

**TOWN OF OSLER  
BYLAW 2022-07  
TO ESTABLISH A VOLUNTEER FIRE DEPARTMENT**

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**PART I - SHORT TITLE**

This Bylaw may be cited as the "Fire Department Bylaw"

**PART II – DEFINITIONS**

1. In this Bylaw:

**"COUNCIL"** shall refer to the Council of the Town of Osler

**"FIRE DEPARTMENT"** means the Volunteer Fire Department established pursuant to this bylaw.

**"FIRE EQUIPMENT"** means the fire truck, pumps, hoses, fire suits, and any and all other firefighting equipment or lifesaving equipment owned by and provided by the Town of Osler or the RM of Corman Park for use of the Fire Department in the prevention and control of fires.

**"FIRE HALL"** means the premises owned by the Town of Osler that is used for housing the fire truck and all other related equipment.

**"TOWN"** shall refer to the Town of Osler

**PART III – SCOPE OF THE BYLAW**

2. The Council shall by resolution appoint fire department personnel for the following purposes:
- a. to maintain and operate the fire truck(s) for the prevention and extinguishing of fires within the Town of Osler, and other municipalities as listed in the Mutual Aid Agreement.
  - b. to supervise the premises known as the fire hall, and all the equipment contained therein.
  - c. to ensure to Council's satisfaction that adequate fire protection be provided for the safety and welfare of the Town and any municipality within the mutual aid area.
  - d. to promote and encourage preventive fire measures in the Town.

**COMPOSITION OF THE FIRE DEPARTMENT**

3. The Fire Department shall consist of a minimum of 12 members and a maximum of 16 members, including the Fire Chief.

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4. The Fire Chief may appoint a Deputy Fire Chief from among the volunteer firefighters. Any senior member of the Fire Department may take charge in the event both the Fire Chief and the Deputy Fire Chief are absent from a fire.
5. Should the Fire Chief and Deputy Fire Chief both be out of the area at the same time, another member of the Fire Department shall be deemed 'in charge'.
6. Should all senior members of the Fire Department be away for more than 48 consecutive hours at the same time, they must notify surrounding Fire Departments in the mutual aid area.
7. All members of the Fire Department shall be appointed by Council, and shall sit at the discretion of Council. Council shall accept recommendations for such appointments from the existing Fire Department Chief or members.
8. Each newly appointed member of the Fire Department shall serve a probationary period of 6 months. Probationary periods may be extended under certain circumstances, at the discretion of the Fire Chief and/or Council.
9. 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.

**POWERS, DUTIES AND RESPONSIBILITIES OF FIRE DEPARTMENT AND COUNCIL**

10. The Fire Chief and Volunteers shall meet for instruction and/or training session a minimum of 12 times per year. Notification shall be provided to Council and the Fire Department by the Fire Chief at least seven (7) days prior to the meetings.
11. Should any member of the Fire Department be absent for 6 meetings and/or training sessions or more in a twelve (12) month period, they may be dismissed from the Fire Department. In instances where the absence of 6 meetings and/or training sessions is due to unforeseen circumstances beyond their control (ie: illness), the Fire Department must notify the Council Representative for the Department, and a resolution must be passed by Council, acknowledging and excusing absences.
12. The Fire Chief shall report all activities and meetings to Council in writing, and shall include a report regarding any fires occurring since the previous report.
13. The Fire Chief shall, before the 31st of December of each year, prepare an inventory of all fire equipment of the Town, and shall indicate on such inventory the working condition of each piece of equipment. One copy of each annual inventory shall be forwarded to Council to be held in the municipal records, and one copy shall be held in the records of the Fire Department.
14. The Fire Chief shall, upon completion of the annual inventory, prepare an operating and Capital Budget for the following year, and shall present such annual budget to

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the Council before the 31<sup>st</sup> of January annually. Upon approval by Council, this budget shall be included and form part of the Municipal Budget.

15. No volunteers shall vote on Fire Department matters unless appointed to the Fire Department by Council.
16. The Fire Department may, by fund raising campaigns, assist Council in the purchase of additional equipment as deemed necessary in the opinion of Council and the Fire Chief.
17. The Fire Chief, and the volunteer firefighters under the supervision of the Fire Chief, shall manage and operate the fire equipment within the budgetary allowances approved by Council.
18. The Fire Department shall provide firefighting and lifesaving training to all Fire Department members within the budgetary allowances approved by Council.
19. The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the Town of Osler or the Osler Fire Department and that any monies received by the Fire Department appear in the records of the Town to be used for fire protection. Council shall provide the Fire Chief with an annual accounting of all fire protection revenues and expenditures.
20. Council shall give due consideration to the National Fire Code regulations, the recommendations of the Provincial Fire Commissioner, the recommendations of the Fire Chief, and to the general financial position of the Town of Osler in arriving at a decision regarding budget.
21. Each appointed member of the Fire Department, after their probationary period is complete, shall be provided with one dress shirt and one T-shirt, the cost of which will be provided out of the municipal budget for fire protection, and shall be given a copy of this bylaw. If there is not already suitable turnout gear available for new members, the Fire Chief must notify Council or Administration, at which time the budget for turnout gear will be reviewed.
22. Each member of the Osler Fire Department shall sign both the SGI Drivers Abstract Authorization Form (known as Schedule A), and the SGI Commercial Auto Authorization Form (known as Schedule B). Administration from the Town of Osler will obtain Drivers Abstracts of each member on the Osler Fire Department annually.
23. Council shall ensure that adequate on-duty personal injury, death and liability insurance be maintained for the fire department members, such coverage to be provided out of the municipal budget for fire protection.
24. Off-duty personal injury, death and liability insurance will be the responsibility of the Fire Department members.

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25. Failure to comply with the regulations of this bylaw shall make any or all members of the fire department liable for dismissal from the Fire Department, entirely at the discretion of Council.

GENERAL

26. Municipal Staff will have access to the Fire Hall, as any other municipally-owned property, as required, when carrying out the duties of their employment (ie: read water meter, snow removal, maintenance, repairs and the like).

**PART IV – REPEAL OF PREVIOUS BYLAW**

27. Bylaw 2022-06 is hereby repealed.

**PART V – COMING INTO FORCE AND EFFECT**

28. This bylaw shall come into force upon adoption by Council.

Read a first time this 8<sup>th</sup> day of June, 2022

Read a second time this 8<sup>th</sup> day of June, 2022

Read a third time and adopted this 8<sup>th</sup> day of June, 2022

SEAL

\_\_\_\_\_  
Mayor

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Chief Administrative Officer