

**AGREEMENT FOR EMERGENCY SERVICE**

7. The Town may enter into an agreement with any other municipality, municipal government, Indian band, person or other properly constituted authority, organization or agency for the furnishing or receiving of fire fighting, fire prevention services, or emergency services on any terms that may be agreed upon, including the setting and payment of charges.

**REQUEST FOR EMERGENCY SERVICE**

8. (1) The Town may provide and charge for any fire fighting, fire prevention, false alarm or emergency service outside the Town where no agreement exists, if a request is made by any other municipality, municipal government, Indian band, person or other properly constituted authority, organization or agency.
- (2) The charge for any fire fighting, fire prevention, false alarms or emergency service provided by the Department shall be determined according to the fees and rates listed in Schedule “A”.

**BANKING & FINANCIAL**

9. All Fundraising funds raised by the Fire Department members will go into a bank account to the credit of the Langham Fire Department. The Records of any bank accounts will be maintained by the Langham Volunteer Fire Department with two (2) members of the Department having signing authority. The Town of Langham shall receive a statement of funds in those Bank Accounts at each year end.
10. Expenditure's from the bank accounts will be made for the purpose the funds were raised or whatever related expenditures a majority of Fire Department members present at a regular meeting vote. The Fire Chief will be exempted from a vote unless to break a tie

vote. The Fire Department will submit both an operation and capital budget to the Council annually on the date instructed by Council.

**STAFFING**

11. The Fire Chief has the authority to recommend an appointment and withdrawal of all Fire Department Members to or from their positions; including termination providing all appointments or withdrawals of appointments or terminations are approved by Council.
  
12. Requirements.
  - (a) Members of the Fire Department shall be 18 years of age.
  - (b) If a Junior Fire Fighters program is in operation those members must be 16 year of age. They can attend all training sessions and may attend incidents as permitted by the Fire Chief/Deputy Fire Chief provided they are in a safe position, never in harm's way.
  - (c) All members of the Langham Fire Department can be a resident of the Town of Langham or surrounding area, upon approval of the Langham Fire Chief and Town Council.

**MEETINGS & TRAINING DRILLS**

13.
  - (a) Regular Fire Department meeting will he held once (1) per month or as required. Minutes must be taken and submitted to Council. Council's Protective Services Portfolio Holder or other members of Council will attempt to be present at Fire Department meetings.
  - (b) Regular Fire Department Training Drills will be held weekly or as required.

**PART III**

**NATIONAL FIRE CODE**

**ADOPTION OF NATIONAL FIRE CODE**

14. (1) except as modified by this Bylaw, it is declared that *The National Fire Code* is in force in the Town of Langham.

**PART IV**

**INSPECTIONS, COMPLIANCE WITH ORDERS AND ENFORCEMENT PROCEDURES**

INSPECTION OF PREMISES

15. (1) For the purposes of ensuring compliance with this Bylaw, or any order made under this Bylaw, the Fire Chief or a municipal inspector may, at any reasonable time, enter and inspect any building, structure or premises.
- (2) The Fire Chief or a municipal inspector making an inspection may:
  - (a) collect data or samples;
  - (b) make any inspection or study;
  - (c) conduct any test;
  - (d) examine books, records and documents; and
  - (e) require the production of documents and property for the purposes of examination or making copies.
- (3) When entering on land or into any building, structure or premises under this Section, the Fire Chief or a municipal inspector may:
  - (a) enter with any equipment, machinery, apparatus, vehicle or materials that the Fire Chief or municipal inspector considers necessary for the purpose of the entry; and
  - (b) take any person who or thing that the Fire Chief or municipal inspector considers necessary to assist in the purpose of the entry.
- (4) Where the Fire Chief or a municipal inspector considers it necessary for purposes of the entry, the Fire Chief or municipal inspector may temporarily close the building, structure or premises until the purpose of the entry is fulfilled.
- (5) Before entering on any land or into any building, structure or premises, the Fire Chief or a municipal inspector shall notify the owner or occupant, if the owner or occupant is present at the time of the entry, of the purpose of the entry.
- (6) The Fire Chief or a municipal inspector shall not enter a private dwelling without a warrant issued under this Section unless the owner or occupant consents.
- (7) The Fire Chief or a municipal inspector may apply without notice to a justice of the peace or a judge of the provincial court for a warrant where a person:
  - (a) refuses to permit the Fire Chief or municipal inspector to enter on land or into any building, structure or premises to carry out any of the activities mentioned in Subsection (2); or
  - (b) fails to produce any documents or property as required in Clause 2(e).

(8) A justice of the peace or a judge of the provincial court may issue a warrant if satisfied by oath that the Fire Chief or municipal inspector believes on reasonable grounds that there is a contravention of this Bylaw or an order made under this Bylaw.

(9) A warrant issued under this Section authorizes the person named in the warrant to enter the place named in the warrant and any premises connected with that place to:

- (a) examine the place and connected premises;
- (b) carry out the activities described in Subsection (2); and
- (c) search for and seize any books, records and documents.

(10) The Fire Chief or a municipal inspector may request the assistance of a peace officer shall in carrying out the provisions of this Section.

(11) While the Fire Chief or a municipal inspector is conducting an inspection under this Section, no person shall:

- (a) fail to comply with a reasonable request of the Fire Chief or municipal inspector;
- (b) knowingly make any false or misleading statement to the Fire Chief or municipal inspector;
- (c) unless authorized by the Fire Chief or municipal inspector, remove, alter or interfere in any way with anything seized, detained or removed by the Fire Chief or municipal inspector; or
- (d) obstruct or interfere with the Fire Chief or municipal inspector.

