

**CONSOLIDATED COPY**

***March 26, 2024***

**CITY OF MEADOW LAKE  
FIRE SERVICE AND FIRE SAFETY  
BYLAW NO. 12/2019**

With amendments up to and including Bylaw No. 03/2024 passed March 26, 2024, and Bylaw No. 16/2022 passed December 12, 2022 by City Council.

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**NOTE:**

All persons making use of this consolidation are reminded that this document has no legal status, that the amendments have been embodied for convenience of reference, and that the original bylaws should be consulted for all purposes of interpretation and application of the law. **Red highlighted entries indicate the amendments to the bylaw.**

**CITY OF MEADOW LAKE  
BYLAW NO. 12/2019  
FIRE SERVICE AND FIRE SAFETY BYLAW**

A BYLAW OF THE CITY OF MEADOW LAKE IN THE PROVINCE OF SASKATCHEWAN PROVIDING FOR THE PREVENTION OF FIRES AND OTHER EMERGENCIES, AND FOR THE PRESERVATION OF LIFE.

WHEREAS, pursuant to Part II 8(1) of *The Cities Act*, Council has the general power to pass bylaws for purposes that it considers expedient in relation to the safety, health and welfare of people and the protection of people and property,

AND WHEREAS, pursuant to section 49 of *The Fire Safety Act*, Council has the authority to pass bylaws for the health, safety or welfare of persons, property or the environment,

NOW THEREFORE the Council of the City of Meadow Lake, in the Province of Saskatchewan in open meeting assembled enacts as follows:

**1. Title**

This bylaw shall be known and may be cited as the City of Meadow Lake Fire Service and Fire Safety Bylaw.

The purpose of this Bylaw is:

- i) to define the Fire Department's mandate;
- ii) to adopt fire prevention measures, including the enforcement of codes and standards, for the purpose of fire prevention and life safety in buildings and in the community at large;
- iii) to provide for the response to, and control of, emergencies; and
- iv) to regulate hazardous activities.

**2. Definitions**

Unless otherwise provided or unless the context otherwise requires, words and expressions in this bylaw have the same meaning as the same words and expressions in *The Cities Act* and in *The Fire Safety Act*.

For the purposes of this Bylaw, the terms listed below shall have the meaning provided:

- i) "*Act*" means *The Fire Safety Act* as adopted in Saskatchewan;
- ii) "*Alarm*" means notification, in any form, of an emergency;
- iii) "*Authority Having Jurisdiction*" means the Fire Chief of the Fire Department of the City of Meadow Lake and any person authorized by the Fire Chief under *The Fire Prevention Act* or any succession to that *Act* as a Fire Inspector;
- iv) "*Cities Act*" means *The Cities Act* of Saskatchewan;
- v) "*City*" means the City of Meadow Lake;
- vi) "*City Manager*" means the Chief Administrative Officer of the City;
- vii) "*Code*" or "*Fire Code*" means the National Fire Code of Canada;
- viii) "*Council*" means the Mayor and Council of the City;
- ix) "*Emergency*" means an emergency as defined in the *Act*;
- x) "*False Alarm*" means any alarm, regardless of how caused, necessitating a response by the Fire Department where it is found that an emergency does not exist;
- xi) "*Fire Alarm System*" means a system meeting the requirements of part 3.2.4.5 of the National Building Code of Canada;
- xii) "*Fire Chief*" means the fire chief of the Fire Department, as appointed by Council, and who shall be designated as the Local Assistant pursuant to the *Act*;

- xiii) *"Fire Department"* means the Meadow Lake Fire Department, also known as Meadow Lake Fire and Protective Services;
- xiv) *"Fire Department Specific Response Fees"* means cost recovery fees for Fire Department attendance at a Property;
- xv) *"Fire Inspector"* means a person who is authorized by the Fire Chief under the *Act* to carry out the duties of Fire Inspector;
- xvi) *"Fire Lane"* means the area within any public right-of-way, easement or private property designated for fire trucks and other emergency equipment to use, travel upon and/or park;
- xvii) *"Fire Official"* means the Fire Chief of the City of Meadow Lake or such other person designated by the Fire Chief to carry out the provisions of this bylaw;
- xviii) *"Fire Prevention"* means the provision of services for the purposes of preventing fires and other emergencies and includes planning, public awareness, enforcement of laws related to fire safety, and education with respect to fires and the elimination of fire risk;
- xix) *"Firefighter"* means a *Fire Department* member appointed by the *Fire Chief*;
- xx) *"Fireworks"* means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- xxi) *"Incident Commander"* means the person responsible for directing and controlling operations at an emergency;
- xxii) *"National Fire Code"* means the National Fire Code of Canada, as currently adopted and amended in the Province of Saskatchewan;
- xxiii) *"NFPA"* means the National Fire Protection Association and its published standards;
- xxiv) *"Occupancy"* means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property;
- xxv) *"Occupant"* includes every owner, tenant, lessee, agent or other person who has the right of access to, and control of, any building or premises;
- xxvi) *"Officer"* means those Members of the Fire Department who are the Fire Chief, Deputy Fire Chiefs, Captains and Lieutenants or those Members who are acting in a supervisory role at the direction of the *Fire Chief*;
- xxvii) *"Owner"* means any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;
- xxviii) *"Permit"* means a written permit issued by the *Authority Having Jurisdiction* pursuant to the provisions of this Bylaw;
- xxix) *"Private Dwelling"* subject to the Regulations, a separate set of living quarters designed for human habitation and includes:
  - (a) any land on which a private dwelling is located or any outbuilding or premises that is located on the same property as a private dwelling, but does not include any part of that land, outbuilding or premises that:
    - (i) is not being used as a private dwelling or is not enclosed within the private dwelling; or
    - (ii) is being used to carry out a commercial operation;
  - (b) a foster care home as defined in the regulations;
  - (c) an alternative family care; and
  - (d) any other property that may be prescribed in the Regulations;
- xxx) *"Property"* means any real property located within the corporate boundary of the City, and any real property to which the Fire Department is under a service agreement to provide Fire Department Response services, Automatic Aid or Mutual Aid. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided;

