

## BY-LAW 12-23

### Being a bylaw to Establish and Regulate a Fire Department

WHEREAS the *Municipal Act, 2001, c.25* as amended, and the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, permits the Council to enact a by-law to establish and regulate a fire department;

NOW THEREFORE the Municipal Council of the Corporation of the Township of the North Shore ENACTS AS FOLLOWS:

1. **Definitions.** In this by-law, unless the context otherwise requires,
  - a. **"Approved"** means approved by Council
  - b. **"Captain"** means a person appointed by Council by By-Law to act as Captain for the fire department to assist in the organizational structure of the volunteers of Department
  - c. **"Clerk"** means the person appointed by Council to act as Clerk for the Corporation
  - d. **"Corporation"** means the Corporation of the Township of the North Shore
  - e. **"Council"** means the Council of the Township of the North Shore
  - f. **"Deemed"** means determined by the first arriving "Volunteer Firefighter"
  - g. **"Deputy Chief"** means the person appointed by Council by By-law to act on behalf of the Fire Chief of the fire department in the case of an absence or a vacancy in the office of the Fire Chief
  - h. **"Fire Chief"** means the person appointed by Council by By-law to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act
  - i. **"Fire Department"** means the Township of the North Shore Fire Department
  - j. **"Fire Protection Services"** means fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services
  - k. **"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private roadways, lanes and drives
  - l. **"Member"** means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes officers, full time, part time and volunteer firefighters
  - m. **"Volunteer Firefighters"** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance
  - n. **"Core Services" - Appendix "C"** means such responses to:
    - Structural Firefighting
    - Vehicle Firefighting
    - Vehicle Accidents - Vehicle Extrication
    - Grass, Brush Firefighting
    - Marine Firefighting - Shoreline Only
    - Basic Medical Assist with Defibrillation
    - Awareness Level Hazardous Materials

- Transportation incidents involving vehicles, trains and aircraft
- Water and ice rescue - shore-based
- Public Assistance
- Other Agencies Assistance (re: OPP, MNR,EMO,EMS,MOE)
- Mutual Aid
- Automatic Aid
- Participation in Community Emergency Plan
- Fire Protection Agreements
- Joint Service Agreements
- Fire Prevention & Public Education

## THE ESTABLISHMENT OF A FIRE DEPARTMENT

2. A fire department for the Township of the North Shore to be known as the Township of the North Shore Fire Department and is hereby established and the head of the Fire Department shall be known as the Fire Chief
3. The Fire Department shall create a "Mission Statement and Goals" as stated in Appendix "C", forming part of this By-law

## STRUCTURE

4. The Fire Department shall be structured in conformance with the approved Organization Chart, Appendix "A", forming part of this by-law
5. Firefighters of the Township of the North Shore Fire Department for the purposes of "WSIB" Workplace Safety Insurance Board shall be defined as volunteer firefighters
6. In addition to the Fire Chief, the Council shall appoint a Deputy Chief and such number of other officers and members as may be deemed necessary by the Council
7. The Fire Chief is ultimately responsible to Council, for proper administration and operation of the fire department including the delivery of fire protection services
8. The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the fire department
9. Persons appointed as members of the fire department to provide fire protection services shall be on probation for a period of 6 months, during which period they shall take such special training and examinations as may be required by the Fire Chief
10. The remuneration of the volunteer members shall be as determined by Council
11. If a probationary member appointed to provide fire protection services fails any such special training and examination, the Fire Chief may recommend dismissal and/or appropriate action to Council
12. The Fire Chief may reprimand, suspend or recommend dismissal of any member for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the fire department
13. Following the suspension of a member of the fire department, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the Clerk and Council
14. A member shall not be dismissed without being afforded the opportunity for a hearing before Council, if he/she makes a written request for such hearing within seven days after receiving notice of his/her proposed dismissal

## POLICIES AND PROCEDURES:

15. The Fire Chief shall implement all approved policies and shall develop such standard operating guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure

- the appropriate care and protection of all fire department personnel and equipment
16. The Fire Chief shall review periodically all policies, orders, rules and operating guidelines of the fire department and may establish an advisory committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties
  17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting in officer position, has all the powers and shall perform all duties of the officer replaced

#### BUDGET AND REPORTS:

18. The Fire Chief shall submit to the Clerk and meet with Council for approval with the annual budget estimates, an annual report, bi-monthly reports and other specific reports requested by the Clerk or Council.

