



Fire & Emergency
Services
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The Town of Niagara-On-The-Lake

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Report:	FES-20-008	Committee Date:	June 15, 2020
		Due in Council:	June 22, 2020
Report To:	Fire & Emergency Services		
Subject:	Updated Fire Department Establishing & Regulating By-law		

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 the draft by-law attached as Appendix A, being a by-law to establish and regulate a fire department to provide fire, rescue, and emergency services be forwarded to Council for adoption, and that by-law 4628-13 be repealed.

2. PURPOSE / PROPOSAL

To repeal by-law 4628-13 and approve the recommended by-law that better reflects the Department structure, services provided, and expands the recovery of costs.

3. BACKGROUND

The Fire Protection and Prevention Act (FPPA) requires that every municipality provide fire prevention and public education programs and other fire protections services it deems necessary, based on local needs and circumstance. The Establishing and Regulating By-law (E&R By-law) serves as the means to clearly identify these Council approved levels of service of the Fire Department. The attached E&R Bylaw has been developed based on a model by-law currently recommended by the Office of the Fire Marshal and Emergency Management.

4. DISCUSSION / ANALYSIS

Approved Services and Program

The services and programs are recommended by the Fire Chief. The legislated responsibilities are up to Council to set based on the needs and circumstances in our community. This recommended by-law more clearly defines the level of services, and limitations of service delivery that the Fire Department provides. Furthermore, this by-law reflects the recent change in level of service for Rope Rescue.

Reporting Structure

A reporting structure is now included as Schedule A which illustrates the organization of full-time staff in relation to volunteer firefighter and officers.

Recovery of Costs

Preventable false fire alarm responses continue to be a significant driver of increased call volume for the Department. In order to encourage property owners to take measures to limit preventable false fire alarms, two changes have been made to the E&R By-law. The defined term, "Preventable False Alarm" has been revised to include nuisance alarms caused due to improper placement of detection equipment. Additionally, the Malicious Act Responses have been included in "Schedule C" as property owners can take measures to prevent the incidences of malicious false fire alarms such as the installation of pre-alarm pull-station covers.

Approximately 1/3 of the 642 incidents that the Fire Department responded to in 2019 were categorized as Fire Alarm Activations. Over 25% of these incidents occurred at a single facility representing potentially \$30,000 in annual cost recovery through these recommended changes. Based on the experiences of other municipalities (Toronto, Burlington, Edmonton, Vancouver, Calgary) that have enacted similar cost recovery measures, the Fire Department could expect to see a significant reduction in the incidence of false fire alarms, reducing annual operating costs associated with these responses while improving fire safety.

5. STRATEGIC PLAN

Find innovative ways to protect our heritage, agriculture and other assets that ensures our community remains distinctive and sustainable.

Deliver smart balanced growth that results in improved positioning as it relates to the eight strategic pillars of the community vision.

6. OPTIONS

Option #1 (recommended) is that Council approve and enact the draft by-law, attached as Appendix A, and repeal by-law 4628-13.

Option #2 is that Council receive this report as information only.

7. FINANCIAL IMPLICATIONS

N/A

8. COMMUNICATIONS

N/A

9. CONCLUSION

The proposed E&R By-law provides more detailed information relating to the approved services and programs. The changes to the recovery of costs better positions the Town as it relates to the delivery of fire and emergency services through the volunteer firefighter service delivery model.

Respectfully submitted,



Jay Plato
Deputy Fire Chief



Nick Ruller
Fire Chief



Sheldon Randall
Chief Administrative Officer (I)

ATTACHMENTS



Appendix A.pdf



4628-13 (Fire Dept).pdf

WEB ATTACHMENTS

ATTACHMENTS FOR LINK

First Capital of Upper Canada - 1792

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE
BY-LAW NO. XXXX-20**

A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT TO
PROVIDE FIRE, RESCUE AND EMERGENCY SERVICES AND THAT BY-
LAW 4628-13 BE REPEALED.

WHEREAS Section 2 of the Fire Protection and Prevention Act, 1997. S.O. 1997, c.4 as amended, 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, 1997. S.O. 1997, c.4 as amended, authorizes the council of a municipality to establish, maintain and operate a fire department for all or any part of the municipality.

AND WHEREAS Sections 8 and 11 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws 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, S.O. 2001, c.25, as amended, 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, 2001, S.O. 2001, C.25, as amended 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, 2001. S.O. 2001, c.25, as amended, 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 Corporation of the Town of Niagara-on-the-Lake has established a Fire Department commonly known as The Town of Niagara-on-the-Lake Fire and Emergency Services;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Niagara-on-the-Lake hereby enacts as follows:

1. DEFINITIONS

- 1.1. In this by-law, unless the context otherwise requires, the following terms shall have the meanings indicated:

“**Approved**” shall mean approved by council

“Automatic Aid” shall mean an Approved agreement under which a municipality that is capable of responding 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.

“Auxiliary Member” shall mean a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration

“Chief Administrative Officer (CAO)” shall mean the person appointed by Council to act as Chief Administrative Officer for the Corporation.

“Corporation” shall mean the Corporation of the Town of Niagara-on-the-Lake.

“Council” shall mean the Council of the Town of Niagara-on-the-Lake.

“Deputy Fire Chief” shall mean the person or persons 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 the Fire Chief.

“Emergency Management and Civil Protection Act” shall mean Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.

“Fire Chief” shall mean the person appointed by Council to act as fire chief of the Fire Department for the Corporation

“Fire Department” shall mean the fire department for the Town

“Fire Code” shall mean Ontario Regulation 213/07, as amended, and any successor regulation.

“Firefighter” means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter

“Fire Protection and Prevention Act” shall means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.

“Fire Protection Services” shall mean fire suppression, rescue and emergency services, 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

“Limited Service” shall means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer 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 condition

“Owner” shall mean any person, firm or corporation having control over any portion of a building, yard or other property under construction and includes persons of that building, yard or property as prescribed by the Fire Code

“Malicious Act” shall mean a wrong act done intentionally by any person without just cause or excuse.

"Member" shall mean any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services

"Municipal Act" shall mean the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation

"Mutual Aid" shall mean 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

"Officer" shall mean Fire Chief, Deputy Fire Chief, Training Officer, Fire Prevention and Public Education Officer, District Chief, Assistant District Chief, Captain, Lieutenant and any other person designated by the Fire Chief to supervise Firefighters.

"Preventable False Alarm" shall mean the activation of a fire alarm system through a mechanical failure, equipment malfunction, improper installation of the system, or failure to maintain the system as prescribed by the Ontario Fire Code, and shall include repeat alarms due to improper alarm placement or refusal to take corrective action, but does not include the activation of a fire alarm system where the activation occurred as a result of the accidental damage to the system,

"Provincial Offences Act" shall mean Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

"Town" shall mean The Corporation of the Town of Niagara-on-the-Lake

"Emergency Services" shall mean any life or property saving activity that is unrelated to fire suppression and fire prevention and includes emergency medical services, hazardous materials response and specialized rescues including vehicle extrication, water and ice rescue, elevator rescue and any other rescue or activity approved by council.

