



THE CORPORATION OF THE MUNICIPALITY OF SHUNIAH

BY-LAW NO. 3413-25

Being a by-law to establish and regulate a Fire Department and to repeal and replace By-law 2303-09.

WHEREAS Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program 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 Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

AND WHEREAS Sections 8 and 11 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, among other things, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS Section 425 of the *Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS Section 446 of the *Municipal Act* provides that if a municipality has the authority under that or any other Act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the Council deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a Fire Department for the Municipality of Shuniah.

NOW THEREFORE the Council of The Municipality of Shuniah enacts as follows:

DEFINITIONS

1. In this by-law, unless the context otherwise requires:
 - a) "Approved" means approved by Council.
 - b) "Automatic Aid" means an approved agreement under which a municipality that can respond more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.

- c) "Corporation" means The Corporation of the Municipality of Shuniah.
- d) "Council" means the Council of the Municipality of Shuniah.
- e) "Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- f) "Emergency Management and Civil Protection Act" means *Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9*, as amended, and any successor legislation.
- g) "Fire Chief" means the person appointed by Council to act as fire chief for the fire department and who reports to Council as set out in the *Fire Protection and Prevention Act, 1997, S.O. 1997*
- h) "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation or other regulations under the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, passed in the legislature.
- i) "Fire Department" means the Municipality of Shuniah Fire Department commonly referred to as Shuniah Fire & Emergency Services (SFES) or Shuniah Fire.
- j) "Firefighter" any person that undertakes front line emergency fire services focused primarily on fire suppression, extrication and medical response services.
- k) "Fire Protection and Prevention Act" means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended.
- l) "Fire Protection Services" includes fire suppression, rescue and emergency services, medical response, emergency management program, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services as described in detail in this by-law.
- m) "Fire Prevention Services" refers to the activities and programs undertaken by the Fire Department to reduce the risk of fire and enhance public safety, including but not limited to fire inspections, enforcement of the Fire Protection and Prevention Act, 1997 and the Ontario Fire Code, public education initiatives, fire investigations, pre-fire planning, and risk assessments. These services aim to prevent the occurrence of fires, mitigate their impact, and ensure compliance with applicable fire safety regulations within the municipality.
- n) "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- o) "Member" means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes all officers, volunteer firefighters, fire prevention officers and life safety educators.
- p) "Municipal Act" means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, and any successor legislation.

- q) "Mutual Aid" means a pre-arranged agreement authorized by the Fire Marshal under the Fire Protection and Prevention Act, 1997, which allows participating fire departments to provide and receive reciprocal assistance in the event of an emergency when local resources are insufficient or unavailable. This agreement enables municipalities to share personnel, apparatus, and equipment to enhance fire protection and emergency response capabilities.
 - r) "Officer" means Fire Chief, Deputy Fire Chief, Captain, Captain Fire Prevention, Training Officer, and any person designated by the Fire Chief to supervise Firefighters.
 - s) "Water access only properties" means properties only accessible by travel onto a body of water or onto ice over a body of water.
2. A Fire Department for the Municipality of Shuniah, may be known as Shuniah Fire and Emergency Services (SFES) is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

- 3. Appointed by Council and reporting to the Chief Administrative Officer (CAO), the Fire Chief is ultimately responsible to the Council of the Municipality for the efficient and effective administration and operation of the Fire Department including the delivery of fire prevention and education services, fire suppression services, emergency planning and first response medical services.
- 4. In addition to the Fire Chief, who is the highest-ranking officer of the Fire Department, department personnel shall consist of a Deputy Fire Chief and such number of Captains and members as from time to time may be deemed necessary by Council as recommended by the Fire Chief and approved by Council.
- 5. The Fire Department shall be structured in conformance with the Approved Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.

APPROVED SERVICES AND PROGRAMS

- 6. The Fire Department will provide such Fire Protection Services and programs as approved by the Council in collaboration with Part II of the *Fire Protection and Prevention Act* and set out in Schedule "B" attached hereto and forming part of this by-law.
- 7. The Fire Department will reference NFPA standards as a benchmark and guideline throughout this by-law. These standards will be used to compare and evaluate departmental performance statistics. The benchmarking is intended to help establish a culture of continuous improvement for the Fire Department and support budgeting and staffing requests, equipment purchases and new or expanded programs.
- 8.