- xxxi) “*Qualified Person*” means individuals or designated representatives that meet the approval of the Authority Having Jurisdiction;
- xxxii) “*Regulations*” means The Fire Safety Regulations pursuant to the *Act*;
- xxxiii) “*Security System*” means a detection and alarm system other than a *Fire Alarm System*
- xxxiv) “*Structure*” means a *building* as defined by *The Uniform Building and Accessibility Standards Act* of Saskatchewan;
- xxxv) “*Vacant Building*” means a building, structure or premises or part of a building, structure or premises which is unoccupied.

### 3. Administration

The Authority Having Jurisdiction shall be responsible for administering this Bylaw and may, as and where appropriate, delegate administration of this Bylaw to the Fire Chief or any other individual.

### 4. Legislation, Codes and Standards

The following documents are referred to in this Bylaw:

- i) Legislation
  - (a) The *Fire Safety Act* of Saskatchewan and *The Fire Safety Regulations*, as amended from time to time;
  - (b) *The Cities Act* of Saskatchewan, as amended from time to time;
  - (c) The *Uniform Building and Accessibility Standards Act* of Saskatchewan, as amended from time to time;
  - (d) The *Explosives Act and Regulations* of Canada, as amended from time to time.
- ii) Codes
  - (a) *National Fire Code* of Canada, as amended and adopted in Saskatchewan;
  - (b) *National Building Code* of Canada, as amended and adopted in Saskatchewan.
- iii) Standards
  - (a) *National Fire Protection association (NFPA), Canadian Standards Association (CSA) and Underwriters Laboratory Canada (ULC)* Standards as referred to by the above-named Codes;
  - (b) *NFPA* standards which apply to the Fire Service.

### 5. Fire Department

- i) Establishment & Continuation
  - (a) The Fire Department is hereby continued as an established department of the City pursuant to clause 8(1)(i) of *The Cities Act*.
  - (b) The Fire Department is to be comprised of a Fire Chief, Deputy Fire Chiefs, Officers and Fire Department Members.
  - (c) The Fire Department will be funded through taxes, fees for service, contracts, permit fees, or any other funding method as may be established by Council.
  - (d) The City shall provide liability, death and disability insurance as reasonably determined by the City from time to time to Fire Department members.
  - (e) The Fire Department may provide such services as provided for in the *Act* and approved by Council as deemed beneficial to the City.
- ii) Chief Officers
  - (a) Fire Chief

- (i) The Fire Chief shall report directly to the City Manager.
  - (ii) The Fire Chief shall be the manager of the Fire Department.
- (b) **Deputies**

The Fire Chief shall appoint one or more Fire Department Members to the position of Deputy Fire Chief. The Deputy Fire Chief shall report to the Fire Chief and, in the absence of the Fire Chief, the Deputy Fire Chief shall have the powers and shall perform the duties of the Fire Chief as directed or assigned and in such case shall report directly to the City Manager.
- iii) **Officers**
  - (a) **Captains**

The Fire Chief may appoint one or more Fire Department Member(s) to the rank of Captain. A Captain shall have the following duties:

    - (i) To direct and supervise the emergency response operations of the Fire Department in the absence of the Fire Chief or Deputy Fire Chief; and
    - (ii) Any other duties assigned by the Fire Chief from time to time.
  - (b) **Other Officer Ranks**

The Fire Chief may appoint one or more Fire Department Member(s) to other roles deemed beneficial to the operation of the fire department, for purposes including but not limited to:

    - (i) Supervision;
    - (ii) Training; and/or
    - (iii) Logistics and Planning.
- iv) **Fire Department Members**
  - (a) The number of Firefighters will be as approved by Council.
  - (b) The Fire Chief may maintain a list of recruits, who may be required to participate in certain training prior to being accepted as Firefighters.
  - (c) The training and qualifications required of Firefighters will be as determined by the Fire Chief, acting reasonably and in accordance with the best judgment of the Fire Chief, in accordance with current laws, standards and accepted best practices.
  - (d) Fire Department Members may wear a uniform as determined from time to time and supplied by the City and may be eligible to receive certain awards as provided by the protocols of the Canadian Association of Fire Chiefs and the Fire Department.
  - (e) Fire Department Members shall be financially compensated according to a pay scale approved by Council.
- v) **Management**
  - (a) The Fire Chief will, at the direction of the City Manager, be responsible for the management, control and supervision of the Fire Department and its members, and for the care, custody and control of all buildings, apparatus and equipment of the Fire Department.
  - (b) The Fire Chief will prepare and maintain Standard Operating Guidelines and Pre-Incident Plans to ensure effective and professional conduct of the Fire Department members, and may vary, alter, or repeal the same from time to time. The Fire Chief shall ensure that the Standard Operating Guidelines and Pre-Incident Plans are available to all Members of the Fire Department, to the City Manager and to Council at all times.
  - (c) The Fire Chief may provide advice and make recommendations to Council, employees of the City and the public in relation to:
    - (i) the provision of adequate water supplies;

- (ii) the installation or maintenance of fire protection equipment;
  - (iii) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
  - (iv) training; and
  - (v) public safety in general.
  
