
Bylaw No. 7-2026

**A BYLAW OF THE VILLAGE OF ELBOW, IN THE PROVINCE OF SASKATCHEWAN, TO
ESTABLISH A VOLUNTEER FIRE DEPARTMENT**

The Council of the Village of Elbow in the Province of Saskatchewan, under the provision of Subsection 8(1) of *The Municipalities Act*, enacts as follows:

1. DEFINITIONS

1.1. In this Bylaw:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Village elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Defensive Firefighting** - Protecting surroundings from nearby fire; nothing is to be gained by firefighting offensively.
- d. **Entity** - A municipality, municipal government, First Nations band, provincial government, person, or other properly constituted authority, organization, or agency who may, through written agreement, receive firefighting and rescue services from the EVFD.
- e. **Fire Hall** - The premises owned by the Village that is used for housing the fire trucks and all other related equipment.
- f. **National Fire Code** - The Code declared to be in force pursuant to Subsection 3(1) of *The Saskatchewan Fire Code Regulations*.
- g. **EVFD** - The Elbow Volunteer Fire Department (EVFD) volunteer fire department appointed pursuant to this Bylaw.
- h. **Village** - The Village of Elbow and its employees whose employment requires them to undertake certain works under this Bylaw.

2. ESTABLISHMENT & PURPOSE

2.1 The Elbow Volunteer Fire Department (EVFD) is hereby established.

2.2 The Council shall, by resolution, appoint fire department personnel for the following purposes:

- 2.2.1 To maintain and operate the fire trucks, firefighting equipment, and rescue equipment for providing firefighting and rescue services within the Village and other entities who have signed service agreements and municipal aid agreements with the Village;
- 2.2.2 To control, supervise, and manage the premises known as the Fire Hall and all the equipment contained therein;
- 2.2.3 To ensure to Council's satisfaction that adequate fire protection and rescue services be provided for the safety and welfare of the Village and all other entities with signed service agreements;
 - 2.2.3.1 However, due to the limitations as a volunteer fire department, the EVFD cannot guarantee fire and rescue service to the Village or to the other entities with signed service agreements at all times.
- 2.2.4 To promote and encourage preventative fire measures in the Village and in all other entities with signed service agreements;
- 2.2.5 To regulate the conduct and assistance of persons present at fire and rescue sites.

2.4 The EVFD shall be responsible for:

- 2.4.1 Fire protection, including:

- a. Defensive firefighting;
- b. Educational programs.
- 2.4.2 Rescue service, including:
 - a. Extrication;
 - b. STARS landing assistance;
 - c. Basic rope rescue;
 - d. Assist in search and rescue;
- 2.4.3 Dangerous goods support operations;
- 2.4.4 Mutual aid assistance with EMS;
- 2.4.5 Mutual aid assistance with other fire departments.

3. EVFD COMPOSITION

- 3.1 The EVFD shall consist of a Fire Chief and a maximum of 40 volunteer firefighters.
- 3.2 The Fire Chief may appoint up to five (5) officers, including one (1) Deputy Fire Chief, one (1) Captain, and one (1) Safety Officer from among the volunteer firefighters.
- 3.3 The Fire Chief, or in lieu of the Fire Chief, the Deputy Fire Chiefs, shall be required to sit on the Village Emergency Measures Organization (EMO) Committee.
- 3.4 The organizational structure of the EVFD in relation to Council, Administration, and the public is depicted in Schedule "A" of this Bylaw.
- 3.5 The Council shall be given written notice by the Fire Chief of any vacancy occurring within the EVFD, and such notice is to be given within ten (10) days of its occurrence.
- 3.6 Resignation of the Fire Chief or Deputy Fire Chiefs shall be made to Council in writing.

4. JURISDICTION & BOUNDARIES

- 4.1 The Council may, from time to time, enter into an agreement with any other entity for the furnishing of firefighting and rescue services on such terms as agreed upon, including the setting and payment of charges for such services.
- 4.2 The Council may, from time to time, upon the request of any other entity, provide and charge such entity for firefighting and rescue services.
- 4.3 The EVFD shall not enter into any contracts or lease agreements for service to another entity. All such contracts and lease agreements must be approved and signed by Council.
- 4.4 The Fire Chief shall assume the authorities, duties, and responsibilities of Local Assistant to the Fire Commissioner for the Province of Saskatchewan pursuant to *The Fire Safety Act* and this Bylaw.
 - 4.4.1 While the Fire Chief is operating under *The Fire Safety Act*, Council has no jurisdiction to supersede or obstruct decisions or actions taken by the Fire Chief in relation to performing his or her duties under the *Act*.
- 4.5 The Fire Chief shall have complete responsibility and authority of the EVFD, as directed by the Council to which they shall be responsible. In particular, they shall be required to carry out all fire protection activities and such other activities as Council directs, including but not limited to:
 - 4.5.1 Rescue;
 - 4.5.2 Incidents involving fire and/or explosion;
 - 4.5.3 Other incidents presenting a danger to the public;