LIMITED SERVICE

- 9. In consideration of the reliance by the Fire Department on the response of Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as

determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.

10. Fire Protection Services shall not provide services requiring water access nor provide service to island properties.
11. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

12. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
 - a) That, in the opinion of the Fire Chief or designate, 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 or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
 - 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.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

13. The Fire Chief shall be ultimately responsible to Council in collaboration with Managing Council as set out in subsection 6(3) of the *Fire Protection and Prevention Act* for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
14. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
15. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - a) Performing all statutory duties of the *Fire Protection and Prevention Act* and any other legislation applicable to the administration or operation of the Fire Department.
 - b) Reporting to the Council as required by the *Fire Protection and Prevention Act*.
 - c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.

- d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
- f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
- g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
- i) The proper care and protection of all Fire Department property.
- j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Fire Department and other municipalities.
- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
- l) Appointment, subject to approved hiring policies, of any qualified person as a member of the Fire Department.
- m) The conduct and discipline of all members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
- n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by the Council in a manner consistent with applicable records management policies of the Corporation and for retaining such records for a period prescribed by approved records retention policies and statutory requirements.
- o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
- p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.
- q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by the Council.

- r) Preparing and submitting annual budget estimates for approval by the Council and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
- s) Work with surrounding fire departments as it relates to shared services for programs and services that are common (training, standard operating guidelines/policies, administration, etc...) with the potential and goal of improving services at a lower cost due to economies of scale and the joint administration of these services.

POWERS

- 16. The Fire Chief shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act*, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
- 17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
 - a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - e) Taking any and all steps as set out in Parts V, VI, VII and VIII of the *Fire Protection and Prevention Act*.
- 18. As set out in the *Fire Protection and Prevention Act*, the Fire Chief may delegate any of his/her powers or duties under Sections 14, 19 and 20 to either of the Deputy Fire Chiefs or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, 1997, c. 4, s. 6.

RECOVERY OF COSTS

- 19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Corporation taking such actions from the owner of the property on which the fire or other emergency occurred.
- 20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Fees By-law of the Corporation from time to time.

21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER APPOINTMENT

23. The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of staff in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law
24. The term of appointment of all officers shall be determined by the Fire Chief with consideration for attendance, expertise and performance. Positions shall be posted and filled on the basis of a competition.
25. A person appointed as a member of the department for fire prevention, rescue, first response and/or suppression duties shall be on probation for a period of twelve (12) months during which period he or she shall take such tests, special training and examination as may be required by the Chief of the Department. If a probationary member appointed for firefighting duties fails any such examinations, or demonstrates conduct or performance inconsistent with department operation, policy or discipline, the Chief of the Department may recommend to the Council that he or she be dismissed.
26. Every person appointed for membership in the department may, at the time of his or her appointment, be subject to a medical examination by a physician designated by the Chief of the Department and at such other times as the Chief of the Department may require.
27. If a member of the Department is (in the Chief's opinion) physically or mentally unfit to perform the normal duties required for firefighting, rescue or first response, he or she shall be prohibited from participating as an active member of the Department. The member shall then be subject to an examination by a medical professional designated by the Fire Chief before being readmitted to active service.
28. Every member of the Department shall report for duty at the time prescribed by the departmental rules and shall remain on duty until relieved. In the case of a member failing to report for duty, the officer in charge shall report this in writing, through his or her superior officer to the chief of the Department.
29. No member shall participate in any activity of the department if he or she is impaired by the use of an intoxicating beverage or drug.
30. No member shall consume any intoxicating beverage or drug while on duty.
31. No member shall be permitted to remain on duty if his or her ability is impaired by an intoxicating drug or beverage.
32. No member shall (by virtue of his or her membership), solicit the influence or support of anyone in order to secure a promotion or other advantage.
33. The Chief of the Department may reprimand or suspend any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with

any provisions of this by-law, any general order or department rule that, in the opinion of the Chief, would be detrimental to the discipline and efficiency of the Department. Following the suspension of any member, the Chief of the Department shall report the suspension and his or her recommendations to the Council. A member shall not be dismissed without being afforded an opportunity for a hearing before Council if he or she makes a written request for such hearing within seven (7) days of receiving written notice of his or her recommendation for dismissal.