"Volunteer Firefighter" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members

2. ESTABLISHMENT

- 2.1. A Fire Department for the Town of Niagara-on-the-Lake to be known as Niagara-on-the-Lake Fire and Emergency Services is hereby established, and the head of the Fire Department shall be known as the Fire Chief

3. DEPARTMENT STRUCTURE

- 3.1. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
- 3.2. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief(s) who shall report to the Fire Chief as the second highest ranking Officer(s) of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
- 3.3. In addition to the Fire Chief and Deputy Fire Chief(s), the Fire Department shall consist of Fire Prevention Officer(s), Training Officer(s), Volunteer Firefighters, and any other Member(s) as deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.
- 3.4. Each division of the Fire Department shall be the responsibility of the Fire Chief and shall be under the direction of the Fire Chief or a member designated by the

Fire Chief. Designated members shall report to the Fire Chief on division activities under their supervision and shall carry out all orders of the Fire Chief.

3.5. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in **Schedule "A"** attached hereto and forming part of this by-law.

3.6. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be in accordance with the most current approved Employee Bargaining Group Agreement.

4. APPROVED SERVICES AND PROGRAMS

4.1. The Fire Department shall provide such Fire Protection Services and programs in accordance with Part II of the Fire Protection and Prevention Act and as approved by Council, set out in **Schedule "B"** attached hereto and forming part of this by-law.

5. LIMITED SERVICE

5.1. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed due to 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

5.2. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary

6. RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

6.1. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:

6.1.1. 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;

6.1.2. In a municipality with which an Approved agreement has been entered into to provide Fire Protection Services which may include Automatic Aid;

6.1.3. On property with which an Approved agreement has been entered into with any person or corporation to provide Fire Protection Services;

6.1.4. At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any regional Mutual Aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or

6.1.5. 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.

7. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 7.1.** The Fire Chief shall be the head of the Fire Department, shall report to the CAO and will ultimately be responsible to 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
- 7.2.** 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.
- 7.3.** Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
- 7.3.1.** Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
 - 7.3.2.** Reporting to Council as required by the Fire Protection and Prevention Act and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
 - 7.3.3.** 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.
 - 7.3.4.** 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.
 - 7.3.5.** Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
 - 7.3.6.** Developing, establishing, and implementing policies, standard 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.
 - 7.3.7.** Periodically reviewing, revising, or revoking as required, all policies, standard 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.
 - 7.3.8.** Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - 7.3.9.** The proper care and protection of all Fire Department property.
 - 7.3.10.** Arranging and implementation of Automatic Aid, Mutual Aid and other negotiated and/or Approved Fire Protection and Emergency Service agreements between the Town and other municipalities.
 - 7.3.11.** Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.

- 7.3.12.** Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.
- 7.3.13.** The conduct and discipline of all Members of the Fire Department including disciplinary actions as required which may range from reprimand to dismissal.
- 7.3.14.** 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 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.
- 7.3.15.** Enforcement of the Fire Code
- 7.3.16.** Reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
- 7.3.17.** 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.
- 7.3.18.** Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
- 7.3.19.** Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
- 7.4.** The Fire Chief shall be responsible for coordinating the Town's Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Response Plan pursuant to the Emergency Management and Civil Protection Act.
- 7.5.** The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada

8. POWERS

- 8.1.** 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.
- 8.2.** Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
 - 8.2.1.** Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - 8.2.2.** Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.

8.2.3. 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.

8.2.4. 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.

8.2.5. Taking any and all steps pertaining to rights of entry in emergencies and fire investigations, inspections, and offences and enforcement as set out in the Fire Protection and Prevention Act

8.3. The Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as set out in the Fire Protection and Prevention Act, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

9. RECOVERY OF COSTS

9.1. 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 taking such actions from the owner of the property on which the fire or other emergency occurred.

9.2. 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 Approved Fire and Emergency Services Fee schedule, set out in **Schedule "C"** attached hereto and forming part of this by-law.

9.3. If a property owner who is charged a fee under this by-law fails to pay the fee within thirty days of receipt of an invoice, the Corporation may add the fee, including any penalty and interest, to the tax roll for any real property in the Town of Niagara-on-the-Lake registered in the name of the owner and collect the fee, including any penalty and interest, in like manner as municipal taxes.

10. VOLUNTEER FIREFIGHTER EMPLOYMENT

10.1. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in **Schedule "A"** attached hereto and forming part of this by-law, and subject to Approved hiring policies.

10.2. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in **Schedule "D"** attached hereto and forming part of this by-law.

11. OBSTRUCTION

11.1. 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.

12.OFFENCES

12.1. 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, and any successor legislation.

13.SCHEDULES

13.1. All attached schedules, polices, and other documents are deemed to be an integral part of this by-law.

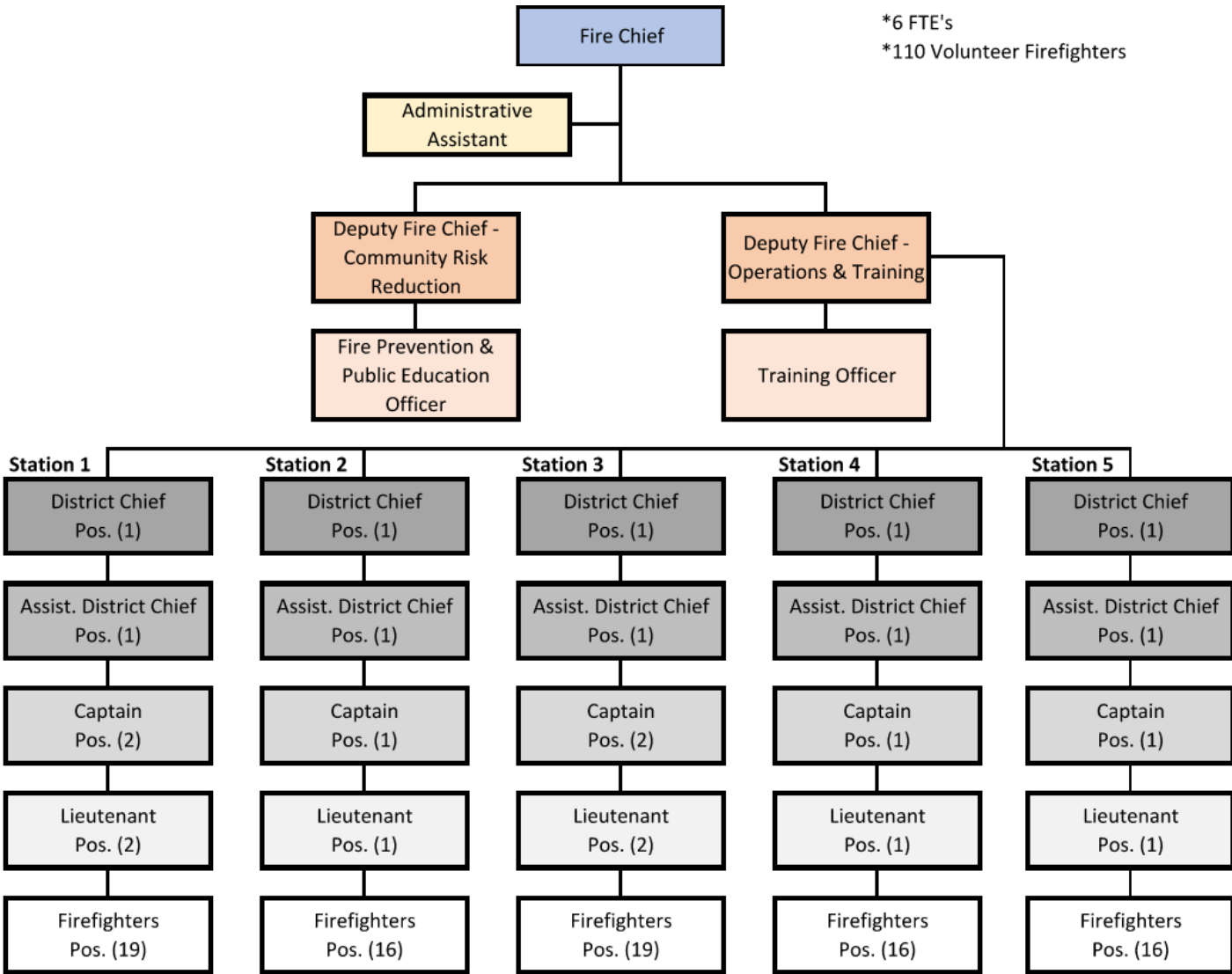
READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 22ND DAY OF JUNE 2020.

