

**TOWN OF NORMAN WELLS  
BY-LAW NO. 18-03  
Repeal of By-Law 01-13**

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**BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF  
NORMAN WELLS IN THE NORTHWEST TERRITORIES TO CONTINUE THE  
FIRE DEPARTMENT AND REGULATE THE PROVISIONS OF FIRE  
PROTECTION SERVICES.**

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**Whereas** the Cities, Towns and Villages Act, R.S.N.W.T. 2003, c. 22, as amended, permits a council to pass by-laws for the prevention or extinguishing of fires, the preservation of life and property as well as the protection of persons from injury or death by fire; and

**Whereas** the Council of the Town of Norman Wells deems it desirable and in the public interest to continue providing fire protection service in form of a fire department for the safety, health and welfare of the community as well as to regulate the duties and responsibilities of the fire department; and

**Whereas** Schedules “A”, “B”, “C”, “D” and “E” are attached and form part of this By-Law;

**Now therefore be it resolved**, that the Council of the Municipal Corporation of the Town of Norman Wells in the Northwest Territories enacts as follows:

**PART 1 - INTERPRETATION**

**1.1 Short Title**

This By-Law is referred to as the “Fire Services” By-Law.

**1.2 Definitions**

In this By-Law:

- a. “Accepted outdoor cooking appliance” means a cooking appliance which is fuelled by cooking fuels, solid fuels, propane or natural gas and which has been approved for sale and use by the general public by the Canadian Standards Association and in accordance with the criteria as set out in Schedule “D” of this document;
- b. “Accepted outdoor fireplace” means an outdoor fireplace which has been built and installed in accordance with the criteria as set out by the Canadian Standards Association and in accordance with the criteria as set out in Schedule “D” of this document;
- c. “Accepted outdoor fire pit” means a fire pit which has been built and installed in accordance with the criteria as set out in Schedule “D” of this document;
- d. “Approved burning materials” means firewood, unpainted and untreated dimensional lumber and charcoal briquettes;
- e. “Burning Permit” means that permit described in section 2.5(a)(ii) and includes those terms and provisions as set out in Schedule “E” (the Burning Permit Application) and as the Fire Chief may impose, in writing, on the permit;
- f. “Council” means the Council of the Town of Norman Wells

- g. “Dangerous goods” means a product defined as such under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, c.34, and the regulations pursuant thereto;
- h. “Deputy Fire Chief” means the Member designated by the Fire Chief as second in command to act in the place of the Fire Chief in his/her absence or incapacity;
- i. “Emergency Measures Organization” means the municipal committee established by Council for the purpose of responding to an emergency;
- j. “Emergency Unit” means any vehicle provided with machinery or equipment for fire protection and operated for emergency purposes by the Fire Department, including transportation of Members;
- k. “Equipment” means any tools, contrivances, devices, supplies or materials used by the Fire Department to combat an incident or other emergency;
- l. “False Alarm” means:
  - i) An alarm triggered by the malfunctioning or failure of an alarm system caused by maintenance or electronic issues; or
  - ii) An alarm manually triggered by a person caused by an accidental, mischievous or deliberate (for testing purposes) pulling of a fire alarm pull station;
- m. “Fire Chief” means the Member of the Fire Department appointed by Council as head of the Fire Department;
- n. “Fire Department” means the Norman Wells Volunteer Fire Department, a department of the Municipal Corporation of the Town of Norman Wells;
- o. “Fire Prevention Act” means the Fire Prevention Act, R.S.N.W.T. 1988, c.F-6, as amended;
- p. “Fire Protection” means all aspects of fire safety including but not limited to fire prevention, firefighting or suppression, pre-fire planning, public education and information, advice, training or other staff development;
- q. “Incident” means a fire or a situation where a fire or explosion is imminent and includes assistance, response, and other circumstances that may be requested by other legal entities;
- r. “Member” means those volunteer firefighters on record of the Fire Department and also includes those persons conscripted, contracted or whose services have otherwise been obtained for the benefit of the Fire Department at an incident;
- s. “Member in Charge” means the Fire Chief or his designate as the member responsible for the emergency operations of the Fire Department at an incident;
- t. “Municipality” means the Town of Norman Wells;
- u. “Officer” means a member who is assigned an appointment of authority by the Fire Chief from time to time in the Fire Department, such as Deputy Fire Chief or Captain;
- v. “Open Air Fire” means the burning of approved burning materials where the flame is not wholly contained and includes campfires, brush fires, burn drums and approved outdoor fireplace, but does not include barbecues;

