

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Monday, July 6, 2020  
Erwin Stege Community Center - Conference Room

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the June 1, 2020 regular meeting.

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS:

- a) Update on schedule from John Hemsworth

(5) CORRESPONDENCE: None

(6) REPORTS: None

(7) BYLAWS:

- a) District of New Hazelton Volunteer Fire Department Service Level Establishment & Fire Regulation Bylaw No. 354, 2020 – 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> readings

(8) NEW BUSINESS:

- a) Council Schedule:
  - August 10                Regular Council Meeting
  - September 14          Regular Council Meeting
  - September 22-24      UBCM Virtual Conference
- b) Skeena Housing Coalition – Request for Letter of Support
- c) NHFVD Service Level Policy

In Camera Session, Section 90.1 (c) and (e) Community Charter Act, regarding personnel and land matters.

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
JUNE 1, 2020  
ERWIN STEGE COMMUNITY CENTER – CONFERENCE ROOM

1) CALL TO ORDER: Meeting called to order at 7:00 pm

PRESENT: Mayor G. Lowry  
Councillor R. Sturney  
Councillor G. Burns  
Councillor A. Berg  
Councillor B. Henwood  
Councillor J. Hobenshield  
Councillor M. Weeber

STAFF PRESENT: W. Hunt  
R. Carlé

2) MINUTES:

RESOLUTION 7954/20

MOVED & SECONDED

That, the minutes of the May 11, 2020 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS:

a) RCMP Update – Staff Sargent Darren Durnin

The detachment has fourteen staffing positions, which is an increase of one from 2019. Two officers are on light duty and they are short one member due to the promotion of Christy Mickelson to Corporal. The Annual Performance Plan is currently underway and every community will have a chance to comment on the plan. Have started patrolling areas of concern on foot and would like to be notified of any areas that the District would like to see them patrol. Overall decrease in criminal code activities over 2019.

4) UNFINISHED BUSINESS:

a) Municipal Office

RESOLUTION 7955/20

MOVED & SECONDED

That, the District of New Hazelton proceed with putting the Municipal Office out to tender with the current designs.

CARRIED

- b) UBCM Community Emergency Preparedness Fund

RESOLUTION 7956/20

MOVED & SECONDED

That, the District of New Hazelton partner with the Village of Hazelton on the Community Emergency Preparedness Fund – Evacuation Route Planning stream to complete an Evacuation Route Plan.

CARRIED

5) CORRESPONDENCE:

- a) Suskwa Bridge Replacement Letter of Support

RESOLUTION 7957/20

MOVED & SECONDED

That, the District of New Hazelton write a letter of support to Ron Donnelly supporting the residents of the Suskwa Valley for the bridge to remain in the same location.

CARRIED

6) REPORTS:

- a) Councillor Sturney – Reported that Crime Stoppers has put a new face on their sign part way up the hill leaving New Hazelton.  
b) Mayor Lowry – Reported on the RDKS board meeting.

7) BYLAWS: None

8) NEW BUSINESS:

- a) Confidentiality and Privacy Policy

RESOLUTION 7958/20

MOVED & SECONDED

That, the District of New Hazelton adopt the Confidentiality and Privacy Policy as amended.

CARRIED

b) Meeting Center & Erwin Stege Community Center Closure

RESOLUTION 7959/20

MOVED & SECONDED

That, the District of New Hazelton Meeting Center and Erwin Stege Community Center remain closed and reevaluate opening the facilities at the October 5, 2020 Council Meeting.

CARRIED

9) CLOSED SESSION (8:49 pm):

RESOLUTION 7960/20

MOVED & SECONDED

That, the public be excluded from the meeting pursuant to Section 90.2 (c) and (e) of the Community Charter, regarding personnel and land matters.

CARRIED

9:15 pm – Meeting reopened to the public.

