

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Special Meeting of Council Agenda

Thursday August 20, at 6:00 p.m.
Council Chambers 3720 County Road 34
Alexandria, Ontario K0C 1A0

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTERE OF

3. ACCEPT THE AGENDA (Additions/Deletions)

4. DELEGATION(S)

5. STAFF REPORTS

a. Community Services Department

- i. CS 2026-23: Application to the Community Sport and Recreation Infrastructure Fund
- ii. CS 2026-24: Dunvegan Community Hall Floor Replacement & Structure Rehabilitation – Tender Award
- iii. CS 2026-25: Maxville Wayfinding Sign – Funding & Update

b. Treasury Department

- i. TR 2026-09: Fire Department Pickup Truck Borrowing By-Law 44-2026
- ii. TR 2026-10: Self-Contained Breathing Apparatuses Borrowing By-Law 45-2026

d. Fire Department

- i. FD 2026-08: Establishing and Regulating Fire Department By-Law

e. Public Works Department

- i. PW-2026-14 Bishop Water Quantity Increase

6. UNFINISHED BUSINESS

7. CONSENT AGENDA

8. NEW BUSINESS

9. NOTICE OF MOTION

Next Regular Meeting of Council

Monday September 14, 2026, at 6:00 p.m. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario.

NOTE: Meetings are subject to change or cancellation.

10. QUESTION PERIOD

Questions are to be in relation to the items presented on this agenda. Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair

11. CLOSED SESSION BUSINESS

12. CONFIRMATION BY-LAW

By-law No. 47-2026

13. ADJOURNMENT



STAFF REPORT TO COUNCIL

Report No: CS-2026-23

August 20, 2026

From: Stephanie MacRae, Director of Community Services

RE: Application to the Community Sport and Recreation Infrastructure Fund

Recommended Motion:

THAT Council receives staff report CS-2026-23, "Application to the Community Sport and Recreation Infrastructure Fund"; and,

THAT Council provide direction to staff to submit an application to the Provincial Government's Community Sport and Recreation Infrastructure Fund for the Maxville & District Sports Complex Slab Replacement Project; and,

THAT Council supports the Township's commitment to provide the municipal contribution and any project costs not covered through grant funding, with funding considerations and project authorization to be brought forward for Council consideration at a future meeting.

Background / Analysis:

The Maxville & District Sports Complex is a key recreational asset serving residents throughout North Glengarry and the surrounding region. The facility supports year-round programming including minor hockey, public skating, lacrosse, community events, tournaments, and other recreational activities.

The replacement of the arena slab has been identified as a significant capital priority to ensure the long-term sustainability, safety, and operational efficiency of the facility. Given the magnitude of the project cost, staff continue to actively pursue external funding opportunities to minimize the financial impact on municipal taxpayers.

The Government of Ontario's Community Sport and Recreation Infrastructure Fund (CSRIF) provides cost-shared funding for projects that repair, rehabilitate, upgrade, or build sport and recreation facilities. The program is intended to extend the lifespan of existing facilities, improve accessibility and community access to recreation infrastructure, support healthy communities, and create local economic benefits. Eligible repair and rehabilitation projects include upgrades to existing recreation facilities and infrastructure.

The current CSRIF intake is open to municipalities and supports projects that repair or upgrade existing sport and recreation facilities.

The program provides funding of up to 50 percent of eligible project costs, to a maximum contribution of \$1 million per project.

Construction would be proposed to commence in April 2027, following the conclusion of the 2026-2027 ice season and in accordance with facility scheduling requirements. This timeline would minimize disruption to user groups while ensuring the project can be completed in advance of the 2027-2028 operating season.

The Community Sport and Recreation Infrastructure Fund provides a timely opportunity to obtain provincial funding assistance for this significant capital project. Staff recommend that Council authorize the submission of a CSRIF application for the project.

Alternatives:

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

Financial Implications:

The current estimated project cost for the arena slab replacement is approximately \$1.9 million.

Currently, Council has approved \$260,000 being moved into reserves for this project.

Should the Township receive approval through the Build Communities Strong Fund, the project could receive funding covering up to 50 percent of eligible project costs to a maximum of \$1 million.

Any remaining project costs would be funded through a combination of:

- Federal funding (awaiting results of Build Stronger Communities Grant Application)
- Municipal capital reserves;
- Approved capital financing strategies; and/or
- Other external funding opportunities.

Attachments & Relevant Legislation:

[Community Sport and Recreation Infrastructure Fund | ontario.ca](https://www.ontario.ca/community-sport-and-recreation-infrastructure-fund)

Others Consulted:

- Maxville & District Sports Complex Advisory Committee

Reviewed and Approved by:
Michael Fawthrop, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: CS-2026-24

August 20, 2026

From: Stephanie MacRae – Director of Community Services

RE: Dunvegan Community Hall Floor Replacement & Structure Rehabilitation Tender

Recommended Motion:

THAT Council receives Staff Report CS-2026-24, "*Dunvegan Community Hall Floor Replacement and Structure Rehabilitation Tender*", for information purposes; and,

THAT Council delegates authority to the Clerk to award Tender No. CS-2026-02 for the Dunvegan Community Hall Floor Replacement and Structure Rehabilitation Project to the lowest compliant bidder, provided that the total project cost, including construction, contingencies, professional services, and associated expenses, does not exceed \$200,000; and,

THAT Council authorizes the Mayor and Clerk to execute any agreements and documentation required to complete the project; and,

THAT should no compliant bids be received, or should all bids exceed the approved project budget of \$200,000, Council authorizes the Clerk to cancel the tender and either re-tender the project or pursue an alternative procurement process in accordance with the Township's Procurement Policy, with a subsequent report to Council outlining the results and recommended next steps; and,

THAT staff provide Council with an information report summarizing the tender results and award decision following the tender closing.

Background / Analysis:

Built in 1919, the Dunvegan Community Hall is a longstanding and important community facility within the Township of North Glengarry. The facility continues to serve as a gathering place for community events, meetings, recreational programming, fundraising activities, and social functions, and remains an important asset for residents of Dunvegan and the surrounding area.

Following concerns regarding the condition of the hall floor structure, the Township retained EVB Engineering to complete a structural inspection and condition assessment. The assessment identified deterioration within the existing floor system, including rotting timber members and

other structural deficiencies. Based on its findings, EVB Engineering recommended that the Township proceed with a full floor replacement as the most cost-effective long-term solution.

Throughout the review process, staff have maintained ongoing communication with representatives of the Dunvegan Recreation Association (DRA), who have expressed their support for the project and their commitment to assisting with future fundraising efforts to help offset project costs where possible.

Dunvegan Recreation Association Fundraising Discussion:

On August 6, 2026, the Executive of the Dunvegan Recreation Association (DRA) met to discuss fundraising opportunities related to the Dunvegan Community Hall Floor Replacement Project.

The DRA discussed the importance of maintaining and preserving the existing stage within the hall during the repair process. As such, this has been built in as a contingency through the tender process.

The DRA has reaffirmed its support for the project and acknowledged the importance of completing the floor replacement to ensure the long-term viability of the Community Hall. The Association noted that its current fundraising capacity is limited, as many of its traditional fundraising activities rely on the use of the hall, which has been subject to operational restrictions pending completion of the required repairs.

While the DRA is not currently in a position to commit to a specific fundraising target, the Association confirmed its intention to pursue fundraising initiatives following completion of the project, including community events and other donation-based campaigns, with proceeds directed toward offsetting a portion of the project costs incurred by the Township.

The DRA also expressed support for Council considering the future allocation of Municipal Recreation Association capital funding, generally \$7,500 annually, toward repayment of project costs.

Although the Township may be required to initially fund the majority of the project costs, the DRA remains committed to supporting the project financially over time through ongoing fundraising efforts and future capital allocations.

Tender:

In response to the engineering recommendations and direction received from Council at a previous Committee of the Whole meeting, staff proceeded with the preparation of design documents and the issuance of a public tender. Tender No. CS-2026-02 was issued, for the replacement of the floor structure and associated rehabilitation work at the Dunvegan Community Hall.

The project generally includes demolition of the existing floor assembly, structural repairs, installation of a new floor system, insulation and vapour barrier improvements, reinstatement of affected building components, and all related work identified within the engineering specifications.

As the deadline for Council report submissions occurs prior to the tender closing date, staff are seeking delegated authority for the Clerk to award the contract to the lowest compliant bidder, provided that the overall project cost remains within the maximum budget of \$200,000 approved by Council.

Should no compliant bids be received, or should all bid submissions exceed the approved project budget, staff are requesting authority to cancel the tender and proceed with a re-tender or alternative procurement approach in accordance with the Township's Procurement Policy. Staff would subsequently report back to Council with the tender results, funding implications, and any recommended next steps.