- 4.5.4 Public education;
 - 4.5.5 Pre-fire planning;
 - 4.5.6 Disaster planning;
 - 4.5.7 Community planning;
 - 4.5.8 Training.
- 4.6 The Fire Chief, or in their absence, the senior ranking volunteer member present, shall have control, direction, and management of any EVFD apparatus, equipment, or personnel at any operation or incident involving the EVFD and where a member is in charge, they shall continue to act until relieved by an officer authorized to do so.
- 4.7 The Fire Chief, subject to the approval of Council, shall establish rules, regulations, policies, and committees necessary for the proper organization and administration of the EVFD including:
- 4.7.1 Use, care, and protection of the EVFD apparatuses, equipment premises, and property;
 - 4.7.2 The complete welfare, development, organization, conduct, and discipline up to and including termination of the officers, and volunteer members of the EVFD;
 - 4.7.3 Routine and special operations of the EVFD;
 - 4.7.4 Training.
- 4.8 The Fire Chief, in tandem with Council, shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances, in their opinion, make such fires hazardous.

5. POWERS, DUTIES, AND RESPONSIBILITIES OF EVFD & COUNCIL

- 5.1 The Fire Chief shall schedule instruction and training sessions for the development and improvement of knowledge and skills of the officers and volunteer members of the EVFD at least once per month. Records of training sessions, instructions given, and each volunteer members' progress shall be kept.
- 5.2 The Fire Chief may schedule general meetings for the EVFD officers and volunteer members as needed where general administration, committee activities, and common concerns can be heard and addressed.
- 5.3 The Fire Chief, and any Deputy Chiefs, shall attend any regularly-scheduled or committee meeting of Council when called upon to do so at the request of either party, as well as attend any meeting as called upon by the representatives of entities with service agreements to debrief fire and rescue events.
- 5.4 The Fire Chief shall maintain a log for the EVFD which shall record information including, but not limited to:
- 5.4.1 Fire and rescue responses;
 - 5.4.2 Non-fire emergency responses;
 - 5.4.3 False alarms;
 - 5.4.4 Fire prevention activities;
 - 5.4.5 Training sessions;
 - 5.4.6 Membership attendance;
 - 5.4.7 Apparatus and equipment – gains and losses;
 - 5.4.8 Public relations activities.
- 5.5 The Fire Chief, or his or her designate, shall hand in all call-out reports to the Village. The Village shall then issue a service bill for all fire and rescue events attended by the EVFD.

- 5.6 The Fire Chief shall compile an annual report on the EVFD activities for presentation to Council before the 28th day of February annually. The presentation shall summarize a detailed report on but not limited to:
 - 5.6.1 Fire department responses;
 - 5.6.2 Membership status and attendance;
 - 5.6.3 Training and administration meetings;
 - 5.6.4 Training overview, schools attended and/or hosted;
 - 5.6.5 Fire prevention and public education;
 - 5.6.6 Membership recognition;
 - 5.6.7 List of serviced entities.
- 5.7 The Fire Chief shall, before the 28th of February of each year, prepare an inventory of all fire equipment of the EVFD for the Council's asset management purposes, and shall indicate on such inventory the working condition of each piece of equipment. One copy of each annual inventory shall be forwarded to Council to be held in the municipal records, and one copy shall be held in the records of the EVFD.
- 5.8 The Fire Chief shall, upon completion of the annual inventory, shall consult with the Village Administration and provide input into the operating and capital budget of the EVFD for the following year, which shall be completed before the 28th day of February annually. Upon approval by Council, this budget shall be included and form part of the municipal budget. The budget recommendations shall include, but are not limited to:
 - 5.8.1 Remuneration;
 - 5.8.2 Fire hall and property maintenance;
 - 5.8.3 Utilities;
 - 5.8.4 Apparatus and equipment fuel;
 - 5.8.5 Equipment acquisition;
 - 5.8.6 Training;
 - 5.8.7 Public education;
 - 5.8.8 Membership recognition.
- 5.9 The Fire Chief shall try to maintain a list of volunteers who may be called upon by the EVFD for assistance, should additional people be required in the extinguishing of fires, fire prevention campaigns, fire education, and so forth.
- 5.10 No volunteers shall vote on EVFD matters unless appointed to the EVFD by the Fire Chief.
- 5.11 The EVFD may, by fundraising campaigns, assist Council in the purchase of additional assets as deemed necessary in the opinion of Council and the Fire Chief.
- 5.12 The Fire Chief shall ensure that all fees, donations, and grants to the EVFD are made payable to the Village and that any monies received by the EVFD appear in the records of the Village to be used for fire and rescue protection. Council shall provide the Fire Chief with an annual accounting of all fire protection revenues and expenditures.
- 5.13 Council shall, before approving the municipal budget or the EVFD budget annually, set aside a portion of municipal revenue for fire and rescue protection. Council shall determine how these revenues are to be used, but shall give due consideration to the National Fire Code regulations, the recommendations of the Provincial Fire Commissioner, the recommendations of the Fire Chief, and to the general financial position of the Village in arriving at a decision regarding such revenues and expenditures.