OBSTRUCTION

34. No person shall obstruct, hinder, or interfere with the Fire Chief or any member of the Fire Department in the performance of his or her duties in accordance with this by-law and the *Fire Protection and Prevention Act*.

OFFENCES

35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as may be amended from time to time, and any successor legislation.

SEVERABILITY

36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.


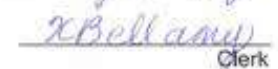
MISCELLANEOUS

37. That the Clerk of the Municipality of Shuniah is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.


FORCE AND EFFECT

38. That By-law No. 2303-08 is hereby repealed.
39. This By-law shall come into force and take effect upon final passage hereof.

READ A FIRST AND SECOND TIME THIS 8TH DAY OF APRIL, 2025


Mayor

Clerk

READ A THIRD AND FINAL TIME THIS 8TH DAY OF APRIL, 2025

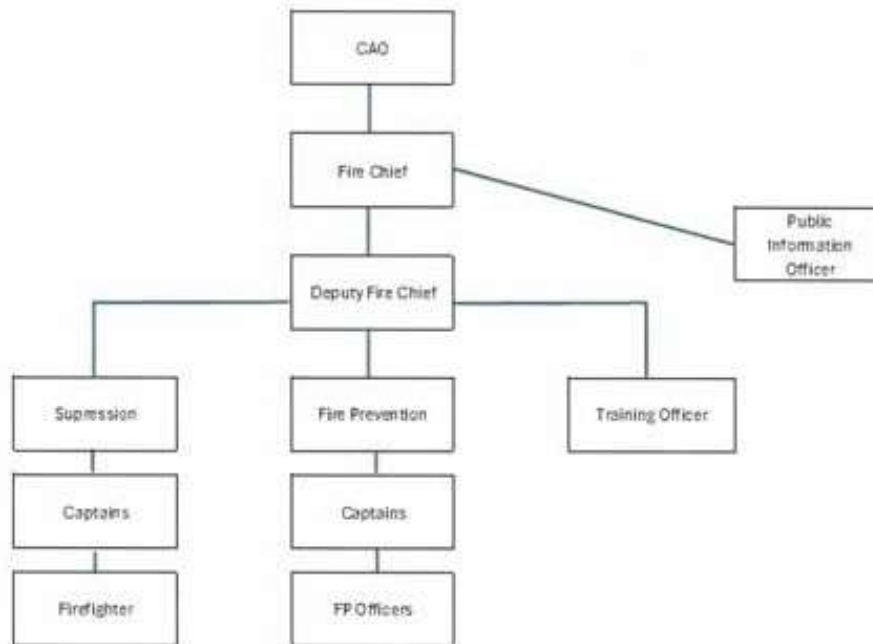

Mayor

Clerk

THE CORPORATION OF THE MUNICIAPITY OF SHUNIAH

Appendix "A" – BY-LAW: _____

Approved Organizational Chart



THE CORPORATION OF THE MUNICIPALITY OF SHUNIAH
Schedule "B" – BY-LAW _____

APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Standard of Services:

- a) The Fire Department shall respond to emergencies and shall exercise best efforts to conform to the most recent recognized standards as revised from time to time.
- b) For all firefighter services, service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. Deployment Capacity – Firefighter services shall be provided based on the availability and response of firefighters, recognizing that deployment in sufficient numbers may not always be guaranteed due to reliance on Volunteer Firefighters or other staffing limitations.
 - ii. Operational Readiness – Firefighter services shall ensure that personnel, equipment, and resources are prepared to respond to emergencies; however, delays or unavailability of specialized equipment may impact service delivery.
 - iii. Adaptability to Conditions – Firefighter services shall be provided with consideration of adverse climate conditions and other extraordinary circumstances that may impede response times or effectiveness.
 - iv. Service Limitations – Any fire protection service outlined in Schedule "B" may be delivered as a limited service if determined necessary by the Fire Chief, their designate, or the highest-ranking officer in charge at the scene.
 - v. Incident Command Authority – The highest-ranking officer present shall have the authority to assess and modify service levels based on real-time conditions, resource availability, and situational demands to ensure public and firefighter safety.