- vi) Records
  - (a) Incidents

The Fire Chief will:

    - (i) Maintain a record of each Incident that the Fire Department responds to;
    - (ii) Investigate, or cause to be investigated, fires as required by the *Act*;
    - (iii) Be responsible to ensure that all investigations are carried out in accordance with the *Act* and any other applicable law, standard or regulation;
    - (iv) Provide records of all Incidents and investigations to the Fire Commissioner as required by the *Act*;
    - (v) Prepare monthly reports as directed by the City Manager.
  
  - (b) Inspections

The Fire Chief will maintain records of all fire inspections and follow-up actions conducted by the Fire Department and shall make the same available and accessible to the City Manager at all times.
  
  - (c) Personnel

The Fire Chief will maintain personnel records for all Fire Department members and shall make the same available and accessible to the City Manager at all times.
  
  - (d) Annual Report

The Fire Chief will prepare an annual report regarding the operations of the Fire Department to be presented to Council. Upon approval by Council, the Fire Chief's annual report shall be distributed publicly.
  
- vii) Agreements for Services

The City may enter into an agreement with any other municipality, municipal government, person or other properly constituted authority, organization or agency for the furnishing or receiving of firefighting or fire prevention services or emergency services on any terms that may be agreed upon, including the setting and payment of charges.
  
- viii) Request for Emergency Response

The City may provide and charge for any firefighting, fire prevention or emergency service outside the City, or for the use of Fire Department equipment, where no agreement as referred to in section 5(vii) above exists as set out in *The Cities Act*.
  
- ix) Cost Recovery
  - (a) Outside services
    - (i) Services and equipment hired or commandeered in relation to an emergency response shall be billed at cost to the owner of the property at which the services or equipment were provided or utilized.
    - (ii) Certain supplies and consumables may be billed to the property owner as a result of an emergency response outside city limits, as specified in *Schedule A*.
    - (iii) In accordance with *The Cities Act*, the City may request that the council of another municipality in which the service was received assess and levy the cost of the service, and any amount so levied that remains unpaid at the end of the year in which the service was provided may be added to the taxes on any property owned by the person and collected in the same manner as taxes.

- (b) **Resulting from Orders**  
Where an Emergency is the result of an unresolved condition listed on an Order to Remedy issued by the City, the entire cost of the Fire Department response shall be billed to the property owner. This includes Orders issued under the following Bylaws, as the same may be amended or replaced from time to time:
- (i) This Bylaw;
  - (ii) Building Bylaw;
  - (iii) Nuisance Abatement Bylaw;
  - (iv) Outdoor Recreational Fire Bylaw;
  - (v) Traffic Bylaw.

(c) **In-City Services:**

- (i) The City may, in its discretion, seek to recover the Fire Department Specific Response Fees associated with the attendance of the Fire Department within City boundaries.
- (ii) The City may issue an invoice pursuant to this subsection directly to the insurance provider who provides coverage for the Property.
- (iii) The City may, in its discretion, waive, cancel or adjust an invoice.

x) **Fire Department Exemptions**

Notwithstanding any part of this Bylaw, the Fire Chief may authorize the burning of various materials for the purpose of training Firefighters in firefighting methods or in fire investigation procedures, and for the purpose of elimination of hazards or for any other municipal purposes.

## 6. Fire and Emergency Services

i) **Purpose**

The Fire Department is hereby continued for the purposes of:

- (a) preservation of life and property and protection of life and property from injury or destruction due to fire or any other emergency;
- (b) protection of property and extinguishment of fires;
- (c) investigation of fires;
- (d) investigation and mitigation of dangerous conditions;
- (e) providing rescue and first aid services, including, but not limited to:
  - (i) surface ice rescue,
  - (ii) extrication from vehicles or other machinery,
  - (iii) rescue from structural collapse,
  - (iv) confined space rescue,
  - (v) rescue of entrapped firefighters,
  - (vi) dangerous goods operations-level response,
  - (vii) low-angle embankment rescue,
  - (viii) advanced first aid.
- (f) purchasing and operating apparatus and equipment for the extinguishing of fires or for preserving life and property;
- (g) training of firefighters and other persons; and
- (h) other duties as assigned from time to time.

ii) **Powers**

The *Fire Chief* or *Incident Commander* present at any fire or other Emergency shall have the rights and authorities defined in Part III of the *Act*.

iii) **Fire Damaged Buildings**

(a) **Fire Department Control**

The Fire Department will maintain control of, and exclude access to, a building or part thereof until such time as any hazards have ceased to exist and any investigations to be conducted have been completed, as provided in the *Act*.

(b) **Building Security**

- (i) Immediately after the Fire Department has released control of a building or part thereof damaged by fire, the owner of the building shall secure the building against unauthorized entry.
  - (ii) Where the owner is unavailable or fails to secure the building as described above, the City may secure the building. All costs associated with securing the building will be billed to the property owner.
- (c) Orders to Repair or Demolish
- (i) If, in the opinion of the Fire Chief, a fire damaged building contravenes the *Act* or any provision of this Bylaw, the Fire Chief may order that the building be removed or demolished in accordance with Section 33 of the *Act*.
  - (ii) If the owner fails to comply with the Fire Chief's order to remove or demolish, then the City may carry out the removal or demolition, and the costs of the removal or demolition incurred by the City will be billed to the property owner.