**COMPLIANCE ORDERS**

16. (1) If, in the opinion of the Fire Chief or a municipal inspector, there is a contravention of this Bylaw, the Fire Chief or municipal inspector may issue to the owner, operator or occupant of the building, structure, premises or land in or on which the contravention is occurring a written order in which the Fire Chief or municipal inspector:

- (a) shall specify:
  - (i) the contravention,
  - (ii) the civic address and legal description of the building, structure, premises or land in or on which the contravention is occurring,
  - (iii) any terms and conditions to be complied with to remedy the contravention, and
  - (iv) the date by which the terms and conditions of the order are to be complied with;
- (b) shall provide:
  - (i) a statement that if the terms and conditions of the order have not been complied with within the time specified in the order, the Fire Chief may carry out the remedy at the expense of the owner,

- (ii) the date and place at which and the process by which an appeal from the order may be made, and
  - (iii) a statement that filing an appeal does not stay the order but that the appellant may apply to the fire commissioner for a stay of the order under Section 25 of *The Fire Prevention Act, 1992*; and
- (c) may direct the owner, operator or occupant to do one or more of the following within the time limit set out in the order:
  - (i) remedy the contravention of the Bylaw, including doing anything in relation to the building, structure or premises that the Fire Chief or municipal inspector considers necessary to remedy the noncompliance,
  - (ii) repair, alter, remove or demolish the building, structure or premises,
  - (iii) alter the use or occupancy of the building, structure or premises,
  - (iv) replace materials used in the construction of buildings, structures and premises,
  - (v) remove or change the manner of use, storage, handling or disposal of flammable and combustible liquids, flammable and combustible materials, and explosives,
  - (vi) clean, repair, remove or replace equipment, apparatus or fire protection devices that are faulty or considered dangerous,
  - (vii) install or correct the faulty installation of fire safeguards, equipment or fire protection devices, and
  - (viii) clear or remove any obstruction to public access for a building used for public assemblage.
- (2) Every order made under this Bylaw shall be served:
  - a) in the case of service on an individual:
    - (i) personally, or
    - (ii) by mailing it by registered mail to the last known address of the individual being served; and
  - (b) in the case of service on a corporation:
    - (i) personally on a director, shall or manager of the corporation, or
    - (ii) by leaving it at or mailing it by registered mail to the registered office of the corporation or to the office of its attorney in Saskatchewan, if it is an extra-provincial corporation.
- (3) An order served by registered mail is deemed to have been received on the fifth day following the date of its mailing.

NOTICE OF REGISTRAR OF TITLES

17. (1) The Fire Chief or a municipal inspector may register an interest based on an order made under this bylaw in the Land Titles Registry against title to the parcels of land to which the order applies, and the notice runs with the land and is binding on the owner and any subsequent purchaser.
- (2) Where an interest has been registered under this section and the order has been complied with, the Fire Chief or a municipal inspector shall apply to the Registrar of Titles to discharge the interest.

CARRYING OUT OF ORDERS BY FIRE CHIEF

18. (1) The Fire Chief may carry out or cause to be carried out the activities required to be done by an order if:
- (a) the person to whom the order is directed fails to comply with the order within the time specified in the order and, no stay of the order has been issued; or
  - (b) after reasonable inquiry, the whereabouts of the owner, an agent of the owner or occupant of the building, structure or premises that is the subject of the order cannot be determined.
- (2) If an order is carried out by the Fire Chief under Subsection (1), the costs incurred in carrying out the order are a debt due to the Town and may be recovered from the owner of the building, structure or premises in or on which the order was carried out.
- (3) If the costs mentioned in Subsection (2) are not paid at the end of the year in which the order was carried out, the Town may add the amount of the costs and expenses to the owner's property taxes.

APPEAL TO FIRE COMMISSIONER

19. (1) A person who is aggrieved by an order made by the Fire Chief or a municipal inspector may, within 20 days of being served with the order, appeal the order to the fire commissioner.
- (2) An appeal under this Section is made by filing a written notice of appeal setting out the reasons for the appeal on the fire commissioner and serving a copy of the appeal on the Fire Chief or municipal inspector.
- (3) The fire commissioner shall consider the appeal within 20 days of the serving of the appeal and may confirm, modify or revoke the order appealed from or substitute an order for the order being appealed from.
- (4) The fire commissioner shall cause a copy of the decision to be served on:

- (a) the appellant;
- (b) the Fire Chief or municipal inspector; and
- (c) any other persons whom the fire commissioner considers may be interested in the decision.

(5) An appeal taken under this Section does not operate as a stay of the order appealed from unless the fire commissioner, on an application by the appellant, decides otherwise.

**APPEAL TO SASKATCHEWAN MUNICIPAL BOARD**

20. (1) The Fire Chief, municipal inspector or other person who is aggrieved by a decision of the fire commissioner under Section 19 may, within 20 days of being served with the decision, appeal the decision to the Saskatchewan Municipal Board.
- (2) A person making an appeal under this Section shall serve a written copy of the appeal on the fire commissioner.
- (3) On receipt of an appeal under this Section, the Saskatchewan Municipal Board shall consider the appeal and may confirm, modify or repeal the decision appealed from or substitute its decision for the decision being appealed from.
- (4) The Saskatchewan Municipal Board shall give written notice of its decision to the fire commissioner, the appellant and any other person that the Saskatchewan Municipal Board considers may be interested in the decision.
- (5) An appeal taken under this Section does not operate as a stay of the decision appealed from unless the Board, on an application by the appellant, decides otherwise.

**APPEAL TO COURT OF APPEAL**

21. Notwithstanding *The Municipal Board Act*, with leave of a judge of the Court of Appeal, any person who is aggrieved by a decision of the Saskatchewan Municipal Board made under Section 20 may appeal to the Court of Appeal against the decision of the Saskatchewan Municipal Board within:
- (a) 30 days after the date the decision was made; or
  - (b) any further period not exceeding 30 days that a judge of the Court of Appeal may allow on an application that is made within 30 days after the date the decision was made.