B.1.2 Structural Firefighting Services:

- a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- b) Exterior Fire Suppression – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:
 - i. There shall be no expected rescue component with this service.
 - ii. Service shall be provided to prevent fire spread to adjacent areas.
 - iii. Service shall be provided when Interior Fire Suppression is not possible or appropriate.

iv. Service shall be provided as water supply permits

c) Interior Fire Suppression – Shall be provided when possible and as appropriate in accordance with the following:

i. Service shall be provided to contain the fire and prevent further loss of property.

d) Interior Search and Rescue – Shall be provided when possible and as appropriate in accordance with the following:

i. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.

B.1.3 Tanker Shuttle Operations:

a) Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to Standards on Water Supplies for Suburban and Rural Fire Fighting.

B.1.4 Vehicle Firefighting Services:

a) The Fire Department will provide vehicle firefighting services to suppress and mitigate fires involving passenger, commercial, agricultural and any other transportation related hazards.

B.1.5 Vehicle Collision Services:

a) The Fire Department shall respond to vehicle accidents to provide the following services:

- i. Stabilizing the scene of the accident;
- ii. Stabilizing the vehicles involved in the accident;
- iv. Providing aid to injured or trapped persons;
- v. Mitigating adverse effects to the natural environment.

B.1.6 Vehicle Extrication Services:

a) The Fire Department will respond to vehicle accidents to safely remove individuals trapped in vehicles following a collision or accident using specialized tools and stabilizing equipment to gain access to the victims, minimizing further injuries and coordinating with medical personnel for immediate care.

B.1.7 Grass, Brush, and Forestry Firefighting Services:

a) Service shall be provided on grass and brush as outlined in approved procedures. Larger forestry fires will involve outside expertise that conform to the *Wildland Fire Management Act*.

B.1.8 Automatic Aid Response Services:

a) Service shall be provided in accordance with any Automatic Aid agreements approved by the Council.

- B.1.9 Mutual Aid Response Services:
- a) Service shall be provided in accordance with the Mutual Aid Plan established with respect to the municipalities within the District pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.
- B.1.10 Medical Response Services:
- a) Services shall be provided by the Fire Department to supplement rapid pre-hospital care in collaboration with paramedic services.
- B.1.11 Ambulance Assistance Services:
- a) Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.
- B.1.12 Police Assistance Services:
- a) Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.
- B.1.13 Public Assistance Services:
- a) Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.
- B.1.14 Public Hazard Assistance Services:
- a) Carbon monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies including propane and compressed natural gas
 - b) Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.
- B.1.15 Transportation Incidents involving Vehicles, Trains, Aircraft:
- a) Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.
- B.1.16 Highway Incident Services:
- a) Fire Protection Services shall be provided to the Kings Highway and other provincial highways in accordance with department SOG's.
 - b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
- B.1.17 Hazardous Materials Response Services:
- a) The Fire Department shall provide hazardous material response at an awareness level to recognize hazardous material incidents, isolate and secure the area and request specialized assistance as required.

- b) Hazardous materials response services at the Operations and Technician Level **shall not be provided** by the Fire Department.

B.1.18 Water and Ice Rescue Services:

- a) Water/Ice Rescue – Service shall be provided at the Awareness Level in accordance with department's SOG
- b) Rescue and recovery services to retrieve property or human remains by entering into or onto a body of water, or onto ice over a body of water, **shall not be provided.**
- c) Animal recovery will only be a modified shore-based consisting of the talk, throw, reach tactics. Recovery services by entry into or onto a body of water, or onto ice over a body of water **shall not be provided.**

B.1.19 Low Slope Rope Rescue Services:

- a) Low slope rope rescue refers to technical rescue operations conducted on slopes ranging from 15-45 degrees, where the terrain presents a risk of controlled movement but does not require vertical rope rescue techniques used in low or high angle environments. These operations involve the use of rope systems to assist rescuers and victims in maintaining stability, preventing falls and facilitating safe movements on hazardous inclines or where conventional access is impractical.
- b) Rope rescue services at the high-angle and low-angle services or Operations and Technician Level **shall not be provided.**