LORD MAYOR BETTY DISERO

TOWN CLERK PETER TODD

SCHEDULE “A”
BY-LAW NO. XXXX-20

NIAGARA-ON-THE-LAKE FIRE AND EMERGENCY SERVICES
DEPARTMENT STRUCTURE



**SCHEDULE “B”
BY-LAW NO. XXXX-20**

**NIAGARA-ON-THE-LAKE FIRE AND EMERGENCY SERVICES
APPROVED SERVICES AND PROGRAMS**

The Fire Department shall provide the following services and programs:

1. Emergency Response

1.1. Basic Firefighting Services:

- a) The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (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 as revised from time to time.

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) 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.
 - (ii) 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:
 - A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - Building integrity permits entry into the structure;
 - Sufficient Firefighter staffing is deployed at the fireground;
 - Reliable water supply with adequate flow can be sustained;
 - Adequate fireground supervision and support is provided.
- c) Interior Fire Suppression (Offensive Operations) – 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.
 - (ii) 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:
 - A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - Building integrity permits entry into the structure;
 - Sufficient Firefighter staffing is deployed at the fireground;
 - Reliable water supply with adequate flow can be sustained;
 - Adequate fireground supervision and support is provided
- d) Exterior Fire Suppression (Defensive Operations) – 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.

1.3. Rural Firefighting 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 NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

1.4. Vehicle Firefighting Services:

- a) Service shall be provided to control and extinguish vehicle fires.

1.5. Grass, Brush, and Forestry Firefighting Services:

- a) Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildland Fire Management.

1.6. Automatic Aid Response Services:

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

1.7. Mutual Aid Response Services:

- a) Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the Region of Niagara pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

1.8. Tiered Medical Assistance Services:

- a) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Region of Niagara, Emergency Medical Services and the Town of Niagara-on-the-Lake.
- b) Service shall be provided in accordance with the Niagara Regional Volunteer Firefighter Defibrillation Program.

1.9. 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.

1.10. 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.

1.11. 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.

1.12. Public Hazard Assistance Services:

- a) Carbon monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies.
- 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.

1.13. Vehicle Accident 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;
 - (iii) Providing aid to injured or trapped persons;
 - (iv) Mitigating adverse effects to the natural environment.

1.14. Vehicle Extrication Services:

- a) Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- 1.15. Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:
- 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) Response to a watercraft incident shall involve shore based efforts only.
- 1.16. Highway Incident Services:
- a) Fire Protection Services shall be provided to the Queen Elizabeth Way and other provincial highways.
 - b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
- 1.17. Hazardous Materials Response Services:
- a) Service shall be provided at the Awareness Level in accordance with NFPA 1072, Standard for Competence of Responders to Hazardous Materials Incidents.
 - b) CBRNE incidents shall be served in conjunction with the regional response team under the provisions of an Approved mutual aid or fire services agreement.
- 1.18. Water and Ice Rescue Services:
- a) Surface Water Rescue – All water rescue services conducted by the Fire Department shall be shore based only.
 - b) An Automatic Aid agreement has been entered into with the City of St. Catharines to provide water rescue at the technician level.
 - c) Ice Rescue – All ice rescue services conducted by the Fire Department shall be shore based only.
 - d) An Automatic Aid agreement has been entered into with the City of St. Catharines to provide ice rescue at the technician level.
 - e) Rescue or Recovery services to retrieve animals, property, or humans by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.
- 1.19. Urban Search and Rescue Services:
- a) Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
 - b) Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- 1.20. Rope Rescue Services
- a) Fire Department response to rope rescue incidents, such as high-angle and low-angle rescue services shall be limited to an awareness level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents and appendices of FD-OG-2.6.20. Rope Rescue, as amended.
 - b) A Mutual Aid agreement has been entered into to provide rope rescue services at the technician level.
- 1.21. Confined Space Rescue
- a) Fire Department response to confined space rescue incidents shall be limited to an awareness level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents
 - b) A Mutual Aid agreement has been entered into to provide confined space rescue services at the technician level.

1.22. Trench Rescue Service

- a) Fire Department response to trench rescue incidents shall be limited to an awareness level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents
- b) A Mutual Aid agreement has been entered into to provide trench rescue services at the technician level.

1.23. Community Emergency Plan Response Services:

- a) Service shall be provided in accordance with the Approved Town of Niagara-on-the-Lake Emergency Management Program.

1.24. Assistant to the Fire Marshal Services – Fire Suppression:

- a) Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

2. Fire Prevention and Public Education

2.1. Fire Inspection Services:

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested and routine inspections.
- d) Conducting licensing inspections.
- e) Systems checking, testing and approval.
- f) Enforcing code compliance.
- g) Enforcing municipal by-laws.
- h) Reviewing and confirming adherence to the Open-Air Burn Policy
- i) Conducting file searches when requested.
- j) Preparing reports and issuing written responses to requests.
- k) Laying Orders and/or charges as prescribed by the Fire Protection and Prevention Act.
- l) Supporting any prosecutions, including appearances in court.

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.
- d) Delivery of specialized programs.

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 and codes.
- e) Interacting with police, fire investigators, and other agencies.
- f) Supporting criminal prosecutions, including appearances in court.

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 consent and minor variance applications
- e) Reviewing and providing comment on site plans.
- f) Inspecting sites of approved plans to determine compliance.

2.5. Risk Assessment Services:

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

2.6. Consultation/Administration 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 or by-law development.
- f) Reviewing and commenting on Special Event Permits
- g) Issuing Alcohol & Gaming Commission of Ontario Permits
- h) Conducting file searches when requested.
- i) Preparing reports and issuing written responses to requests.

2.7. Assistant to the Fire Marshal Services – Fire Prevention:

- a) Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

3. Emergency Response

3.1 Pre-Incident Planning Services:

- a) Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning.

3.2 Community Emergency Management Planning Services:

- a) Collaborating with the development, review, revision, and implementation of the Approved Town of Niagara-on-the-Lake Emergency Response Plan.