IMMEDIATE HAZARDS

22. (1) notwithstanding any other provision of this Bylaw, where in the course of an investigation or inspection under this Bylaw, the Fire Chief is of the opinion that a condition exists creating a serious danger to life or property, the Fire Chief may:
- (a) use any measures that the Fire Chief considers appropriate to remove or lessen the condition;
  - (b) evacuate and close the building, structure, premise or yard where the condition exists or any area surrounding such location for any period that the Fire Chief considers appropriate; and
  - (c) order the owner, operator or occupant to immediately do anything necessary to remove or lessen the condition. For greater certainty, the Fire Chief may order the owner, operator or occupant to demolish a building or structure, to remove any debris and waste material and to fill in any open basement or excavation remaining on the site of the building or structure after its demolition.
- (2) If closed under Clause (1) (b), the Fire Chief shall, if possible, placard the building, structure, premise, yard or area as a serious danger to life or property.
- (3) No person shall enter, attempt to enter or tamper with a building, structure, premise, yard or area that has been closed under Clause (1) (b) without the prior approval of the Fire Chief.
- (4) No person shall take down, cover up, mutilate, deface or alter a placard posted under Subsection (2).
- (5) The costs and expenses incurred under this Section are a debt due to the Town and may be recovered from the owner of the building, structure, premise, yard or area in or on which the work was carried out.
- (6) If the costs and expenses mentioned in Subsection (5) are not paid at the end of the year in which the work was carried out, the Town may add the amount of the costs and expenses to the owner's property taxes.

**PART V**

**PREVENTION & SUPPRESSION OF FIRES**

SMOKE ALARMS

23. (1) Smoke alarms shall be installed in each dwelling unit and in each sleeping room not within a dwelling unit in conformance with Article 2.1.3.3 of *The National Fire Code*.
- (2) Smoke alarms shall be installed in accordance with the manufacturer's instructions.

- (3) Smoke alarms shall be maintained in an operable condition at all times. Without limiting the generality of the foregoing, smoke alarms shall be maintained in accordance with the following requirements:
- (a) smoke alarms shall be securely fastened to the wall or ceiling;
  - (b) smoke alarms shall be free of any physical damage, paint application or excessive grease and dirt;
  - (c) the ventilation holes on smoke alarms shall be clean and free of any obstructions;
  - (d) smoke alarms shall have a continuous source of power, either batteries or electricity; and
  - (e) the batteries in battery operated smoke alarms shall be replaced immediately when the low battery warning beep sounds.
- (4) Smoke alarms shall be inspected:
- (a) in the case of alarms installed by permanent connection to an electrical circuit, at least once every 12 months;
  - (b) in the case of tamper-proof alarms with 10 year batteries, at least once every 12 months; or
  - (c) in the case of any other battery operated alarms, at least once every 3 months.
- (5) Notwithstanding Subsection (4), if a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is reoccupied.
- (6) Inspections under this Section shall be carried out by the owner or the owner's authorized agent.
- (7) Inspections under this Section shall be done while the person doing the inspection is actually present in the premises.
- (8) Inspections under this Section shall, at a minimum, determine:
- (a) whether the smoke alarm is receiving power;
  - (b) whether the smoke alarm is working properly; and
  - (c) whether the smoke alarm has been properly maintained in accordance with the requirements of Subsection (3).
- (9) A record shall be kept of all inspections required by Subsection (4), and such records shall be retained for examination by the Department in conformance with Article 1.1.1.2 of *The National Fire Code*.
- (10) A record required by Subsection (9) shall contain the following information:
- (a) the address of the premises being inspected;
  - (b) the date of the inspection;
  - (c) the name of the person doing the inspection;
  - (d) the type of smoke alarm in the premises;
  - (e) the deficiencies, if any, in the condition, maintenance and operation of the smoke alarm;
  - (f) the corrective measures, if any, taken to correct the deficiencies; and

(g) the signature of the occupant of the premises, or a notation to the effect that a sticker issued by the Department evidencing the inspection has been affixed inside the cover of the smoke alarm.

(11) No person shall:

- (a) tamper with or disconnect a smoke alarm;
- (b) remove a smoke alarm;
- (c) remove batteries from a smoke alarm;
- (d) place anything over a smoke alarm so as to render it inoperable; or
- (e) affix a sticker to a smoke alarm under Subsection (10) (g) without first conducting a proper inspection in conformance with this Section.

OPEN AIR-FIRES

24. (1) Open-air fires shall not be set unless the following measures are taken to limit their spread:
- (a) fires shall be contained in a non-combustible receptacle constructed of cement, brick or sheet metal with a minimum 18-gauge thickness;
  - (b) a receptacle shall be covered with a heavy gauge screen with openings not exceeding 13 millimeters; and
  - (c) the size of the fire box of any receptacle shall not exceed 0.61 meters.
- (2) The fuel for open-air fires shall consist only of charcoal or cut, seasoned wood. The burning of the following material is prohibited:
- (a) rubbish;
  - (b) garden refuse;
  - (c) manure;
  - (d) livestock or animal carcasses; and
  - (e) any material which when burned will generate black smoke or an offensive odor including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, rubber materials, creosoted wood or any similar material.
- (3) Open-air fires shall be reasonably supervised so as to prevent their spread.
- (4) Open-air fires shall be adequately ventilated to ensure proper combustion and to prevent an unreasonable accumulation of smoke.
- (5) Open-air fires shall not be set in windy conditions conducive to creating a running fire or a nuisance to another person.
- (6) If smoke from an open-air fire causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately.
- (7) The Department may issue a "Permit" to a person to set an open-air fire as part of a block party, community event or similar special function or celebration.

In this event, the Department may waive any requirements of this Section with respect to the permitted open-air fire, but the permit-tee shall comply with all other requirements of this Section and any other conditions attached to the Permit by the Department.

#### USE OF BLOWLAMPS

25. No person shall use a blowlamp or similar device to burn any material which when burned will generate black smoke or an offensive odor, including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, rubber materials, creosoted wood or any similar material, unless such use is permitted under *The Environmental Management and Protection Act* and is conducted in a manner acceptable to The Saskatchewan Environment and Resource Management Department.