#### POWERS

19. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the fire chief shall be empowered to authorize:
  - a. pulling down or demolishing any building or structure to prevent the spread of fire
  - b. all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner
  - c. recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act

#### EMERGENCY RESPONSE OUTSIDE MUNICIPAL BOUNDARIES

20. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency;
  - a. that, in the opinion of the Fire Chief or designate of the fire department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality
  - b. in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid
  - c. on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services
  - d. at the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire co-ordinator appointed by the Fire Marshal or any other similar reciprocal plan or program
  - e. on property beyond the municipal boundary where the Fire Chief or designate determines immediate actions is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate

#### Levels of Service

- 20.a. The Township of the North Shore Fire Department shall provide such approved services as specified and listed in *Appendix "C"*
- b. due to the fire department's reliance upon volunteer firefighters, the topographic and geographic configuration of the Township, the level and amount of equipment at the department's disposal, and other budgetary constraints, the services listed in *Appendix "C"*, although approved, may be provided as "limited services" as defined in section 1 of this by-law
- c. the Township of the North Shore accepts no liability for the delay or inability to supply the services set out in *Appendix "B"* of this by-law due to the provision of its approved services as limited services or due to the existence of unsafe conditions encountered en route, impeded access to property, and/or environmental factors/constraints

AN APPROVED ORGANIZATIONAL CHART FORMS PART OF THIS BY-LAW AS APPENDIX "A"

AN APPROVED MISSION STATEMENT, VISION, AND LIST OF PRIMARY GOALS AND OBJECTIVES OF THE NORTH SHORE FIRE DEPARTMENT FORMS PART OF THIS BY-LAW AS APPENDIX "B"

AN APPROVED LIST OF SUPPLIED SERVICES FORMS PART OF THIS BY-LAW AS APPENDIX "C"

This by-law comes into effect the day it is passed by Council, in the manner appropriate to the municipality.

THAT by-law <sup>80-9 ss.</sup> ~~12-23~~ or any by-laws or parts thereof and all resolutions of Council which are inconsistent herewith are hereby repealed.

READ a first second and third time enacted and passed this Thirteenth day of June, 2012

