



**TOWN OF  
GANDER**

# **EMERGENCY AND FIRE PROTECTION SERVICES BY-LAW**

**Effective the 16<sup>th</sup> day of April, 2025  
Motion #25-086**



## **1.0 Title**

- 1.1** This document shall be referred to and cited as the *"Emergency and Fire Protection Services By-Law."*

## **2.0 Adoption**

- 2.1** Whereas Section 7 of the *Towns and Local Service Districts Act* requires that a Council shall adopt an *Emergency and Fire Protection Services By-Law*, the Town Council of the Town of Gander hereby enacts the following.

## **3.0 Purpose of By-Law**

- 3.1** This by-law establishes the authority, responsibilities, and operational framework for Gander Fire Rescue, including:
- a.)** The prevention of fires within the Town;
  - b.)** The inspection of buildings to ensure compliance with fire protection standards;
  - c.)** The management and operation of Gander Fire Rescue; and
  - d.)** Participation in emergency activities beyond firefighting, including medical response, search and rescue, and other municipal emergencies.

## **4.0 Definitions**

- 4.1** "Chief Administrative Officer" (CAO) refers to the person appointed by Council to oversee municipal operations, including the fire department.
- 4.2** "Core Services" are the primary services provided by the Town of Gander.
- 4.3** "Town" shall mean the Town of Gander.
- 4.4** "Council" shall mean the Town Council for the Town of Gander.
- 4.5** "Fire Chief" refers to the individual leading Gander Fire Rescue.
- 4.6** "Deputy Fire Chief" refers to the individual who assists the Fire Chief and acts in their absence.
- 4.7** "Firefighter" includes any personnel appointed to provide fire protection services, including volunteers.
- 4.8** "Emergency Response Area" defines the geographic boundaries for fire services.
- 4.9** "Automatic Aid" means agreements between fire departments for joint response to emergencies based on proximity or supplemental assistance.
- 4.10** "Mutual Aid" refers to agreements for resource-sharing during major emergencies.
- 4.11** "The Act" shall mean the *Towns and Local Service Districts Act*.

## **5.0 Hierarchy of Authority**

- 5.1** This *By-Law* is secondary to the *Towns and Local Service Districts Act (TLSDA)* and all other applicable legislation, including provincial and federal laws. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.



## **6.0 Application**

- 6.1** This by-law applies to all activities and operations of Gander Fire Rescue, as established by the Town of Gander, including:
- a.)** Fire prevention, fire suppression, and emergency response services within the geographic boundaries of the Town of Gander;
  - b.)** Building inspections and enforcement of fire protection standards under applicable legislation;
  - c.)** Participation in emergency activities not related to firefighting or fire prevention, including medical response, search and rescue, and other emergencies as directed by Council or the Fire Chief; and
  - d.)** Mutual aid and automatic aid agreements with other municipalities, as approved by Council.
  - e.)** The primary goals and responsibilities of Gander Fire Rescue;
  - f.)** This by-law applies to all firefighters, officers, and personnel appointed to Gander Fire Rescue, including volunteers.

## **7.0 Procedures**

### **7.1 Terms and Conditions of Employment**

- 7.1.1** The terms and conditions of employment for all firefighters, officers, and personnel of Gander Fire Rescue shall be governed by the Town of Gander's personnel policies and procedures.
- 7.1.2** Compensation for firefighters, including honoraria for volunteers, shall be determined by Council and outlined in the annual budget.
- 7.1.3** Volunteer firefighters may be required to work shifts in the absence of paid firefighters, provided all paid personnel have been prioritized, provided that:
- a.)** They meet the necessary training and certification requirements;
  - b.)** They possess relevant qualifications to operate departmental vehicles and equipment; and
  - c.)** Their selection is based on seniority and experience, where applicable.

### **7.2 Organization**

- 7.2.1** The organizational structure of Gander Fire Rescue shall include the Fire Chief as the senior official, the Deputy Fire Chief, officers, and a complement of volunteer and career firefighters.
- 7.2.2** The Fire Chief shall ensure all personnel are adequately trained, equipped, and prepared to perform their duties safely and effectively.