4. Fire Department Administration

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, standard operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

4.2 Financial Services:

- a) Coordinating with the Town'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.

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.56, as amended, or successor legislation.

4.4 Department Human Resources Services:

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

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.

4.6 Health and Safety Services:

- a) Implementing a Fire Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department.
- c) Implementing an occupational exposure reporting program.
- d) Establishing a Designated Officer program with respect to communicable disease regulations.
- e) Implementing a Respiratory Protection Program
- f) Establishing a PTSD Prevention Program

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.

5. Communications

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 centres.
- c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department dispatch centre performance and resolving any service issues.

3.1 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.

6. Training and Education

6.1 Training Program Standards:

- a) Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- c) Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- d) Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspectors
- e) Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- f) Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer
- g) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.

- h) Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

6.2 Providing Access to Training Facilities:

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

6.3 Providing Station Training:

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

6.4 Program Development Services:

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

7. Maintenance

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) Providing annual aerial device certification testing.
- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

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

"SCHEDULE C"
BY-LAW NO. XXXX-20

FIRE AND EMERGENCY USER FEES & SERVICE CHARGES

USER FEE DESCRIPTION	2020
Fire Safety Inspections (upon request for real estate or legal transactions):	
Residential Dwelling	\$85.00
1 to 4 apartment units	\$140.00
Per unit over 4 units	\$35.00
Commercial & Industrial Buildings-First 10,000 Square Feet	\$330.00
Commercial & Industrial Buildings-Additional 5,000 Square Feet	\$140.00
Multi-Unit Hotels & Motels 1 to 10 units	\$300.00
Multi-Unit Hotels & Motels Per unit over 10	\$37.00
Fire Safety Inspections (upon request for accreditation or licensing):	
Day Care Centres	\$170.00
Private Home Day Care	\$85.00
Licensed marijuana grow operations inspection	\$70.00/hour
Repeat on-site inspections at the request of the owner (Note: i.e. short-term rental properties, bed & breakfast, cottage rentals, country inns and vacation apartment)	\$85.00
Follow-up fire safety inspection to verify compliance with an inspection order issued as a result of fire code violations (Note: these fees shall be charged for any subsequent inspections beyond the initial follow up inspection)	\$70.00/hour
Fire Safety Plan Review (Note: This fee shall be charged for any subsequent reviews required beyond the initial review, at the inspector's discretion)	\$85.00 per review after the first review
Automatic Aid Agreement Response Fees (Note: These fees shall be charges to any municipality that has entered into an automatic aid agreement with Niagara-on-the-Lake)	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Fire Safety Training (Note: Providing fire safety training to a group of up to 20 people)	\$80.00/hour
Fire Extinguisher Training (Note: Providing fire extinguisher training to a group of up to 20 people)	\$80.00/hour
Smoke Alarm Recovery Cost (Note: Recovery of the cost of a Smoke Alarm when one or more is left to bring a building into compliance with the Ontario Fire Code)	\$15.00/each
Carbon Monoxide Alarm Recovery Cost (Note: Recovery of the cost of a Carbon Monoxide Alarm when one or more is left to bring a building into compliance with the Ontario Fire Code)	\$30.00/each

Preventable False Alarm Responses <i>(Note: This fee is chargeable to the owner of the property at which the alarm was activated, as defined in Section 1 of the Ontario Fire Code, O. Reg. 213/07 as amended, for every third and subsequent occurrence in a 12 month period, where fire department vehicles are dispatched, and it is determined by the fire department that the response was due to an a Preventable False Alarm. Charges for a Preventable False Alarm may or may not applied at the discretion of the Fire Chief)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Malicious Act Responses <i>(Note: This fee is chargeable to the owner of the property at which the alarm was activated, as defined in Section 1 of the Ontario Fire Code, O. Reg. 213/07 as amended, for any Malicious Act where fire department vehicles are dispatched, and it is determined by the fire department that the response was due to an a Malicious Act. Charges for a Malicious Act may or may not applied at the discretion of the Fire Chief)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Response due to failure to notify <i>(Note: This fee is chargeable to the owner of the property at which the alarm was activated, as defined in Section 1 of the Ontario Fire Code, O. Reg. 213/07 as amended, for each occurrence where fire department vehicles are dispatched to an activated fire alarm where it is determined by the fire department that the alarm was caused by either a test or repairs to the alarm system where the owner failed to notify their alarm system and/or the fire department. Charges for a response due to failure to notify may or may not applied at the discretion of the Fire Chief)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Standby Charges <i>(Note: This fee is charged when fire department vehicles and crews are requested to provide standby. The standby requests may include, but are not limited to, standing by at special events, providing standby for businesses or standing by at events that require rescue teams to be present)</i>	\$300.00/hour/vehicle
MTO billing for vehicle accidents and fires on provincial highways <i>(Note: This fee is chargeable to the Ministry of Transportation for all vehicle-accident or fire related fire department services that occur on provincial highways)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour) *Maximum of 3 vehicles *rate is set by the MTO
Fire Department response to a natural gas incident <i>(Note: This fee is chargeable where the fire department determines that a natural gas incident has been caused directly by a person or company, who has failed to take reasonable precautions including getting a locate and following proper guidelines regarding digging around locates. Charges for a response due to natural gas incidents may or may not applied at the discretion of the Fire Chief)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Fire Department Response to Open Air Burns <i>(Note: For each staffed fire department vehicle in attendance at an unauthorized open-air burn or an open-air burn that is being conducted in contravention of the guidelines. Charges for a response due to open air burn may or may not be applied at the discretion of the Fire Chief)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour)
Copy of fire inspection report/compliance letter/insurance company report <i>(Note: Copies of inspection reports and/or fire code compliance letters that are provided to property owners or insurance companies upon request)</i>	\$120.00
Copy of fire response incident report/insurance company report <i>(Note: Copies of fire department response reports that are provided to property owners or insurance companies upon request)</i>	\$120.00

Property file search <i>(Note: Search of property files for information such as previous fire code violations, outstanding work orders and retrofit requirement compliance)</i>	\$120.00
Liquor license letter <i>(Note: Agency letter for liquor license application)</i>	\$120.00
Special Occasion Permit Letters <i>(Note: Agency letter for special occasion permit application)</i>	\$37.00
Review of Level 1 (Basic) propane storage risk safety management plan	\$120.00
Review of Level 2 (complex) propane storage risk safety management plan <i>(Note: This fee shall apply where the Fire Department is requested to review and/or approve a level 1 or 2 "Risk Safety Management Plan" as part of an application to the TSSA for a license to store propane)</i>	\$70.00/hour
Hazardous Materials Spills <i>(Note: Niagara-on-the-Lake Fire & Emergency Services will recover actual costs for consumable materials, in addition to the hourly cost of fire department response for any response involving the containment or clean-up of a hazardous materials spill. The cost will be billed to the owner of the pollutant or the person having control of the pollutant)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour) Plus actual cost of consumable materials
Illicit Drug Labs and/or Marijuana Grow Operations <i>(Note: Niagara-on-the-Lake Fire & Emergency Services will recover actual costs for consumable materials, in addition to the hourly cost of fire department response (\$477.00/hour per truck for the first hour with a one hour minimum and \$238.50/truck every half-hour thereafter) for any response involving the response to an illicit drug lab and/or marijuana grow operation)</i>	\$485.00/hour/vehicle (1st hour) \$242.50/half hour/vehicle (each additional 1/2 hour) Plus actual cost of consumable materials
Additional Fire Department Expenses <i>(Note: The owner of a property shall be responsible for the actual costs required to retain a private contractor or rent special equipment in order to preserve property or evidence or eliminate an emergency or risk. Examples include, but are not limited to, renting heavy machinery such as excavators, contracting security services to protect property or contracting the clean-up of hazardous materials or dangerous goods. Additional expenses that may be required to bring a fire under control that may be recovered as part of this by-law include the use of firefighting foam and dry chemical extinguishing devices)</i>	Actual Costs