10) ADJOURNMENT:

RESOLUTION 7961/20

MOVED & SECONDED

That, the meeting be adjourned 9:21 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2020

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
MAYOR





## **DISTRICT OF NEW HAZELTON**

### **BYLAW NO. 354, 2020**

Being a bylaw for service level establishment and fire regulation for the New Hazelton Volunteer Fire Department

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**THE COUNCIL** of the District of New Hazelton, in open meeting assembled, enacts as follows:

#### **Definitions**

In this bylaw, unless the context otherwise indicates:

"Authority Having Jurisdiction" or "(AHJ)" means the District of New Hazelton, as the local government legally responsible for the organization and operation of the fire service;

"Apparatus" means any vehicle outfitted with machinery, devices, equipment or materials and used or intended to be used by the Department for firefighting or in response to any other incident, and includes a Department vehicle used to transport personnel or equipment;

"Building" means a structure that is used or intended to be used for supporting or sheltering persons or animals or property, except those prescribed by regulation as exempted from the Building Code;

"Council" means the Council of the District of New Hazelton;

"Equipment" means any tools, contrivances, devices or materials used or intended to be used by the Fire Department to combat an incident or other emergency;

"Fire Chief" means the person appointed by the District of New Hazelton as head of the Fire Department;

"Fire Code" means the BC Fire Code and Regulations adopted thereto, and any amendments as adopted by Order in Council;

"Fire Department" means the New Hazelton Volunteer Fire Department;

"Fire Personnel" means the Fire Chief or any member of the Fire Department;

"Fire Services Act" means the Fire Services Act, R.S.B.C. 1996, C.144 and all Regulations passed thereunder, and amendments thereto as adopted by the Province of British Columbia;

"Incident" means a fire, a situation where a fire or explosion is imminent, or any other emergency situation that may cause harm to persons or property, and to which the Fire Department has a responsibility to respond;

"Incident Commander" means the Member in Charge of any incident to which the Fire Department responds. Generally, this would be the senior ranking Officer or Member at an incident;

"Member" means any person who is duly appointed as a member of the Fire Department;

"Officer" means a Member with the rank of Lieutenant or higher, as appointed by the Fire Chief;

"Premises" means a building together with its grounds and appurtenances; and

"Municipality" means the District of New Hazelton.

## **PART I - ADMINISTRATION**

### **Scope and Jurisdiction**

1. This Bylaw and the provisions contained herein, as may be amended from time to time, shall apply throughout the District of New Hazelton.
2. The geographic limits of the jurisdiction of the Fire Chief and Fire Department extend to the boundaries of the District of New Hazelton, and fire apparatus shall only be used beyond the limits of the jurisdiction as specified below:
  - a. Pursuant to Mutual Aid Agreements or other written contracts or agreements with other jurisdictions;
  - b. Where, while outside the District of New Hazelton boundary, the Fire Chief or his/her designate determines that immediate action is necessary to preserve and protect life and/or property;
  - c. With the approval of Council; or
  - d. In an emergency, the approval of the Mayor or Acting Mayor (where timely Council approval is not possible).

### **Fire Chief Powers and Responsibilities**

3. The Fire Chief is responsible for the efficient management of the Fire Department including the members, property, apparatus and equipment, and for the provision of fire prevention and protection services to the Municipality.
4. The Fire Chief shall ensure that the Fire Department is staffed with trained members in accordance with applicable legislation and regulations.
5. The Fire Chief shall establish rules, regulations and policies necessary for the proper organization, administration and operation of the Fire Department including but not limited to:
  - a. The use, care and protection of Fire Department property, apparatus and equipment;
  - b. The safe and efficient operation of the Fire Department; and
  - c. The recruitment, training, conduct, and discipline of members of the Fire Department.
6. The Fire Chief is responsible for all fire protection and prevention matters including the enforcement of this Bylaw and of the Fire Services Act, and shall assume the responsibilities of the Local Assistant to the Fire Commissioner.
7. In accordance with Section 66 of the Community Charter, the Fire Chief is hereby authorized to exercise the following powers:
  - a. Enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from a fire;
  - b. Take measures to prevent and suppress fires, including the demolition of buildings and other structures to prevent the spreading of fire;



