

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2026-36

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

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

AND WHEREAS Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

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

AND WHEREAS Sections 8 and 101 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, *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* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

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

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

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Corporation of the Township of Bonfield;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BONFIELD HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS:

1. In this by-law, unless the context otherwise requires:

(a) "Approved" means approved by Council.

(b) "Automatic Aid" means an approved agreement under which a municipality that 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.

- (c) "*Deputy Chief*" means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of the Fire Chief.
- (d) "*Corporation*" means the Corporation of the Township of Bonfield.
- (e) "CAO" shall mean the Chief Administrative Officer of the Township and/or the Clerk-Treasurer for the Township.
- (f) "*Council*" means the Council of the Corporation of the Township of Bonfield.
- (g) "*Emergency Management and Civil Protection Act* means *Emergency Management and Civil Protection Act, 1990, S. O.1990, c. E.9*, as amended, and any successor legislation.
- (h) "*Fire Chief*" means the person appointed by Council to act as fire chief for the Corporation.
- (i) "*Fire Department*" means the fire department for the Corporation of the Township of Bonfield.
- (j) "*Fire Code*" means Ontario Regulation 213/07, as amended, and any successor regulation.
- (k) "*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.
- (l) "*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, and any successor legislation.
- (m) "*Fire Protection Services*" includes 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.
- (n) "*Limited Service*" 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 conditions.
- (o) "*Member*" means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Volunteer Firefighters.
- (p) "*Municipal Act*" means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, and any successor legislation.
- (q) "*Mutual Aid*" means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (r) "*Officer*" means any member with the rank of Lieutenant or higher and any person designated by the Fire Chief to supervise Firefighters.
- (s) "*Volunteer Firefighter*" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance.

2. ESTABLISHMENT

A Fire Department for the Corporation of the Township of Bonfield to be known as the Bonfield Volunteer Fire Department is hereby continued to be established, and the head of the Fire Department shall be known as the Fire Chief.

3. DEPARTMENT STRUCTURE

- 1) Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Department. In the absence of the Fire Chief due to a leave or vacancy of the position, Council may appoint an interim or acting Fire Chief on the recommendation of the CAO.
- 2) A Deputy Fire Chief shall be appointed by Council on the recommendation of the Fire Chief and shall report to the Fire Chief as the second highest ranking Officer 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. In the absence of the Fire Chief due to an extended leave or vacancy of the position, a Deputy Fire Chief may be appointed by Council, on the recommendation of the CAO, on an acting or interim basis. The Deputy Fire Chief shall also be a Fire Prevention Officer.
- 3) In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Fire Prevention Officer(s), Inspector(s), Fire Safety Educator(s), Officers, Volunteer Firefighters, Fleet/Equipment Coordinator, and other Members as deemed necessary and appointed by the Fire Chief, in consultation with the CAO to provide Fire Protection Services. The Department shall consist of no more than 25 members to serve a population under 2,500 in the Township.
- 4) The Fire Chief shall be responsible to report emergencies and actions taken
- 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.

4. APPROVED SERVICES AND PROGRAMS

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

5. LIMITED SERVICE

- 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, 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.
- 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

- 1) The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency that:
 - (a) In the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;

- (b) In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
- (c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
- (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
- (e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

7. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 1) 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.
- 2) The Fire Chief shall report administratively to the Chief Administrative Officer (CAO) and shall provide all operational, administrative, financial, personnel, strategic, and departmental reports through the CAO in accordance with the Township's organizational structure..
- 3) During emergencies, significant incidents, or other matters requiring the attention of Council, the Fire Chief shall keep the Mayor, Council, and the CAO informed as appropriate regarding the nature of the incident, actions taken, and the status of the emergency.
- 4) Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - (a) Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
 - (b) 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.
 - (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - (d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department. The Fire Chief, in consultation with the CAO, may establish an advisory committee consisting of such Members of the Fire Department and other persons, as may be necessary from time to time to assist in discharging this duty.
 - (e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
 - (f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
 - (g) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - (h) The proper care and protection of all Fire Department property.
 - (i) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved Fire Protection and Emergency Service agreements between the

Corporation of the Township of Bonfield and other municipalities/townships upon Council approval and adoption of a Bylaw authorizing the agreement.