**SCHEDULE “D”
BY-LAW NO. XXXX-20**

**NIAGARA-ON-THE-LAKE FIRE AND EMERGENCY SERVICES
VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT**

1. Volunteer Firefighter Employment

1.1. The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c H.19, as amended.

2. Eligibility for Employment

2.1. Every applicant applying to become a Volunteer Firefighter shall:

- a) Be at least 18 years of age;
- b) Complete and successfully pass all written, verbal and/or physical examinations suitable to the Fire Chief;
- c) Be in good health.
- d) Possess and demonstrate to the satisfaction of the Fire Chief the ability to safely endure the physical demands typically required for structural fire fighting, including such psychomotor skills used for lifting, climbing, dragging, carrying, pulling and crawling in unfavourable conditions in any meteorological environment;
- e) Work and/or reside within such reasonable proximity to the Fire Department in order to respond to the fire station when called so as to efficiently and effectively attend emergency and non-emergency alarms in a timely fashion, suitable to the satisfaction of the Fire Chief;
- f) Have the ability to meet or exceed the minimum attendance requirements for emergencies calls, in accordance with the current “Attendance Policy”.
- g) Have the ability to meet or exceed the minimum attendance requirements for firefighter training, in accordance with the current “Attendance Policy”.
- h) Be willing and able to obtain a valid Ontario Class D, driver’s permit and once employed continually maintain the same and complete and maintain an air brake endorsement;
- i) Satisfy any other conditions deemed necessary by the Fire Chief.

2.2. Applicants deemed to meet the above set out criteria may be provided a conditional offer of employment subject to:

- a) Successful completion of the Candidate Physical Ability Test to the satisfaction of the Fire Chief.
- b) A medical certificate of good health from a medical practitioner suitable to the Fire Chief.
- c) Proof through certified instrument acceptable to the Fire Chief a record free of any and all convictions for an offence or offences under the Criminal Code of Canada for which they have not received a pardon and once employed maintain same or be subject to dismissal.
- d) Receipt of a satisfactory driver’s abstract

e) Any other conditions deemed necessary by the Fire Chief

2.3. If a member in receipt of a conditional offer fails any such training or examinations, fails to perform his or her prescribed duties or does not meet minimum attendance requirements, the Fire Chief may dismiss said member pursuant to the Town's corporate policy and procedures.

2.4. Upon completion of the conditional offer to the satisfaction of the Fire Chief, the Fire Chief may appoint the qualified person as a Firefighter for the Niagara-on-the-Lake Fire and Emergency Services, subject to the hiring policies of the Town.

3. Auxiliary Firefighters

3.1. All new members appointed as qualified Firefighters for the Niagara-on-the-Lake Fire & Emergency Services shall join as unpaid Auxiliary Firefighters. Direction regarding the use and responsibility of Auxiliary Firefighters shall be in accordance with the current "Auxiliary Firefighter Policy".

4. Probation

4.1. Every Volunteer Firefighter shall be subject to a probation period of no more than 12 months following the appointment to qualified Firefighter, by the Fire Chief.

4.2. At the discretion of the Fire Chief, the employment of a Firefighter may be terminated without cause at any time during the 12-month probation period

5. Remuneration

5.1. The rate of remuneration for each Volunteer Firefighter shall be in accordance with the most current "Niagara-on-the-Lake Fire & Emergency Services "Compensation Policy" attached hereto.

6. Resignation and Retirements

6.1. Volunteer Firefighters wishing to resign or retire shall be completed in accordance with the most current "Resignation & Retirement Policy".

6.2. Volunteers shall be subject to mandatory retirements in accordance with the most current "Mandatory Retirement Policy".

7. Promotions

7.1. When a Volunteer Firefighter Officer position becomes vacant within a station, the promotional process shall be conducted in accordance with the current "Promotional Policy".

8. Transfers

8.1. A Volunteer Firefighter may request or be requested, at the direction of the Fire Chief, to transfer stations at anytime. Transfers within the Department to a different station shall be conducted in accordance with the current "Transfer Policy" attached hereto.

9. General Duties and Responsibilities

9.1. Members shall conduct themselves in accordance with the rules and regulations of the Fire Department and shall give their whole and undivided attention, while on duty, to efficient operation of the Fire Department and shall diligently and

faithfully perform the duties assigned to them to the best of their ability.

10. Discipline and Suspension of members

- 10.1. The Fire Chief may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this By-law or general orders, policies, standard operating guidelines, procedures, department rules or regulations that, in the option of the Fire Chief, would be detrimental to discipline or the efficiency of the fire department.

11. Termination

- 11.1. The procedures for termination of employment shall be in accordance with the Corporations prescribed Personnel Policies

12. Leave of Absence

- 12.1. Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.

13. Workplace Safety and Insurance Board Coverage

- 13.1. For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
- 13.2. The Niagara-on-the-Lake Fire and Emergency Services shall enact and maintain a Joint Health and Safety Committee, as required by the Occupational Health & Safety Act, which will operate in accordance with the Joint Health and Safety Committee Terms of Reference.

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE**

BY-LAW NO. 4628-13

A BY-LAW TO ESTABLISH AND REGULATE A FIRE
DEPARTMENT TO PROVIDE FIRE, RESCUE AND EMERGENCY
SERVICES AND THAT BY-LAW 3201-98 BE REPEALED.

WHEREAS Section 8 of the Municipal Act, S.O. 2001, c.25, 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, S.O. 2001, c. 25, as amended, provides that Sections 8 and 11 shall be interpreted 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 Part II, Section 5(0.1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, permits the Council to enact a By-law to establish a Fire Department to provide fire protection and fire prevention services and for participating in an emergency fire services program c. 25, s. 475 (2);

AND WHEREAS the Corporation of the Town of Niagara-on-the-Lake has established a Fire Department commonly known as The Town of Niagara-on-the-Lake Fire and Emergency Services;

AND WHEREAS Section 391 of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes a municipality by By-law to impose fees or charges on any class of persons for services or activities provided or done on behalf of the municipality and for the use of the municipality's property, including property under its control.

BE IT THEREFORE ENACTED by the Municipal Council of the Corporation of the Town of Niagara-on-the-Lake as follows:

1. **DEFINITIONS:** In this By-law, unless the context otherwise requires, the following terms shall have the meanings indicated:

Approved Shall mean approved by Council.

Automatic Aid Shall mean any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in part of another municipality where a Fire Department in the municipality is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality.