## 7. Fire Prevention and Public Safety

### i) Inspections

- (a) The purpose of inspections pursuant to this Bylaw is to prevent fires and other foreseeable public safety risks through Fire Code enforcement and through the education of property owners and occupants. Furthermore, information obtained during fire inspections may be used to prepare pre-incident plans.
- (b) A Fire Inspector employed by or acting under the direction of the City shall be a "municipal inspector" as set out in the *Act* and shall have all accompanying powers and authorities.
- (c) In addition to the authority provided to conduct inspections pursuant to the *Act*, the *Fire Chief* or a *Fire Inspector* may carry out inspections in the following circumstances:
  - (i) on behalf of and at the request of an owner or operator of a facility where an inspection, letter of approval or report with respect to the fire safety of the facility is required from the Fire Chief or a fire inspector pursuant to provincial legislation; or
  - (ii) on behalf of and at the request of an owner or lessee of a dwelling unit where the owner or lessee requests an inspection. In the event that an inspection is requested by a party other than the party actually occupying the premises, it is the obligation of the requesting party to ensure that proper notices and/or permission has been obtained for entry.
- (d) Correction of Hazards
  - (i) Fire Code Infractions  
Upon completion of an inspection, the Fire Inspector will prepare a report which includes:
    - a. Specific deficiencies, if any;
    - b. National Fire Code reference(s); and
    - c. Deadline for the correction of deficiencies.
 This report will be delivered to the owner and tenant or occupant of the structure.
  - (ii) Imminent Risk  
As provided in the *Act*, if a Fire Inspector has reason to believe that an imminent risk (which means an imminent risk of a fire, emergency or other danger that, in the opinion of the Fire Inspector on reasonable grounds, threatens persons, property or the environment and may require the response of the Fire Department or the provision of Fire Department services) exists on land or in a premises, the Fire Inspector may, without a warrant:
    - a. enter on the land or into the premises; and
    - b. take any measures that the Fire Inspector may consider necessary for the immediate protection of persons, property or the environment against that risk.

The Fire Chief will, if possible, placard any structure, premise, yard or area that is ordered closed or evacuated. No person shall enter, attempt to enter, or tamper with a structure, premise, yard or area that has been closed unless specifically authorized by the Fire Chief.

(iii) Re-Inspections

If, upon re-inspection of a premises, a Fire Inspector finds that Fire Code deficiencies previously listed on an inspection report have not been corrected within the time specified, the Fire Inspector may take any of the following actions:

- a. Issue an Order to Remedy as provided by the *Act*;
- b. Request that the City register an interest against the property as permitted by the *Act*;
- c. Take any other action deemed necessary for the correction of the deficiency; and
- d. Impose a fee for any subsequent inspections, in accordance with *Schedule A*.

(e) Private Dwellings

A Fire Inspector may inspect a *Private Dwelling* under the following circumstances:

- (i) At the request of the owner or occupant of the dwelling in accordance with section 7(i)(c)(ii), above;
- (ii) With the written consent of the owner or occupant;
- (iii) For the purpose of fire investigation, as provided in the *Act*; or
- (iv) At any time that the Fire Inspector has reason to believe that an imminent risk exists, as provided in the *Act*.

ii) Public education

The Fire Department will provide, when possible, educational opportunities to the public related to fire prevention and community safety.

**8. Local requirements**

i) Duty to notify

Whenever an unwanted fire occurs in any building or on any premises of any kind, the owner, occupant or any person in control of such building or premises, upon discovery of an unwanted fire, even if it has been apparently extinguished, shall immediately cause the existence of such fire, circumstances of same, and location thereof be given to the Fire Department.

This requirement shall not be construed to forbid the owner, manager or other person in control of the building or premises from using all diligence necessary to extinguish such fire prior to the arrival of the Fire Department.

ii) Persons present at an emergency

- (a) No person shall drive any vehicle over any fire hose;
- (b) No person shall in any way impede or hinder any Fire Department personnel during the course of an Emergency response;
- (c) No person shall obstruct, hinder or delay any Fire Department vehicle which has its emergency warning lights activated;
- (d) No person shall travel past a Fire Department vehicle within the corporate limits of the City, while the Fire Department vehicle has the emergency warning lights and any other indicators working, in any unsafe manner which, in the opinion of a Fire Department Member causes a concern for their safety or the safety of others;
- (e) No person shall enter into any area that has been barricaded, blocked or cordoned off by the Fire Department.
- (f) It shall be the duty of all persons present at an Emergency to assist if called upon to do so by the Incident Commander. All persons present at an Emergency shall obey the commands of the Incident Commander.

## iii) Open air fires

- (a) Fire pits in a residential zone (as set out in the City's Zoning Bylaw) shall conform to the requirements of the Outdoor Recreational Fire Bylaw.
- (b) A burning permit is required for the open air burning of any material other than as permitted under the Outdoor Recreational Fire Bylaw. Burning permits may be issued at the discretion of a Fire Inspector using the following criteria:
  - (i) Material to be burned must not contain hazardous materials, synthetics or other material that would produce noxious or toxic fumes;
  - (ii) Location for the burning must be such that buildings are not subject to any hazard, and so that adjacent properties are not subject to harm or nuisance as defined in the Nuisance Abatement Bylaw;
  - (iii) Weather conditions must be suitable for safe burning; and
  - (iv) The applicant must be capable of controlling and extinguishing the fire if necessary.
- (c) Burning permit fees shall be as provided in Schedule A.

## iv) Construction, Maintenance and Access

This section of the Bylaw shall apply to all premises within City limits, regardless of use, age or date of construction.