### **7.3 Role of the Fire Inspector**

- 7.3.1** The Fire Inspector shall review building plans and permits to ensure compliance with fire regulations.
- 7.3.2** The Fire Inspector shall review plans that do not require forwarding to the Provincial Fire Commissioner's Office and provide recommendations within 48 hours, barring unforeseen circumstances.
- 7.3.3** Inspections for occupancy permits are required for commercial properties and residential properties with wood-burning appliances. A fee for inspections after permit issuance shall apply.
- 7.3.4** The Fire Inspector shall determine, in consultation with the property owner or contractor, the appropriate number of inspections required based on construction complexity.



#### **7.4 Fire Services Outside Municipal Boundaries**

- 7.4.1** Gander Fire Rescue shall respond to fire service requests outside the Town's boundaries for:
- a.) Life safety emergencies involving property or potential loss of life; and
  - b.) Vehicle extrication requests received from the RCMP or ambulance services, including the use of specialized equipment such as the "Jaws of Life".
  - c.) Non-emergency requests, such as fire inspections or alarm servicing, shall not be entertained outside municipal boundaries unless directly related to the protection of life and property.

#### **7.5 Core Services**

- 7.5.1** Core services provided by Gander Fire Rescue include:
- a.) Fire prevention, suppression, and emergency medical response;
  - b.) Building inspections to ensure compliance with fire protection standards;
  - c.) Public education and awareness programs;
  - d.) Search and rescue operations; and
  - e.) Hazardous materials response and mitigation.
- 7.5.2** Core services may be provided as "Limited Services" in cases where factors such as insufficient personnel, hazardous conditions, or resource limitations prevent full service delivery.
- 7.5.3** The Town of Gander accepts no liability for delays or inability to provide core services under circumstances where Limited Services apply.

#### **7.6 Responsibilities and Authority of the Fire Chief**

- 7.6.1** The Fire Chief shall oversee the administration, operation, and management of Gander Fire Rescue and is responsible for:
- a.) Implementing policies and Standard Operating Guidelines (SOGs) approved by Council;
  - b.) Developing training programs and ensuring personnel certifications remain current;
  - c.) Preparing and managing the department's annual budget;
  - d.) Maintaining accurate records of emergency responses, inspections, training, and departmental activities;
  - e.) Liaising with external agencies and organizations to enhance departmental operations; and
  - f.) Reviewing departmental policies and SOGs biennially and recommending updates to Council.
- 7.6.2** During emergencies, the Fire Chief shall have full authority to:
- a.) Mobilize personnel, equipment, and resources as necessary;
  - b.) Request mutual aid or additional support from neighboring municipalities or organizations; and
  - c.) Engage private contractors or specialized equipment when required to address an emergency situation.



**7.6.3** In the absence of the Fire Chief, the Deputy Fire Chief shall assume all responsibilities and authorities of the position.

## **7.7 Fire Protection Services**

**7.7.1** The Fire Inspector shall review building plans and permits to ensure compliance with fire protection standards and provide timely recommendations.

**7.7.2** Building inspections shall be conducted as required, including inspections for commercial properties and residential properties with specific fire safety features.

**7.7.3** The Fire Inspector shall determine the number of inspections required for construction projects in consultation with property owners or contractors, considering the complexity of the project.

## **7.8 Emergency Activities**

**7.8.1** Gander Fire Rescue shall participate in emergencies beyond municipal boundaries only under the following conditions:

- a.) Life-threatening situations involving property or individuals;
- b.) Agreements under mutual aid or automatic aid;
- c.) Requests authorized by the Provincial Fire Commissioner; or
- d.) At the discretion of the Fire Chief when immediate action is necessary to protect life or property.

**7.8.2** All emergency activities shall align with the department's training, guidelines, and available resources.

## **7.9 Property Management**

**7.9.1** All apparatus, equipment, and other property of Gander Fire Rescue shall be used solely for departmental purposes.

**7.9.2** Any willful damage, misuse, or rendering inoperative of departmental property is prohibited and may result in disciplinary action.

## **8.0 Regular Review of the By-Law**

**8.1** The Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

## **9.0 Effective Date**

**9.1** This by-law shall become effective upon the 16 day of April, 2025 by Motion #25-086.

## **10.0 Publication**

**10.1** This by-law will be posted to the Town's Website following adoption by Council.

## **11.0 Repeal of Previous By-Law**

**11.1** No prior by-laws are repealed by this regulation.