- (j) Create and maintain policies determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
 - (k) Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.
 - (l) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand, suspension and/or dismissal.
 - (m) 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.
 - (n) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
 - (o) 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.
 - (p) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - (q) Preparing and submitting annual budget estimates to the Treasurer for inclusion in the overall budget for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
- 2) The Fire Chief shall be responsible for coordinating the Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
 - 3) 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

- 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.
- 2) Without limiting the generality of the foregoing, the Fire Chief and their designate shall be empowered and authorized to carry out the following:
 - (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.

- (e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.

- 3) As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of their powers or duties to the Deputy Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

9. RECOVERY OF COSTS

- 1) If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, their designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Corporation for taking such actions from the owner of the property on which the fire or other emergency occurred.
- 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 fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
- 3) A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
- 4) If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

10. VOLUNTEER FIREFIGHTER MEMBERSHIP

- 1) The Fire Chief may recommend to Council to appoint, 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.
- 2) The membership of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Membership as set out in Schedule "C" attached hereto and forming part of this by-law.

11. OBSTRUCTION

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

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

13. SEVERABILITY

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

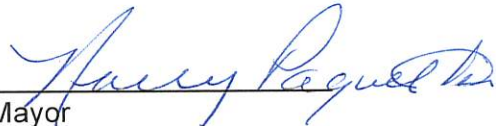
14. REPEAL

- 1) By-law No. 95-06 the Corporation of the Township of Bonfield are hereby repealed.
- 2) Notwithstanding Section 29, the appointments of the Fire Chief, the Deputy Fire Chief, and all other members of the Fire Department who were appointed under separate resolutions or by-laws that exist and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

15. FORCE AND EFFECT

This By-law shall come into force and effect on the day on which it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND CONSIDERED READ IN OPEN SESSION
AND BE FINALLY PASSED THIS 11TH DAY OF AUGUST 2026.**