- c. Require an owner or occupier of real property to undertake any actions directed by the Fire Chief for the purpose of removing or reducing any thing or condition that the Fire Chief considers is a fire hazard or increases the danger of fire; and
  - d. Exercise some or all of the powers of the Fire Commissioner under section 25 of the Fire Services Act, and for these purposes that section applies.
- 8. Council hereby delegates to the Fire Chief the duty to provide for a regular system of inspection of hotels and public buildings in the municipality in accordance with Section 26(1) of the Fire Services Act.
- 9. In addition to the inspections required by Section 26 of the Fire Services Act, the Fire Chief may institute and maintain a regular system of inspection of buildings and premises within the municipality in order to discover and order the removal or correction of any conditions constituting a fire hazard.
- 10. Any authority conferred on the Fire Chief under this bylaw may be exercised by a person acting under the authority of the Fire Chief.

#### **Fire Department Service Level**

- 11. The Fire Department will provide services at the **Exterior Operations Level** – this Service Level includes activities that are undertaken by firefighters trained in the full spectrum of competencies outlined in the NFPA 1001 Standard for Fire Fighter Professional Qualifications, and any additional capabilities as deemed necessary by the Fire Chief.
- 12. The level of training and equipment required is dictated by the needs of the community. The **Exterior Operations Level** may only be attained after appropriate equipment and training have been provided and documented. Acknowledging the fluctuations in personnel inherent with a primarily volunteer department, the Fire Department will endeavor to maintain a complement of firefighters of which 70% are trained in the **Exterior Operations Level** competencies.
- 13. The Fire Department shall train to and maintain NFPA 1001 Firefighter I and II competencies, in compliance with the provision of Full Service Operations. Officers will be trained to a minimum of NFPA 1021 Fire Officer 1. Records of all training activities for each firefighter will be maintained by the Fire Department.
- 14. As with any incident response, the qualifications and number of personnel present will dictate what actions can be safely undertaken. Notwithstanding the commitment to the **Exterior Operations Level**, if insufficient numbers of trained personnel are initially on scene to affect an **Exterior Operations Level**, the operational mode will be defensive.

## **PART 2 - FIRE PROTECTION & REGULATION**

### **Control, Direction and Management at Incident**

- 15. The Fire Chief, or the Incident Commander, shall have control, direction and management of all Fire Department apparatus, equipment or manpower assigned to an incident.

### **Entry and Site Management**

16. The Fire Chief, or the Incident Commander, is empowered during any incident to enter premises or property, and to cause any member, apparatus or equipment of the Fire Department to enter, as deemed necessary to combat, control or deal with the incident.
17. The Fire Chief, or the Incident Commander, is empowered during the incident to enter, pass through or over buildings or property adjacent to an incident, and to cause Fire Personnel and the apparatus and equipment of the Fire Department to enter or pass through or over buildings or property, where deemed necessary to gain access to the incident or to protect any person or property.
18. The Fire Chief, or the Incident Commander, may establish boundaries or limits, and keep persons from entering the area within the prescribed boundaries or limits, unless authorized to enter by the Fire Chief or Incident Commander.
19. The Fire Chief, or the Incident Commander, may request Peace Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 20.
20. The Fire Chief may obtain assistance from other officials as deemed necessary in order to discharge their duties and responsibilities under this bylaw.
21. The Fire Chief, or the Incident Commander, is empowered to cause a building, structure or item to be pulled down, demolished or otherwise removed if deemed necessary to prevent the spread of fire to other buildings, structures or things.
22. The Fire Chief, or the Incident Commander, is empowered to commandeer privately owned equipment which they consider necessary to deal with an incident.
23. The Fire Chief, or the Incident Commander, may request persons who are not members to assist in whatever manner the Fire Chief or Incident Commander considers necessary to deal with the incident, including removing furniture, goods, and merchandise from any building on fire, or in danger thereof, and in guarding and securing same, and in demolishing a building or structure at or near the fire or other incident.