#### BARBECUING

26. (1) Every person who uses a barbecue or similar device shall:
- (a) use the barbecue in a reasonable and safe manner;
  - (b) keep the barbecue, when lit, a sufficient distance from all combustible material;
  - (c) refrain from leaving the barbecue unattended, when lit;
  - (d) keep the barbecue in a reasonable state of repair; and
  - (e) comply with all federal and provincial regulations governing the use and storage of propane cylinders.
- (2) In addition to requirements of Subsection (1), if any person uses a barbecue or similar device on a balcony, the following provisions apply:
- (a) solid fuel barbecues or similar cooking devices shall not be used;
  - (b) propane cylinders shall not exceed the 20-pound size;
  - (c) propane cylinders shall not be repaired, stored or contained within the building;
  - (d) propane cylinders shall be shut off at the tank valve when not in use;
  - (e) propane cylinders shall be connected and secured to the barbecue;
  - (f) propane cylinders shall be kept in an upright position at all times including when cylinders are in transit, in service or in storage; and
  - (g) if a building has a freight or service elevator, propane cylinders shall be delivered to and from the dwelling units within the building using that elevator. If a building has a passenger elevator only, propane cylinders may be delivered to and from dwelling units within the building using that elevator as long as no passengers other than the person who owns the tank or maintenance or delivery personnel are on the elevator at the time of the delivery.

WOOD PILES

27. (1) A person may store lumber, timber or firewood on a residential property subject to the following restrictions:
- (a) the yard or storage area shall be surrounded by a firmly anchored fence that is substantially constructed to discourage climbing and unauthorized entry;
  - (b) the total amount of lumber, timber and firewood stored on the property shall not exceed one cord; and
  - (c) the lumber, timber or firewood shall be stored at least three meters from any dwelling on the property, and at least 1 meter from any property line.
- (2) Subsection (1) does not apply to lumber or timber stored on site during the construction of any building on a residential property.

STORAGE OF CONTAINERS

28. (1) All boxes, crates, barrels and other containers, empty or otherwise, used or kept in any building or on any lot, shall be:
- (a) stacked or piled clear of windows and doors to provide clear ingress and egress to any building; and
  - (b) kept away from any source of fire.
- (2) If, in the opinion of the Fire Chief or a municipal inspector, any accumulation of boxes, crates, barrels or other containers or packing materials constitutes a fire hazard, the Fire Chief or a municipal inspector may order the owner or occupant of the building or lot to remove the accumulation immediately.

OUTDOOR STORAGE OF RUBBER TIRES

29. (1) Except as provided in Subsection (2), rubber tires shall be stored in accordance with Article 3.3.3 of *The National Fire Code*.
- (2) If the individual storage area for rubber tires is located on a site which abuts a residential site, the following size and clearance restrictions apply:
- (a) the maximum height of storage cannot exceed 2 meters; and
  - (b) the minimum clear space between the storage area and any property line which separates the site from the residential site cannot be less than three meters.

PROPANE FUELLED VEHICLES

30. (1) No person shall park a vehicle fuelled with propane in any underground or enclosed parking facility attached to a major residential, business and personal services or mercantile occupancy.
- (2) Subsection (1) does not apply to a sweeper used to clean any underground or enclosed parking facility provided the sweeper is stored in accordance with the following conditions:
- (2) Zamboni used for ice maintenance.
- (a) The sweeper and zamboni shall be located in a room that is separated from the remainder of the building by a gas-tight fire separation having a fire resistance rating of at least two hours;
- (b) The room in which the sweeper and zamboni are stored shall be located on an exterior wall of the building;
- (c) The room in which the sweeper and zamboni are stored shall be provided with ventilation separate from the remainder of the building; and
- (d) The sweeper and zamboni shall not be fuelled anywhere in the underground or enclosed parking facility.
- (3) No person shall park a recreation vehicle including a motor home, travel trailer, van motor home, fifth wheel, tent trailer, truck camper or similar vehicle that has any propane tank attached to it for any use, in any underground or enclosed parking facility attached to a major residential, business and personal services or mercantile occupancy.
- (4) The owner of every underground or enclosed parking facility shall post signs to indicate the parking prohibition of vehicles, fuelled or using propane in any manner, in conspicuous locations near the principal entrances to the parking facility.
- (5) Signs required by this Section shall have lettering not less than 100mm high with a 15 mm stroke.

OCCUPANT LOAD

31. (1) In all assembly occupancies, the occupant load shall be posted in conspicuous locations near the principal entrances to the room or floor area.
- (2) The Department or building inspector shall determine the occupant load for any room or floor area and shall issue an occupant load limit sign for that room or floor area. The owner or occupant of the premises shall ensure that the sign is posted in accordance with Subsection (1).
- (3) The occupant load of a room or floor area shall be determined in accordance with *The National Fire Code*.

- (4) The number of occupants permitted to enter a room shall not exceed the maximum occupant load calculated in accordance with this Section.
- (5) If the Fire Chief or a municipal inspector reasonably believes that the number of occupants in a room may exceed the maximum occupant load, the Fire Chief or municipal inspector may temporarily close the room or building in order to determine the number of occupants in the room.
- (6) If the number of occupants in a room exceeds the maximum occupant load, the room shall not be re-opened to the public until the number of occupants is reduced to a number less than the maximum occupant load.

**PROPERTY IDENTIFICATION & BUSINESS LICENSE**

- 32. (1) The civic address of any building or structure shall be prominently displayed on the front of the building or structure so as to be clearly visible from the street.
- (2) Every business must have a valid Business License clearly displayed or produced upon request.

**INSPECTION, TESTING & MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS**

- 33. (1) In accordance with Article 6.2.4.1 of *The National Fire Code*, all portable fire extinguishers shall be inspected, tested and maintained in conformance with NFPA 10, “Portable Fire Extinguishers”.
- (2) Inspection, testing and maintenance of portable fire extinguishers shall be performed by properly trained and qualified persons.
- (3) Any person who intends to inspect, test or maintain portable fire extinguishers shall submit on request proof of proper training to the Department before carrying out any inspections, testing or maintenance.

**INSPECTION & MAINTENANCE OF COMMERCIAL COOKING EQUIPMENT**

- 34. (1) In accordance with sentence 2.6.1.9(2) of *The National Fire Code*, the inspection and maintenance of commercial cooking equipment exhaust and fire protection systems Shall be in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Equipment”.
- (2) Inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be performed by properly trained and qualified persons.