## (a) Construction plans

- (i) When a building permit has been sought under the requirements of the Building Bylaw for construction of new buildings or renovations to existing buildings that are subject to the National Building Code, the plans submitted to the Building Department may be reviewed by the Fire Department for compliance with this Bylaw and to obtain information for the purpose of pre-incident planning.
- (ii) The Fire Department may review any plan or plans for compliance with the following National Fire Code requirements:
  - a. Part 3 – Indoor and Outdoor Storage
  - b. Part 4 – Flammable and Combustible Liquids
  - c. Part 5 – Hazardous Processes and Operations
- (iii) The building permit fee shall be deemed to cover the cost of the Fire Department review.

## (b) Construction site safety

- (i) All persons engaged in the construction, renovation or demolition of any structure shall adhere to the requirements of Part 8 of the National Building Code.
- (ii) Where hazardous work is to be undertaken, an acceptable written safe work plan shall be prepared and kept at the work site, which includes at a minimum:
  - a. Hazard assessment
  - b. Fire prevention measures
  - c. Fire watch or other fire detection
  - d. Fire suppression equipment
  - e. Signaling and evacuation procedure
- (iii) A Fire Inspector may enter a work site at any reasonable time for the purpose of inspection.

## (c) Building addressing

- (i) Every owner of a building shall install the street address number for that building in a conspicuous location on the front of the building so that the street number is legible and easily visible from the street.
- (ii) Where a building is located on a property that is served by a back alley, then the street address number may also be provided at the rear of the property so that street number is legible and easily visible from the alley.
- (iii) Where multiple suites of occupancy are located in one structure, the occupancy or suite number shall be displayed

in such a manner that it will clearly direct emergency responders to the correct area of the structure.

- (d) Fire protection systems
- (i) Application  
Fire Protection Systems, for the purpose of this Bylaw, shall include fire alarm systems, fire suppression sprinkler systems, standpipes, other fixed fire suppression equipment, portable fire extinguishers and commercial kitchen ventilation systems
- (ii) Qualification of persons  
Every person who installs, inspects, repairs, tests or undertakes maintenance work on a fire protection system in the City shall, on request, provide documentation of training and/or certification by a recognized authority reasonably acceptable to the Fire Chief.  
Where documentation as described above is not provided, or where work as described above is found to have been carried out by other than a qualified person, then the Fire Inspector may issue an Order requiring that the work be carried out in compliance with this Bylaw.
- (iii) Fire alarm systems
- a. Fire alarms, where installed, shall be designed, installed and verified in accordance with Section 3.2.4 of the National Building Code.
  - b. Fire alarms shall be maintained, inspected and tested in accordance with Section 6.3 of the National Fire Code.
  - c. The testing and/or maintenance of fire alarm systems must be conducted by:
    1. a journeyman electrician, with the fire alarm system upgrade “Fire Alarm and Protection Systems”, and licensed to work in Saskatchewan, or
    2. a graduate of the Canadian Fire Alarm Association “Fire Alarm Technology Program”, and licensed to work in Saskatchewan.
  - d. The person conducting inspections and tests shall, upon request, forward copies of all reports to the Fire Department.
- (viii) Fire suppression sprinklers & standpipes
- a. Installation, inspection, testing and maintenance of the following systems shall be performed by a journeyman sprinkler fitter:
    1. Sprinkler systems designed to NFPA 13, *Standard for the Installation of Sprinkler Systems*;
    2. Sprinkler systems designed to NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height*;
    3. Standpipe systems designed to NFPA 14, *Standard for the Installation of Standpipes and Hose Systems*.
  - b. Installation, testing and maintenance of sprinkler systems designed to NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes* shall be performed by a suitably qualified journeyman plumber or a journeyman sprinkler installer.
  - c. Inspection, testing and maintenance of all sprinkler systems and standpipes shall be carried out in accordance with NFPA 25, *Standard for the Inspection, Testing and Maintenance of Water-based Fire Protection Systems*.
  - d. The person conducting inspections and tests shall, upon request, forward copies of all reports to the Fire Department.
- (xiii) Commercial kitchen systems

- a. Inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be performed by properly trained and Qualified Persons in conformance with NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Equipment*.
  - b. The person conducting inspections and tests shall forward copies of all reports to the Fire Department.
  - c. Cleaning of commercial kitchen ventilation systems shall be conducted by a Qualified Person certified to conduct this work in accordance with NFPA 96.
- (xiv) Portable fire extinguishers  
All portable fire extinguishers shall be inspected, tested and maintained by a Qualified Person in conformance with NFPA 10, *Portable Fire Extinguishers*.
- (e) Home and Commercial Security Systems
- (i) In so far as is reasonably practicable, any owner of a premises where a security system is installed, other than a Fire Alarm System as described above, that has the capacity to alert the Fire Department upon detection heat or smoke must ensure that the system, its installer and its monitoring company are certified in compliance with applicable ULC standards.
  - (ii) Where a security system cannot be shown to be in compliance as described above, and a false alarm occurs, then the owner shall be responsible for all costs associated with the fire department being alerted, in addition to any penalties specified in the False Alarm Bylaw.
- (f) Key lock boxes  
Any building, structure or premise other than a Private Dwelling that is equipped with a fire alarm system as described in this Bylaw, and which is not continuously staffed, shall have and maintain a key lock-box that is accessible to the Fire Department.  
In addition:
- (i) The lock box must be acceptable to the Fire Chief;
  - (ii) The owner will provide to the Fire Chief the key or combination required to open the lock box;
  - (iii) Keys placed inside the lock box will be individually identified in a method acceptable to the Fire Chief;
  - (iv) Building owners shall supply keys to provide access to all areas of the building including:
    - a. Keys for all common floor areas and roof areas;
    - b. Keys for all doors that are locked from the exit stairs to floor areas;
    - c. Keys required to recall elevators and to permit independent operation of each elevator;
    - d. Master keys for all rooms or suites within the building;
    - e. Keys to alarm panels, sprinkler systems and standpipes.
- (g) Requirement to Designate Keyholders  
Any owner or occupant of a premise having a fire alarm system or a security system, other than a Private Dwelling, is required to submit on a form designated by the Fire Chief yearly, or upon a change in contacts, the names and phone numbers for three (3) persons ("keyholders") who will be available to attend, enter and secure the premises when summoned by the Fire Department or the alarm monitoring company.
- (i) Responsibility of Keyholders  
A person designated as a keyholder:
    - a. Must attend the site of an alarm within forty-five (45) minutes when requested by the Fire Department;
    - b. Must have full access to the building and/or occupancy of which they have responsibility and be able to take control of their building or occupancy upon release of the premises by fire officials; and