- w. “Peace Officer” means a person who is appointed in accordance with the Cities, Towns and Villages Act to act as a by-law officer to enforce the by-laws of the Town of Norman Wells or a member of the Royal Canadian Mounted Police;
- x. “Permit” means a Burning Permit issued pursuant to this By-law;
- y. “Person” includes an individual, corporation, partnership, society, co-operative, association or other similar organization or agency;
- z. “Property” includes real and personal property whether movable or immovable;
- aa. “Structure” means any building, plant, machinery, equipment, storage tank, storage place or fixture of any kind howsoever erected or placed on, in, over or under any area of land or water;
- bb. “Town Manager” means the Senior Administrative Officer of the Town of Norman Wells appointed by Council;

### **1.3 Conflicts**

- a. Where two or more provisions within this By-Law are at variance with one another the most restrictive provision shall prevail; and
- b. Where there is a conflict between this By-Law and any other by-law of the Town of Norman Wells, the provisions of this By-Law shall govern with respect to the provision of fire protection services unless the other by-law specifically states otherwise.

## **PART 2 – GENERAL PROVISIONS**

### **2.1 Fire Department Membership and Authority**

- a. The Norman Wells Volunteer Fire Department, established by By-law No. 99-02, is hereby continued as a department of the Municipal Corporation of the Town of Norman Wells to provide Fire Protection within the municipality;
- b. The Fire Department shall comprise of a Fire Chief, or at least one Deputy Fire Chief and such number of Officers and Members as from time to time may be deemed necessary. The Department shall also comprise of buildings (Fire Hall), emergency units and equipment as deemed necessary by Council, and upon the recommendation of the Fire Chief, to safeguard the safety and property of the people of the Town of Norman Wells from fire and other emergencies;
- c. The Fire Chief shall:
  - i) be a full time paid employee of the Town; and
  - ii) report to the Town Manager.
- d. The Fire Chief shall report to the Town Manager on the operations of the Fire Department including:
  - i) All disciplinary measures within twenty-four (24) hours of the action being taken;
  - ii) Regularly on the activities of the Department and the condition and readiness of all fire protection equipment;

- iii) When he or she will be absent from his or her duties and shall state who will be in charge of the Department during his or her absence;
  - iv) Any injuries sustained by a member of the Department while on duty;
  - v) On any hazard to life or property, including fire hazards which come to their knowledge; and
  - vi) Any infractions of this by-law.
- e. The Town Manager and the Fire Chief together shall appoint the members and officers of the Fire Department and shall maintain an accurate list of such members and officers;
- f. The Fire Chief may revoke any appointments for just cause;
- g. Any person appointed to the Department must be nineteen (19) years of age or older and may require to undergo a physical examination;
- h. The Fire Department shall be organized and resourced and shall operate in accordance with the annual budget approved by Council; and
- i. The Fire Department shall provide Fire Protection at a level of service that is directly related to the resources assigned to the Fire Department and the Members' level of training and capacity, as set out in Schedule "A" attached to and forming part of this By-Law.

## **2.2 Fire Chief Duties and Authority**

- a. The Fire Chief is responsible to the Town for the proper administration and operation of the Fire Department and reports to the Town Manager. In particular he or she shall be required to carry out all fire protection and such other activities as Council directs including but not limited to:
- i) Structural or urban/wild land interface firefighting operations within the service level possible given personnel training levels, equipment and the number of personnel available;
  - ii) Rescue operations possible within the service level, given personnel training levels, equipment and the number of personnel available;
  - iii) Fire prevention and life safety education programs;
  - iv) Administration of Burning Permits; and
  - v) Enforcement of all municipal By-Laws
- b. The Fire Chief has complete authority over and responsibility for the Fire Department. All Members shall obey the directions, standing orders and standing Code of Practice as issued by or through the Fire Chief with the support of the Town Manager;
- c. The Fire Chief shall appoint at least one Deputy Fire Chief and may appoint other Officers, to address specific tasks or assignments as deemed required by the Fire Chief with the support of the Town Manager;
- d. The Fire Chief may appoint any qualified person as a Member, subject to the recruitment policies adopted by Council;
- e. The Fire Chief may delegate any of the Fire Chief's powers, functions and duties to an Officer or other Member of the Fire Department;
- f. The Fire Chief shall develop and implement a Code of Practice including policies, standard operating procedures, rules and regulations, etc. necessary for the proper organization and administration of the Fire Department, provided that such policies, regulations and rules do not conflict with the provisions of any by-laws of the municipality. This may include but is not limited to:

- i) The use, care and protection of Fire Department apparatus, equipment and property;
  - ii) The appointment, recruiting, conduct, discipline and responsibility of members and officers; and
  - iii) The efficient operation of the Fire Department.
- g. Any such policies, procedures, rules or regulations shall remain in effect until amended or repealed by the Fire Chief or by resolution of Council ;
- h. The Fire Department shall periodically review its Code of Practice policies and procedures and may establish an advisory committee consisting of such Members as may be determined from time to time to assist with the review;
- i. The Fire Chief shall:
  - i) Take appropriate measures for the prevention, control and extinguishment of fires and for the protection of life and property, in accordance with the level of service prescribed in Schedule “A” of this By-Law;
  - ii) Exercise the powers and duties of a local assistant to the Fire Marshall imposed by the *Fire Prevention Act*;
  - iii) Establish a training program and provide training in accordance with the training program for all Members in those aspects of Fire Protection required to meet the level of service prescribed in Schedule “A” of this By-Law;
  - iv) Maintain accurate training records of all members;
  - v) Assign duties of each Member commensurate with their level of training and capacity;
  - vi) Develop and administer fire prevention and public fire safety education programs;
  - vii) Ensure all apparatus, equipment, buildings and other property of the Fire Department are regularly inspected, maintained and kept in good repair; and
  - viii) Maintain accurate maintenance records for such apparatus, equipment, buildings and other property of the Fire Department.
- j. The Fire Chief is empowered to cause a building, structure or thing to be demolished or removed following an incident if he or she deems it necessary in the interest of public safety;
- k. The Fire Chief has the right to reject an application for a Burning Permit, to issue a Burning Permit with or without conditions, or to cancel a Burning Permit which has been issued, as he or she deems necessary in the interests of public safety;
- l. The Fire Chief may inspect any open air fire or any outdoor cooking appliance, outdoor fireplace or outdoor fire pit as he or she deems necessary in the interest of public safety; and
- m. The Fire Chief shall provide:
  - i) Monthly Reports for the Town Manager detailing Fire Department response activity, community education, equipment inspections and any other matter in the manner designated by the Town Manager; and
  - ii) An Annual Report for the Town Manager, no later than March 1<sup>st</sup> of each year, including a summary of all Fire Protection activities for the preceding year, a complete inventory of equipment, an estimate of all maintenance and capital expenditures which will be required during the year for Fire Protection as well as any recommendations for any improvement in the Fire Protection system.

### **2.3 Incident Command**

- a. The Fire Chief, Deputy Fire Chief or in their absence, the senior-ranking Officer or Member present at an incident, shall have control, direction and management of all Fire Department apparatus, equipment and personnel assigned to the incident and, where a Member is in charge, they shall continue to act until relieved by a senior-ranking Officer;
- b. Subject to the approved level of service prescribed in Schedule “A” of this By-Law; the Fire Chief or Member in Charge is empowered during an incident to:
  - i) Enter or cause any member, emergency unit or equipment of the Fire Department to enter premises or property where an incident has occurred or is occurring, as he or she deems necessary in order to gain access to, combat, control or deal with the incident or to protect any person or property;
  - ii) Cause a building, structure or thing to be demolished or removed if he or she deems it necessary to prevent the spread of fire to other buildings, structures or things;
  - iii) Enter or pass through or over, or cause any member, emergency unit or equipment of the Fire Department to enter or pass through or over, buildings or property adjacent to an incident, or over buildings or property, as he or she deems necessary to gain access to the incident or to protect any person or property;
  - iv) Establish boundaries or limits and keep persons from remaining in or entering the area within the prescribed boundaries or limits unless authorized by the Fire Chief or Member in Charge;
  - v) Require persons who are not members to assist in whatever manner he or she deems necessary to deal with the incident; and
  - vi) Commandeer privately owned vehicles or equipment while responding to an incident or emergency condition.
- c. No person shall enter the boundaries or limits of an area prescribed in accordance with Section 2.3(b)(iv) unless that person has been authorized to enter by the Fire Chief, or Member in Charge at the incident; and
- d. The Fire Chief or the Member in Charge at an incident may request Peace Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 2.3(b)(iv).