(3) Any person who intends to inspect or maintain commercial cooking equipment exhaust and fire protection systems shall submit on request proof of proper training to the Department before carrying out any inspections or maintenance.

INSPECTION & MAINTENANCE OF SPRINKLER & SANDPIPE SYSTEMS

35. (1) Inspection and maintenance of sprinkler and standpipe systems shall be performed by properly trained and qualified persons.
- (2) Any person who intends to inspect or maintain sprinkler and standpipe systems shall submit on request proof to the Department that the person holds a journey person's certificate in the sprinkler systems installer trade or that the person is a fourth year apprentice in the sprinkler systems installer trade.

INSPECTION, TESTING & MAINTENANCE OF FIRE ALARM SYSTEMS

36. (1) In accordance with article 6.3.1.2 of *The National Fire Code*, the inspection, testing and maintenance of fire alarm systems shall be in conformance with CAN/ULC-S536-M, "Inspection and Testing of Fire Alarm Systems".
- (2) Inspection, testing and maintenance of fire alarm systems shall be performed by properly trained and qualified persons.
- (3) (a) is, or the person's employer is, a member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and,
- (b) has at least one of the following qualifications:
- (i) a certificate from a recognized alarm manufacturer that the person is a factory trained installer and serviceperson; or
  - (ii) a certificate that the person has successfully completed the Canadian Fire Alarm Association "Fire Alarm Technology" program, and has worked as an apprentice to a person who holds a permit under this section for a period of not less than one year; or
  - (iii) a certificate that the person has successfully completed the journeyman electrician trade's upgrading course entitled "Fire Alarm and Protection Systems".
- (4) For purposes of this section "Addressable Fire Alarm System" means a fire alarm system that consists of initiating devices and central appliances and that is capable of individually identifying and controlling discrete components and functions of the system.
- (a) Only authorized factory trained personnel may service addressable fire alarm systems.

(b) Any person who wishes to test, inspect or maintain addressable fire alarm systems shall submit on request proof satisfactory to the Department that the person:

- (i) is, or the person's employer is, member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and
- (ii) possesses appropriate factory training in servicing addressable fire alarm systems.

VACANT BUILDINGS

37. (1) In accordance with Article 2.4.6.1 of *The National Fire Code*, all vacant buildings shall be secured against unauthorized entry as provided in this Article.
- (2) All exterior windows and doors, whether broken or intact, on the first storey of a vacant building shall be boarded up to prevent unauthorized entry.
- (3) All broken exterior windows on any storey above the first storey of a vacant building shall be boarded up to prevent unauthorized entry.
- (4) The boards used to secure a vacant building shall be plywood, OSB (oriented strand board), particleboard or wafer board with a minimum thickness of 7/16 inch.
- (5) Wherever possible, the boards shall be one solid piece and shall be secured to the window or doorframe or brick molding using 2 inch gyproc screws placed approximately 10 inches apart.
- (6) The boards shall be cut so as to fit tightly against the door or window frames to prevent a person from prying off the boards.
- (7) In addition to the windows and doors, any other openings in the exterior of a vacant building shall be secured to prevent unauthorized entry or an infestation of pigeons or rodents.

PREVENTION OF FIRE SPREAD

38. The Department may pull down or demolish any buildings or other erections when, in the opinion of the Fire Chief or the senior officer in command of a fire or any other emergency, such actions are considered necessary to prevent the spread of fire.

COMMANDEERING OF EQUIPMENT

39. (1) Where an extreme fire hazard exists or the safety of persons or property is endangered by a fire, the Fire Chief or the incident commander who shall be in command of a fire or any other emergency may commandeer or use any privately owned equipment for the purpose of fire fighting.
- (2) The Department shall pay compensation to any person from whom private property is commandeered or used pursuant to Subsection (1).
- (3) The amount of compensation to be paid to a person by the Department pursuant to Subsection (2) is to be determined by the Department. In the event a person does not agree with the amount of compensation offered by the Department, the person may appeal the amount of the compensation and the provisions of Sections 19, 20 and 21 shall apply.

OBTAINING ASSISTANCE IN FIRE FIGHTING

40. (1) Where an extreme fire hazard exists or the safety of persons or property is endangered by a fire, the Fire Chief or the senior shall in command of a fire or other emergency may obtain the voluntary assistance of any adult for the purpose of fire fighting.
- (2) The Department shall pay compensation to any person who assists in fire fighting pursuant to Subsection (1).
- (3) The amount of compensation to be paid to a person by the Department pursuant to Subsection (2) is to be determined by the Department. In the event a person does not agree with the amount of compensation offered by the Department, the person may appeal the amount of the compensation and the provisions of Sections 19, 20 and 21 shall apply.
- (4) No person who assists in fire fighting pursuant to Subsection (1) shall be deemed to be an employee of the Department or of the Town for the purposes of this Bylaw or any other Act or law.

DUTIES OF PERSONS ASSIGNED TO FIGHT FIRES

41. Every person who assists in fire fighting pursuant to Section 40 shall:
- (a) proceed as directed;
  - (b) take all equipment with which the person has been supplied or which has been commandeered for the person pursuant to Section 39;
  - (c) assume responsibility for the firefighting equipment in the person's care;

- (d) obey all reasonable orders and requirements of the Fire Chief or the senior Captain in command of the fire; and
- (e) make every reasonable effort to control and extinguish the fire and to protect any life and property endangered by the fire.

**PART VI**

**HAZARDOUS SUBSTANCES**

**UNDERGROUND STORAGE TANKS**

- 42. (1) the standards and requirements of *The National Fire Code* and *The Hazardous Substances and Waste Dangerous Goods Regulations* respecting the design, construction and use of storage tanks for flammable liquids and combustible liquids shall apply.

**TESTING, REPAIR & REMOVAL OF STORAGE TANKS**

- 43. If, in the opinion of the Fire Chief or a municipal inspector, there is a reasonable suspicion that flammable or combustible liquids or vapors are escaping from an underground or above-ground storage tank or piping which may create a hazardous condition, the Fire Chief or municipal inspector may order the owner, operator or occupant of the premises where the storage tank is located to:
  - (a) drill test holes and provide test results to the Department;
  - (b) test the tank and associated piping; and
  - (c) excavate the tank and piping and carry out any necessary work to correct the hazardous condition, including the removal, replacement or repair of the tank.

