

THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE



BY-LAW NO. 2019-36

BEING A BY-LAW TO Regulate the Township of Pickle Lake Fire Department

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 2001*, authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-law respecting, inter alia, 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 2001*, 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 the municipality;

AND WHEREAS The Council deems it desirable, necessary, and expedient to rescind any and all by-laws prior to the passing of this by-law to establish and regulate a Fire Department for the Township of Pickle Lake.

NOW THEREFORE the Council of the Corporation of the Township of Pickle Lake
ENACTS AS FOLLOWS:

1. DEFINITIONS:

- a) "Approved" – means approved by the Council of the Corporation of the Township of Pickle Lake
- b) "Administrator" - means the person appointed by the Council as the Clerk Treasurer for the Township
- c) "Assistant to the Fire Marshall" - means those persons that are designated by the Fire Marshal to this position.
- d) "Corporation" - means the Corporation of the Township of Pickle Lake.
- e) "Council" – means the Council for the Corporation of the Township of Pickle Lake.
- f) "Captain" –means the person appointed to act in the position of Captain as identified by the Fire Chief.
- g) "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 position.
- h) "Fire Chief" –shall mean the person appointed by Council to act as Fire Chief for the Corporation.
- i) "Volunteer Firefighter" –means the Fire Chief, Deputy Fire Chief, Captain and any other person employed in, or appointed to, the Fire Department and assigned to undertake fire protection services, including a volunteer firefighter, or dispatcher for nominal, honorarium, or activity allowance.
- j) "Fire Protection Services" - includes fire suppression, fire prevention, fire safety education, training of persons involved in the provision of fire protection services, rescue, emergency, and the delivery of all those services.
- k) "Fire Code" - means the Ontario Regulation 213/07, as amended, and any

successor regulation.

- l) "Mutual Aid" –means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- m) "Water Access Only Properties" –means properties only accessible by travel onto a body of water or onto ice over a body of water.

2. ESTABLISHMENT:

- a) A fire department for the Corporation of the Township of Pickle Lake is hereby established under municipal By-Law as the Fire Department was established prior to incorporation in 1980.
- b) The Fire Department shall be structured in conformance with the approved Organizational Chart, Appendix "A", and forming part of this by-law.

3. RECOMMENDATIONS FOR EMPLOYMENT

- a) The Council for the Corporation of the Township of Pickle Lake shall appoint a Fire Chief.
- b) The Council shall appoint a Deputy Chief.
- c) The Council shall appoint a Captain.
- d) The Council shall appoint volunteer firefighters to the department including dispatchers. The Fire Chief shall review all applications for firefighters/dispatchers and provide a written recommendation to Council on hiring.

4. TERMS AND CONDITIONS ON EMPLOYMENT

- a) A person is qualified to be appointed a member of the Fire Department if he/she meets the following requirements:
 - i) High School or Equivalent Graduate
 - ii) Passes the aptitude and others tests as may be required by the department
 - iii) Is medically fit to be a member as certified by a physician;
 - iv) Complies with the Township of Pickle Lake's Criminal Reference Check Policy
 - v) Possess a full "G" class license
 - vi) Willingness to acquire a "DZ" License
 - vii) Resides within the Township of Pickle Lake
- b) Persons appointed to the department shall be on probation for 6 months from the date that they have met all of the requirements noted.
- c) During this period they shall take such special training and examination as may be required by the Fire Chief. If the member fails to meet the required performance standards, the Fire Chief may recommend to Council the dismissal of the member.
- d) Remuneration for Firefighters shall be determined by Council and reviewed at the same time as the wage scale for the Working Agreement for the Municipality Employees.

5. REPORTING

- a) The Fire Chief reports directly to the Clerk Treasurer, for proper administration and operation of the Fire Department as any other department head within the municipality shall.
- b) A monthly report shall be submitted to the Clerk Treasurer for inclusion of the regular scheduled Council Meetings for acceptance by Council.