## (c) Residential smoke alarms

Smoke alarms shall be installed and maintained in every dwelling unit in accordance with the *National Building Code*.

- (i) Where a dwelling existed prior to the adoption in Saskatchewan of the *National Building Code* 1995 edition, the following minimum standards shall apply:
  - a. At least one smoke alarm is required on each floor level, including a basement;
  - b. Each bedroom shall be protected by a smoke alarm either inside the bedroom or, if outside, within 5 metres of the bedroom door;
  - c. Smoke alarms shall be securely fastened to the wall or ceiling in accordance with the manufacturer's instructions;
  - d. Smoke alarms shall be free of any physical damage, paint application or obstructed ventilation holes;
  - e. Batteries in smoke alarms shall be checked monthly and replaced annually or more frequently as necessary;
  - f. All smoke alarms in a dwelling unit shall be inspected before the dwelling unit is occupied, or whenever the occupants of the building change;
- (ii) Inspections of smoke alarms under this section shall be carried out by the owner or the owner's authorized agent and shall be done while the person doing the inspection is actually present in the premises;
- (iii) Inspections of smoke alarms 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.
- (iv) A record shall be kept of all inspections required by this subsection, and such records shall be retained for examination by the Fire Department, upon request.
- (v) Smoke alarms shall be replaced at an interval not exceeding 10 years.
- (vi) Any smoke alarm which fails to operate when tested shall be replaced.

## (d) Carbon Monoxide Alarms

- (i) Every building that contains a fuel-fired appliance shall be equipped with a functioning carbon monoxide alarm.
- (ii) In any building that contains a fuel-fired appliance, where carbon monoxide alarms are not required by the National Building Code, at least one such alarm shall be provided in occupied areas of the building.
- (iii) Carbon monoxide alarms must be replaced at an interval not exceeding 7 years, or when the alarm fails to operate when tested.

## vi) Fire Safety at Public Events

- (a) The organizers of any event at a City facility shall follow such directions as may be provided by the City or its designated representative, including but not limited to:
  - (i) Submission of a required application form by the date specified in advance of the event;
  - (ii) Provision of an acceptable fire safety plan when requested; and
  - (iii) Any additional instructions provided by a Fire Inspector for the purpose of ensuring public safety.
- (b) When an event open to the general public is being held, a Fire Inspector may enter any premises, whether publicly or privately owned, at any time, and take any action deemed necessary for the protection of the public as provided by the *Act*.

## vii) Fireworks

- (a) Categories of Fireworks referred to in this Bylaw are:

- (i) “*Flying Lanterns*” meaning any type of uncontrolled hot air balloon using a flame to create heat in an enclosed space so as to make the balloon rise;
  - (ii) “*High Hazard Fireworks*” meaning those fireworks defined as “*Display Fireworks*” or “*Special Effect Pyrotechnics*” under the *Explosives Act and Regulations* of Canada; and
  - (iii) “*Low Hazard Fireworks*” meaning those fireworks defined as “*Consumer Fireworks*” under the *Explosives Act and Regulations* of Canada.
- (b) Sale
- (i) No person shall sell any high hazard fireworks to another person unless the seller is a Fireworks distributor licenced by the federal government.
  - (ii) No person shall sell any type of Fireworks to another person unless the purchaser is 18 years of age or older.
  - (iii) Fireworks shall be stored, displayed and sold in accordance with federal regulations.
- (c) Use
- (i) No Fireworks shall be discharged from any location within the boundaries of the City without first obtaining a written permit to do so from the Fire Chief;
  - (ii) Discharge of Fireworks shall comply with instructions included in or appended to the Permit;
  - (iii) No person under 18 years of age shall set off any Fireworks except under the direct supervision of a responsible adult;
  - (iv) A Fireworks display shall be held at the time and location set out in the permit;
  - (v) No person shall release a Flying Lantern or any uncontrolled pyrotechnic device within City limits;
  - (vi) A permit for a Fireworks display using High Hazard Fireworks shall only be issued to persons holding a valid Fireworks Supervisor card issued by Natural Resources Canada. Applicants with Fireworks Supervisor accreditation from other jurisdictions shall not receive a permit unless the Fire Chief is satisfied that the applicant is properly trained and qualified in the use of High Hazard Fireworks. With respect to applications for a permit for a High Hazard Fireworks display:
    - a. The applicant for a permit for a public Fireworks display using High Hazard Fireworks shall procure and provide to the Fire Department at least 7 days prior to the scheduled date of the display, a Certificate of Insurance which shall name the City as insured under the applicant’s insurance policy. The Insurance Certificate shall indicate that the Applicant has at least \$1,000,000.00 of public liability insurance;
    - b. 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; and
    - c. A public Fireworks display using High Hazard Fireworks shall be conducted in conformance with the current “Fireworks Display Manual” prepared by Natural Resources Canada.
  - (vii) No person shall hold an indoor pyrotechnics display without first obtaining a permit from the Fire Chief. With respect to applications for a permit for an indoor pyrotechnics display:
    - a. A permit for an indoor pyrotechnics display shall only be issued to persons holding a valid 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 Fire Chief is satisfied that the applicant is properly trained and qualified in indoor pyrotechnics;