**DISCHARGE OF HAZARDOUS SUBSTANCE INTO SEWER SYSTEM**

- 44. (1) No person shall discharge or permit to be discharged any flammable liquid, combustible liquid, dangerous good, hazardous substance or waste dangerous good, whether by itself or in combination with any other liquid or solid, into any sanitary sewer, storm sewer, sewer connection, catch basin, street, alley or ditch.  
(2) Notwithstanding Section 15, the Fire Chief or a municipal inspector may use any measures that the Fire Chief or municipal inspector considers appropriate

to prevent a further discharge of a substance mentioned in Subsection (1), and may suspend the operation of any activity or business suspected of being the source of the discharge.

**PART VII**

**FIREWORKS**

**SALE OF FIREWORKS**

45. (1) No person shall sell any high hazard fireworks to another person unless the person is a fireworks supervisor.  
2) No person shall sell any low hazard fireworks to person unless the person is 18 years of age or older.

**FIREWORKS DISPLAYS**

46. (1) A public fireworks display shall only be held in public locations approved and designated by the Department.  
(2) No person shall hold a public fireworks display without first obtaining a permit from the Department.  
(3) A public fireworks display shall be held at the time and location set out in the permit.  
(4) A permit for a public fireworks display using high hazard fireworks shall only be issued to persons holding a valid Fireworks Supervisor - Level I or Level II card issued by Natural Resources Canada. Applicants with Fireworks Supervisor accreditation from other jurisdictions shall not receive a permit unless the Department is satisfied that the applicant is properly trained and qualified in the use of high hazard fireworks.  
(5) The applicant for a permit for a public fireworks display using high hazard fireworks shall procure and provide to the Department at least 7 days prior to the scheduled date of the display, a Certificate of Insurance which shall name the Town as insured under the applicant's insurance policy. The Insurance Certificate shall indicate that the Applicant has at least \$2,000,000.00 of public liability insurance.  
(6) A public fireworks display using high hazard fireworks shall only be held if the display is conducted under the direct supervision of a fireworks supervisor.

(7) In accordance with Article 5.1.1.2 of *The National Fire Code*, a public fireworks display using high hazard fireworks shall be conducted in conformance with the current “*Fireworks Display Manual*” prepared by Natural Resources Canada.

(8) At the conclusion of the public fireworks display, all unused fireworks and debris shall be immediately removed and disposed of by the person holding the permit to conduct the display.

(9) No permit is required for a private fireworks display.

SETTING OFF FIREWORKS

47. (1) No person shall set off any fireworks in a manner that would create a danger or nuisance to another person or property.
- (2) (a) no person shall set off any fireworks on a street or public area except as part of a public fireworks display as permitted by this Bylaw.
- (b) A permit for a private fireworks display using low hazard fireworks out at a designated park area within Town limits may be issued by the Department, providing the applicant has the minimum insurance and liability coverage as outlined in Section 39, subsection 5 of this bylaw.
- (3) No person shall set off any fireworks on a school site without the prior written consent of the Board of Education that owns the site, and without first obtaining a public fireworks display permit from the Department. Only low hazard fireworks may be discharged in a public display on a school site.
- (4) No person under 18 years of age shall set off any fireworks except under the direct supervision of a parent, guardian or other responsible adult.
- (5) No parent or guardian of a child under 18 years of age shall suffer or permit the child to set off any fireworks, except when under the direct supervision of the parent or guardian.
- (6) In the event of extreme dry weather conditions, the Fire Chief may issue a restriction (or total ban) private fireworks being set off within the corporate limits of the Town of Langham.

**INDOOR FIREWORKS**

48. (1) The handling, storage and use of indoor fireworks (pyrotechnics) shall be in conformance with the *Explosives Act* and its *Regulations*, and *The National Fire Code*.
- (2) No person shall hold an indoor pyrotechnics display without first obtaining a permit from the Department.
- (3) A permit for an indoor pyrotechnics display shall only be issued to persons holding a valid Assistant Pyrotechnician, Pyrotechnician or Special Effects Pyrotechnician card issued by Natural Resources Canada. Applicants with pyrotechnic accreditation from other jurisdictions shall not receive a permit unless the Department is satisfied that the applicant is properly trained and qualified in indoor pyrotechnics.
- (4) The applicant for a permit or an indoor pyrotechnics display shall procure and provide to the Department at least 7 days prior to the scheduled date of the display, a Certificate of Insurance which shall name the Town as insured under the applicant's insurance policy. The Insurance Certificate shall indicate that the applicant has at least \$2,000,000.00 of public liability insurance.
- (5) The person holding the permit shall be responsible to ensure that the display is conducted in conformance with provisions of the current Pyrotechnic Special Effects Manual prepared by Natural Resources Canada.

**PART VIII**

**OFFENCES & PENALTIES**

**OWNER'S RESPONSIBILITY**

49. Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Bylaw.

**NOTICE OF VIOLATION OFFENCES**

50. (1) Every person commits an offence who:
- (a) blocks an exit or access to an exit in any building;
  - (b) fails to maintain a fire exit door or fire exit hardware on a fire exit door in any building in operating condition;

- (c) fails to maintain portable fire extinguishers in any building in conformance with *The National Fire Code*;
- (d) fails to maintain commercial cooking equipment exhaust and fire protection system including duct work, an automatic sprinkler system or a fire alarm system in conformance with *The National Fire Code*;
- (e) permits combustible materials to accumulate in or around any building in quantities or locations that will constitute an undue fire hazard;
- (f) contravenes the provisions of Section 17 regarding smoke alarms;
- (g) fails to store flammable and combustible liquids or compressed gases in any building, structure or open space in conformance with *The National Fire Code*;
- (h) blocks or wedges open a closure in a fire separation in any building;
  - (i) contravenes the provisions of Section 24 regarding the setting of open-air fires; or
- (j) contravenes the provisions of Section 25 regarding the improper use of blowlamps.
- (k) contravenes the provisions of Section 47, regarding the setting off of fireworks.
- (l) contravenes the provisions of Section 45, regarding the sale of low hazard fireworks to anyone under the age of 18 years old.