**Community
Emergency
Management
Co-ordinator
(CEMC)** Emergency Management Co-ordinator *responsible for the co-ordination of persons and systems respecting emergency management planning activities including the maintenance of and training for prevention, mitigation, preparedness, response and recovery plans in order to reduce the impact on the community in the case of a major emergency, in accordance with the Emergency Management Act, 2003.*

**Chief
Administrative
Officer (CAO)** Shall mean the person appointed by Council to act as Chief Administrative Officer for the Corporation.

Chief Officer Shall mean a general term which refers to the Fire Chief, Deputy Fire Chief(s) or any qualified person as delegated by the Fire Chief(s) who shall act as chief officer respecting matters of command and control of any emergency operation or situation, as required.

Company Shall mean a complement of firefighting personnel operating one or more pieces of apparatus under the supervision of an officer.

Corporation	Shall mean the Corporation of the Town of Niagara-on-the-Lake.
Council	Shall mean the Council of the Town of Niagara-on-the-Lake.
Deputy Fire Chief	Shall mean the person or persons 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 the Fire Chief.
Emergency System	Shall mean a sprinkler system, standpipe system, fire extinguishing system, smoke control system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system.
Fee or Fees For Service	Shall mean in relation to this By-law and any other By-law pertaining to fire protection services, as amended from time to time or any successor By-law thereto, means any fee imposed for services and billed pursuant to the above as approved by Council.
Fire Chief, (CEMC)	Shall mean the person appointed by By-law and such Fire Chief shall be the senior administrator and general manager of the Fire Department, and for the purposes of the FPPA shall be the Fire Chief and Chief Fire Official of the Municipality whose duty it shall be to perform all statutory functions of the Fire Chief and Chief Fire Official, and shall perform such other duties as prescribed by Council through the CAO and is also responsible for the co-ordination, administration and maintenance of the Niagara-on-the-Lake Emergency Management Program. The Fire Chief shall report to the CAO and will ultimately be responsible to Council as required by the Fire Protection and Prevention Act, 1997 and in accordance with the provisions established by the Emergency Management Act, 2003. The Fire Chief shall be responsible for all duties and responsibilities relegated by the FPPA.

<i>Fire Department</i>	Shall mean the Fire Department of the Town of Niagara-on-the-Lake, also known as Niagara-on-the-Lake Fire & Emergency Services, and shall include the Fire Chief, the Deputy Fire Chief(s), District Chiefs, Assistant District Chiefs, Captains and all firefighters appointed by the Council.
<i>Firefighter</i>	Shall mean the Fire Chief and any other person employed in, or appointed to the Fire Department and assigned to undertake fire protections services, and includes a volunteer fire fighter.
<i>Fire Protection and Prevention Act, 1997 (FPPA)</i>	Shall mean the Fire Protection and Prevention Act 1997, S.O. c. 4, as amended, and any Regulation made under it.
<i>Fire Protection Services</i>	Shall mean those services provided within the divisions of fire suppression, fire prevention, fire safety education, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
<i>Full-time Firefighter</i>	Shall mean a person regularly employed in the Fire Department on a full-time salaried basis and assigned exclusively to fire protection services.
<i>Limited Services</i>	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.
<i>Malicious Act</i>	Shall mean a wrong act done intentionally by any person without just cause or excuse.
<i>Member</i>	Means any person employed in, or appointed to, the Fire Department and assigned to undertake fire protection services, and includes officers, full time and volunteer firefighters.

Motor Vehicle	Shall mean the same as prescribed in the Highway Traffic Act, R.S.O. 1990 c. H.8, as amended.
Mutual Aid	Shall mean a program to provide or receive assistance in the case of a major emergency in a municipality.
Non-resident	Shall mean a person who is neither a property owner nor a tenant of property within the Town of Niagara-on-the-Lake.
Preventable False Alarms	Shall mean the activation of a fire alarm system through a mechanical failure, equipment malfunction, improper installation of the system, or failure to maintain the system as prescribed by the Ontario Fire Code, O. Reg. 388/97, as amended, but does not include the activation of a fire alarm system where the activation occurred as a result of the accidental damage to the system.
Officer	Shall mean the Fire Chief, Deputy Chief(s), District Chief(s), Assistant District Chief (s), Fire Captain(s) and any other such person as may be designated an officer from time to time by the Fire Chief.
Owner	Shall mean any person, firm or corporation having control over any portion of a building, yard or other property under construction and includes persons of that building, yard or property as prescribed by O. Reg. 388/97, as amended (The Ontario Fire Code).
Property	Shall mean any public or private real property within the Town of Niagara-on-the-Lake including buildings, structures, and erections of any nature and kind in or upon such lands, but excludes real property owned by the Federal or Provincial Crown.

<i>Rescue and Emergency Services</i>	Shall mean any life or property saving activity that is unrelated to fire suppression and fire prevention and includes emergency medical services, hazardous materials response and specialized rescues including vehicle extrication, technical rope rescue, high/low angle rescue, water and ice rescue, and elevator rescue and any other rescue or activity approved by council.
<i>Volunteer Firefighter</i>	Shall mean a fire fighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

2. Establishment

The Fire Department for the Town of Niagara-on-the-Lake, commonly known as Niagara-on-the-Lake Fire and Emergency Services, is hereby established under the direction of the Fire Chief to provide fire protection services and such other approved rescue and emergency services for the Town of Niagara-on-the-Lake in accordance with Part II, Sections 2. (1), (2) & (3) if the FPPA, as outlined in the Public Fire Safety Guideline, PFSG 04-12-13, **SCHEDULE ‘A’** of this By-Law.

3. Department Structure

The Fire Department shall consist of a Fire Chief who is the head of the Fire Department as appointed by Council and such numbers of Deputy Fire Chiefs, District Chiefs, Assistant District Chiefs, Division Heads, Fire Captains, fire fighters and clerical staff as may be authorized or considered necessary from time to time by the Council, through the CAO in order for the Fire Department to perform fire protection services, rescue and emergency services for the municipality in an efficient and effective manner.

Further, the provision of fire protection services and other rescue and emergency services to any municipality outside of the territorial jurisdiction of the Town of Niagara-on-the-Lake is permissible through Automatic Aid, Mutual Aid, this By-law or any other agreement between said municipality and the Corporation of the Town of Niagara-on-the-Lake.

4. Fire Chief Responsibilities and Authority

- a) The Fire Chief shall be the head of the Fire Department and shall report to the CAO and will ultimately be responsible to Council as required by the FPPA. The Fire Chief will be responsible for the proper administration and efficient and effective operation of the fire department including the delivery of approved Programs and Services and is generally responsible for the following operational matters:
- 1) For the care and protection of all property belonging to the Fire Department;
 - 2) For arranging the provision of necessary and proper facilities apparatus, equipment and supplies for the Fire Department;
 - 3) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all officers, fire fighters and administrative staff of the Fire Department;
 - 4) For the conduct and discipline ranging from reprimand to dismissal of any officer, member or administrative services staff person of the Fire Department;
 - 5) For assisting any other public official in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada;
 - 6) For reporting to the appropriate crown attorney, or other prosecutor, 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 an offence has been committed under the Fire Protection and Prevention Act, 1997;
 - 7) For keeping an accurate record, in convenient form for reference, of all inspections, rescues and other emergencies responded to by the Fire Department in a manner consistent with the applicable records management policies of the Town of Niagara-on-the-Lake, and that meet the requirements of the Office of the Fire Marshal of Ontario (OFM);
 - 8) For keeping such other records as may be required by the council;
 - 9) For preparing and presenting periodic reports to the Council through the Chief Administrative Officer as requested and any other specific reports requested by the Council; and,
 - 10) For preparing and presenting the annual business plan and estimates of the Fire Department to the Council through the Chief

Administrative Officer and for exercising control over the budget approved by the Council for the Fire Department.