### **2.4 Jurisdiction**

- a. The Fire Department shall not fight fires, and no member, emergency unit or equipment shall be used, beyond the municipal boundaries of the Town of Norman Wells without the permission of the Fire Chief or the Town Manager, except where duly approved agreements have been entered into by Council; and
- b. The Fire Department shall also not fight fires that fall under the following criteria:
  - i) Oilfield production facility fires that are situated on Plan 1693 or Plan 1732 in the Town of Norman Wells; or
  - ii) Any incident that is beyond the capabilities of the equipment of the Fire Department.
- c. In the above noted circumstances, the Fire Chief may refer the matter to and seek the assistance of the Emergency Measures Organization.

## 2.5 Prohibitions

- a. No person shall set, or cause to be set, an open air fire within the municipal boundaries of the Town of Norman Wells, except where:
  - i) That person is burning approved burning materials in an accepted outdoor cooking appliance, accepted outdoor fireplace or accepted outdoor fire pit, for the purposes of recreation or cooking; or
  - ii) A Burning Permit Application, in the form set out in Schedule “E” of this By-Law, is obtained from the Fire Chief allowing burning to take place in accordance with such terms and conditions set out in Schedule “D” of this By-Law and as the Fire Chief may impose in writing on the permit.
- b. Notwithstanding subparagraphs 2.5(a)(i) and 2.5(a)(ii), no person shall set an open air fire that produces amounts of smoke constituting a nuisance or health hazard for any other person;
- c. Notwithstanding paragraph 2.5(a), the Fire Chief may authorize fires to be set by the Fire Department for the control of fire hazards or for training purposes;
- d. No burning shall take place within ten (10) meters of any hydrocarbon storage facility or propane tank, other than a propane tank which is connected to and being used in the operation of an accepted outdoor cooking appliance;
- e. No person shall set, or cause to be set, any fire unless that person has at hand the necessary tools and extinguishing agent or agents required to extinguish the fire and the fire is supervised by an adult person at all times;
- f. No person shall cause or allow any fire to grow beyond control;
- g. No person shall maliciously or intentionally turn in or cause to be turned in a false alarm;
- h. No person shall falsely represent themselves as a member of the Fire Department;
- i. No person shall enter the boundaries or limits of an area prescribed in accordance with this By-Law unless that person has been authorized to enter by the Fire Chief or Member in Charge of the incident;
- j. No person at an incident shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the Member in Charge at an incident;
- k. No person shall damage or destroy any emergency unit or equipment or obstruct, impede or hinder the operation thereof;
- l. No person shall drive a vehicle over any fire hose or other equipment without permission of the Fire Chief or Member in Charge at an incident;
- m. No person shall obstruct or otherwise interfere with fire lanes, access roads, streets or other approaches to any incident or any water supply designated for firefighting purposes; and
- n. No person shall remove from the fire station or otherwise handle or use any apparatus, emergency unit or equipment of the Fire Department unless authorized to do so by the Fire Chief or the Member in Charge.

## **2.6 Reporting**

- a. The owner of any property damaged by fire, or his or her authorized agent, shall immediately report the particulars of the fire to the Fire Chief in a manner and form satisfactory to the Fire Chief; and
- b. The owner of any property in or upon which an accidental or unplanned spill or release of dangerous goods occurs, or his or her authorized agent, shall immediately report such spill or release to the Fire Chief in a manner or form satisfactory to the Fire Chief.

## **PART 3 – ENFORCEMENT & PENALTIES**

### **3.1 Penalties**

- a. A person who contravenes any of the provision of this By-Law is guilty of an offence and upon summary conviction is liable to:
  - i) In the case of a corporation, a fine not exceeding \$10,000; and
  - ii) In the case of an individual, a fine not exceeding \$2,000 or imprisonment for a term of not more than 6 months in default of payment of the fine.
- b. A Peace Officer may issue a ticket in the form prescribed by the *Summary Convictions Procedures Act*, R.S.N.W.T. 1988, c. S-15, as amended, to any person who violates a provision of this By-Law and such person may, in lieu of prosecution, pay to the Town of Norman Wells a voluntary penalty for the offence as set out in Schedule “B” of this By-Law, prior to the court date specified on the ticket; and
- c. Any person who causes or allows a fire to grow beyond control contrary to paragraph 2.5 (f) shall be liable for all costs incurred by the Fire Department in controlling and extinguishing the fire.