(2) When a contravention of Subsection (1) occurs, the person responsible for the contravention is guilty of an offence and liable on summary conviction to a fine:

- (a) for the first offence, of \$50.00
- (b) for a second offence, of \$200;
- (c) for a third or subsequent offence, of not less than \$200 and not more than \$2,000 in the case of an individual or \$5,000 in the case of a corporation.

(3) Except as provided in Subsection (4), the following procedure shall apply to offences committed under this Section:

- (a) the Fire Chief, a municipal inspector of the Department may issue a notice of bylaw violation to any person committing a first or second offence under Subsection (1). The notice shall require the person to pay to the Town the amount specified in clause (2) (a) or (b);
- (b) the fine may be paid:
  - (i) in person, during regular office hours, at the Town Office, Langham, Saskatchewan,
  - (ii) by mail addressed to the Town of Langham, Box 289, Langham, Saskatchewan, S0K 2L0. If paying by cheque, please have it made out to Town of Langham.
- (c) if payment of the fine as provided in clause (2) (a) or (b) is made prior to the date when the person contravening the Bylaw is required to appear in court to answer a charge, the person shall not be liable to prosecution for that offence;

(d) the amount of the fine under clause (2)(a) or (b) shall be discounted to the sum of \$25.00 for a first offence and \$150.00 for a second offence if paid within 20 calendar days of the date of the notice of bylaw violation. The date of payment shall be determined as follows:

(i) for payment in person, the date of payment shall be the date payment is received by the Town,

(ii) for payment by mail, the date of payment shall be the post marked date on the remittance. Upon payment, the person contravening the Bylaw shall not be liable to prosecution for that offence.

(e) If payment is not received within 20 calendar days of the notice of bylaw violation, a summons may/will be issued.

(4) The provisions of Subsection (3) shall not apply in the case of a third or subsequent offence.

GENERAL PENALTY

51. (1) No person shall:

(a) fail to comply with an order made under this Bylaw;

(b) obstruct or hinder the Fire Chief or any municipal inspector acting under the authority of this Bylaw; or

(c) fail to comply with any other provision of this Bylaw.

(2) Except where a penalty is specifically provided for in this Bylaw, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:

(a) in the case of an individual, to a fine of not more than \$2,000 and, in the case of a continuing offence, to a further fine of not more than \$2,000 for each day during which the offence continues; and

(b) in the case of a corporation, to a fine of not more than \$5,000 and, in the case of a continuing offence, to a further fine of not more than \$5,000 for each day during which the offence continues.

(3) A conviction for an offence for failing to comply with an order does not relieve the person convicted from complying with the order and the convicting judge or justice of the peace may, in addition to any fine imposed, order the person to do any act or work, within a specified time, to comply with the order with respect to which the person was convicted.

(4) The Court may, in default of payment of a fine imposed under this Bylaw, order imprisonment of an individual for a term not exceeding one year.

**REVOKING OF PERMITS WHEN DEEMED NECESSARY**

52. Any permit issued by the Department may be revoked when deemed necessary for whatever reason that the Fire Chief, Deputy Fire Chief or Fire Inspector feel is sufficient to warrant such action

**PART IX**

**MISCELLANEOUS**

**REPEALED BYLAWS**

53. Bylaw No. 2015-06, 2012-01 and 2006-12 are hereby repealed.

**COMING INTO FORCE**

54. This Bylaw comes into force on the day of its final passing.

READ A FIRST TIME THIS 24<sup>th</sup> day of June, 2019

READ A SECOND TIME THIS 24<sup>th</sup> day of June, 2019

READ A THIRD TIME AND PASSED THIS 24<sup>th</sup> day of June, 2019

\_\_\_\_\_  
MAYOR

SEAL

\_\_\_\_\_  
ADMINISTRATOR

**SCHEDULE “A”**

FEES FOR SERVICE

1. Inspection Services

- a) Third party requests for business premises inspection required for a Provincial agency \$50.00/first hour, \$25.00/additional hour
- b) File search \$30.00
- c) Request for on-site inspection \$50.00/first hour, \$25.00/additional hour

2. Motor Vehicle Incidents (MVI)

- a) SGI will be the first payer in all situations where fire suppression and rescue/extrication service providers attend to a MVI (motor vehicle accident) within the province but only to the vehicle(s) registered in Saskatchewan
- b) SGI will pay for services at the rate of \$937.65 per hour prorated, by the minute, after the first hour when fire suppression or vehicle extrication services were provided as a result of a motor vehicle incident or loss to the motor vehicle within the province. (This rate includes all services performed, all personnel dispatched and all vehicles/equipment required at the scene).

The rate will be also be paid in the following situations even though no fire suppression or vehicle extrication services were performed:

- (i) Fire Department responds to an accident where hazardous materials were being transported and the Fire Department has been requested to remain at the scene until the hazardous materials have been recovered and/or removed or,
- (ii) Fire Department responds to a serious accident which resulted in a fatality or fatalities.

3. Fire

- a) A homeowner living the corporate limit of the Town of Langham will not be charged for firefighting or first responder services, notwithstanding Section 4 of this schedule.
- b) The R.M. of Corman Park will pay for firefighting services at the rate of \$937.65 per hour to be computed from the time the fire fighting vehicle(s) leaves the hall to the time it returns to the hall.
- c) A rate of pay when called for backup by another fire department shall be \$937.65.00 per hour.
- d) The above noted rates shall apply regardless of the number of fire fighters and equipment deployed to the scene of a fire.
- e) In addition to the fees herein provided, the Town may also charge the municipality for;
  - i) materials used for fighting the fires, such as foam, purchased water, hired equipment, etc; and

ii) damage to or loss of Town owned firefighting equipment (excluding fire trucks and apparatus) which occurs as a result of rural fire fighting and for which coverage is excluded in the Town insurance policy, except where such loss is caused by the negligence of the Town fire fighters.

