

**Corporation of the
Township of Cramahe**

By-Law No. 2013-39

**Being a By-law to Establish and Regulate the
Township of Cramahe Fire Department**

Whereas the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, and the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

And Whereas Section 9 of the *Municipal Act*, 2001, S.O. 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

And Whereas the *Fire Protection and Prevention Act*, 1997, S.O. 1997, Part II, Section 5 (1.0), as amended, permits the Council to establish and regulate a fire department;

Now Therefore, the Council of the Corporation of the Township of Cramahe Enacts as follows:

Definitions:

1. In this by-law, unless the context otherwise requires,
 - a) **“Approved”** means approved by the Council of the Township of Cramahe;
 - b) **“Chief Administrative Officer”** (C.A.O.) means the person appointed by Council to act as Chief Administrative Officer for the Corporation;
 - c) **“Corporation”** means the Corporation of the Township of Cramahe;
 - d) **“Council”** means the Council of the Township of Cramahe;
 - 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 Cramahe 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) **“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;

- j) **“Limited Services”** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, water ways, private road ways, lanes, and drives;
- k) **“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;
- l) **“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 Cramahe to be known as the Township of Cramahe 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 “B”**, forming part of this by-law.

Structure

- 3. The Fire Department shall be structured in conformance with the Organizational Chart.
- 4. Firefighters of the Township of Cramahe 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 Cramahe.
- 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.
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 C.A.O. and Council for approval, the annual budget estimates for the Fire Department an annual report and any other specific reports requested by the C.A.O. and/or Council.

Powers

17. 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*, 1997, S.O. 1997, 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*, 2001, S.O. 2001 and the *Fire Protection and Prevention Act*, 1997, S.O. 1997;

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 coordinator 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. The Township of Cramahe Fire Department shall provide such approved services as specified and listed in **Appendix "A"**.
- a) 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;
 - b) The Township of Cramahe 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 list of supplied services forms part of this by-law as Appendix "A".

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 "B".

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

That By-law 09-88 or any by-laws or parts thereof and all resolutions of Council which are inconsistent herewith are hereby repealed.

By-law read a first and second time this 13th day of August, 2013

By-law read a third time and finally passed this 13th day of August, 2013

Mayor, Marc Coombs

C.A.O./Clerk, Christie Alexander

**Appendix “A”
By-law No. 2013-39**

Core Services Provided (Response and Support):

A) Emergency Response

1. Structural firefighting including limited internal rescue & 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.
2. Emergency responses to water related emergency is limited strictly to Shore base and response at **No** time will Cramahe Fire Department personnel enter the water to perform or attempt to perform recues.
 - a) Emergency Response to water related emergency will be limited to safe travel and environmental conditions. Response times during acceptable safe conditions may vary. If in the opinion of the Fire Chief or his/her designate unsafe Environmental conditions exists **No** services shall be provided. Fire Department vehicles shall not enter onto frozen bodies of water (ie. Lakes, rivers, streams) at any time;
 - 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 of 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;
3. Vehicle firefighting
4. Grass, brush firefighting
5. Basic medical assist with defibrillation
6. Awareness level hazardous materials
7. Vehicle accidents
8. Vehicle extrication
9. Transportation incidents involving vehicles, trains and aircraft
10. Water rescue – shore based
11. Public assistance

12. Other agencies assistance
13. High angle rescue – awareness only
14. Confined space rescue – awareness only
15. Trench rescue – awareness only
16. Mutual aid
17. Automatic aid
18. Participation in community emergency plan
19. Fire protection agreements
20. Joint service agreements

B) Fire Prevention and Public Education

Fire Prevention and Public Educations activities shall be provided in accordance with the approved Fire Department Fire Prevention/Public Education and Smoke Alarm Policies.

Appendix “B” By-Law No. 2013-39

Mission Statement

It is the mission of the Cramahe Township Fire Department to provide the best possible fire and emergency services. The goal of our department is to protect lives, prevent injury, save property and make a difference in our community. We strive to meet these goals by providing information and education to all citizens. We take great pride in the services we provide to the citizens of our community.

Primary Goals of the Department Of Fire and Emergency Services

The primary goal of the Fire Department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the citizens of Cramahe Township 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 mutual aid plans.

Primary Objectives of the Department Of Fire and Emergency Services:

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

1. Identify and review the Fire Department Service 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 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 Departments.