Following tender closing, staff will complete a review of all submissions for compliance, evaluate pricing against the project budget, and provide Council with an information report summarizing the tender outcome and contract award decision.

Alternatives:

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

Financial Implications:

EVB Engineering had prepared a preliminary construction estimate of approximately \$200,000 for the floor replacement and structural rehabilitation project. Final construction costs are not yet known as of the time of this report.

Staff are recommending that Council authorize the project at a maximum cost of \$200,000, inclusive of construction, contingencies, professional services, and associated project expenses. Should tender submissions exceed this amount, staff would return to Council with a further report and recommendation prior to proceeding.

Based on current information, the Township should be prepared to fund the full project cost, up to a maximum of \$200,000, from available reserves and other approved funding sources. The Dunvegan Recreation Association has expressed its commitment to assisting the Township in replenishing a portion of these funds over time through future fundraising efforts and the potential redirection of future Municipal Recreation Association capital allocations.

It should be noted there is currently a total of \$137,000 in the Recreation Reserve, being uncommitted funds that could be used towards the project. Any additional funds required, dependent on final bid amounts exceeding \$137,000, up to a maximum of \$200,000 would be taken from other available reserves, with an intention to replenish over time. Additional funding strategies and financing recommendations will be provided to Council in an updated/revised report once tender results have been received and evaluated.

Attachments & Relevant Legislation:

- [EVB Engineering Structural Inspection and Condition Assessment – Floor Structure](#)
- [Tender No. CS-2026-02](#)
- [EVB Engineering Drawings](#)

Others Consulted:

- Michael Fawthrop, CAO/Clerk
- Jacob Rheume, Director of Building, By-Law and Planning/CBO
- Zoe Bougie, Treasurer
- Kimberly Raymond, President of the Dunvegan Recreation Association
- EVB Engineering

Reviewed and Approved by:
Michael Fawthrop, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: CS-2026-25

August 20, 2026

From: Stephanie MacRae – Director of Community Services

RE: Maxville Wayfinding Sign – Funding & Update

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2026-25, “Maxville Wayfinding Sign – Funding & Update”; and,

THAT Council approve the proposed draft design concept for the Maxville Sign Project, to serve as the basis for design and implementation, subject to any required revisions; and,

THAT Council approves the use of funds from the Maxville Sports Complex operating budget as required to fully fund and offset the remaining costs associated with the Maxville Wayfinding Sign Project.

Background / Analysis:

For several years, the Township of North Glengarry has been working in partnership with local organizations—including the Kenyon Agricultural Society, the Maxville & District Lions Club, the Glengarry Sports Hall of Fame, and Maxville Firefighters’ Association—to replace the existing Maxville wayfinding sign located at the corner of Fair Street and Main Street.

Earlier this year, staff submitted an application to the Rural Ontario Development Fund to secure additional funding to help offset costs associated with the wayfinding sign project. Staff were recently advised that the Township of North Glengarry was not selected as a recipient for funding.

The selected sign vendor has provided an updated project quote of \$83,959.00 (including HST). After applying the Township’s eligible HST rebate, the estimated project cost is approximately \$75,607.68.

The total partner contributions amount to \$54,400.00, in addition to the Township’s previously confirmed commitment of \$15,000.00. This brings the total amount of funds currently available for this project in the amount of \$69,400.00

Based on the updated quote, there remains a funding shortfall of approximately \$6,207.68. To address this gap, staff are proposing that the funds be offset through the Maxville Sports Complex operating budget. At this time, staff have adequate funds available under GL 1-4-7100-2366 to support the remaining project costs.

If approved, this would increase the Township's contribution to \$21,207.68, fully covering the remaining project costs.

The proposed sign design, developed in consultation with project partners and contributors, is attached for Council's consideration and represents the final design concept for the project.

Following Council approval, staff will proceed with issuing the required deposit to the sign vendor and coordinating procurement of materials and installation, which is anticipated to occur in late fall 2026.



Alternatives:

Option 1 – Recommended – That Council approves this resolution

Or

Option 2 – Not recommended – That Council does not approve this resolution

Financial Implications:

The updated project cost for the Maxville Wayfinding sign is \$83,959.00, including HST.

After accounting for the Township's eligible HST rebate, the net project cost is estimated at \$75,607.68. Partner organizations, including the Kenyon Agricultural Society, Maxville & District Lions Club, Glengarry Sports Hall of Fame, and Maxville Firefighters' Association, have collectively committed \$54,400.00 toward the project. Combined with the Township's previously approved contribution of \$15,000.00, a total of \$69,400.00 is currently available.

As a result, the project has a remaining funding shortfall of approximately \$6,207.68. Staff have identified sufficient funds within the Maxville Sports Complex operating budget (GL 1-4-7100-2366) to offset the shortfall without impacting current operations. Should Council approve this funding transfer, the Township's total contribution to the project would increase to \$21,207.68, allowing the project to proceed without requiring additional taxation, borrowing, or future budget allocations.

Attachments & Relevant Legislation:

Others Consulted:

- Michael Fawthrop, CAO/Clerk
- Maxville & District Lion's Club
- Kenyon Agricultural Society

Reviewed and Approved by:
Michael Fawthrop, CAO/Clerk

MAXVILLE



**GLENGARRY
HIGHLAND GAMES**



**GLENGARRY SPORTS
HALL OF FAME**



**MAXVILLE & DISTRICT
SPORTS COMPLEX**



**Lion's Breakfast
Sunday 9-11am
Maxville Sports
Complex**

KENYON AGRICULTURAL SOCIETY
MAXVILLE & DISTRICT LION'S CLUB
MAXVILLE FIREFIGHTERS' ASSOCIATION
GLENGARRY SPORTS HALL OF FAME
TOWNSHIP OF NORTH GLENGARRY



STAFF REPORT TO COUNCIL

Report No: TR-2026-09

August 20, 2026

From: Zoe Bougie – Director of Finance/Treasurer

RE: Fire Department Pickup Truck Borrowing By-Law 44-2026

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report TR-2026-09 Fire Department Pickup Truck Borrowing By-Law 44-2026;

AND THAT By-Law 44-2026, being a By-Law to authorize the borrowing of funds for financing of capital (Fire Department pickup truck); be read a first, second and third time and adopted in open Council this 20th day of August 2026.

Background / Analysis:

Council authorized the purchase of a pickup truck for the Fire Department outfitted for emergency response through the 2025 budget in the upset amount of \$175,000.00 financed by long term debt. The pickup truck is being financed in 2026 rather than 2025, as the Township had sufficient cash reserves available to cover the initial purchase costs. Since the outfitting of the truck was not completed in 2025, it was determined that entering into a loan agreement should be deferred until all outfitting work was finalized and the total project cost was known. This approach ensured that the financing accurately reflected the full cost of the vehicle and its associated equipment.

The total purchase price of the pickup truck and accessories was \$156,995.13 plus HST. With the applicable HST rebate, the Township needs to borrow \$160,000.00 finance this capital item.

Interest rates were obtained from the Royal Bank of Canada as follows:

Interest Rate	Interest Term	Amortization Term
4.41%	3 Years	10 Years
4.56%	5 Years	10 Years

The Royal Bank of Canada is offering a competitive interest rate and can cash flow in a timely manner. This loan request would not meet the requirements of Infrastructure Ontario and would have a minimum lead time of three months before funds are available.

Staff recommend that Council approve the financing of the pickup truck through the Royal Bank of Canada for a three-year interest term. The three-year term provides a lower interest rate and reduces annual payments over the initial term. Selecting the shorter term will also allow the Township greater flexibility if the rates decrease in three years. Given that the difference between the two rates is relatively small, staff consider the three-year term a good balance between cost and flexibility.

The interest rate is subject to change prior to the reading of the bylaw.

The attached By-Law 44-2026 authorizes such borrowing.

Alternatives:

1. Council adopts By-Law 44-2026 (recommended)
2. Council does not adopt By-Law 44-2026

Financial Implications:

At an interest rate of 4.41%, monthly loan payments will be approximately \$1,290.20. The annual repayment amount was incorporated into the 2026 budget and will continue to be incorporated until full repayment.

Attachments & Relevant Legislation:

By-Law 44-2026

Others Consulted:

Matthew Roy, Fire Chief

Reviewed and Approved by
Michael Fawthrop, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BYLAW NO. 44-2026

BEING A By-law of the Corporation of the Township of North Glengarry to authorize the financing of capital (fire pickup truck and equipment).