- 5.14 The Fire Chief, and the volunteer firefighters under the supervision of the Fire Chief, shall control, manage, and operate the fire equipment and facilities, as well as provide approved firefighting and lifesaving training to all EVFD members within the budgetary allowances approved by Council.
- 5.15 The Fire Chief and Council shall mutually agree upon a sum of money deemed sufficient to cover any necessary emergency repairs to the fire trucks and crucial rescue equipment. It shall be the responsibility of the Fire Chief to maintain equipment in working order as provided in the budgetary allowance.
- 5.16 Council is responsible for setting a remuneration pay structure for the EVFD.
- 5.17 Council shall ensure that adequate personal injury, death, and liability insurance be maintained for the EVFD, and such coverage to be provided out of the municipal budget for fire protection.
- 5.18 The Village Administration will maintain a membership with the Saskatchewan Volunteer Fire Fighters Association for the members of the EVFD.
- 5.19 The Village Administration will maintain a membership with the Saskatchewan Association of Fire Chiefs for the EVFD Fire Chief.
- 5.20 The EVFD shall inform the Council of advertising campaigns, logo designs, and promotional materials in relation to the EVFD.
- 5.21 All correspondence in relation to the EVFD shall be sent by the Fire Chief and if financial and asset-related correspondence, the Fire Chief will include the Village Administration.

6. EVFD REQUIREMENTS

- 6.1 The Fire Chief, subject to approval of Council, shall establish Standard Operating Procedures (SOPs) to guide the EVFD in its day-to-day operation. These SOPs shall insofar as practical and reasonable provide guidance for the EVFD officers and volunteer members in the emergency responses and routine operations that may or are expected.
- 6.2 The EVFD shall be provided with a separate and dedicated system by which to receive emergency incident notification.
- 6.3 The EVFD shall have a notification system in place to call EVFD officers and volunteer members to emergency responses. A list of names and phone numbers of all officers and volunteer members of the EVFD shall be kept current and provided to Village Administration, the officers, and members, as well as posted in the Fire Hall whether part of the call system or not.
- 6.4 The Fire Chief, and any officer or member of the EVFD acting pursuant to this Bylaw, shall have full knowledge of the provisions and powers granted by *The Fire Safety Act*.
- 6.5 The Fire Chief and all volunteer members of the EVFD are required to fill out and sign an application form, as well as submit a criminal record check if requested, to be considered for membership on the EVFD.
- 6.6 In the case of media inquiries at an incident, the Fire Chief will defer to the RCMP for comment.

- 6.7 The Fire Chief and all volunteer members of the EVFD are required to sign a confidentiality agreement with the Village.
- 6.8 The Fire Chief, officers, or volunteer members may obtain assistance from other officials and employees of the Village under the jurisdiction of this Bylaw as they deem necessary in order to discharge their duties and responsibilities under this Bylaw.
- 6.9 Failure to comply with the regulations of this Bylaw shall make any or all members of the EVFD liable to dismissal from the EVFD, entirely at the discretion of the Fire Chief and/or Council.

7. EVFD FUNDRAISING ACCOUNT & AUXILIARY

- 7.1 At the approval of Council, the EVFD may maintain their own separate bank account for depositing fundraising money that the EVFD earned through fundraising activities.
- 7.2 This bank account can be used to purchase uniforms, assist Council in purchasing equipment and other assets, and membership recognition events.
- 7.3 The Fire Chief shall supply a financial statement of the fundraising bank account annually by the 28th of February to Council.
- 7.4 At the approval of Council, an EVFD Auxiliary group may be created to assist the Council and EVFD with fundraising events and campaigns. The EVFD Auxiliary can consist of any volunteer community members.