### **3.2 Fees for Services**

- a. On the recommendation of either the Town Manager or the Fire Chief, the Council may charge fees for any service provided by the Fire Department as set out in Schedule “C” of this By-Law;
- b. Council may set fees in excess of cost recovery rates or for Fire Department services; and
- c. Where the prescribed fees are not paid within ninety (90) days, the Town may thereafter recover them in the same manner as arrears of property taxes in accordance with section 181(3) of the *Cities, Towns and Villages Act*.

### **3.3 Indemnification**

- a. The Fire Chief, or any member of the Fire Department charged with the enforcement of this By-Law or fulfilling their duties hereunder, acting in good faith and without malice, shall not be personally liable for any costs, lost wages, damages or awards and they are hereby relieved from any personal liability for any costs, damages or awards that may be awarded or agreed to or that may accrue to persons or property as a result of any act or omission in the discharge of their duties; and
- b. The costs of any suit brought against the Fire Chief or a member of The Fire Department, because of an act or omission performed by them in fulfilling their



duties herein or in the discharge or enforcement of any provision of this By-Law, shall be borne by the Town of Norman Wells until final determination.

**PART 4 - ADMINISTRATION**

**4.1 General**

Every provision of this By-Law is independent of all other provisions and it is the intention of Council that if any provision of this By-Law is declared invalid by a court of competent jurisdiction, all other provisions of this By-Law shall remain valid and enforceable.

**4.2 Repeal**

By-Law No. 01-13 is hereby repealed.

**4.3 Effective Date**

This By-Law shall come into effect upon the approval of the document by the authorizing representatives below and will remain in effect until amended or repealed.

It is hereby certified that this By-Law No. 18-03 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.

Approved by the Municipal Administrator, Town of Norman Wells, and Government of the Northwest Territories:



Allen Stanzell

2018.07.20

Date

Approved by the Minister of Municipal and Community Affairs, Government of the Northwest Territories:



Alfred Moses

Aug. 16/18

Date

**TOWN OF NORMAN WELLS  
BY-LAW NO. 18-03**

**SCHEDULE "A"**

**NORMAN WELLS FIRE DEPARTMENT LEVEL OF SERVICE**

The Norman Wells Fire Department shall deliver Fire Protection in accordance with the Department of Municipal and Community Affairs (MACA) Community Fire Protection Matrix at the following level of service: **LEVEL 2 - Defensive**

Level 2 – Defensive services include:

- Incident response
- Scene security
- Exposure protection activities (including the use of water on infrastructure)

**GOVERNANCE**

Community council supports a **standard** fire protection level of service based on community capacity and MACA input. MACA will facilitate a community orientation/ education session on recommended fire protection measures and best practices for establishing and maintaining a Level 2 defensive local fire protection service.

Administrative support functions are provided and appropriate for the size and complexity of the fire service.

**PERSONNEL**

Fire ground staffing is highly dependent on the level of service and response activities expected of fire department members. MACA has identify through the NFPA standard recommended minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively at 10 to 15 .

**TRAINING**

MACA's School of Community Government firefighter training program allows fire departments to select fire training modules that are in-line with their prescribed level of service (LOS) and local fire department training program.

**Standard Firefighter Training I\***

- Firefighter Safety
- Personal Protective Equipment
- Fire Behaviour
- Tools and Equipment
- Communications
- Incident Command System

**Standard Firefighter Training II\***

- Response and Size-up
- Water Supply
- Pump Operations
- Attack Lines & Foam
- Fire Suppression
- Extreme Cold weather Operations

**EQUIPMENT**

All fire department personal protective gear and support equipment should be code compliant, adequately maintained, and suitable for the response functions members are expected to carry out.