WHEREAS the *Municipal Act, 2001, c. 25*, Section 401(1) authorizes that a municipality may incur debt for the purposes of the municipality, whether by borrowing money or in any other way;

AND WHEREAS the Council of the Township of North Glengarry authorized the purchase of a pickup truck outfitted for emergency response in their 2025 capital budget;

AND WHEREAS the Council of the Township of North Glengarry has authorized that financing be obtained to purchase the pickup truck for the Fire Department;

NOW THEREFORE the Council of the Corporation of the Township of North Glengarry enacts as follows:

- 1) That the financing for a 2024 Chevrolet Silverado be obtained through the Royal Bank of Canada. The interest rate for this loan is estimated at 4.41% for a three (3) year interest term amortized over ten (10) years.
- 2) That the Mayor and Director of Finance/Treasurer be authorized to sign all documentation to complete this transaction.

READ a first, second and third time and passed in Open Council this 20th day of August 2026.

CAO/Clerk, Michael Fawthrop

Mayor, Jamie MacDonald

I hereby certify that the foregoing is a true copy of By-Law No. 44-2026, duly adopted by the Council of the Township of North Glengarry, on the 20th day of August 2026.

Deputy Clerk

Date Certified



STAFF REPORT TO COUNCIL

Report No: TR-2026-10

August 20, 2026

From: Zoe Bougie – Director of Finance/Treasurer

RE: Self-Contained Breathing Apparatuses Borrowing By-Law 45-2026

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report TR-2026-10;

AND THAT By-Law 45-2026, being a By-Law to authorize the borrowing of funds for financing of capital (self-contained breathing apparatuses); be read a first, second and third time and adopted in open Council this 20th day of August 2026.

Background / Analysis:

Council authorized the purchase of self-contained breathing apparatuses (SCBAs) for the Fire Department through the 2026 budget in the upset amount of \$600,000.00 financed by long term debt.

The total purchase price of the SCBAs from Darch Fire was \$600,951.33 plus HST. Additional equipment was required for firefighters who wear glasses. The financing for the previous SCBAs ended partway through 2025 and as such, \$20,000, the equivalent of the remaining payments for 2025, was transferred to reserves to offset the amount needed to finance the purchase. With the applicable HST rebate and the \$20,000 contribution from reserves, the Township needs to borrow \$590,000 to finance this capital item. The remaining balance will be absorbed in the operating budget.

Interest rates were obtained from the Royal Bank of Canada as follows:

Interest Rate	Interest Term	Amortization Term
4.43%	3 Years	15 Years
4.59%	5 Years	15 Years

The Royal Bank of Canada is offering a competitive interest rate and can cash flow in a timely manner. This loan request would not meet the requirements of Infrastructure Ontario and would have a minimum lead time of three months before funds are available.

Staff recommend that Council approve the financing of the SCBAs through the Royal Bank of Canada for a three-year interest term. The three-year term provides a lower interest rate and reduces annual payments over the initial term. Selecting the shorter term will also allow the Township greater flexibility if the rates decrease in three years. Given that the difference between the two rates is relatively small, staff consider the three-year term a good balance between cost and flexibility.

The interest rate is subject to change prior to the reading of the bylaw.

The attached By-Law 45-2026 authorizes such borrowing.

Alternatives:

1. Council adopts By-Law 45-2026 (recommended)
2. Council does not adopt By-Law 45-2026

Financial Implications:

At an interest rate of 4.43%, monthly loan payments will be approximately \$4,416.72. The annual repayment amount was incorporated into the 2026 budget and will continue to be incorporated until full repayment.

Attachments & Relevant Legislation:

By-Law 45-2026

Others Consulted:

Matthew Roy, Fire Chief

Reviewed and Approved by
Michael Fawthrop, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BYLAW NO. 45-2026

BEING a By-law of the Corporation of the Township of North Glengarry to authorize the financing of capital (self-contained breathing apparatuses).

WHEREAS the *Municipal Act, 2001, c. 25*, Section 401(1) authorizes that a municipality may incur debt for the purposes of the municipality, whether by borrowing money or in any other way;

AND WHEREAS the Council of the Township of North Glengarry authorized the purchase of self-contained breathing apparatuses for emergency response in their 2026 capital budget;

AND WHEREAS the Council of the Township of North Glengarry has authorized that financing be obtained to purchase the self-contained breathing apparatuses for the Fire Department;

NOW THEREFORE the Council of the Corporation of the Township of North Glengarry enacts as follows:

- 1) That the financing for the Dräger self-contained breathing apparatuses be obtained through the Royal Bank of Canada. The interest rate for this loan is estimated at 4.43% for a three (3) year interest term amortized over fifteen (15) years.
- 2) That the Mayor and Director of Finance/Treasurer be authorized to sign all documentation to complete this transaction.

READ a first, second and third time and passed in Open Council this 20th day of August 2026.

CAO/Clerk, Michael Fawthrop

Mayor, Jamie MacDonald

I hereby certify that the foregoing is a true copy of By-Law No. 44-2026, duly adopted by the Council of the Township of North Glengarry, on the 20th day of August 2026.

Deputy Clerk

Date Certified



STAFF REPORT TO COUNCIL

Report No: FD 2026-08

August 20, 2026

From: Matthew Roy – Fire Chief

RE: Establishing and Regulating Fire Department By-Law

Recommended Motion:

THAT Council receives Staff Report No. FD 2026-08 regarding the proposed Establishing and Regulating Fire Department By-law;

AND THAT Council adopts By-law No. 46-2026, being a by-law to establish and regulate the North Glengarry Fire Department and to repeal By-law No. 54-2021;

FURTHER THAT By-law No. 46-2026 be read a first, second and third time and enacted in open Council on August 20, 2026.

Background / Analysis:

The Fire Protection and Prevention Act, 1997 (FPPA) requires every municipality to establish a program that includes 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. Council establishes the level of service to be provided by the municipality. The Establishing and Regulating By-law is the principal governance document used to define the organization, authority, approved services and operating framework of the North Glengarry Fire Department.

The current Establishing and Regulating By-law No. 54-2021 was adopted in December 2021. Since that time, the Department's organizational structure, staffing model, training and certification environment, medical response capability and member-development programs have continued to evolve. A comprehensive review was therefore completed to ensure that the by-law accurately reflects the Department's current and planned operations.

The proposed By-law No. 46-2026 maintains Council's authority to determine the level of fire protection services and updates the Department's governance framework. The principal changes include:

- Adding a full-time Deputy Fire Chief to the approved organizational structure and defining the position's authority and reporting relationship;
- Establishing a Junior Firefighter Program for youth between 14 and 17 years of age, with parental consent, supervision and restrictions appropriate to the program;
- Establishing a Volunteer Medical First Responder Program as a distinct volunteer classification with defined qualifications, scope of practice, supervision and operational limitations;
- Confirming that appointment as a Volunteer Medical First Responder does not, by itself, require firefighter certification, while prohibiting those members from performing fire suppression or other firefighter functions unless they are separately appointed, trained and authorized;
- Modernizing the Auxiliary Member provisions and maintaining clear restrictions on entry into immediately dangerous environments and on vehicle operation;
- Updating the approved organizational chart, delegations, records provisions, employment terms, remuneration authority and cost-recovery provisions; and
- Updating legislative and technical references, including current deployment terminology and applicable NFPA standards.

The Volunteer Medical First Responder provisions are intended to support timely, non-transport medical assistance within the Township. Members of this program may provide care only within their training, certification, authorization and Department medical-response protocols. They may not transport patients, engage in fire suppression, enter hazardous environments or perform duties reserved for certified firefighters unless separately qualified and appointed to do so. These safeguards allow the Department to use appropriately trained medical volunteers without automatically classifying them as firefighters.

Schedules to the By-law:

Schedule "A" – Organizational Chart

Sets out the approved Department structure, including the Fire Chief, Deputy Fire Chief, administration, District Chiefs, fire prevention personnel, Volunteer Firefighters, Auxiliary Members and Volunteer Medical First Responders.

Schedule "B" – Approved Services and Programs

Defines the services Council authorizes the Department to provide, including emergency response, fire prevention and public education, emergency planning, administration, communications, training and education, and maintenance.

Schedule "C" – Volunteer Member Terms and Conditions of Employment

Establishes the employment framework applicable to Volunteer Firefighters, Volunteer Medical First Responders and Auxiliary Members, including appointment, probation, conduct, attendance, discipline, leave, termination, medical fitness, remuneration and statutory coverage.

Schedule “D” – Fire Prevention Policy

Establishes the approved fire-prevention and public-education framework, inspection practices, enforcement approach, open-air burning provisions, fire investigations and related fees for service.

Operational Considerations:

Adoption of the proposed by-law will provide clear authority for implementation of the revised organizational structure and volunteer programs. The Fire Chief will remain responsible for establishing operational policies, procedures, training requirements and member authorizations consistent with the services approved by Council. Any program will be implemented only when appropriate training, equipment, supervision, dispatch protocols, insurance and workplace-safety requirements are in place.

Alternatives:

Option 1: Approve By-law No. 46-2026 as presented. This is the recommended option.