### **Evacuation of Buildings**

24. The Fire Chief, or the Incident Commander, is empowered to order the evacuation of any building that is directly involved with fire or other risk to life:
  - a. The Fire Chief, or the Incident Commander, is empowered to order the evacuation of any building, structure, property or area which in his/her opinion is endangered by fire or other risk to life; and
  - b. In such case, no person other than the Fire Chief or member of the Fire Department, Peace Officer, or other person authorized by the Fire Chief or Incident Commander, shall remain in or enter such building, structure, property or area.



### **Obstruction of Fire Department in Performance of its Duties**

25. No person shall impede, obstruct, abuse, or in any way hinder a member of the Fire Department, or other persons assisting or acting under the direction of the Fire Chief or the Incident Commander in the performance of their duties.
26. No person shall obstruct or otherwise interfere with access roads, streets, or other approaches to any incident, fire hydrants, Fire Department connections, cisterns, appliances, or fixed/installed suppression equipment designated for firefighting.
27. No person shall damage, destroy, obstruct, impede, or hinder, the operations of any Fire Department apparatus or equipment.
28. No person at an incident shall drive a vehicle over any equipment without permission of the Fire Chief or the Incident Commander.
29. No person shall refuse to permit the Fire Chief or anyone under the direction of the Fire Chief from entering upon any building or property for the purpose of:
  - a. Making an inspection or investigation for conditions which may cause a fire, increase the danger of a fire or increase the danger to persons; or
  - b. Making an inspection to ensure any flammable matter is rendered harmless or suitably safeguarded against fire.
30. No person shall knowingly submit false or misleading information regarding a fire investigation or inspection.
31. No person shall falsely represent themselves as a member of the Fire Department.

### **Duty of Owners or Occupiers**

32. Every owner shall allow the Authority Having Jurisdiction to enter any building or premise at any reasonable time for the purpose of administering and enforcing this bylaw.
33. Every owner or occupier shall allow entry of the Fire Department to fight any fires or address any dangerous conditions that occur on the property.
34. The owners or occupiers of any real property shall remove any matter or thing from a building or premises which constitutes a fire hazard and shall maintain and clean chimneys, flues and other apparatus or things in order to reduce the risk of fire.
35. The owner of any vacant building in the municipality shall at all times keep the building free from debris and flammable material, and shall keep all openings in the building securely closed and fastened so as to prevent the entry of unauthorized persons.

### **Other Prohibitions**

36. No owner or occupier of a public building or hotel, as defined in the Fire Services Act, shall:
  - a. Allow a public building or hotel to be occupied in excess of the maximum occupant load as posted by the Local Assistant Fire Commissioner;

- b. Allow the premise to operate without providing and maintaining proper exit hardware on exit doors in accordance with the Fire Code;
- c. Allow the premise to operate without providing and maintaining exits and emergency lighting in accordance with the Fire Code;
- d. Allow the premise to operate without maintaining and inspecting portable fire extinguishers by qualified personnel in accordance with the Fire Code;
- e. Allow the premise to operate without maintaining and inspecting fire alarm, automatic fire extinguishing, and voice communication systems by qualified personnel in accordance with the Fire Code and forwarding the certificates of inspection and maintenance to the Fire Department forthwith upon receipt;
- f. Allow the premise to operate without maintaining and inspecting private fire hydrants by qualified personnel in accordance with the Fire Code. The owner of a private hydrant shall:
  - I. Not less than once each year have the private hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease;
  - II. Not less than once each year have all components of the hydrant inspected, serviced and tested;
  - III. Keep the ground surface around the private hydrant clear of shrubs, trees, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Fire Department; and
  - IV. Ensure the hydrant is installed to District of New Hazelton standards.
- g. Fail to maintain, have inspected, and clean commercial kitchen venting systems;
- h. Allow the premise to operate without maintaining the fire separations and fire stopping in accordance with the BC Building Code;
- i. Allow a fire hazard to exist;
- j. Fail to maintain clear access to a fire hydrant or fire department connection;
- k. Use a fire hydrant unless authorized; and
- l. Allow the premise to operate without a Fire Safety Plan approved by the Fire Department.