- b. The applicant for a permit for an indoor pyrotechnics display shall procure and provide to the Fire Department at least 7 days prior to the scheduled date of the display, a Certificate of Insurance which shall name the City as insured under the applicant's insurance policy. The Insurance Certificate shall indicate that the applicant has at least \$1,000,000.00 of public liability insurance; and
        - c. The person holding the permit shall ensure that the display is conducted in conformance with provisions of the current Pyrotechnic Special Effects Manual prepared by Natural Resources Canada.
      - (viii) At the conclusion of any 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.
      - (ix) The Fire Chief or a Fire Inspector may halt a fireworks display at any time without notice.
- viii) Hazardous materials
  - (a) Storage Tanks
 

Any person installing or causing the installation of an underground or above ground storage tank designed or intended for the storage of flammable or combustible liquids, or modifying or causing the modification of such tank already installed, shall notify, in writing, the Fire Chief before proceeding with the installation.
  - (b) Spills and Leaks
    - (i) No person, company, industry, or manufacturer shall discharge or permit to be discharged into any sanitary sewer, storm sewer, sewer connection, catch basin, ditch, lane, or street, any flammable liquid or hazardous material.
    - (ii) The City may take any action deemed necessary in order to contain, control or clean up any spill or discharge of hazardous material discharge.
    - (iii) All costs associated with the response to, control of, and cleanup of, and recovery from any hazardous material spill shall be the responsibility of the person or company responsible.
- ix) Fire hydrants
  - (a) Standards and Testing
    - (i) Water flow tests will be conducted on a schedule determined by the Fire Chief in order to determine the water production capability of each hydrant in the City.
    - (ii) The caps and bonnets of hydrants that have been flow tested shall be color coded in accordance with NFPA 291 as follows:
      - a. 5680 L/min (1500GPM) or greater: Light Blue
      - b. 3785 – 5675 L/min (1000-1499GPM): Green
      - c. 1900 – 3780 L/min (500-999GPM): Orange
      - d. Less than 1900 L/min (under 500GPM): Red
    - (iii) The barrel colour of public hydrants shall be Yellow.
    - (iv) The barrel colour of private hydrants shall be Red.
  - (b) Clearance and Visibility
    - (i) An area having a radius of one (1) metre around every fire hydrant or standpipe must be maintained clear and unobstructed.
    - (ii) It shall be the responsibility of every owner of a property that has a fire hydrant located adjacent to their property, to ensure that the hydrant is accessible and visible.
    - (iii) No person shall erect, place, allow or maintain a fence, shrub, tree or other object, or pile snow or soil:
      - a. within one metre of a fire hydrant;
      - b. in a manner that impedes the visibility of the hydrant from the street; or
      - c. in any way that obstructs access to the hydrant.
    - (iv) No person shall paint, discolour, decorate or otherwise alter the appearance of a fire hydrant.

- (c) Tampering and Unpermitted Use
  - (i) No person shall operate a municipal or private fire hydrant, unless that person is authorized to do so by the City.
  - (ii) No person shall tamper with any municipal or private fire hydrant, including any tags or marking devices attached to the hydrant.
  - (iii) No person shall perform a flow test on a municipal or private fire hydrant without prior approval of the Fire Chief.
- (d) Maintenance
  - (i) The Fire Department is authorized to enter on private property to perform work on municipal or private fire hydrants.
  - (ii) The City Public Works Department is responsible for regular flushing of the municipal water supply.
  - (iii) Any defective hydrants observed at any time shall be immediately reported to the Fire Chief.
  - (iv) Maintenance and repair of municipal fire hydrants shall be the responsibility of the City Public Works Department.
  - (v) Maintenance and repair of private fire hydrants shall be the responsibility of the Owner.
- x) Traffic Bylaw Enforcement
 

The Fire Chief or designate may enforce the following provisions of the Traffic Bylaw:

  - (a) Directing traffic at an emergency scene
  - (b) Parking in no-parking areas around the fire hall,
  - (c) Parking in front of a fire hydrant,
  - (d) Parking of vehicles carrying dangerous goods
  - (e) Parking in a fire lane, and
  - (f) Driving over a fire hose.

## 9. Offences & Penalties

- i) Compliance
  - (a) Every owner and occupant of land or any premises shall ensure that the land or premises is used or occupied in accordance with this Bylaw and the bylaws of the City.
  - (b) Contraventions of this Bylaw are subject to the provisions of the General Penalty Bylaw, except where otherwise provided in this Bylaw or in the *Act*.
- ii) Specific infractions
 

No person shall:

  - (a) Contravene any requirement of the *Act*;
  - (b) fail to comply with an order made pursuant to this Bylaw;
  - (c) obstruct or hinder a Fire Inspector, a Member of the Fire Department or any other person acting pursuant to the authority of this Bylaw;
  - (d) fail to comply with any reasonable request of a Fire Inspector, a Member of the Fire Department or any other person acting pursuant to the authority of this Bylaw;
  - (e) knowingly make any false or misleading statement to a Fire Inspector, a member of the Fire Department or any other person acting pursuant to the authority of this Bylaw;
  - (f) remove, alter or interfere in any way with anything seized, detained or removed by a Fire Inspector, a Member of the Fire Department or any other person acting pursuant to the authority of this Bylaw; or
  - (g) fail to comply with any other provision of this Bylaw.