6. RESPONSIBILITIES AND AUTHORITY OF THE FIRE CHIEF

- a) The Fire Chief shall:
 - i) Exercise all the powers assigned to him/her under the Fire Protection and Prevention Act within the territorial limits of the municipality and within any

other area in which the municipality has been agreed to provide fire, emergency and rescue protection services, subject to any conditions specified in this agreement.

ii) Develop written Standard Operational Guidelines for all equipment operated by the department and general departmental rules as may be necessary for the care and protection of the Fire Department, its equipment and personnel and general efficiency in operations ensuring the such rules do not conflict with the provisions of any By-Law of the Corporation, Federal and Provincial Legislation and Regulations.

iii) Review annually the procedures of the department including the Fire Department Services scheduled attached and make recommendations to Council for revision. Review annually the Respectful Workplace By-Law, Harassment By-Law, Workplace Violence By-Law, Health and Safety By-Law, and ensure members of the department are following the provisions set forth.

iv) Take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed by the Fire Protection Act.

v) Be responsible for the following and be authorized to delegate to members:

- Contact the property owner, when able, to take necessary action as s considered appropriate to minimize the risk of the fire, or accident.

- Initiate the recovery of expenses the Corporation may have incurred by such actions necessary to provide Fire Protection, or rescue services. As soon as possible, labour hours and vehicle hours logged shall be forwarded to the Clerk Treasurer for billing.

- Be responsible for the enforcement of this By-Law, including the Standard Operating Guidelines and departmental rules.

- Report ALL fires to the Fire Marshal as required by the Fire Prevention and Protection Act.

- Prepare and submit annual estimates of the Fire Department for budgetary purposes to the Clerk Treasurer by requested date set forth by the Clerk Treasurer.

- Prepare and submit any specific report requested by the Clerk Treasurer

- Ensure the Department is operating and filing all necessary Provincial/ Federal reports and is within compliance of the required reports.

7. RESPONSIBILITIES AND AUTHORITY OF THE DEPUTY FIRE CHIEF

a) The Deputy Chief Shall:

i) Exercise all the powers assigned to him/her under the Fire Protection and Prevention Act within the territorial limits of the municipality and within any other area in which the municipality has been agreed to provide fire, emergency and rescue protection services, subject to any conditions specified in this agreement.

ii) Train all department members on the Standard Operational Guides for all equipment operated by the department as designated by the Fire Chief.

iii) Review annually the procedures of the Fire Department Services scheduled attached. Review and train/review the following materials with all members annually: the Respectful Workplace By-Law, Harassment By-Law, Workplace Violence By-Law, Health and Safety By-Law, and Accessibility Training and ensure members of the department are following the provisions set forth.

iv) Develop engaging, interactive, and theoretical training and testing in compliance with Provincial Standards set forth for Volunteer Fire Departments and keep records of all completed training.

v) Be responsible for all motorized equipment checks and maintenance including but not limited to: power saws, augers, trucks, pumps, generators,

and meters.

8. RESPONSIBILITIES AND AUTHORITY OF THE CAPTAIN

a) The Captain Shall:

- i) Exercise all the powers assigned to him/her under the Fire Protection and Prevention Act within the territorial limits of the municipality and within any other area in which the municipality has been agreed to provide fire, emergency and rescue protection services, subject to any conditions specified in this agreement.
- ii) Assist the Fire Chief and Deputy Chief with training and reporting as requested.
- iii) Be familiar with the Standard Operational Guides for the equipment operated by the department.
- iv)) Review annually the procedures of the Fire Department Services scheduled attached. Review annually: the Respectful Workplace By-Law, Harassment By-Law, Workplace Violence By-Law, Health and Safety By-Law, and Accessibility Training and ensure members of the department are following the provisions set forth, report any non-compliance to the Deputy Chief or Fire Chief.
- v) Be responsible for all hand tool and building checks. Report any malfunctions to both the Deputy and Fire Chief. Ticket equipment as Serviceable/Non-Serviceable and arrange for repair as necessary. Report any building maintenance to the Superintendent of the Municipality. Complete a detailed inventory of all equipment once annually. Assign equipment and building cleaning tasks to department members.

9. APPROVED SERVICES AND PROGRAMS

a) The Fire Department shall provide such Fire Protection Services and programs as approved by the Council in collaboration with managing Council in accordance with Part 2 of the Fire Protection and Prevention Act, and set out in the attached schedule "B" to this by-law.

10. LIMITED SERVICE

a) In the consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in any 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 well as any additional agreement for service provided to MTO Highways and Airports or Camp/Outpost.

b) Fire Department Services shall not be provided to water access only properties by the department at any time.

c) The Department and Municipality shall accept no liability for the provision of a limited service by the department.

11. RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

a) The Municipality shall not respond to fire or rescue services outside the municipality except for agreements of mutual aid.