Option 2: Refer the proposed by-law back to staff for further revision. By-law No. 54-2021 would remain in effect until a replacement by-law is adopted.

Option 3: Take no action and retain By-law No. 54-2021

Financial Implications:

Adoption of the by-law does not, on its own, create an unbudgeted expenditure. Compensation and other allowances will continue to be established by Council through the applicable remuneration by-law, compensation policy or resolution. Program-specific training, equipment, insurance and operating costs will be managed through the approved Fire Department operating budget and future budget processes, as required.

Attachments & Relevant Legislation:

- Proposed By-law No. 46-2026 – Establishing and Regulating the North Glengarry Fire Department
- Fire Protection and Prevention Act, 1997
- Occupational Health and Safety Act and applicable regulations
- Ontario Regulation 343/22 – Firefighter Certification

Others Consulted:

Michael Fawthrop – CAO

Reviewed and Approved by:
Michael Fawthrop, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. 46-2026
BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

WHEREAS, subsection 2(1) of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

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

AND WHEREAS, Sections 8 and 11 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, 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 by or done 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 the 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 NORTH GLENGARRY deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-laws to establish and regulate a fire department.

THEREFORE, the Council of the Corporation of the TOWNSHIP OF NORTH GLENGARRY enacts as follows:

DEFINITIONS

1. In this By-Law, unless 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) *"Auxiliary Member"* means 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.
 - d) *"Corporation"* means the Corporation of the TOWNSHIP OF NORTH GLENGARRY.
 - e) *"Council"* means the Council of the Corporation of the TOWNSHIP OF NORTH GLENGARRY.
 - f) *"Deputy Fire Chief"* means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.

- g) “District Chief” means a person appointed by the Fire Chief who is responsible for the daily operations and operational readiness of a fire station, and who may be appointed by Council to act on behalf of the Fire Chief in the case of the Fire Chief’s absence or a vacancy in the office of the Fire Chief.
- h) “Emergency Management and Civil Protection Act” means the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, and any successor legislation.
- i) “*Junior Firefighter*” means a student between the ages of 14 and 17 who is appointed by the Fire Chief to voluntarily take part in the Junior Firefighter Program.
- j) “*Junior Firefighter Program*” means an Approved program to provide mentorship and engage youth in fire safety awareness activities.
- k) “Medical First Response” means the provision of immediate, non-transport emergency medical assistance by authorized Members within the scope of their approved training, Department policies, medical protocols and applicable agreements until care is transferred to a paramedic or other authorized health-care provider.
- l) “Volunteer Medical First Responder” means a person appointed by the Fire Chief as a volunteer Member of the Fire Department and authorized exclusively to provide Medical First Response and related support functions within the scope of the Member’s approved training and authorization.
- m) “Volunteer Medical First Responder Program” means an Approved program through which Volunteer Medical First Responders provide Medical First Response in accordance with this By-Law, Department policies, medical protocols and applicable agreements.
- n) “*Fire Chief*” means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act*.
- o) “*Fire Department*” means the fire department for the Township.
- p) “*Fire Code*” means *Ontario Regulation 213/07*, as amended, and any successor regulation.
- q) “Firefighter” means the Fire Chief and any other person employed in, or appointed to, the Fire Department as a firefighter to undertake Fire Protection Services, and shall include a Volunteer Firefighter.
- r) “*Fire Protection and Prevention Act*” means the *Fire Protection and Prevention Act, 1997, S.O. 1997, C. 4*, as amended, and any successor legislation.
- s) “Fire Protection Services” includes fire suppression, rescue and emergency services, medical first response, 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.
- t) “*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, drives, obstructions or extraordinary hazards or unsafe conditions.
- u) “Member” means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and part-time Firefighters, Volunteer Firefighters, Volunteer Medical First

Responders, Auxiliary Members, Junior Firefighters, Chaplains and administrative staff.

- v) *“Municipal Act”* means the *Municipal Act, 2001, S.O. 2001, C. 25*, as amended and any successor legislation.
- w) *“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.
- x) *“Officer”* means Fire Chief, Deputy Fire Chief, Senior Captain, Captain, Acting Captain, Training Officer, Senior Fire Prevention Officer and any other person designated by the Fire Chief to supervise Firefighters.
- y) *“Township”* means the Corporation of the Township of North Glengarry.
- z) *“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.

ESTABLISHMENT

- 2. A Fire Department for the Corporation of the Township of North Glengarry to be known as “North Glengarry Fire Department” is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

- 3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and Director of the Fire Department.
- 4. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who 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.
- 5. In addition to the Fire Chief, the Fire Department shall consist of District Chiefs, Officers, Fire Prevention personnel, Inspectors, Volunteer Firefighters, Volunteer Medical First Responders, Administration, and other members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
- 6. 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.
- 7. Working conditions, remuneration and procedures for termination of employment for Firefighters other than Volunteer Firefighters, shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.

APPROVED SERVICES AND PROGRAMS

- 8. 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.

LIMITED SERVICE

- 9. 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.

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

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

11. The Fire Department shall not respond outside the limits of the municipality, except with respect to a fire, rescue or emergency:
 - 11.1 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;
 - 11.2 In a municipality with which an approved agreement has been entered into to provide protection services which may include automatic aid;
 - 11.3 On property with which an approved agreement has been entered into with any person or corporation to provide Fire Protection Services;
 - 11.4 At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
 - 11.5 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.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

12. The Fire Chief shall be ultimately 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.
13. 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.
14. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - 14.1 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.
 - 14.2 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*.
 - 14.3 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.
 - 14.4 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.

- 14.5 Recommending to Council amendments to this By-Law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
 - 14.6 Developing, establishing, and implementing policies, standard operating procedures (SOP) 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.
 - 14.7 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.
 - 14.8 Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, and services and supplies for the Fire Department.
 - 14.9 The proper care and protection of all Fire Department property.
 - 14.10 Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Township and other municipalities.
 - 14.11 Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all members of the Fire Department.
 - 14.12 Appointment, subject to the approved hiring policies, of any qualified person as a member of the Fire Department.
 - 14.13 The conduct and discipline of all members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
 - 14.14 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 the approved records retention policies and statutory requirements.
 - 14.15 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.
 - 14.16 Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon 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.
 - 14.17 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.
 - 14.18 Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
15. The Fire Chief shall be responsible for coordinating with the Community Emergency Management Coordinator 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*.

16. 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.

POWERS

17. The Fire Chief shall exercise all powers and duties prescribed in 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.
18. Without limiting the generality of the foregoing, the Fire Chief and his or her designates shall be empowered and authorized to carry out the following:
- 18.1 Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - 18.2 Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - 18.3 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.
 - 18.4 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*.
 - 18.5 Taking any and all steps as set out in *Parts V, VI and VII of the Fire Protection and Prevention Act*.
19. As set out in the *Fire Protection and Prevention Act*, 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 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.

RECOVERY OF COSTS

20. If as a result of a Fire Department response to a fire, rescue or other emergency, the Fire Chief, his or her designate, or other 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 may recover the costs incurred by the Fire Department for taking such actions from the owner of the property on which the fire or emergency occurred.
21. 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.
22. 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.
23. If a property owner who is charged a fee under this By-Law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

24. 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.

The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule “C” attached hereto and forming part of this By-Law.

JUNIOR FIREFIGHTER PROGRAM

25. The Fire Chief may establish a Junior Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.
26. To be eligible for appointment as a Junior Firefighter, candidates shall:
- (a) Be between the ages of 14 and 17;
 - (b) Be attending high school and meet attendance and academic expectations mutually agreed upon by the Junior Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief; and
 - (c) Provide written permission and a signed waiver that indemnifies and releases Township of North Glengarry from liability from a parent or legal guardian to participate in the Junior Firefighter Program.
27. Junior Firefighters shall comply with all terms and conditions of the Junior Firefighter Program as established by the Fire Chief, all applicable policies of Township of North Glengarry, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.
28. Acceptance as a Junior Firefighter shall be subject to the discretion of the Fire Chief. Junior Firefighter status may be revoked at any time.
29. Junior Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.
30. Junior Firefighters shall not be eligible for remuneration for participating in the Junior Firefighter Program.
31. Junior Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Junior Firefighter Program.
32. Junior Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.
33. Junior Firefighters shall not be permitted to enter any Immediately Dangerous to Life or Health (IDLH) area or environment at any time.
34. Junior Firefighters shall not operate any Fire Department vehicle.

VOLUNTEER MEDICAL FIRST RESPONDER PROGRAM

35. The Fire Chief may establish a Volunteer Medical First Responder Program to provide timely medical first response within the Township as an approved service of the Fire Department.
36. The Fire Chief may appoint eligible persons as Volunteer Medical First Responders in accordance with approved hiring policies and may determine the number of positions required for the Program.