**Standard Firefighter Training I**

- Bunker Gear
- Fire Truck with Tools
- Radios/Phone

**Standard Firefighter Training II**

- Hoses
- Portable Water tank/pump
- Water Truck
- Foam

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**SCHEDULE "B"**

VOLUNTARY PAYMENT OF SUMMARY OFFENCE TICKETS

Where a person receives a ticket pursuant to Section 3.1 of this By-Law in respect of an offence, that person shall pay a minimum penalty to the Town of Norman Wells the amount specified herein.

<u>OFFENCE</u>	<u>SECTION</u>	<u>PENALTY</u>
1. Setting an unauthorized open air fire	2.5(a)	\$ 50.00
2. Creating a nuisance or health hazard	2.5(b)	\$ 50.00
3. Burning within 10 meters of a hydrocarbon storage facility or propane tank	2.5(d)	\$100.00
4. Failing to supervise or provide required extinguishing equipment at the site of an open air fire	2.5(e)	\$100.00
5. Causing or allowing an uncontrolled fire	2.5(f)	\$250.00
6. Entering the boundaries or limits of a prescribed area	2.5(g)	\$100.00
7. Obstructing or hindering a member of the Fire Department	2.5(h)	\$200.00
8. Damaging or destroying Fire Department equipment (Replacement cost of damaged equipment and the penalty)	2.5(i)	\$500.00
9. Driving over a fire hose or other Fire Department equipment (Replacement cost of damaged equipment and the penalty)	2.5(j)	\$100.00
10. Falsely representing to be a member of the Fire Department	2.5(k)	\$ 75.00
11. Obstructing a fire lane or water supply	2.5(l)	\$500.00
12. Unauthorized removal / use of Fire Department Equipment	2.5(m)	\$100.00
13. Failing to report a fire or dangerous goods spill	2.6	\$100.00

**TOWN OF NORMAN WELLS  
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**SCHEDULE "C"**

**FEES OF FIRE DEPARTMENT SERVICES**

A person using or requiring the use of the services of the Fire Department shall, within sixty (60) days after receipt of a notice to pay to the Town a sum calculated as follows:

1. A minimum charge of \$500.00 (plus the cost of materials and all third party costs) for an incident requiring the use of the Fire Department's emergency units and equipment for more than one hour. (for less than one hour \$0.00)

Plus total reimbursement for the cost of all materials or additional resources and all third party costs used during any incident.

2. An hourly rate of \$250.00 for any incident requiring the use of one Fire Department emergency unit and equipment, beyond the initial first two (2) hours.
3. Response to residential false alarms:
  - a) For the first response related to malfunctioning Fire Safety Installations or other safety monitoring devices, at the same Premises responded to during each calendar year No Charge
  - b) second (2nd) response to a false alarm \$ 50.00
  - c) third (3rd) response to a false alarm \$ 100.00
  - d) fourth (4th) and each subsequent response to a false alarm \$ 250.00
4. Response to Commercial false alarms:
  - a) For the first response related to malfunctioning Fire Safety Installations or other safety monitoring devices, at the same Premises responded to during each calendar year No Charge
  - b) second (2nd) response to a false alarm \$ 250.00
  - c) third (3rd) response to a false alarm \$ 500.00
  - d) fourth (4th) and each subsequent response to a false alarm \$ 1,000.00
5. Medi-vac assistance and a patient transfer  
Per member, per hour or portion thereof, \$ 60.00  
Incidents that are over one hour will be charged an hourly rate of \$80.00 per member per hour or any part thereof beyond the first hour.

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**SCHEDULE "D"**

OPEN AIR, BARBECUE & FIRE PIT INFORMATION SHEET

A Permit is not required for:

- ◆ fires within an approved receptacle on a residential property;
- ◆ fires for ceremonial or religious purposes within an approved receptacle;
- ◆ portable barbecues operated in conformance with the manufacturer's instructions;
- ◆ appliances that are approved by the Canadian Gas Association (CGA),
- ◆ fires permitted by the Town as fixtures in campgrounds or parks owned by the town;
- ◆ burning conducted by the Norman Wells Fire Department for the purpose of training or wildland fire protection.

