

The Corporation of the Township of Wollaston
By-Law 10-17

Being a By-law to establish and regulate the Wollaston Fire Department

WHEREAS the Fire Protection and Prevention Act, (FPPA) 1997, S.O., c 4, as amended, requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other Fire Protection Services as it determines may be necessary in accordance with its needs and circumstances; and

WHEREAS the FPPA permits a Council of a municipality to establish, maintain and operate a Fire Department for all or any part of the municipality; and

NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:

Definitions:

1. In this by-law, unless the context otherwise requires,
 - a. **approved**
means approved by the *council*
 - b. **clerk**
means the person appointed by *council* to act as clerk for the *corporation*
 - c. **corporation**
means the Corporation of the *Township of Wollaston*
 - d. **council**
means the council of the *Township of Wollaston*
 - e. **deputy chief**
means the person appointed by *council* 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 *fire chief*
 - f. **fire chief**
means the person appointed by *council* to act as *fire chief* for the *corporation* and is ultimately responsible to *council* as defined in the Fire Protection and Prevention Act
 - g. **fire department**
means the Township of Wollaston Fire Department
 - h. **firefighter**
means a Fire Chief and any other person employed in, or appointed to, a *fire department* and assigned to undertake *fire protection services*, and includes a *volunteer firefighter*.
 - i. **firefighter** for the purposes of Labour Relations
means a person regularly employed on a salaried basis either full or part-time in a *fire department* and assigned to *fire protection services* and includes technicians but does not include a *volunteer firefighter* and whereas Part IX of the Fire Protection and Prevention Act would apply.
 - j. **fire protection services**
includes 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 road ways, 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 firefighter**
means a firefighter who provides *fire protection services* either voluntarily or for a nominal consideration, honorarium, training or activity allowance

Fire Department Establishment

2. A *fire department* for the *Township of Wollaston* to be known as the *Township of Wollaston Fire Department* is hereby established and the head of the *fire department* shall be known as the *fire chief*.
 - a. The *fire department* "Mission Statement and Goals" are as stated in **Appendix "C"**, forming part of this by-law.

Structure

3. The *fire department* shall be structured in conformance with the *approved Organizational Chart*, **Appendix A**, forming part of this by law.
4. *Firefighters* of the *Township of Wollaston fire department* for the purposes of "WSIB" Workplace Safety Insurance Board shall be defined as *volunteer firefighters*.
5. 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*.
6. The *fire chief* may recommend to the *council* the appointment of any qualified person as a member of the *fire department* subject to the *approved* hiring policies of the *Township of Wollaston fire department*.
7. Persons appointed as members of the *fire department* to provide *fire protection services* shall be on probation for a period of 12 months, during which period they shall take such special training and examination as may be required by the *fire chief*.
8. The remuneration of the *volunteer firefighters* shall be as determined by the *council*.
9. 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*.
10. 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*.
11. Disciplinary action or dismissal of a volunteer firefighter shall be conducted in accordance with the *approved fire department* and human resources policies.

Duties and Responsibility

12. The *fire chief* is ultimately responsible to *council*, for proper administration and operation of the *fire department* including the delivery of *fire protection services*. The *fire chief* reports to the Clerk of the municipality, and the Clerk is responsible for overseeing human resource and performance management.
13. Each division of the *fire department* is the responsibility of the *fire chief* and is under the direction of the *fire chief* or a member designated by the *fire chief*. Designated members shall report to the *fire chief* on divisions and activities under their supervision and shall carry out all orders of the *fire chief*.

Policies and Procedures

14. The *fire chief* shall implement all *approved* policies and shall develop such standard operating procedures and 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.
15. The *fire chief* shall review periodically all policies, orders, rules and operating procedures 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.

Budgets and Reports

16. The *fire chief* shall submit to the Clerk and *council* for approval, the annual budget estimates for the *fire department* an annual report and any other specific reports requested by the Clerk and/or *council*.

Powers

17. The *fire chief*, or designate, 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) for purposes listed above or for determining the origin, cause, or circumstances of any fire or explosion, if it is deemed necessary to retain a private contractor, rent/lease heavy and or specialized equipment, specialized services, and associated persons, then those costs may be billed to the property owner and collected by the municipality in the manner provided through the Municipal Act and the Fire Protection and Prevention Act;

Emergency Response Outside of Municipal Boundaries

18. 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 action 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

- 19.
- a) The Township of Wollaston *fire department* shall provide such *approved* services as specified and listed in **Appendix "B"**
 - 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 "B", although approved, may be provided as "limited services" as defined in section 1 of this by-law.
 - c) The Township of Wollaston 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 enroute, impeded access to property, and/or environmental factors/constraints.

20. AN APPROVED ORGANIZATIONAL CHART FORMS PART of THIS BY LAW AS Appendix "A"

21. AN APPROVED LIST OF SUPPLIED SERVICES FORMS PART of THIS BY LAW AS Appendix " B"

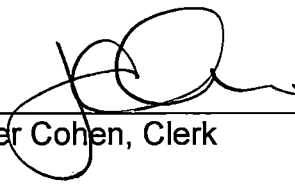
22. AN APPROVED MISSION STATEMENT AND LIST OF PRIMARY GOALS AND OBJECTIVES OF THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES FORMS PART of THIS BY LAW AS Appendix "C"

23. That this By-Law shall come into force and take on the date of its passing and that all former by-laws governing such allowances are hereby repealed.