37. To be eligible for appointment as a Volunteer Medical First Responder, a candidate shall be at least eighteen (18) years of age, successfully complete all screening requirements established by the Corporation or the Fire Chief, and possess and maintain the medical qualifications, certifications and competencies established by the Fire Chief.
38. Volunteer Medical First Responders shall complete a probationary period and all orientation, training, continuing education, evaluation and recertification requirements established by the Fire Chief.
39. Volunteer Medical First Responders shall provide care only within the scope of their approved training, certification and authorization and in accordance with applicable legislation, Department policies, medical protocols, direction from the incident commander, and any tiered-response, dispatch, paramedic-service or medical-oversight agreement applicable to the Program.
40. Volunteer Medical First Responders shall not transport patients and shall not represent themselves as paramedics or as an ambulance service.
41. Volunteer Medical First Responders shall not engage in fire suppression, interior or exterior structural firefighting, hazardous-materials response, technical rescue, automobile extrication, pump operations, or any other service requiring certification under Ontario Regulation 343/22 unless separately appointed, trained, certified and authorized by the Fire Chief to perform that service.
42. Appointment as a Volunteer Medical First Responder does not, by itself, require certification under Ontario Regulation 343/22. Nothing in this section relieves a Member from any certification required for a fire protection service that the Member is separately assigned or authorized to perform.
43. Volunteer Medical First Responders shall comply with all applicable policies of the Corporation and all policies, procedures, operating guidelines, medical protocols, general orders, directives and rules of the Fire Department, including requirements respecting infection prevention and control, personal protective equipment, patient documentation, privacy and confidentiality.
44. Volunteer Medical First Responders shall be medically and physically capable of safely performing the essential duties assigned to their position and shall submit to such occupational or medical assessments as the Fire Chief may reasonably require, subject to the Ontario Human Rights Code.
45. Volunteer Medical First Responders shall be subject to the direction and incident command structure of the Fire Department while participating in training, responding to an incident or otherwise performing authorized duties.
46. A person may be separately appointed as both a Volunteer Firefighter and a Volunteer Medical First Responder. Each appointment shall remain subject to the qualifications, limitations and authorization applicable to that position.
47. Volunteer Medical First Responders may receive remuneration at rates approved by Council and shall be provided with applicable workplace safety and insurance coverage in accordance with law and the policies of the Corporation.
48. Acceptance into the Program shall be at the discretion of the Fire Chief. The Fire Chief may suspend or revoke a Volunteer Medical First Responder's authorization or appointment in accordance with applicable law and Corporation policies.

AUXILIARY FIREFIGHTER PROGRAM

49. The Fire Chief may establish an Auxiliary Firefighter Program to provide retiring members with the Fire Department in a non-suppression role and would be responsible for assisting the department as deemed necessary by the Fire Chief, such as non-suppression activities and/or training.
50. An Auxiliary Firefighter is a current or former Member who, due to retirement from active duties, health, availability, time constraints or other circumstances accepted by the Fire Chief, is appointed to continue with the Fire Department in an authorized non-suppression role.
51. A Member's authorization to perform suppression activities shall cease when the Member transfers to the Auxiliary Firefighter Program or when the Fire Chief determines, based on the Member's qualifications, functional abilities, safety or operational requirements, that the Member is no longer authorized to perform suppression duties, subject to the Ontario Human Rights Code.
52. Auxiliary Firefighters shall not be permitted to enter areas of immediate danger to life and health or environment at any time.
53. Auxiliary Firefighters may operate a Fire Department vehicle only when authorized by the Fire Chief, properly licensed, trained and qualified to operate that vehicle, and in accordance with all applicable Department policies.
54. Auxiliary Firefighters are considered volunteer firefighters as defined under this by-law.
55. Employment status, remuneration and Workplace Safety and Insurance Board coverage for Auxiliary Members shall be administered in accordance with applicable legislation and the policies of the Corporation.

OBSTRUCTION

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

OFFENCES

57. 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 amended and any successor legislation.

SEVERABILITY

58. Should a court of competent jurisdiction find any section of 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 therefrom and to be enacted as such.

REPEAL

59. By-Law No. 54-2021 of the Corporation of the Township of North Glengarry be and is hereby repealed.

FORCE AND EFFECT

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

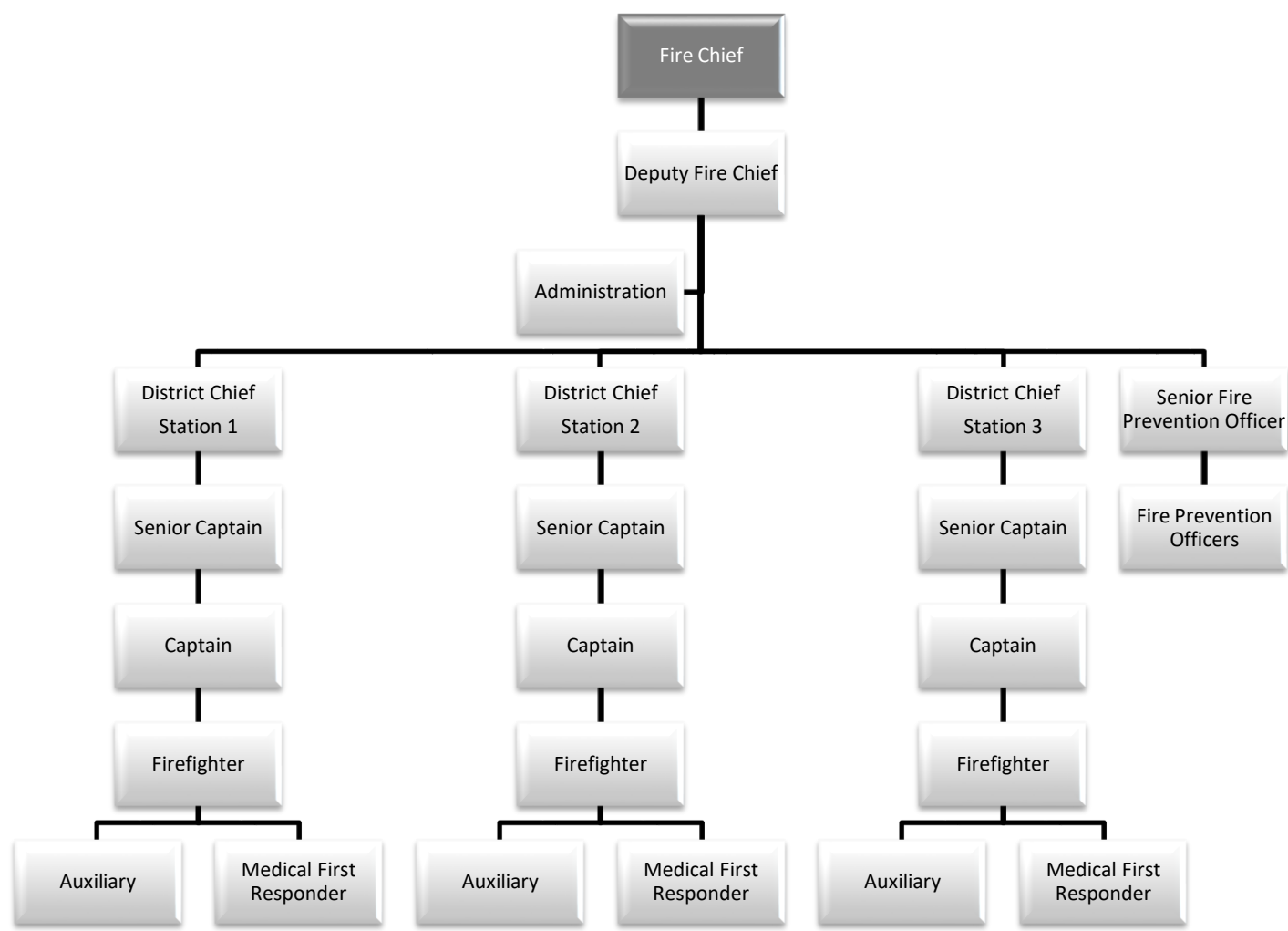
READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 20th DAY OF AUGUST 2026.

Jamie MacDonald, Mayor

Michael Fawthrop, CAO/Clerk

SCHEDULE "A"
BY-LAW NO. 46-2026
NORTH GLENGARRY FIRE DEPARTMENT
ORGANIZATIONAL CHART

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



SCHEDULE "B"
BY-LAW NO. 46-2026
NORTH GLENGARRY FIRE DEPARTMENT
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 the National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Services, Special Operations, and Fire Prevention Activities as revised from time to time.