### **Burning**

37. Burning within the District of New Hazelton is permitted only as it is permitted by the BC Wildfire Service and the Ministry of Forests, Lands, and Natural Resources office. This includes the burning of residential, construction site, demolition site or land-clearing waste:
- a. Special permits for fires at community events, such as Halloween, July 1st, etc. may be issued at the discretion of the Fire Chief or Fire Prevention Officer; and
  - b. The Fire Department shall be permitted to use controlled fires for the purposes of training and demonstrations.

### **Offence and Penalty**

38. No person shall do, act or suffer, or permit any act or thing to be done in contravention of this bylaw.
39. Every person who, without lawful excuse, contravenes this bylaw by willfully doing any act which it forbids, or omitting to do any act which it requires to be done, is guilty of an offense and is liable, on

summary conviction, to a fine under the Offense Act. A separate offense shall be deemed to be committed upon each day during and on which the contravention occurs or continues.

40. The penalties imposed under the previous sub-section, shall be in addition to, and not in substitution for, any other penalty or remedy imposed by this bylaw.

### **Repeal**

41. District of New Hazelton Fire Department and Regulation Bylaw No. 172,1992 and all amendments thereto, are hereby repealed.

This Bylaw may be cited as “**District of New Hazelton Volunteer Fire Department Service Level Establishment & Fire Regulation Bylaw No. 354, 2020.**”

READ A FIRST TIME the                      day of

READ A SECOND TIME this                      day of

READ A THIRD TIME this                      day of

ADOPTED this                      day of

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



# **Policy Manual**

## **(New Hazelton Volunteer Fire Department Level of Service)**

### **PREPARED BY:**

Administration

### **AUTHORIZED BY:**

Council

### **DATE OF ISSUE**

July 6, 2020  
Resolution No.

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## **FIRE DEPARTMENT LEVEL OF SERVICE**

### **Preamble**

As of September, 2014, the British Columbia Office of the Fire Commissioner identified a set of province-wide training standards that contains service level options and associated training requirements for BC Fire Departments. These training standards are based on identified service levels including Exterior Operations, Interior Operations and Full Service Operations. Adherence to the provisions contained in the BC Structure Firefighters Competency and Training Playbook are mandatory for all structural fire departments throughout the province. This policy demonstrates a commitment to quality training, management and oversight of all rural departments in the region.

### **Purpose**

To affirm the commitment of the District of New Hazelton to provide training to meet the requirements contained within the Structure Firefighters Competency and Training Playbook developed by the British Columbia Office of the Fire Commissioner.

### **Scope**

This Policy applies to all District of New Hazelton Volunteer firefighters and officers.

### **Policy**

In accordance with the BC Office of the Fire Commissioner as contained within the Structure Firefighters Competency and Training Playbook, the District of New Hazelton strives to have all fire service members trained and competent to an Exterior Operations service level. The District of New Hazelton will maintain a training program to meet the job performance requirements for Exterior Operations Firefighter as contained within the Structure Firefighters Competency and Training Playbook.

The District of New Hazelton will regularly review the membership of the New Hazelton Volunteer Fire Department and will provide an assigned level of service to the Fire Department

based on training and competencies in accordance with the BC Office of the Fire Commissioner as contained within the Structural Firefighters Competency and Training Playbook. The declared level of service and associated procedural guidelines for each Fire Department will be reflected in the New Hazelton Volunteer Fire Department Standard Operating Guidelines based upon criteria established within the Structure Firefighters Competency and Training Playbook and the District of New Hazelton Bylaw No. 354, 2020 and amendments.