- b) The Fire Chief shall further take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and the management of emergencies within the territorial jurisdiction of the municipality provided that such general orders, policies, procedures, rules, regulations and other measures do not conflict with the provisions of this By-law or any other By-law of the municipality, and shall exercise all powers mandated by the Fire Protection and Prevention Act, and without restricting the generality of the foregoing shall be empowered to authorize:
 - 1) Pulling down or demolishing any building or structure to prevent the spread of fire;
 - 2) 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; and,
 - 3) 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 and applicable municipal By-laws.
- c) The Fire Chief shall be responsible for the enforcement of this By-law and the development and enforcement of all general orders, policies, standard operating guidelines, procedures, and rules and regulations established under this By-law and for the enforcement of any other By-laws of the Corporation respecting the administration and operation of the Fire Department, and shall review periodically such laws and may, for this purpose, establish advisory committees consisting of officers and other persons (including members of the general public) as the Fire Chief and CAO may determine necessary from time to time to assist him in the discharge of this duty.
- d) The Fire Chief shall periodically review, revise or terminate, as required general orders, policies, procedures and rules of the Fire Department.
- e) In the case of By-laws, including this By-law, recommend to the Council through the Chief Administrative Officer, such amendments, as the Fire Chief considers appropriate.
- f) The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the Fire Protection and Prevention Act, 1997, including

without limitation the authority to enforce compliance with the Fire Code made under this Act.

- g) The Fire Chief shall provide liaison with any association representing members of the Fire Department.
- h) The Fire Chief shall provide liaison with the Office of the Fire Marshal of Ontario and any other office or organization as required by the council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of fire protection services for the Corporation.
- i) The Fire Chief may utilize such officers, members and administrative staff of the Fire Department as the Fire Chief may determine necessary, from time to time, to assist in the performance of his duties.
- j) Where Fire Chief designates a member to act in the place of himself or another officer in the Fire Department, such member, when so acting, has all of the powers and shall perform all duties of the officer replaced.

5. Authority to leave municipal limits

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) To a municipality authorized to participate in any county, district or regional mutual aid plan 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.

6. Deputy Fire Chief

In addition to the Fire Chief, the Council shall appoint a Deputy Fire Chief(s). The Deputy Fire Chief shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief and shall perform such duties as are assigned by the Fire Chief, and shall, when the Fire Chief is not available, have the powers and perform the duties of the Fire Chief.

7. Divisional responsibilities designated by chief

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.

8. Supervision of Personnel

The officers, members and other administrative services staff personnel of the Fire Department while on duty shall be under the direction and control of the Fire Chief or the next ranking officer.

9. Eligibility for Employment

Every applicant and every probationary member of the Fire Department shall:

- a) Be at least 18 years of age;
- b) Complete and successfully pass written, verbal and physical examinations suitable to the Fire Chief;
- c) Be in good health, physically fit, acquire a medical certificate of good health from a medical practitioner suitable to the Fire Chief, prior to commencement of employment;
- d) Once employed, possess and demonstrate to the satisfaction of the Fire Chief the ability to safely endure the physical demands typically required for structural fire fighting, including such psychomotor skills used for lifting, climbing, dragging, carrying, pulling and crawling in unfavourable conditions in any meteorological environment;
- e) Be willing and able to obtain a valid Ontario Class D, driver's permit and once employed continually maintain the same and complete and maintain an air brake endorsement;

- f) Work and reside within such reasonable proximity to the Fire Department in order to respond to the fire station when called so as to efficiently and effectively attend emergency and non-emergency alarms in a timely fashion, suitable to the satisfaction of the Fire Chief and able to maintain the minimum attendance levels as required by general orders, policies, standard operating guidelines, procedures, rules and regulations made under this By-law;
- g) Provide proof through certified instrument acceptable to the Fire Chief a record free of any and all convictions for an offence or offences under the Criminal Code of Canada for which they have not received a pardon and once employed maintain same or be subject to dismissal.

10. Probationary Period for New Employees

Persons hired, as probationary fire fighters to the Fire Department shall be on probation for a period of twelve months, during which period they shall take such training and examinations, as may be required by the Fire Chief.

11. Dismissal – Probationary Employees

If a probationary member employed in, or appointed to, fire protection services fails any such training and examinations, fails to perform his or her prescribed duties or does not meet minimum attendance requirements, the Fire Chief may dismiss said member pursuant to corporate policy and procedure.

12. Appointment of Member

Following the successful completion of the probation term, the Fire Chief may appoint the qualified person as a member of the Fire Department, subject to the hiring policies of the Town of Niagara-on-the-Lake.

13. General Duties and Responsibilities

Members shall conduct themselves in accordance with rules and regulations of the Fire Department and shall give their whole and undivided attention, while on duty, to the efficient operation of the Fire Department and shall diligently and faithfully perform the duties assigned to them to the best of their ability.

14. Remuneration, Terms and Conditions of Employment

Working conditions, remuneration and other terms or conditions of employment for the Fire Chief, Deputy Fire Chief(s), officers, fire fighters

and members of administrative services shall be determined by the Corporation.

15. Discipline and Suspension of members

The Fire Chief may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this By-law or general orders, policies, standard operating guidelines, procedures, departmental rules or regulations that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the fire department.

16. Written Report to Chief Administrative Officer

Following the suspension of a member, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the Chief Administrative Officer.

17. Termination procedures

The procedures for termination of employment prescribed in the Corporation's Personnel Policy shall apply to all fire fighters.

18. Fees for Service

The Council hereby establishes certain fees for service(s) as outlined in **SCHEDULE 'B'** of this By-law.

19. Levels of Service

- a) Because of the Fire Department's reliance on volunteer fire fighters, the topographic and geographic configuration of the town, the level and amount of equipment at the Fire Department's disposal and other budgetary constraints, the services listed in **SCHEDULE 'A'** OF THIS By-law, although approved, may be approved as Limited Services as defined in this By-law.
- b) The Town of Niagara-On-The-Lake accepts no liability for the delay or inability to supply the services set out in **SCHEDULE 'A'** 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 the property and/or environmental factors/constraints.

20. General

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

21. Repealed

By-law 3201-98 is repealed on the date this By-law is passed by the Council.