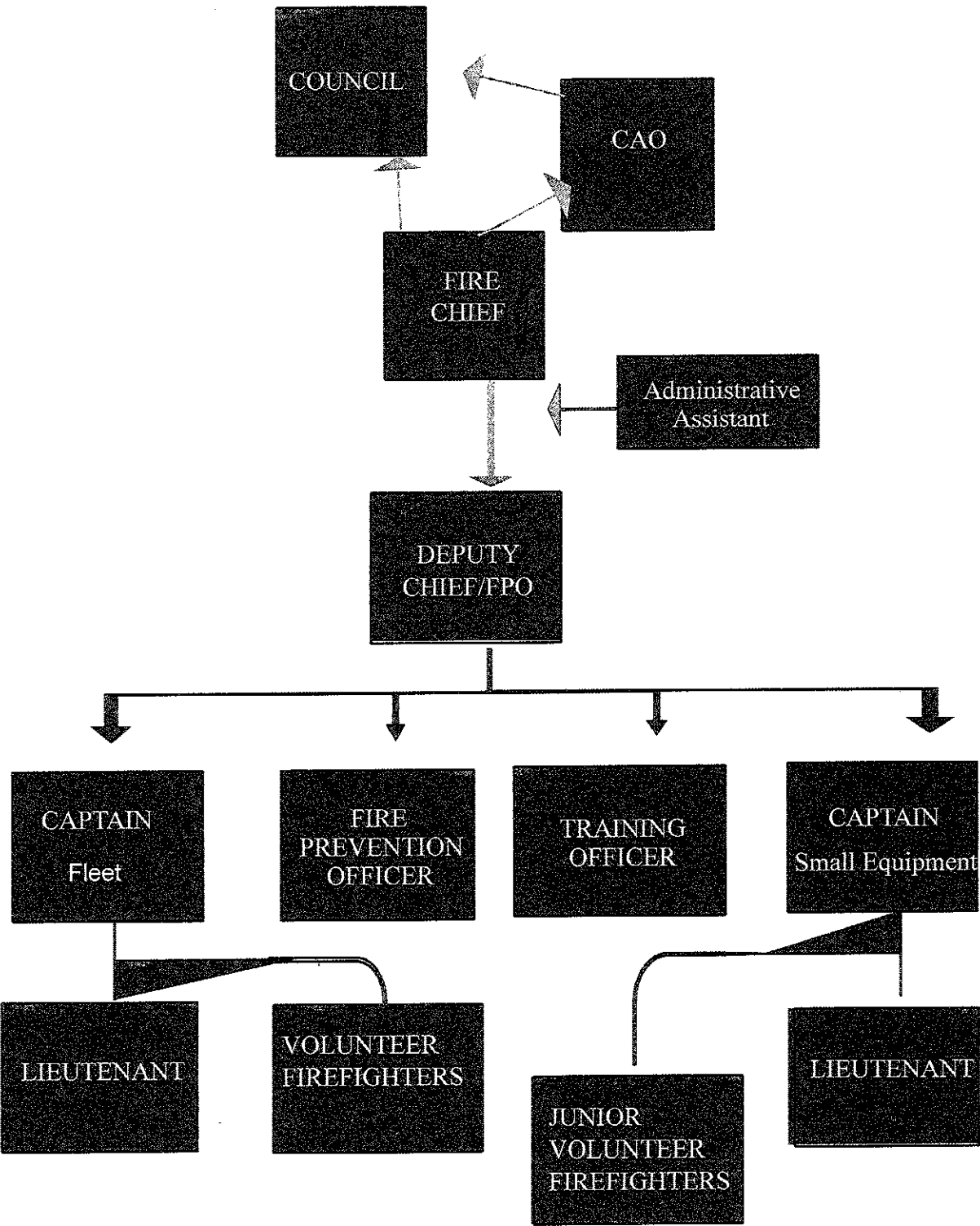
Mayor



Clerk

Schedule "A" to By-Law No. 2026-36

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:



Schedule "B" to By-Law No. 2026-36

FIRE RESCUE & EMERGENCY SERVICES

APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

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. Firefighting services, 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.

B.1.2 Rural Firefighting Operations:

Rural firefighting operations using tanker shuttle service shall be provided (Township 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*.

B.1.3 Structural Firefighting Services:

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*.

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

- Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient trained Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained.
 - v. Adequate fireground supervision and support is provided.

(b) *Interior Fire Suppression (Offensive Operations)* – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient trained Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.

(c) *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.
- v. Services, 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.

B.1.4 Vehicle Firefighting Services:

Service shall be provided to control and extinguish vehicle fires.

B.1.5 Grass, Brush, and Forestry Firefighting Services:

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

B.1.6 Marine Firefighting Services:

Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

B.1.7 Automatic Aid Response Services:

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

B.1.8 Mutual Aid Response Services:

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

B.1.9 Tiered Medical Assistance Services:

- a) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Nipissing District Social Services Administration Board (Paramedic Services) and the Corporation of the Township of Bonfield.
 - (i) Unconscious/unresponsive patient, including cardiac/respiratory arrest, or
 - (ii) choking incidents (excluding seizures); or
 - (iii) Upon the request of Paramedics; or
 - (iv) Motor Vehicle Collisions - where the information provided by the caller states that there is a need or possible need for extraction equipment to free a patient, fire suppression or fuel spill containment; or
 - (v) The Fire Department shall only respond to calls within the municipal boundaries of their respective township; or
 - (vi) Where any Paramedic Services resource assignment to an emergency call is expected to be delayed more than 8 minutes for:
 - a. Shortness of breath
 - b. Chest pain
 - c. Uncontrolled bleeding
 - d. Allied agency request
- b) Services, 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.
- c) Service shall be provided in accordance with the District of Nipissing Social Services Board Volunteer Firefighter Defibrillation Program.

B.1.10 Ambulance Assistance Services:

Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

B.1.11 Police Assistance Services:

Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

B.1.12 Public Assistance Services:

Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

B.1.13 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.

B.1.14 Vehicle Accident Services:

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.

B.1.15 Vehicle Extrication Services:

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*.