## iii) Warrants

- (a) As provided in the *Act*, the Fire Chief or a Fire Inspector may obtain a warrant in order to conduct an inspection or investigation, where permission has not been obtained from the owner or occupant of the premises.
- (b) Nothing herein derogates from the ability of the Fire Chief or a Fire Inspector to enter a premises without a warrant in the circumstances set out in the *Act*.

## iv) Orders

## (a) Issuing of Orders to Remedy

If, in the opinion of the Fire Chief or a Fire Inspector, there is a contravention of the *Act*, the Fire Chief or Fire 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 shall be specified:

- i) the civic address and legal description of the building, structure, premises or land in or on which the contravention is occurring,
- ii) the nature of the contravention,
- 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;

And shall provide:

- v) 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 impose a penalty or carry out the remedy at the expense of the owner;
- vi) the date and place at which and the process by which an appeal from the Order may be made in accordance with the *Act*.

## (b) Service of orders

Orders to Remedy shall be served as provided in the *Act*.

## (c) Registering orders

- (i) The City 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, which shall be binding on the owner and any subsequent owners.
- ii) Where an interest has been registered under this section and the Order has been complied with, the City shall apply to the Registrar of Titles to discharge the interest.

## (d) Carrying out orders

- (i) 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.
- (ii) If an Order is carried out by the Fire Chief under Subsection (i), the costs incurred in carrying out the Order will be billed to the owner of the premises in or on which the Order was carried out.
- (iii) If the costs mentioned in Subsection (ii) are not paid, the City will add the amount of the costs and expenses to the owner's property taxes.
- (iv) A conviction 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 carry out any action or work, within a specified time, to comply with the Order with respect to which the person was convicted.

**10. Repeals**

The following bylaws are hereby repealed.

- Fire Department No.7/1994
- Fire Prevention No. 16/2002
- Firearms & Fireworks No. 6/1989

**11. In force**

This Bylaw shall come into force on the day of passage.

Introduced and read a first time this 26th day of August, 2019.

Read a second time this 12th day of November, 2019.

Read a third time and adopted this 12th day of November, 2019.

\_\_\_\_\_  
Acting City Clerk

\_\_\_\_\_  
Acting Mayor

**Schedules to Fire Service and Fire Safety Bylaw No. 12/2019**

Schedule A: Fees

(a) **Fire Code Inspections**

- (i) Mandated Inspections  
There shall be no fees for fire inspections within City Limits, except as provided below in this section.
- (ii) Inspections required for a third party  
Any inspection requested for the purpose of obtaining a licence or insurance shall be subject to the fees set out in Table 1
- (iii) Inspections for compliance  
Where an Order to Remedy has been issued, and where on subsequent inspection it is found that the Order has not been complied with in its entirety, then the owner shall be billed for any subsequent inspections deemed necessary by the Fire Inspector in order to verify or obtain compliance, at the rate set out in Table 1, including travel time, time at site and administration time.
- (iv) Inspections outside City limits  
Where a fire inspection is requested for a premises outside of Meadow Lake City limits, at the rate set out in Table 1, including travel time, time at site and administration time may be charged.

Table 1 – Fire Inspection fees

Description	Fee
Inspections within City limits, except as provided below	No fee
Inspection requested for the purpose of obtaining a licence or insurance	\$55.00
Inspections for the purpose of verifying or obtaining compliance with an Order	\$105.00 per hour
Inspections outside of City limits	\$105.00 per hour

(b) **Hydrant Flow Test**

Where a flow test is conducted by a third party on behalf of a property owner, the owner shall pay the fee set out in Table 2.

Table 2

Description	Fee
Where the flow test results are provided in writing to the fire department	No fee
Where flow test results are not provided in writing to the fire department	\$105.00

(c) **Emergency Response**

- (i) Emergency response within City limits
  - (1) Fire department response within City limits shall be at no cost to the property owner, except for Fire Department Specific Response Fees as specified in this Bylaw.
  - (2) Fire Department Specific Response Fees:
    - A. Base Charge: An amount equal to the posted SGI (Saskatchewan Government Insurance) rates in effect at the time of the Emergency response; and
    - B. Calculated fees: The actual cost paid by the City for firefighter wages and other services which include but are not limited to water tankers, firefighter sustenance, equipment rentals as deemed necessary by the Fire Chief in responding to the emergency.

(ii) Emergency response within city limits

Fire department response within city limits shall be at no cost to the property owner, except for cost recovery as specified in this Bylaw

(iii) False alarm

Where an emergency alert is proven to be a false alarm, the provisions of the False Alarm Bylaw shall apply.

(iv) Emergency response outside of city limits

Fees and cost recovery shall be billed as specified in the service agreement for the applicable jurisdiction.

(d) Permit fees shall be as set out in Table 3.

**Table 3**

<b>Description</b>	<b>Fee</b>
Burning Permit	\$15.00
Fire Pit Permit	As per Recreational Fire Bylaw
Low hazard fireworks permit	\$15.00
High hazard fireworks permit	\$525.00