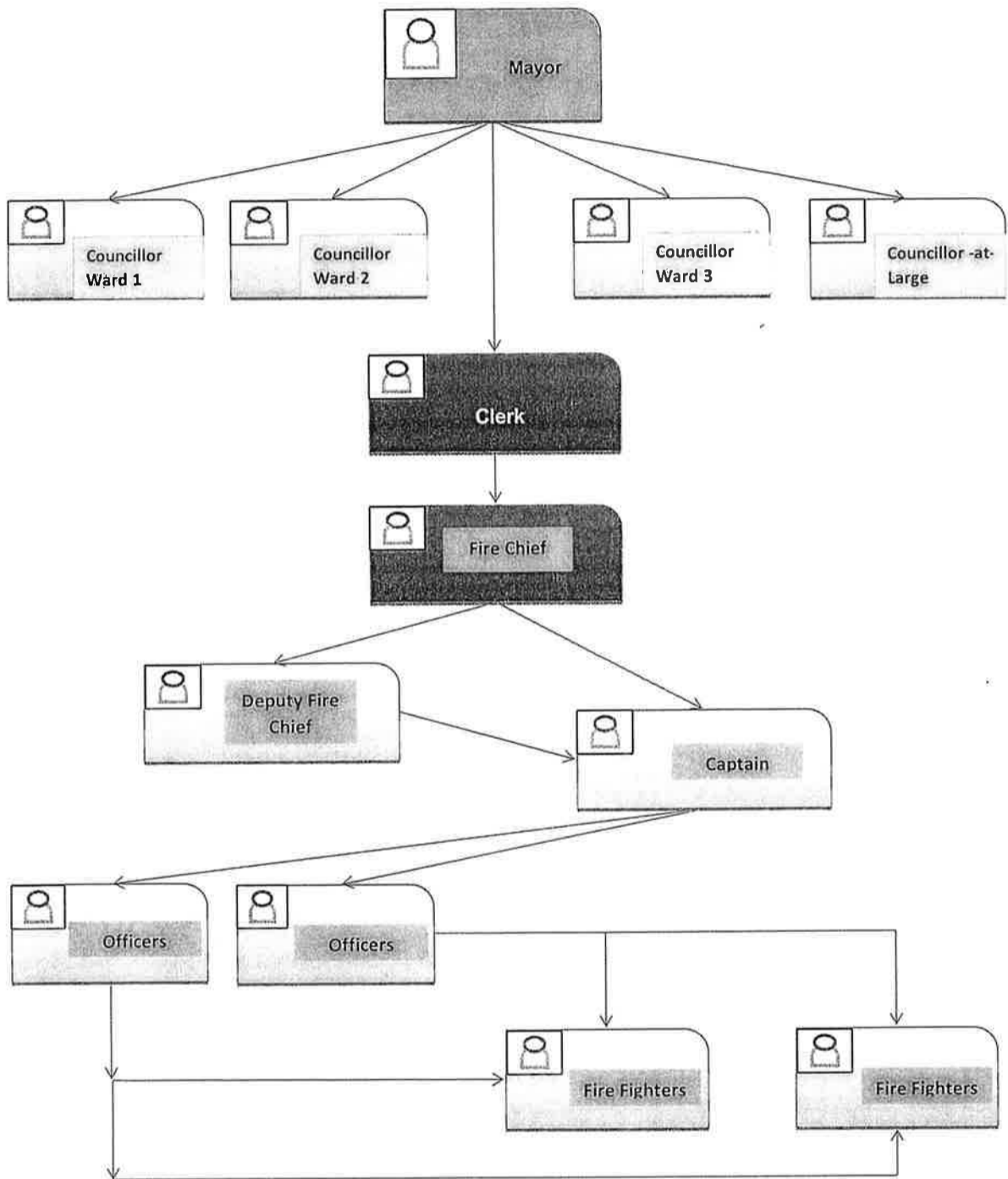
  
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Randi Condie, Mayor

  
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Brenda Green, Clerk-Treasurer

APPENDIX "A" TO BY-LAW 12-23

The Corporation of the Township Of the North Shore

Fire Department Organizational Chart



## APPENDIX "B" TO BY-LAW 12-23

### The Township of the North Shore Fire Department

#### Mission Statement and Vision

We, the members of the Township of the North Shore Fire Department, dedicate our priorities and abilities to provide the public, throughout our communities, with an unwavering commitment and dedication to safety and protection through the preservation of life, health, property and the environment.

#### Our Beliefs:

##### For the Community:

- First and foremost, to protect and maintain the integrity of fire services of the municipality, and to respond to the needs of its citizens in a professional and courteous manner,
- We recognize that our communities have placed a great deal of faith and trust in our abilities to provide them with safety and protection,
- We understand that lives are more valuable than property and take precedence over all else,
- We acknowledge that hard-work, dedication, attitudes and accomplishment are the means by which the public garners our credibility and assurance,
- We accept that all members of the public are of paramount importance and are entitled to our best efforts despite adversity,
- We will continually strive to elevate the level of integrity and professionalism in the interests of public safety.