8. REPEAL

- 8.1 Bylaw 95-07 is hereby repealed.

9. SEVERABILITY

- 9.1 A decision of the court that one or more of the provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts thereof with respect to this Bylaw.

10. EFFECTIVE DATE OF BYLAW

- 10.1 This Bylaw shall come into force and take effect on the final date of passing by Council.

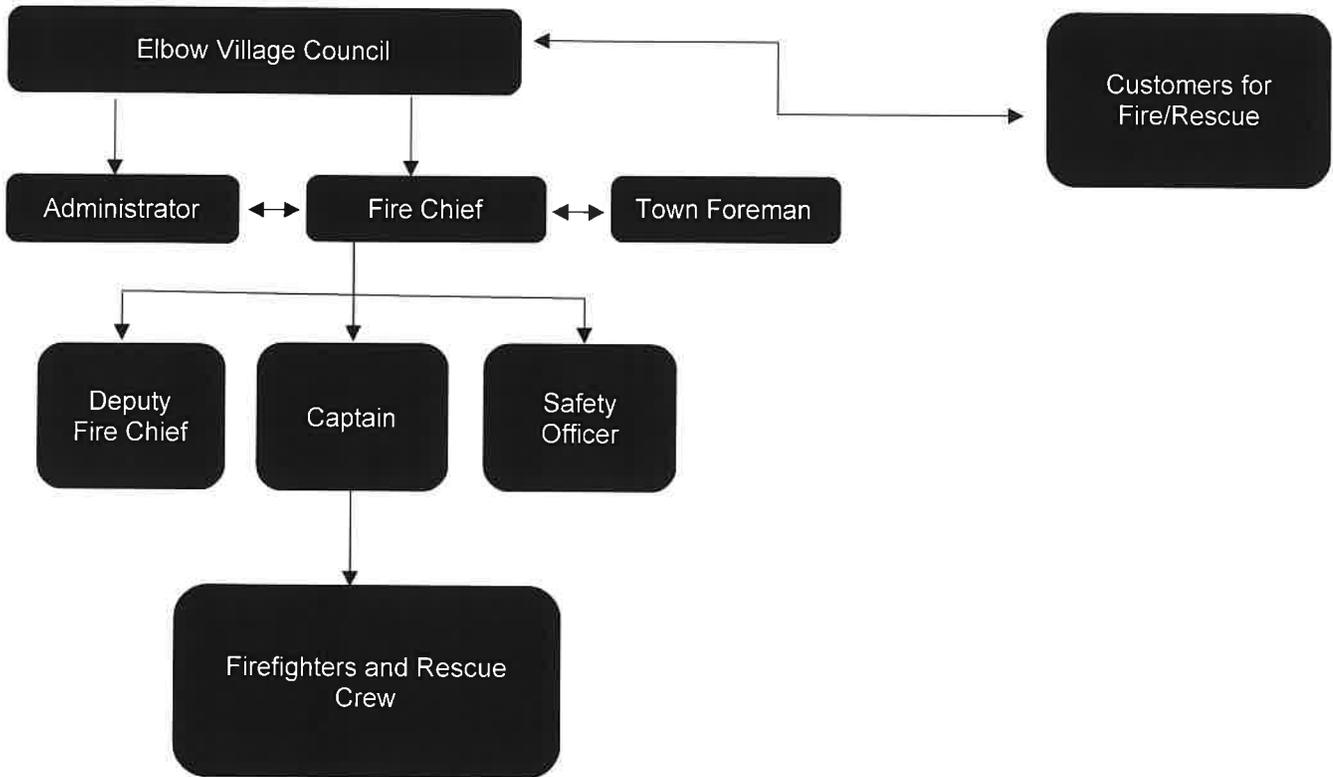


Read a third time and adopted by the Council of the Village of Elbow, on the 9th day of March, 2026.



Village of Elbow

SCHEDULE "A" to Bylaw 7-2026 Fire Department Organizational Structure



CONFIDENTIALITY AGREEMENT FORM

As a volunteer member of the Elbow Volunteer Fire Department (EVFD), you may have access to information which is confidential, including, but not limited to, information about new Village projects, accounting records, insurance records, personnel records and information about clients.

Volunteers shall not use, disclose or divulge the confidential information of the EVFD, its clients or employees to any third party, without prior authorization.

I, _____ agree that I will keep any information that is considered
(name of volunteer)
Confidential with respect to the Elbow Volunteer Fire Department, its residents or employees.

Volunteer

Date

EVFD Fire Chief

Date