B.1.2 Structural Firefighting Services:

- a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1750 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Services, Special Operations, and Fire Prevention Activities.
- b) **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 Firefighter staffing is deployed at the scene;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate scene supervision and support is provided.
- c) **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 Firefighter staffing is deployed at the scene;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate scene 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:
 - There shall be no expected rescue component with the service.
 - Service shall be provided to prevent fire spread to adjacent areas.
 - Service shall be provided when Interior Fire Suppression is not possible or appropriate.
 - Service shall be provided as water supply permits.

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform with NFPA 1142, *Standard on Water Supplies for Suburban and Rural Firefighting*.

B.1.4 Vehicle Firefighting Service:

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

B.1.5 Grass, Brush and Forestry Firefighting Services:

- Service shall be provided where qualified personnel are available and a risk assessment has been conducted in advance, and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

B.1.6 Marine Firefighting Services:

- Marine firefighting 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 Counties of Stormont, Dundas and Glengarry pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

B.1.9 Medical First Response Services:

- Medical First Response may be provided by authorized Members in accordance with their approved training, Department policies, medical protocols, dispatch criteria and applicable agreements. The service is non-transport and is intended to provide immediate care until responsibility for the patient is transferred to a paramedic or other authorized health-care provider. The Fire Department may also assist paramedic services with patient access, movement and other emergency or non-emergency situations for which the Fire Department has appropriate personnel, equipment or specialized skills.

B.1.10 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.1.11 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.1.12 Public Hazard Assistance Services:

- **Carbon Monoxide Incidents-** Response shall be provided to carbon monoxide alarms and emergencies.
- **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.1.13 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.1.14 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

B.1.15 Transportation Incidents Involving Vehicles, Trains, Aircraft, Watercraft:

- Response shall be provided where qualified personnel are available and a risk assessment has been conducted in advance to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property and/or significant environmental impact.

B.1.16 Highway Incident Services

- Fire Protection Services shall be provided to Highway 417 and other Provincial highways
- Costs associated with Fire Department response to Provincial highways shall be recovered in accordance with applicable Provincial fire service agreements.

B.1.17 Hazardous Materials Response Services:

- Services shall be provided at the Operational Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 472 Technician Levels shall not be provided by the Fire Department and are provided through Provincial Assistance.

B.1.18 Water and Ice Rescue Services:

- **Ice Rescue-** Service shall be provided at the Operational and Technician Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue only in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 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 be provided by the Fire Department, and Automatic Aid Agreement

B.1.19 Urban Search and Rescue Services:

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels are provided through Provincial Assistance and Automatic Aid Agreement, not by the Fire Department

B.1.20 Confined Space Rescue Services:

- Service shall be provided at the Awareness Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 1670 *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department, are provided through Automatic Aid Agreement.

B.1.21 Trench Rescue Services:

- Service shall be provided at the Awareness Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 1670 *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department, are provided through Automatic Aid Agreement.

B.1.22 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue in accordance with NFPA 1670 Standard.
- Farm and silo rescue incidents requiring confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department, are provided through Automatic Aid Agreement.

B.1.23 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the approved Emergency Management Program.

B.1.24 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

B.2.1 Fire Inspection Services:

- i. Conducting complaints inspections
- ii. Conducting vulnerable occupancy inspections
- iii. Conducting requested inspections
- iv. Conducting routine inspections
- v. Enforcing code compliance
- vi. Enforcing municipal by-laws
- vii. Issuing permits
- viii. Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- i. Providing fire and life safety public education programs
- ii. Facilitating smoke alarm and carbon monoxide alarm initiatives
- iii. Distributing public safety messaging to the media.

B.2.3 Fire Investigation Services:

- i. Determining cause and origin of fires and explosions.
- ii. Assessing code compliance
- iii. Determining effectiveness of built-in suppression features.
- iv. Determining compliance with building standards.
- v. Interacting with police, fire investigators and other agencies.
- vi. Supporting criminal prosecutions, including appearances in court.

B.2.4 Risk Assessment Services:

- i. Conducting community fire risk assessments
- ii. Compiling, analyzing and disseminating functional statistics
- iii. Selecting appropriate fire service programs.

B.2.5 Assistant to the Fire Marshal Services- Fire Prevention:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the

B.2.6 Fire Prevention Policy:

- The Fire Department shall deliver Fire Prevention Services in accordance with Schedule “D” of this By-Law.

B.3 Emergency Planning

B.3.1 Community Emergency Management Planning Services:

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

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

- i. Strategic planning
- ii. Evaluating Fire Department programs and services.
- iii. Projecting station locations and reallocations.
- iv. Determining staffing levels and assignments.
- v. Developing policies, procedures, standard operating guidelines.
- vi. Coordinating with other emergency services.
- vii. Coordinating development with other municipal departments.

B.4.2 Financial Services:

- i. Providing input into levels of service based on available funding.
- ii. Developing and administering operating and capital budgets.
- iii. Identifying alternative sources of revenue and fees for services.
- iv. Initiating cost recovery measures.
- v. Purchasing.

B.4.3 Records Management Services:

- i. Documenting Fire Department activities
- ii. Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- iii. Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. M45*, as amended, or successor legislation.

B.4.4 Human Resources Services:

- i. Recruitment, selection, promotion and retention of staff.
- ii. Performance evaluation.
- iii. Discipline
- iv. Job classifications.

B.4.5 Customer Relations Services:

- i. Enhancing public image of the Fire Department and its staff.
- ii. Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- i. Implementing a Fire Department health and safety program.
- ii. Implementing a joint health and safety committee for the Fire Department.
- iii. Implementing an occupational exposure program.

B.4.7 Legal Services:

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

B.5 Communications

B.5.1 Dispatch Services:

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

B.5.2 Technology Services:

- i. Arranging for maintenance, repair and technical support of Fire Department telecommunications and computer systems.
- ii. Developing specifications for Fire Department radios, communications devices and systems and computers.
- iii. Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training Program Standards:

- 1) NFPA 1001, Standard for Fire Fighter Professional Qualifications
- 2) NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications
- 3) NFPA 1006, Standard for Technical Rescuer Professional Qualifications
- 4) NFPA 1021, Standard for Fire Officer Professional Qualifications
- 5) NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners
- 6) NFPA 1033, Standard for Professional Qualifications for Fire Investigators
- 7) NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer
- 8) NFPA 1041, Standard for Fire Service Instructor Professional Qualifications
- 9) NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications

B.6.2 Providing Access to Training Facilities:

- i. Coordinating access to appropriate training facilities.
- ii. Delivering hands-on training to staff

B.6.3 Providing Station Training:

- i. Delivering curriculum specific to operational and strategic needs
- ii. Providing supervisory training drills

B.6.4 Program Development Services:

- i. Developing trainer facilitators
- ii. Coordinating core curriculum
- iii. Providing officer training and development
- iv. Developing specialized development programs

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- i. Maintaining fleet and equipment- both routine and emergency
- ii. Providing periodic inspection and testing programs
- iii. Complying with the requirements of provincial regulations
- iv. Providing annual pump capacity and certification testing
- v. Developing specifications for new apparatus and equipment
- vi. Acceptance testing of new apparatus and equipment
- vii. Maintaining, testing and calibrating specialized equipment.

B.7.2 Facilities Maintenance Services:

- i Providing routine cleaning and housekeeping of fire stations
- ii Arranging for maintenance and repair of fire station infrastructure
- iii Providing input regarding design and construction of fire stations.

SCHEDULE “C”
BY-LAW NO. 46-2026
NORTH GLENGARRY FIRE DEPARTMENT
VOLUNTEER MEMBER TERMS AND CONDITIONS OF
EMPLOYMENT

The employment of Volunteer Firefighters and, where expressly stated, Volunteer Medical First Responders and Auxiliary Members shall be governed by the following:

C.1 Volunteer Firefighter Employment

- C.1.1 The employment of Volunteer Firefighters shall be governed by the *Employment Standards Act, 2000, C.41, as amended, including the Regulations thereunder (“ESA”) and the Ontario Human Rights Code, RSO 1990, C. H.19 as amended.*
- C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:
- i. Be at least 18 years of age.
 - ii 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.*
 - iii Be physically fit to perform the duties of Firefighter and successfully complete a Physical Ability test to the satisfaction of the Fire Chief.
 - iv 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.
 - v Possess a valid Ontario Class “G” driver’s licence with a driving record that indicates responsible and safe driving behaviour and provide a current Ministry of Transportation driver’s abstract.
 - vi Reside in the Township and/or within proximity acceptable to the Fire Chief to a Township Fire Station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1750, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Services, Special Operations, and Fire Prevention Activities.*
 - vii Complete and successfully pass all written, oral and physical examinations, including certification as required under Ontario Regulation 343/22 and to the satisfaction of the Fire Chief.
 - viii Have the ability to attend an acceptable number of emergency calls on a call-out basis, as determined by the Fire Chief.
 - ix Have the ability to meet training attendance requirements of the Fire Department as determined by the Fire Chief.
- C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.