B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft:

Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

B.1.17 Highway Incident Services:

- a) Fire Services shall be provided to the King's Highway 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.

B.1.18 Hazardous Materials Response Services:

- a) Service shall be provided at the *Awareness Level* in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- b) Hazardous materials response services at the NFPA 472 Technician Level *shall not be provided by the Fire Department*.

B.1.19 Water and Ice Rescue Services:

- a. *Surface Water Rescue* – Service shall be provided at the *Operations Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, as shore-based rescue with no entry.
- b. *Swift Water Rescue* – Service shall be provided at the *Operations Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, as shore-based rescue with no entry.
- c. *Ice Rescue* – Service shall be provided at the *Awareness Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, as shore-based rescue with no entry or travel on frozen body of water.
- d. *Dive rescue* – Service shall not be provided.
- e. Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

B.1.20 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.

B.1.21 Rope Rescue Services:

- a) Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the *Awareness Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- b) Rope rescue services at the *Operations* or *Technician Levels* shall not be provided by the Fire Department.

B.1.22 Confined Space Rescue Services:

- a) Service shall be provided at the *Awareness Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- b) Confined space rescue services at the *Operations* or *Technician Levels* shall not be provided by the Fire Department.

B.1.23 Trench Rescue Services:

- a) Service shall be provided at the *Awareness Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- b) Trench rescue services at the *Operations* or *Technician Levels* shall not be provided by the Fire Department.

B.1.24 Farm and Silo Rescue Services:

- a) Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the *Awareness Level* in accordance with the NFPA 1670 standard.
- b) Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the *Operations* or *Technician Levels* shall not be provided by the Fire Department.

B.1.25 Industrial and Machinery Rescue Services:

- a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- b) Industrial and Machinery rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.26 Private Road Services:

Service shall be considered Limited Services subject to safe travel and environment conditions.

B.1.27 Community Emergency Plan Response Services:

Service shall be provided in accordance with the Approved Emergency Management Program for the Township.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

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

B.2 Fire Prevention and Public Education

The following services may be provided when trained members are available to conduct such service:

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems checking, testing and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal by-laws.
- (i) Issuing permits.
- (j) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

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

B.2.4 Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.

- (d) Reviewing and providing comment on site plans.
- (e) Inspecting sites of approved plans to determine compliance.

- (a) B.2.5 Risk Assessment Services: Conducting community fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

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

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

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

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

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

B.3.2 Community Emergency Management Planning Services:

Collaborating with the development, review, revision, and implementation of the Township Emergency Plan.

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

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

B.4.2 Financial Services:

- (a) Coordinating with the Municipal 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 procedures in line with municipal policies

B.4.3 Records Management Services:

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

B.4.4 Department Human Resources Services:

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

B.4.5 Customer Relations Services:

- (a) Environmental scanning, anticipating pressures and developing communication strategies.
- (b) Enhancing public image of the Fire Department and its members.
- (c) Developing and maintaining inter-agency relationships
 - i Internal Departments
 - ii External Departments
 - iii Vendors/Consultants
 - iv Residents

B.4.6 Health and Safety Services:

- (a) Developing and 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 program.
- (d) Establishing a designated Officer with respect to communicable disease regulations.

B.4.7 Legal Services:

- (a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- (b) Prosecuting offences under applicable by-laws and statutes.

B.5 Communications

B.5.1 Dispatch Services:

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

B.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- (b) Developing specifications for Fire Department radios, communications devices and systems, and computers.

- (c) Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training and Exercise Program Standards:

- (a) Providing for a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- (b) Providing for a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- (c) Providing for a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.
- (d) Providing for a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners.
- (f) Providing for a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- (g) Providing for 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, and Juvenile Fire setter Intervention Specialist.
- (h) Providing for a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- (i) Providing for a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.
- (j) Any other mandatory training required due to legislation and/or policy change.

B.6.2 Providing Access to Training Facilities:

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

B.6.3 Providing Station Training:

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

B.6.4 Program Development Services:

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

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations, including annual testing and/or certifications.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual ladder 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.