B.1.20 Structural Collapse Rescue, Confined Space Rescue, Trench Rescue,

- a) Rescue services as they relate to structural collapse, confined space and trench rescue **shall not be provided.**

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conduct fire safety plan approvals.
- f) Enforcing code compliance.
- g) Enforcing municipal by-laws.
- h) Issuing permits.
- i) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- a) Providing fire and life safety public education programs.
- b) Facilitating smoke alarm and carbon monoxide alarm initiatives.

- c) Distributing public safety messaging to the media.
- d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- a) Determining cause and origin of fires and explosions.
- b) Assessing code compliance.
- c) Determining effectiveness of built-in suppression features.
- d) Determining compliance with building standards.
- e) Interacting with police, fire investigators, and other agencies.
- f) Supporting criminal prosecutions, including appearances in court.

B.2.4 Plans Examination Services:

- a) Reviewing and approving fire safety plans.
- b) Examining and providing comment on new construction and renovation plans.
- c) Reviewing and providing comment on subdivision and development agreements.
- d) Reviewing and providing comment on site plans.
- e) Inspecting sites of approved plans to determine compliance.

B.2.5 Risk Assessment Services:

- a) Conducting community fire risk assessments.
- b) Compiling, analyzing and disseminating functional statistics.
- c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

- a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
- b) Consulting with architects, engineers, planners, and builders.
- c) Interacting with building departments.
- d) Interacting with other government agencies.
- e) Providing input into fire prevention policy development.

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

- a) Pre-incident plans shall be developed and maintained.

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.
- e) Developing policies, procedures, operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating with other Industrial emergency services.
- h) Coordinating development with other municipal departments.

B.4.2 Financial Services:

- a) Coordinating with the Corporation's Finance Department for financial services.
- b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c) Providing input into levels of service based on available funding.
- d) Developing and administering operating and capital budgets.
- e) Identifying alternative sources of revenue and fees for services.
- f) Initiating cost recovery measures.
- g) Purchasing.

B.4.3 Records Management Services:

- a) Documenting Fire Department activities.
- b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

B.4.4 Human Resources Services:

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.
- d) Job classifications.
- e) Discipline.

B.4.5 Customer Relations Services:

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.
- c) Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- a) Implement a Fire Department health and safety program.
- b) Implement a joint health and safety committee for the Fire Department.
- c) Implement a medical monitoring program
- d) Implement an occupational exposure program.
- e) Establishing a Designated Officer with respect to communicable disease regulations.

B.4.7 Legal Services:

- a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- b) Prosecuting offences under applicable by-laws and statutes.
- c) Coordinating the services of solicitors and legal counsel.

B.5 Communications

B.5.1 Dispatch Services:

- a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- b) Liaising with dispatch.
- c) Providing current municipal information to the dispatch centers, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department dispatch center performance and resolving any service issues.

B.5.2 Technology Services:

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- c) Arranging for interface capabilities with other data systems.
- d) Research, review and integration of new technology.

B.6 Training and Education

B.6.1 Training Program Standards:

- a) The Fire Department shall ensure that all members receive education and training that aligns with recognized standards to maintain operational effectiveness and public safety and shall be trained and certified, where mandated and regulated, to the appropriate levels outlined in the national protection association NFPA as adopted by the Ontario Fire Marshals Office.

B.6.2 Providing Access to Training Facilities:

- a) Coordinating access to appropriate training facilities.
- b) Delivering hands-on training to staff.

B.6.3 Providing Station Training:

- a) Delivering curriculum specific to operational and strategic needs.
- b) Providing supervisory training drills.

B.6.4 Program Development Services:

- a) Developing trainers
- b) Coordinating core curriculum.
- c) Providing officer training and development.
- d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Developing specifications for new apparatus and equipment.
- f) Acceptance testing of new apparatus and equipment.
- g) Maintaining, testing, and calibrating specialized equipment.

B.7.2 Facilities Maintenance Services:

- a) Providing routine cleaning and housekeeping of fire stations.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.