- C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 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.1.5 Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified member of the Fire Department in accordance with approved hiring policies.
- C.1.6 If a probationary Firefighter fails to successfully complete any 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.1.7 The Fire Chief may promote from time to time any qualified member, including certification as required under Ontario Regulation 343/22 and to the satisfaction of the Fire Chief, to maintain a sufficient complement of Officers in accordance with the approved Fire Department Organizational Chart.
- C.1.8 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 the suppression and emergency response duties, the Fire Chief may:
 - i 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.
 - ii 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.
 - iii Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Physical Ability Test beginning at an age determined by the Fire Chief and periodically thereafter.
- C.1.9 Every Member who is required to carry out an approved Emergency Response program or service set out in Section B.1 of Schedule "B" shall be medically and physically fit to perform the essential duties of the position to which the Member is appointed and shall submit to a medical examination and/or physical ability assessment at such times as the Fire Chief may reasonably require. A Volunteer Medical First Responder who is not separately appointed as a Volunteer Firefighter is not required to meet the Firefighter physical ability or NFPA firefighter certification requirements solely by reason of participating in the Volunteer Medical First Responder Program.
- C.1.10 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 employment subject to the Corporation's duty to accommodate pursuant to the *Ontario Human Rights Code*.

C.2 Remuneration

- C.2.1 Volunteer Firefighters and Volunteer Medical First Responders shall be remunerated for emergency responses, training, meetings, stand-by assignments and other authorized Fire

Department activities at the applicable rates approved by Council from time to time.

- C.2.2 Officer honorariums and any other applicable allowances shall be established and approved by Council from time to time.
- C.2.3 Council may establish or amend remuneration rates, honorariums, allowances, minimum call-out periods, payment increments and other compensation provisions by resolution, through the annual budget, or through an applicable compensation policy or remuneration by-law, without requiring an amendment to this By-law.
- C.2.4 Volunteer Firefighters shall receive vacation pay in accordance with the Employment Standards Act, 2000 and the regulations enacted thereunder.
- C.2.5 Remuneration and employment entitlements for Volunteer Firefighters shall be administered in accordance with the Employment Standards Act, 2000, including any exemptions or special rules applicable to firefighters under the regulations enacted thereunder.
- C.2.6 Remuneration and employment entitlements for Volunteer Medical First Responders shall be administered in accordance with the Employment Standards Act, 2000 and any other applicable legislation.

C.3 Employment Insurance (EI)

- C.3.1 Employment Insurance premiums shall be deducted and remitted where required by the *Employment Insurance Act* and its regulations. Any exemption applicable to emergency-service volunteers shall be administered in accordance with the requirements established by the Canada Revenue Agency.

C.4 Canada Pension Plan (CPP)

- C.4.1 Canada Pension Plan contributions shall be deducted and remitted where required by the *Canada Pension Plan* and its regulations. Any exemption applicable to emergency-service volunteers shall be administered in accordance with the requirements established by the Canada Revenue Agency.

C.5 Ontario Municipal Employees' Retirement System (OMERS)

- C.5.1 Eligibility for and enrolment in the OMERS Pension Plan shall be determined and administered in accordance with the applicable OMERS Plan terms, participation by-laws and enrolment requirements, as amended from time to time.

C.6 Workplace Safety and Insurance Board Coverage

- C.6.1 For the purposes of the Workplace Safety and Insurance Act, 1997 and the regulations enacted thereunder, Volunteer Firefighters, Volunteer Medical First Responders and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be deemed an employer in respect of Workplace Safety and Insurance Board coverage for members of the municipal volunteer fire brigade.
- C.6.2 The Corporation shall maintain coverage for Volunteer Firefighters, Volunteer Medical First Responders and Auxiliary Members according to the annual maximum insurable earnings ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.7 General Duties and Responsibilities

- C.7.1 All members shall conduct themselves in conformance with this By-Law, all applicable policies of the Corporation and all other 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.8 Discipline

- C.8.1 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 this By-Law, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive or rule of the Fire Department.
- C.8.2 In the case of misconduct by a Volunteer Firefighter, the following progressive steps of disciplinary action shall apply and shall be documented in the Firefighter's employment records, except in cases of serious misconduct wherein one or more steps may be omitted at the discretion of the Fire Chief:
- 1st step: Verbal reprimand by the District Chief or Fire Chief or designate;*
- 2nd step: Written letter of reprimand by the Fire Chief or designate;*
- 3rd step: Suspension for up to sixty (60) days by the Fire Chief or designate;*
- 4th step: Termination of employment by the Fire Chief or designate.*
- C.8.3 Any record of verbal or written disciplinary reprimand shall be removed from the Firefighter's employment records after a period of eighteen (18) months in which there have been no further disciplinary action(s).
- C.8.4 Any Volunteer Firefighter found guilty by a court having jurisdiction of any specified offence set out in Section 1 of Ontario Regulation 350/18 enacted under the *Police Record Checks Reform Act, 2015*, S.O. 2015, c.30 shall be discharged.
- C.8.5 In the case that a Volunteer Firefighter who has completed the probationary period is discharged with cause (as defined below), the Firefighter shall be advised in writing by the Town of the reason for such discharge.

C.9 Leaves of Absence

- C.9.1 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.
- C.9.2 A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.
- C.9.3 All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive this notice period.
- C.9.4 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.10 Termination

- C.10.1 The employment relationship between a Volunteer Firefighter and the Corporation may be terminated in the following ways:
- i. **Resignation:** A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
 - ii. **Termination with Cause:** The Corporation may terminate the employment of a

Volunteer Firefighter without notice or payment in lieu of notice at any time during the course of employment if the Volunteer Firefighter engages in conduct that disentitles him or her from termination and severance entitlements under the ESA.

- iii. **Termination Without Cause:** The employment of a Volunteer Firefighter may be terminated without cause at any time by the Corporation, at its sole discretion, in which case the Volunteer Firefighter will be entitled to the minimum applicable termination/severance entitlements in accordance with the ESA.

SCHEDULE "D"
BY-LAW NO. 46-2026
NORTH GLENGARRY FIRE DEPARTMENT
FIRE PREVENTION POLICY

D.1 PURPOSE

- D.1.1 To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.
- D.1.2 To maintain compliance with the minimum fire prevention and public education activities as required by the Fire Protection and Prevention Act (FPPA).

D.2 GENERAL

- D.2.1 The Senior Fire Prevention Officer, being duly appointed by Municipal Council shall report to the Fire Chief and will be responsible for the administration and delivery of the fire prevention division, and to fulfill the requirements of this Fire Prevention Policy.

D.3 FIRE PREVENTION RECORDS KEEPING AND RISK ASSESSMENT

- D.3.1 Current records relating to all fire prevention activities must be prepared and retained. These records include:
- D.3.2 Emergency response statistics using the current Office of the Fire Marshal Standard Fire Incident Report;
- D.3.3 Fire investigations;
- D.3.4 Fire prevention inspection program that includes complaints, requests, mortgage and resale, licensing, and other inspection types;
- D.3.5 Home inspection program;
- D.3.6 Smoke alarm program;
- D.3.7 Distribution of Public Fire Safety information and media releases;
- D.3.8 Public displays, fire station tours, etc.;
- D.3.9 Lectures, demonstrations, presentations to the public;
- D.3.10 Simplified risk assessment and other needs analysis processes containing a current community profile identifying current public education and prevention needs.

D.4 RISK ASSESSMENT

- D.4.1 The simplified risk assessment will be updated every three (3) years and programs modified as appropriate.

D.5 PUBLIC EDUCATION PROGRAMS

- D.5.1 The Fire Prevention Officer, with the assistance of the Volunteer Firefighters where appropriate, will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment that may include:
- D.5.2 TAPP-C Program (The Arson Prevention Program for Children).
- D.5.3 In addition to these programs, social, service and special interest groups may request fire safety related presentations, demonstrations, tours of fire stations, and specific program courses for clubs, cubs, guides and babysitters.
- D.5.4 Appropriate fire safety education materials, and voice and print media public service announcements will be distributed in an effective manner to address fire safety issues and concerns based upon needs and circumstances.

