



TOWN OF BURIN VOLUNTEER FIRE DEPARTMENT BY-LAW

BY-LAW NO.:

BL-VFD-2026-006

ADOPTED BY COUNCIL ON:

April 22, 2026

MOTION NUMBER:

APR2026-057

PUBLISHED BY AUTHORITY

This By-Law is enacted pursuant to the authority granted to towns under the laws of the Province of Newfoundland and Labrador, including the *Towns and Local Service Districts Act, 2023*, Section 7 (1)(f), respecting fire protection services and the control and management of fire departments.

In making this by-law under Section 7, paragraphs (1) (e) and (f), the Town of Burin adopts:

- The National Fire Code of Canada and supplements or amendments to that code; and
- Standards which exceed the requirements of that code and its supplements and amendments

1. PURPOSE

The purpose of this By-Law is to:

- Establish and maintain a Volunteer Fire Department for the Town of Burin;
- Provide fire suppression, fire prevention, rescue, and emergency response services;
- Define the governance structure and responsibilities of the Department;
- Promote public safety and property protection within the Town.

2. ESTABLISHMENT OF THE FIRE DEPARTMENT

- The **Burin Volunteer Fire Department** (hereinafter referred to as “the Department”) is hereby established.
- The Department shall operate under the direction and control of the Town Council of Burin.
- The Department shall provide services within the municipal boundaries of the Town and may provide services outside the Town pursuant to mutual aid agreements approved by Council and Fire Service Agreements with other approved municipalities.
- One Fire Truck and related equipment shall remain within the Town municipal boundaries at all times.

3. ORGANIZATION

Composition - The Department shall consist of:

- a. Fire Chief
- b. 1st Asst. Chief
- c. 2nd Asst. Chief
- d. Captains
- e. Training Officer
- f. Secretary
- g. Volunteer Firefighters
- h. Other support personnel as approved by Council

FIRE CHIEF

The Fire Chief is responsible to Council, through the Town Manager, for the proper administration and operation of the Fire Department including the delivery of fire protection services. The Fire Chief shall carry out the statutory duties of the Fire Chief in accordance with this by-law, Towns and Local Service Districts Act, and guidelines established by policy of Council and/or the Town Manager, in accordance with this position’s role description.

Role Description / Duties of the Fire Chief:

The Fire Chief shall:

- a. Have command and control of the Department;
- b. Be responsible for training, discipline, and operational readiness;
- c. Prepare annual budgets for Council approval;
- d. Ensure compliance with applicable fire codes and safety standards;
- e. Act as Incident Commander at emergency scenes unless command is delegated;
- f. Provide regular reports to Council;
- g. Develop operational policies and standard operating procedures.

OFFICERS

Assistant Chiefs and other officers shall be appointed by Council upon recommendation of the Fire Chief.

Officers shall assist in the administration, training, and supervision of members.

MEMBERSHIP

Eligibility - Applicants for membership must:

- a. Be at least 18 years of age;
- b. Be medically fit to perform firefighting duties;
- c. Meet training and certification requirements as determined by the Department;
- d. Reside within a reasonable response distance of the Town.

Appointment - Members shall be appointed by resolution of Council upon recommendation of the Fire Chief.

Probation - New members may be subject to a probationary period not exceeding twelve (12) months.

Conduct – All members shall:

- Follow lawful orders of officers;
- Adhere to Department policies;
- Conduct themselves in a professional and respectful manner;
- Maintain confidentiality where required.
- Council may suspend or terminate membership for misconduct, neglect of duty, or breach of this By-Law.

Remuneration – Remuneration of all active firefighters shall be in the form of an honorarium as determined by the Town Council of Burin, in consultation with the Fire Chief, and as set out in the annual budget, as approved by Council.

4. DUTIES AND POWERS

The Department shall:

- Respond to fires, rescues, hazardous incidents and other emergencies;
- Conduct fire prevention and public education programs;
- Participate in emergency management planning;
- Assist neighbouring municipalities under mutual aid agreements approved by Council.

At an emergency scene, the Fire Chief or designate shall have authority to:

- Control and restrict access to the scene;
- Order evacuation where necessary;
- Take necessary measures to prevent the spread of fire;
- Request assistance from other agencies.

5. TRAINING

- All members shall participate in ongoing training programs.
- Training standards shall meet or exceed provincial guidelines for volunteer fire departments.
- The Fire Chief shall maintain records of member training and certifications

6. EQUIPMENT AND PROPERTY

All apparatus, vehicles, protective gear, and equipment are the property of the Town.

- No person shall supply any apparatus, equipment or other property of the Fire Department for any personal or private use.
- Use equipment only for authorized purposes;
- Maintain equipment in good condition;
- Return all issued property upon resignation or termination.

No apparatus shall leave the Town without authorization of the Fire Chief or designate.

7. FIRE SUPPRESSION

- The Fire Chief shall take all appropriate measures for the prevention, control and extinguishment of fires, the protection of life and property, protection of the environment and shall exercise all powers mandated by the Fire Chief Regulations under the Towns and Local Service Districts Act (SNL202, Chapter T-6.2) as amended.
- The Fire Chief shall ensure structural firefighting, including limited internal rescue and fire attack, are in accordance with the Fire Department's level of training, SOG's, Occupational Health and Safety Guidelines and the number and type of personnel and equipment available to the Fire Department on each specific emergency response.

8. FIRE PREVENTION AND INSPECTION

- The Town shall adopt and enforce recognized fire safety codes.
- The Fire Chief or designate shall conduct fire safety inspections in accordance with applicable legislation.
- Property owners shall comply with lawful fire safety orders issued under applicable authority

9. MUTUAL AID AGREEMENTS

- Council shall enter into mutual aid agreements with neighbouring municipalities or fire protection agencies.
- The Fire Chief may request or provide assistance under such agreements.

10. LIABILITY AND INSURANCE

- The Town shall maintain appropriate insurance coverage for the Department and its members.
- Members acting in good faith in the performance of their duties are indemnified by the Town to the extent permitted by law.

11. FINANCIAL MATTERS

- The Fire Chief shall submit an annual budget for Council approval.
- All fundraising activities conducted in the name of the Department require prior approval of Council.
- All funds raised shall be accounted for in accordance with municipal financial policies.

12. OFFENCES AND PENALTIES

No person shall:

- Obstruct or interfere with the Department in the performance of its duties;
- Damage or tamper with fire equipment
- Falsely represent themselves as a member of the Department.

Any person who contravenes this By-Law is guilty of an offence and liable to penalties as permitted under applicable provincial legislation.

13. REPEAL OF PREVIOUS LEGISLATION

All previous by-laws or resolutions respecting the Burin Volunteer Fire Department are hereby repealed.

14. BY-LAW REVIEW

The Town shall, every four years, conduct a review of this By-Law.

15. PUBLICATION

This By-law was published on the Town of Burin website in 2026.

16. COMING INTO EFFECT

Under the *Towns and Local Services Districts Act*, Section 12, this By-Law came into effect once adopted by Motion of Council (**Motion#APR2026-057**), voted on by a majority of the Councillors in attendance at the Town public council meeting on **April 22, 2026**.

IN WITNESS WHERE OF the Seal of The Town of Burin has been here unto affixed, and this By-Law has been signed by the Town Manager and Mayor on behalf of the Council.

Town Manager: Leo Hartson

Date: April 22, 2026

Mayor: Kevin Lundigan

Date: April 22, 2026