PASSED this 9th, day of February, 2016.



Graham Blair, Reeve

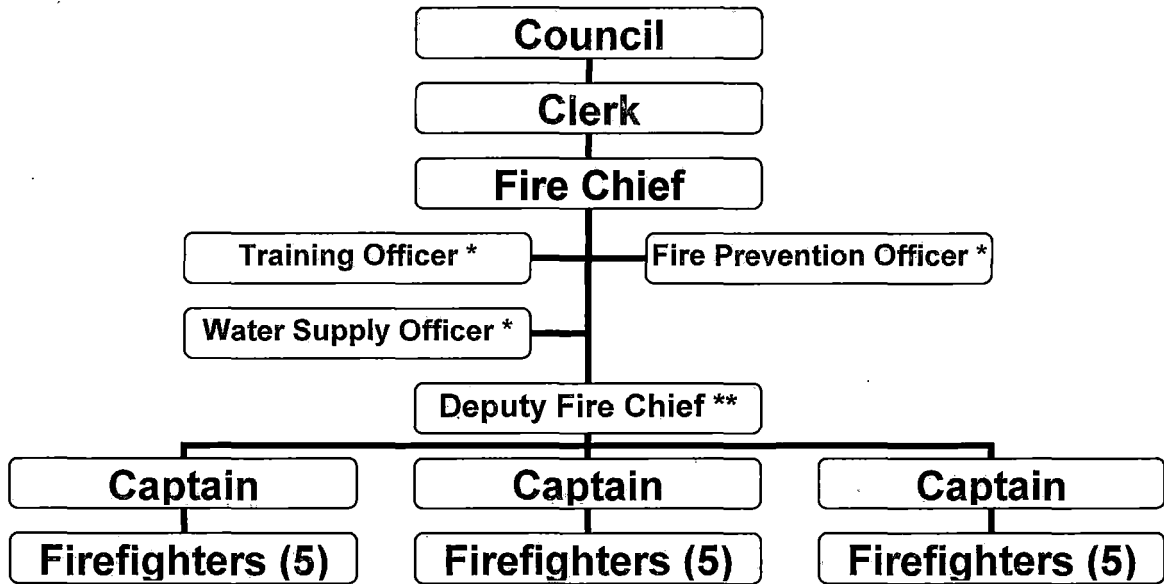


Jennifer Cohen, Clerk

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Appendix "A"

ORGANIZATION CHART



*Blue indicates staff authority

**Red indicates line authority

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Appendix "B"

Core Services Provided (Response and Support):

A) Emergency Response

1. Structural firefighting including external fire attack and exposure protection in accordance with the fire department's level of training, operational 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.
2. Emergency responses to water access properties including islands and to those properties accessed via private roads, private lanes or private driveways subject to the following limitations.
 - a) Emergency Response to water access properties is not provided.
 - b) Emergency response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, land or driveway including:
 - i. the ability or such road, lane or driveway to support and accommodate fire department equipment, vehicles and apparatus; and
 - ii. the failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, land or driveway to maintain such road, lane or driveway in a condition that is passable by fire department equipment, vehicles and apparatus.
1. Vehicle firefighting
2. Grass, brush firefighting
3. Marine firefighting – defensive only at dockside/vehicle access point
4. Standard first aid and CPR/AED
5. Hazardous materials - awareness level only
6. Vehicle accidents
7. Vehicle extrication
8. Water and ice rescue – no services provided
9. Public assistance
10. Other agencies assistance
11. High angle rescue – no services provided
12. Confined space rescue – no services provided
13. Trench rescue – no services provided
14. Mutual aid
15. Automatic aid
16. Participation in community emergency plan
17. Fire protection agreements
18. 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 Prevention/Public Education and Smoke Alarm Policies.

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Appendix "C"**

MISSION STATEMENT

The Mission of the Wollaston Fire Department is to take action to protect and/or rescue citizens and/or property from threats of health, the effects of natural or man-made disaster, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

PRIMARY GOALS of the FIRE DEPARTMENT:

The primary goal of the Wollaston Fire Department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by man or nature; second to those Municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those Municipalities which are provided fire protection by the Fire Department via authorized agreement.

PRIMARY OBJECTIVES of the FIRE DEPARTMENT:

In order to achieve the goals of Wollaston Fire Department, necessary funding must be in place and the following objectives met:

1. Identify and review the Wollaston Fire Department requirements of the Municipality
2. Provide an administrative process consistent with the needs of the department
3. Ensure that firefighting equipment and operating personnel is available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique of fire prevention, firefighting and control of emergency situations and to co-operate with other Municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls
6. Provide an effective Fire Prevention Program to:
 - a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings
 - b) Reduce and/or eliminate fire hazards
 - c) Ensure compliance with applicable Municipal, Provincial and Federal fire prevention legislation, statues, codes and regulations in respect to fire safety.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training.
8. Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all Federal, Provincial and municipal departments, utilities and agencies, related to the protection of life and property.
10. Interact with other Municipal departments respecting the aspects of fire or any given programs.
11. Ensure these objectives are not in conflict with any other Municipal department.