**4. False Alarms**

- a) Within Town of Langham limits, where a false alarm is activated the organization or individual having care and control of the alarm site, shall will pay the Town of Langham the applicable rate:
  - (a) for the first occurrence, of no charge with verbal warning
  - (b) for a second occurrence, of no charge with written warning
  - (c) for a third occurrence, of \$250
  - (d) for a fourth or subsequent occurrence, of \$500
- b) Under the authority of Section 369(1)(d) of the Municipalities Act any organization or individual who does not pay within 30 days, the response fee charged under section 3 of this bylaw, shall have said fee added to the taxes owing of the alarm site for which the fee was levied.
- c) The R.M. of Corman Park will pay \$ 250.00 for a false alarm. A false alarm is considered a fire/emergency call where personnel and equipment are deployed but were not required to engage in firefighting or emergency procedures.

This Bylaw does Not replace Any Service Agreement Already in Place.

**SCHEDULE “B”**

FEEES FOR ATTENDANCE / SERVICE

At: Meetings, Training Drills, First Responder Calls and Fires

Meetings/Training Drill Attendance                      \$ 10.00 per meeting/training drill

Fire & MVI Call Outs    \$ 25.00 per hour

First Responder Call Outs                                        \$ 25.00 per hour

Fees for Fire, First Responder and MVI Call Outs to be paid Six (6) times per year.  
Fees will be paid within 30 days of receipt at the Town Office.

Meeting and Training Drills Fees to be pair Yearly

Yearly Per Diem      Paid to Langham Fire Chief                      \$ 500.00 per year

Yearly Per Diem      Paid to Langham Deputy Fire Chief (s)                      \$ 250.00 per year

**APPENDIX A**

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**TITLE:** USE OF DRUGS & ALCOHOL

**SCOPE:** The policy referring to the use of drugs and alcohol shall refer to all members of the Langham Volunteer Fire Department.

**PURPOSE:** The Langham Volunteer Department recognizes the dangers of and the severe penalties associated with driving or conducting emergency operation under the influence of alcohol or drugs.

**PROCEDURE:**

1. Emergency responders cannot afford to have their physical or mental capabilities impaired by drugs or alcohol because their effects often go unnoticed. Alcohol and drugs impair or judgment and cause drowsiness or dizziness. In addition, using drugs or alcohol by themselves or in combination can be fatal.
2. Members who fail to follow this policy may be subject to immediate dismissal from Department.
3. Langham Volunteer Fire Department members shall not consume alcohol when on call status.
4. Any member on prescription medications that may affect their ability to respond safely will notify their officer. The member shall not drive or operate an emergency vehicle; operated any motorized equipment; or be a member of an attack or rescue team while on these medications.
5. Members shall not drive or operate emergency vehicles if they have consumed alcohol within the previous eight hours.
6. Any member using non-prescription drugs or drugs under the Narcotics Control Act may be subject to immediate dismissal from the Department.

**APPENDIX B**

**TITLE: CODE OF CONDUCT**

**PROCEDURE:**

1. As a basic condition of employment, all members gave an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the Department's resources. To this end, all members have the responsibility to:
2. Perform their duties to the best of their abilities and in a manner that is efficient, is cost effective and meets the needs of the public;
3. Demonstrate integrity, honesty and ethical behavior in the conduct of all departmental business;
4. Ensure that personal interests do not come in conflict with official duties and avoid actual conflicts of interest and the appearance of conflicts of interest when dealing the vendors, customers and other individuals doing business or seeking to do business with the Department;
5. Ensure that all Department resources including funds, equipment, vehicles and other property are used in strict compliance with Department policies and guidelines and solely for the benefit of the department;
6. Treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the Department's business;
7. Avoid any behavior that could fall under the definition of misconduct as defined in Termination of Membership for Cause; and
8. When on-call or on duty, be fully equipped, fit and able to perform assignments. Officers and supervisors shall set an example for other members and have a responsibility to ensure their activities and decisions pertaining to community services, personal actions and management of public funds are consistent with the Department's policies and guidelines.

**APPENDIX C**

**TITLE: VOLUNTARY DEPARTURE OR RETIREMENT**

**PROCEDURE:**

1. Any member wishing to voluntarily leave the Department should inform the Langham Fire Chief in writing, as soon as possible, of the effective date of his/her departure.
2. The Langham Fire Chief or Deputy Fire Chief should interview the member, if he/she agrees, to determine if any fault lies with an internal department policy.
3. If the member has less than one year of service from completion of probation, a portion of monies owed to him/her may be withheld at the discretion of the Fire Department Advisory Committee.
4. The resigning member shall turn in all uniforms, pagers, keys and other property issued by the Department. A member may be assessed a replacement fee for any item(s) that is not returned or returned damaged.

**APPENDIX D**

TITLE:       **TERMINATION**

PROCEDURE:

1.     An active, probationary or auxiliary member is subject to immediate termination for, but not limited to the following reasons:
  - a) Theft;
  - b) Releasing confidential material/information without authorization;
  - c) A Criminal Code conviction or failure to report a Criminal Code;
  - d) Failure to follow Appendix A, Use of Drugs and Alcohol
  - e) Hindering the daily operations of the Department;
  - f) Lying on a Department application; or
  - g) Failure to follow the chain of command.
  
2.     Confidential records shall be kept of any disciplinary problems concerning a member
  
3.     Recurring problems shall be reported to the Deputy Fire Chief immediately. He/she will conduct an investigation or interviews to determine the nature and extent of the problem. In some cases it could become necessary to ask the police for assistance.
  
4.     The ultimate decision for termination rests with the Langham Fire Chief.
  
5.     If termination, the Langham Fire Chief will call the member in and provide them with the reasons for the decision.
  
6.     All discussions and documentation regarding a member's termination shall be kept strictly confidential and are not to be discussed out of committee.
  
7.     The resigning member shall turn in all uniforms, pagers, keys and other property issued by the Department. A member may be assessed a replacement fee for any item(s) that is not returned or returned damaged.

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