Approved Fire Pit Must:

- ◆ be enclosed on all sides and constructed of masonry, concrete, heavy gauge metal or other non-combustible materials;
- ◆ be at least 15 cm (6 in) in height above the surrounding grade but no more than 60 cm (24 in) in depth when measured from the top of the pit opening to the bottom of the pit;
- ◆ have an opening that does not exceed 75 cm (2.5 ft) in diameter or an area of .56 m<sup>2</sup> (6 ft<sup>2</sup>) and in which neither the or length width is greater than 75 cm (2.5ft);
- ◆ have a spark arrestor, grille or mesh with openings no larger than 12 mm (1/2 in) and which is used to cover the entire area of the fire pit opening;
- ◆ have a cooking surface which does not exceed 75 cm (2.5 ft) in diameter or an area of .56 m<sup>2</sup>(6ft<sup>2</sup>), and in which neither the width or length is greater than 75 cm (2.5 ft);

Open Fires Must:

- ◆ be supervised and kept under control by a person 18 years of age;
- ◆ have in place an adequate supply of water, sand or means of extinguishing the fire;
- ◆ never cause; reduced visibility on roads; allowed to spread of fire beyond the approved containment.
- ◆ not be set when the wind exceeds 25 km
- ◆ be at least 3 metres (10 feet), from any combustible buildings, structures, fences, trees, overhead wires, etc.;
- ◆ only burn clean, dry, unpainted and untreated wood and no grass, leaves, brush or tree pruning's.
- ◆ be in an approved receptacle only.

An Approved Outdoor Fireplace Must:

- ◆ be constructed of masonry, concrete, or heavy gauge metal;
- ◆ have a chimney as part of the fireplace with the opening covered by a spark arrestor, with openings less than 12 mm (1/2 in);
- ◆ have a side opening to the fire chamber less than 0.56 m<sup>2</sup>(6ft<sup>2</sup>) in area, or 75 cm (2.5ft) in width or length;
- ◆ have side opening covered by a spark arrestor, openings no larger than 12mm (1/2 in);

An Approved Outdoor Barbeque Must:

- ◆ be constructed of masonry, concrete, heavy gauge metal ;
- ◆ be enclosed on all sides, with openings covered by spark arrestor, with openings no larger than 12 mm (1/2 in);
- ◆ have a cooking surface more than 75 cm (2.5 ft) and less than 120 cm (4 ft) above the ground level ;
- ◆ have a cooking surface less than 75 cm (2.5 ft) in diameter or .56 m<sup>2</sup>(6 ft<sup>2</sup>) in area.

Warming Fire Must:

- ◆ be a metal receptacle in good repair with a maximum capacity of 225 litres (50gal)
- ◆ all openings covered by spark arrestors, with openings less than 12 mm (1/2 in)

**TOWN OF NORMAN WELLS  
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**SCHEDULE "E"**

**BURNING PERMIT APPLICATION**

\_\_\_\_\_  
(Name of Applicant)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

For the purpose of burning:

\_\_\_\_\_  
(Describe material to be burned)

From: \_\_\_\_\_ to: \_\_\_\_\_  
(Date) (Date)

at: \_\_\_\_\_  
(Property Description or Location)

Subject to the following conditions:

1. The permit holder shall be liable for all damages and expenses caused or incurred by him or her, or his or her servants or agents, while acting under this permit;
2. No person shall set an open air fire that produces amounts of smoke constituting a nuisance or health hazard for any other person or inhibit the vision for drivers on any roadway;
3. Any burning shall be at least 10 meters away from hydrocarbon or propane storage tanks, other than a propane tank which is connected to and being used in the operation of an accepted outdoor cooking appliance and the permit holder shall have the necessary tools and extinguishing agents required to extinguish the fire;
4. A person over the age of nineteen years must be in attendance to monitor the fire;
5. Burning shall not be conducted on a day when the wind exceeds ten kilometres per hour or during periods when the fire rating is high to extreme;
6. The site shall be cleaned up and all hazards removed within seventy-two hours of the burning;
7. This permit is subject to cancellation at any time by a forest officer, a peace officer or any member of the Fire Department if it is felt conditions are not safe for burning;
8. The permit holder shall comply with the Town of Norman Wells Fire Services By-Law 18-XX and these conditions are in addition to the requirements and prohibitions set out in the By-Law.
9. Other conditions: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

.....  
**APPROVED BY:**

\_\_\_\_\_  
(Fire Chief or Designate)

\_\_\_\_\_  
(Date)

**\*Note:** It is the applicant's responsibility to know if a Fire Ban is in effect. For information regarding the fire ratings, please contact the Town Office or the Department of Environment and Natural Resources (ENR) Norman Wells Regional Office