21. Schedules

Schedules A and B are deemed to be an integral part of this By-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 15th DAY OF APRIL, 2013



LORD MAYOR DAVE EKE



TOWN CLERK HOLLY DOWD

SCHEDULE ‘A’

APPROVED SERVICES
Niagara-on-the-Lake Fire and Emergency Services

Approved Services		
Purpose:	To provide a summary of the services that the Fire Department has been authorized by Council to provide based on current training and equipment	
Emergency Response:		
	1	basic firefighting
	2	structural firefighting including rescue
	3	vehicle firefighting
	4	grass, brush, forestry firefighting
	5	mutual aid response
	6	tiered medical response
	7	awareness level hazardous materials
	8	vehicle accident response
	9	vehicle extrication
	10	transportation incidents involving vehicles, trains, aircraft and watercraft
	11	water and ice rescue – shore based
	12	public assistance
	13	ambulance assistance
	14	police assistance
	15	public utilities assistance
	16	community emergency plan participation
	17	urban search and rescue (light)
	18	high angle rescue
	19	role as Assistant to Fire Marshal re suppression

Fire Prevention and Public Education:		
	1	selection of appropriate programs
	2	role of Chief Fire Official
	3	role of Assistant to Fire Marshall re prevention
	4	input into fire prevention policy development
	5	development of fire prevention by-laws
	6	inter-action with building department(s)
	7	inter-action with other government agencies
	8	Fire code enforcement inspections including
		complaints inspections (mandated)
		conducting routine inspections per fire prevention policy
		dealing with code compliance issues (mandated)
		enforcing municipal by-laws
		conducting inspections, preparing reports and issuing written responses to requests
		issuing permits
	9	public education practices, including
		providing routine education programs as per fire prevention policy
		facilitating smoke alarm initiatives
		providing access for media
		delivery of specialized programs
	10	fire investigation practices, including
		determining cause and origin
		assessing code compliance
		assessing fire suppression effectiveness
		determining compliance with building standards
		determining effectiveness of built-in suppression features
		interacting with OFM investigator
		Supporting criminal prosecutions

		Consulting with police and other agencies
	11	plans examination and approval practices, including
		reviewing and approving sub-division/development agreements
		reviewing and approving site plans re fire related issues
		providing on-site inspection of approved plans to determine compliance
	12	preparation for and appearances in court
	13	systems checking, testing and approval
	14	compile, analyze and disseminate functional statistics
	15	consultation with architects, engineers, planners, contractors and building trades

Fire Administration:		
	1	planning & growth practices, including
		master planning
		evaluating programs and services
		determining staffing levels and assignments
		co-ordinating with other emergency services
		co-ordinating development with other community departments
		co-ordinating with other Countries/Districts/Regions
	2	financial & records analysis practices, including
		co-ordinating use of information from suppression activities
		co-ordinating use of information from fire prevention activities
		transitional adjustments for capital stock
		input into level of service issues (based on available funding and resources)
		developing controlling and monitoring budgets
		co-ordinating with department divisions
		identifying alternative sources of revenue and fees for services
		Current budget
		Capital budget
		purchasing
	3	records management, including
		note taking
		records retention
		freedom of information legislation
	4	human resources practices including
		recruitment, selection and retention
		promotion
		performance evaluation
		career development and higher education
		job classifications
	5	client/customer relations practices, including
		preserving local identity
		enhancing fire department image
		marketing
		environmental scanning, anticipating pressures and developing communication strategies
		developing inter-agency relationships
	6	health and safety practices, including communicable diseases

Communications:		
	1	dispatch practices, including
		liaising with dispatch centre

Training & Education:		
	1	Program development practices, including
		developing trainer facilitators
		co-ordinating core curriculum
		developing specialized staff development programs
		suppression
		prevention
		administration
		communications
		maintenance
		support services
		developing succession training programs
		developing self-directed learning programs
	2	providing access to training facilities, including
		co-ordinating access to facility
		delivering hands-on-training to staff
	3	station training practices, including
		delivery of curriculum specific to discipline's needs
		supervisory training drills
		providing support and direction
	4	development, approval and delivery of incident management and accountability systems and procedures
	5	co-ordination, development, approval and distribution of standard operating guidelines for various disciplines

Maintenance:		
	1	fleet and equipment maintenance, including
		maintaining fleet and equipment (both routine and emergency)
		arranging annual testing programs
		mechanical worthiness
		Ministry of Labour requirements
		pump certification
		development of equipment specifications
		acceptance testing and approval of new apparatus and equipment
		Maintaining specialized equipment, e.g. SCBA
	2	facilities maintenance, including
		maintenance of station infrastructure
		providing input re design and construction considerations for fire stations

Support Services (shared municipal/fire department functions):		
	1	purchasing practices, as per municipal policy
	2	financial practices, including
		financial analysis
		liaising with other area departments
	3	risk management practices, including
		assessing changing risks
	4	human resources practices, including
		developing recruitment and retention programs
		specializing in fire service legislation and related issues
	5	co-ordination with other agencies for shared infrastructure, including
		municipal water system development
		maintenance and access to water supply

SCHEDULE "B"
**TOWN OF NIAGARA-ON-THE-LAKE
FIRE & EMERGENCY SERVICES**
FEE SCHEDULE**INSPECTION FEE SCHEDULE**

	TASK PERFORMED	FEE
1.	File Search:	
	Letters of Compliance	\$ 100.00
	Insurance Company Reports	\$ 100.00
	L.L.B.O. Letters of Compliance	\$ 100.00
	L.L.B.O. Special Occasion Permit Letters	\$ 30.00
2.	On Site Inspections: (For Legal Transactions)	
	Residential	\$ 75.00
	1 to 4 Apartment Units	\$125.00
	Per Unit over 4	\$ 25.00
3.	On Site Inspections: (For Real Estate Transactions)	
	Commercial and Industrial	
	First 10,000 square feet	\$300.00
	Additional 5,000 square feet	\$125.00
4.	On Site Inspections: (For Real Estate Transactions)	
	Multi-Unit Hotels and Motels	
	1 to 10 Units	\$275.00
	Per Unit Over 10	\$ 25.00
5.	On Site Inspections: (For Accreditation)	
	Private Home Day Care	\$ 75.00
6.	On Site Inspections: (For Accreditation)	
	Day Care Centres	\$150.00
	Nursing Homes	\$350.00
	Rest Homes	\$350.00
	Old Age Homes	\$350.00
	Homes for Special Care	\$250.00
	Propane License Review (Basic)	\$100.00
	Propane License Review (Complex)	\$60.00 per hour
7.	Fire Safety Training:	
	One free per calendar year, subsequent training will be at	\$ 75.00 per hour

SCHEDULE “B”



TOWN OF NIAGARA-ON-THE-LAKE
FIRE & EMERGENCY SERVICES

FEE SCHEDULE

FEE SCHEDULE FOR THE CONTAINMENT, ELIMINATION AND AMELIORATION OF THE SPILL OF POLLUTANT

	TASK PERFORMED	FEE
1.	The containment, elimination or amelioration of a spill or of a pollutant.	Cost of material & labour, plus 10% supervision charge (from owner of pollutant or person having control of a pollutant)
2.	The containment, inspection and any services that may be required due to a Marijuana Grow-Op or Illicit Drug Lab operation.	
3.	For each manned Fire Department vehicle (for the first hour) while in attendance at the spill	\$410.00
4.	For each manned Fire Department vehicle (for every additional half hour or part thereof) while in attendance at the spill	\$205.00