12. RECOVERY OF COSTS

a) The municipality may impose fees for cost recovery for mutual aid agreements as listed below:

- i) Pumper truck \$300.00/hour
- ii) Rescue truck \$175.00/hour
- iii) Firefighters \$25.00/hour

b) Any fees charged in accordance with this by-law shall be subject to interest and collection as set forth in the Municipal Fee Schedule By-Law.

This By-Law shall come into force and take effect immediately upon the final passing thereof.

BY-LAW BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED.

Dated this 16TH day of JULY, 2019.

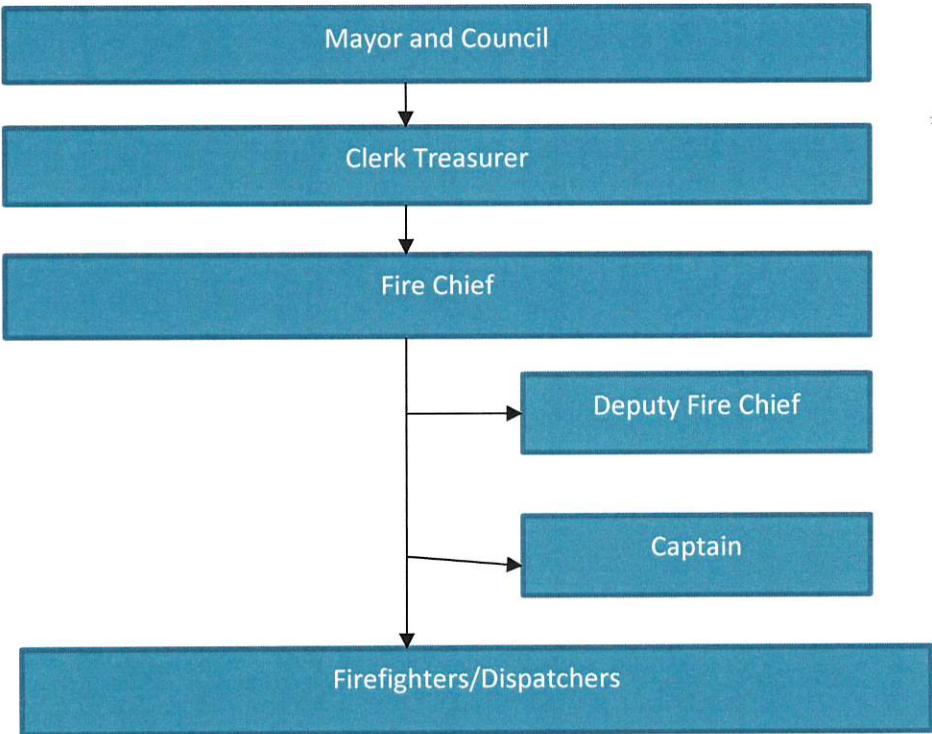
Mayor



Clerk Treasurer

Schedule "A"
To By-Law 2019-36

The Corporation of the Township of Pickle Lake Fire Department



Schedule "B"

To By-Law 2019-36

Within its capabilities the Pickle Lake Fire Department provides the following Services:

EMERGENCY RESPONSE

1. Basic firefighting;
2. Structural firefighting;
3. Vehicle firefighting, road, aircraft;
4. Basic Medical Assistance- CPR/Standard First Aid
5. Automatic Aid and Mutual Aid (as per agreements)
6. Vehicle collision extrication
7. Community Emergency Plan participation
8. Assistant to the Fire Marshal

FIRE PREVENTION AND PUBLIC EDUCATION

1. Public Education Programs;
2. Fire Code deployment;
3. Interaction with municipal and government agencies;
4. Interaction with public and private agencies;
5. Fire Investigation
6. Participation in Fire Smart Program;
7. Community risk management planning participation

FIRE ADMINISTRATION

1. Records Management;
2. Health and Safety Practices;
3. Client relationship practices;

TRAINING AND EDUCATION

1. Station training and practices

MAINTENANCE

1. Fleet and equipment practices;
2. Facility maintenance;
3. Financial, human resources and risk management practices;
4. Co-ordination with the municipality for infrastructure needs

COMMUNITY EMERGENCY MANAGEMENT

1. Community Education Training;
2. Staff training on Emergency Operations Centre and Emergency Services Management Programs;
3. Mock Emergency Training