D.6 INSPECTIONS AND ENFORCEMENT

- D.6.1 Fire Prevention Inspections are to be conducted for all written complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards, and for all requests for inspections to assess fire safety.
- D.6.2 Where the fire department receives a complaint on any premise or building in the municipality, the inspection shall be given priority, and conducted as soon as practical under authority of the Fire Protection and Prevention Act regardless of the frequency established in this Fire PreventionPolicy.
- D.6.3 It is the objective of the North Glengarry Fire Department to conduct fire prevention inspections of occupancies at the frequency indicated below and as identified by the simplified risk assessment:

FIRE PREVENTION INSPECTION SCHEDULE

OCCUPANCY TYPE	FREQUENCY
<u>Assembly Occupancies (A)</u>	
Schools	Annually
Recreation Centers (Arenas)	Every Two Years
Curling/Golf Clubs	Every Two Years
Licensed Premises	Upon Request
Nursery/Day Care Facilities	Upon Request
Churches	Every Five Years
Special Occasion Permits	Upon request
<u>Institutional (B)</u>	
Hospitals	Annually
Nursing Homes	Annually
Homes for Special Care	Annually
<u>Commercial or Business (D & E)</u>	
Mercantile	Upon request.
Business / Personal Service	Upon request.
<u>Industrial (F)</u>	
Factories or Complexes	Target one (1) major occupancy annually.
<u>Residential (C)</u>	
Apartments regulated by 9.3.	Upon request.
Apartments regulated by 9.5	Upon request.
Apartments regulated by 9.8	Upon request.
Home Inspection Program	Voluntary and upon request.
Hotels / Motels (Including those regulated by 9.9)	Upon request.

- D.6.4 Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- D.6.5 Where a fire has occurred, the Fire Prevention Officer may inspect the property to ensure compliance with the Ontario Fire Code or any provisions under the Fire Protection and

Prevention Act.

- D.6.6 Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection and Prevention Act.

D.7 COMPLIANCE STRATEGIES FOR SMOKE ALARMS

- D.7.1 As a result of many recent fire tragedies in Ontario, and through recommendations from the Office of the Fire Marshal, the North Glengarry Fire Department will adopt a zero-tolerance approach, under certain circumstances, when it comes to enforcing Fire Code smoke alarm requirements. The following compliance and enforcement strategies shall be utilized as part of the zero-tolerance approach:
- D.7.2 **Fire Department Emergency Response:** In situations where the Fire Department has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be made. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations, the Fire Department may choose to issue a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
- D.7.3 **Enforcement Strategies for Homeowners:** Whenever a home is found to be non-compliant with Fire Code smoke alarm regulations, all efforts and strategies shall be used to gain compliance. If, however, the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and an Offence Notice (ticket) issued to the homeowner under Part I of the POA
- D.7.4 **Enforcement Strategies for Landlords:** Landlords who are found to be negligent in providing and maintaining smoke alarms for their rental dwelling units as determined through routine inspections or through a fire department response to an actual fire, may be automatically issued a ticket under Part I of the Provincial Offences Act (POA), AMPS or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket.
- D.7.5 **Enforcement Strategies for Tenants:** Tenants in multi-unit rental accommodation who disable smoke alarms are not only putting themselves at risk, but also tenants in neighbouring units. Experience has shown that removing batteries or otherwise tampering with smoke alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a smoke alarm may be automatically issued a ticket under Part I of the Provincial Offences Act (POA), AMPS or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket.

- D.8** Education is a critical component to helping to ensure homeowners are educated about smoke alarm types, placement, installation, and maintenance, and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulations, and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discretion and flexibility in their approach.

D.9 OPEN AIR BURNING

- D.9.1 Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Chief Fire Official and/or his/her designate and in accordance with the conditions set out in the Burning By-Law.

D.10 NEW CONSTRUCTION

- D.10.1 New construction or alterations to existing buildings will be inspected in accordance with the Building Code Act, 1992 and Regulations.

D.11 FIREPLACES AND SOLID-FUEL-BURNING APPLIANCES AND EQUIPMENT

- D.11.1 New installations or alterations of fireplaces and solid-fuel-burning appliances and equipment will be inspected in accordance with the Building Code Act, 1992 and Regulations.
- D.11.2 Existing installations of fireplaces and solid-fuel-burning appliances and equipment will be inspected upon request to the fire department; however, comments will be limited to the visible portions of the appliance and equipment only, at the time of the inspection. Fees for conducting these inspections and issuance of compliance letters and reports will be charged in accordance with established municipal fee structure.

D.12 REQUESTED INSPECTIONS FOR CHANGE OF OWNERSHIP

- D.12.1 Inspections will be conducted within a reasonable period of time when requested by the purchaser's solicitor and only where written permission has been obtained from the owner or the owner's agent to inspect and
- D.12.2 release inspection results. Fees for conducting these inspections and issuance of compliance letters and reports will be charged in accordance with established municipal fee structure.

D.13 INVESTIGATION OF FIRES

- D.13.1 The Fire Chief and/or members of the fire department delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality.
- D.13.2 The Office of the Fire Marshal will be notified for the following reasons: Fatality or Serious Injury (likely to cause death), gaseous explosions, large loss fire or suspicion of arson. Fire Department Personnel will assist the OFM investigator as requested.

D.14 FEES FOR SERVICES

- D.14.1 Fees may be charged for any or all of the above referenced services in accordance with the Municipal Fees By-Law and any amendments thereto.

D.15 SUMMARY

- D.15.1 This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Fire Chief, all fire department personnel, and the public.



STAFF REPORT TO COUNCIL

Report No: PW-2026-14

August 20, 2026

From: Timothy Wright, Director of Public Works

RE: Bishop Water Quantity Increase

Recommended Motion:

THAT Council receives report PW-2026-14 Bishop Water Quantity Increase;

AND THAT Council authorizes a further extension of the existing contract with Bishop Water Inc. under Contract PW2023-20 / Extension PWPO-1798 for the additional removal, dewatering, and containment of approximately 650 Bone Dry Metric Tonnes (BDMT) of sludge from the remaining dredging areas within Lagoon Cell C at the Alexandria Lagoons, in the amount of \$464,445.34 plus HST, as a single source purchase in accordance with Section 21.1(b) of the Township's Procurement Policy (By-law 18-2023);

THAT the Mayor and CAO/Clerk are authorized to execute the necessary contract extension documents.

Background / Analysis:

In 2023, the Township issued Request for Proposal PW2023-20 for wastewater lagoon sludge removal and awarded the work to Bishop Water Inc. through a competitive procurement process. The original agreement was executed on June 27, 2023, and the initial scope focused on sludge removal from Cell B of the Alexandria Lagoon using Bishop Water's solids management and Geotube® dewatering system.

Council subsequently approved an extension to the agreement on June 24, 2025, to expand the scope to sludge removal and dewatering from Cells A, B, and C for the 2025 construction season at an estimated value of \$1,030,937.00. A further extension for the 2026 construction season was then approved through Report PW-2026-07 in the amount of \$1,364,930.00 plus HST for the removal of up to 2,300 BDMT of sludge from Cells A, B, and C using an accelerated two-dredge approach.

Bishop Water Inc. has now submitted a further pricing update, identified as Proposal #7937 dated August 4, 2026, for the removal of additional sludge remaining within Lagoon Cell C. Based on Bishop Water's review of revised sludge volume information provided by CompleteWaters and its interpretation of current in-situ solids content, approximately 1,300 BDMT remained in Lagoon Cell C as of July 9, 2026, of which approximately 650 BDMT is required to complete the existing 2026 contract quantity and the remaining approximately 650 BDMT is considered additional to the approved 2026 scope.

The proposal for this further extension includes the supply of five additional Geotube® units for Dewatering Cell 4 and the operational costs associated with removal, dewatering, and containment of the estimated 650 BDMT of additional sludge. Bishop Water's pricing for the added scope is summarized below.

Item	Amount
Additional Geofabric containment	\$68,586.88
Removal, dewatering, and containment of 650 BDMT	\$346,376.15
Additional 100 BDMT contingency	\$49,482.31
Total extension amount (excluding HST)	\$464,445.34

The proposed extension remains directly related to the original competitively procured contract and addresses residual sludge quantities identified during execution of the approved 2026 work.

Alternatives:

Do not removal all of the sludge from Cell C - this may interfere with the completion of the Alexandria Lagoon.

Financial Implications:

\$464,445.34 would be taken from the Alexandria Lagoon contingency; this would not affect the Township's ability to complete both the Alexandria Lagoon and the Maxville Lagoon projects.

Attachments & Relevant Legislation:

Township of North Glengarry Procurement Policy (By-law 18-2023)

Others Consulted:

- Dean McDonald, Environmental Services Manager
- Michael Fawthrop, P.Eng., CAO/Clerk

Reviewed and Approved by:
Michael Fawthrop, P.Eng.
CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW 47-2026
FOR THE YEAR 2026**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

THEREFORE, the Council of the Corporation of the Township of North Glengarry enacts as follows:

- 1. **THAT** the action of the Council at its Special meeting of Thursday August 20, 2026, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
- 2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- 3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 20th day of August 2026.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No.47-2026, duly adopted by the Council of the Township of North Glengarry on the 20th day of August 2026.

Certified CAO/Clerk / Deputy Clerk

Date