##### For the Department:

- Excellence in not something we will waver from in everything we do
- Honesty, fairness and integrity will not be compromised to any degree
- We continually seek effectiveness, efficiency and economy
- Unity and teamwork are stressed as being to our mutual advantage as individuals and as an organization
- Members are continually encourage to advance their level of professionalism and abilities
- All members will respect one another and leave egos at the door
- The free exchange of ideas is encouraged and critical to building team-spirit
- We will provide professional and courteous service at all times
- We are sensitive to changing community needs and will adjust to these needs

##### Core Values of the Department:

- **SERVICES** - The department continues its unwavering call to protect and serve
- **BRAVERY** - Bravery is the ability to overcome fear through fortitude, instinct, compassion for others and training
- **SAFETY** - We strive to keep our citizens free from dangers. With the best equipment and training, the Department can reduce the risk to the public and its members at fires and emergencies
- **HONOUR** - The enormous commitment necessary to perform the department's tasks requires excellence of character. We inspire each other through pride in our organization, which is a belief that every action reflects on all the members of the organization, both past and present

- **DEDICATION** - A commitment to the objectives of our mission is an essential part of our code of conduct. The faithful observance of duty calls for us to fulfill our obligations professionally and honestly
- **PREPAREDNESS** - By combining all of the components of our core values, the North Shore Fire Department will maintain its constant state of readiness to meet the threats and challenges, traditional and new

#### **PRIMARY GOALS of the North Shore Fire Department**

The primary goals of the Township of the North Shore Fire Department is to provide fire protection and prevention services through the most effective, efficient, economical means possible. The order of priority is first to our municipality; secondly, to those municipalities requiring assistance through authorized Mutual Aid agreements; and thirdly, to those municipalities requesting assistance of fire protection services via other agreements such as automatic aid.

In order for the fire department to reach its goals, funding must be in place and the following objectives must be met:

1. Periodic review of fire protection service requirements of the municipality based on historical call response and simplified risk assessment data compiled with demographic analysis of statistical information pertinent to the region.
2. An administrative process consistent with needs of the fire department.
3. A maintenance program that ensures all fire protection apparatus, including allied equipment, is maintained and available in good working order for responding volunteer firefighters.
4. Provide departmental training to an accepted standard which promotes continuous upgrading for all personnel to the latest techniques of firefighting and control of emergency situations, of fire prevention and of public education.
5. Provide an effective fire prevention program that not only ensures compliance with applicable municipal, provincial and federal legislation, but one that is focused on reducing and eliminating fire hazards.
6. Ensure that in the event of a major catastrophe within the municipality, that a plan exists to include external resources and agencies for assistance.
7. A means of disseminating public information and awareness on the subject of fire protection and safety.
8. Develop and maintain a healthy, close relationship with all government level agencies responsible for the delivery of services related to the protection of life and property.

## APPENDIX "C" BY-LAW 12-23

### CORE SERVICES PROVIDED (Response and Support)

#### A. Emergency Response

1. Structural firefighting including limited internal rescue and fire attack in accordance with the fire department's level of training, standard operating guidelines, Occupational Health and Safety Guidelines and the number and type of personnel and equipment available to the department and on each specific emergency response.

Emergency responses to those properties accessed via private roads, private lanes or private driveways are subject to the following limitations:

- the condition of such road, land or driveway including:
  - the ability of such road, land or driveway to support and accommodate fire department equipment, vehicles and apparatus; and
  - the failure of the owner of the lands upon which the road, lane or driveway is located to maintain such road, lane or driveway in a condition that is passable by fire department equipment, vehicle and apparatus
2. Vehicle firefighting
  3. Vehicle Accidents
    - Vehicle extrication
  4. Grass, brush firefighting
  5. Marine firefighting - shoreline only
  6. Basic medical assist with defibrillation
  7. Awareness level hazardous material
  8. Transportation incidents involving vehicles, trains and aircraft
  9. Water and ice rescue - shore -based
  10. Public assistance
  11. Other agencies assistance (re: OPP, MNR,EMO,EMS,MOE)
  12. Mutual aid
  13. Automatic aid
  14. Participation in community emergency plan
  15. Fire protection agreements
  16. Joint service agreements

#### B. Fire Prevention and Public Education

Fire Prevention and Public Education activities shall be provided in accordance with the approved fire department Fire Preventin/Public Education and Smoke Alarm Policies.