B.7.2 Facilities Maintenance Services:

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

Schedule "C" to By-Law No. 2026-36

**FIRE RESCUE & EMERGENCY SERVICES VOLUNTEER FIREFIGHTER TERMS AND
CONDITIONS OF MEMBERSHIP**

The employment of Volunteer Firefighters shall be governed by the following:

C.1 VOLUNTEER FIREFIGHTER MEMBERSHIP

C.1.1 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:

- (a) Be at least 18 years of age.
- (b) Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
- (c) Be physically fit to perform the duties of Firefighter and successfully complete a Candidate Physical Ability Test (CPAT) to the satisfaction of the Fire Chief.
- (d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
- (e) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
- (f) Have the ability to attend 50% of emergency calls on a call-out basis, as determined by the Fire Chief.
- (g) Have the ability to meet the training attendance requirements of 75% of the Fire Department, as determined by the Fire Chief.

C.1.2 Every newly appointed Volunteer Firefighter shall complete a term of probation of 6 months, during which time he or she shall successfully complete all relevant training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.

C.1.3 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 6 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.

C.1.4 Following the successful completion of the term of probation, the Fire Chief may recommend a Probationary Firefighter as a qualified Member of the Fire Department in accordance with Approved hiring policies.

C.1.5 If a probationary Firefighter fails to successfully complete any relevant required training or examinations or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.

C.1.6 The Fire Chief may promote, from time to time, any qualified Member to maintain a sufficient complement of Officers in accordance with the Approved Fire Department Organizational Chart.

- C.1.7 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the *Workplace Safety and Insurance Act, 1997* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
- (a) Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
 - (b) Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
 - (c) Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age of 65 or earlier as determined by the Fire Chief and periodically thereafter. The goal is to ensure Members are performing to their potential without restrictions to keep all Members safe.
- C.1.8 Every Member who is required to carry out any approved Emergency Response program or service as set out in Section B.1 of Schedule "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.
- C.1.9 If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's membership subject to the Corporation's duty to accommodate pursuant to the *Ontario Human Rights Code*.

C.2 REMUNERATION

- C.2.1 The rate of remuneration (applicable rate) for each rank of Volunteer Firefighter is based on a point system whereas each point is equivalent to a dollar value determined annually based on total points allocated to all Volunteer Firefighters divided by total budget allocated for the point system.
- C.2.2 Volunteer Firefighters shall be paid as set out in the Points System Policy as amended from time to time.
- C.2.3 The Members shall be considered Volunteers receiving an annual honourarium as defined in the Points System Policy and are not considered employees under the Employment Standards Act, 2000. As Volunteers for Bonfield, the Township shall cover the WSIB contributions for protection while executing their role.

C.3 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- C.3.1 For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, Volunteer Firefighters 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.

- C.3.2 The Corporation shall maintain coverage for Volunteer Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.4 GENERAL DUTIES AND RESPONSIBILITIES

- C.4.1 All Members shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.
- C. 4.2 All equipment and materials supplied to the Volunteer Firefighter shall be on loan from the Corporation and the Firefighter shall care and maintain the equipment or supply with the utmost care.

C.5 DISCIPLINE

- C.5.1 The Fire Chief may reprimand, suspend, or take disciplinary action up to and including dismissal of any Member for an infraction of any provision of the Bylaw to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure operating guideline, order, directive, or rule of the Fire Department.

C.6 LEAVES OF ABSENCE

- C.6.1 All permanently appointed Volunteer Firefighters shall be entitled to an unpaid leave of absence with prior written approval from the Fire Chief, which shall not be unreasonably withheld.
- C.6.2 All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least ten (10) calendar days prior to when the leave of absence is to commence. At the Fire Chief's discretion this notice period may be waived.
- C.6.3 A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case-by-case basis.

C.7 TERMINATION

- C.7.1 The relationship between a Volunteer Firefighter and the Corporation may be terminated in the following ways:
- (a) *Termination:* The Corporation may terminate the membership of a Volunteer Firefighter at any time at its sole discretion for any reason or violation of policy, by providing the Volunteer Firefighter with written notification.
 - (b) *Resignation:* A Volunteer Firefighter may terminate their membership by providing written notice to the Fire Chief or designate.