



Corporation of the Municipality of Calvin Council Resolution

Date: August 27, 2024

By-Law 2024-51

Resolution Number: 2024-289

Moved By: Councillor Manson

Seconded By: Councillor Grant

By-Law 2024- 51 being a By-Law to amend By-Law 2019-023 a By-Law to establish and regulate a fire department, pursuant to Section 467 of the Municipal Act, 2001 c.25, for the purpose of protecting a municipality from liability with respect to agreements entered into an emergency fire service plan adopted prior to January 1, 2003. 2001, c. s. 467,

The Council of the Corporation of the Municipality of Calvin deems it advisable to amend certain Sections and Appendices,

Now therefore be it resolved that, Council of the Corporation of the Municipality of Calvin hereby approves the changes as recommended by the Fire Chief and that **By-Law 2024- 51** as attached and are hereby imposed and ratified.

1. That the Deputy Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin.
2. That the attached be hereto and form part and parcel of this By-Law.
3. That By-Law 2019-023 and any other By-law inconsistent with this By-Law is hereby repealed.
4. This By-Law shall be enacted and in effect upon the signing thereof.
5. This By-Law is to be reviewed by the Fire Chief and brought forward to Council for approval annually.

Results: Carried

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould (Absent)	<input type="checkbox"/>	<input type="checkbox"/>

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2024-51

BEING a by-law to amend By-Law 2019-023 a by-law to establish and regulate a fire department.

WHEREAS pursuant to Section 467 of the Municipal Act, 2001 c.25, for the purpose of protecting a municipality from liability with respect to agreements entered into an emergency fire service plan adopted prior to January 1, 2003, 2001, c 467.

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to amend certain Section and Appendices which shall be herein entered in italics.

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin hereby enacts as follows:

1. DEFINITIONS

In this by-law, unless the context otherwise requires,

- (a) **Council** means the Council of the Corporation of the Municipality of Calvin
- (b) **Department** means the Calvin Township Volunteer Fire Department
- (c) **Fire Protection** means a range of programs designed to protect the lives and property of the inhabitants of the fire department response area from the adverse effects of fires to dangerous conditions created by man or nature and includes fire prevention and public education, rescue and suppression services.
- (d) **Volunteer Fire Fighter** means a person who voluntarily acts as a fire fighter for a nominal consideration or honorarium.
- (e) **Approved** means approved by Council of the Corporation of the Municipality of Calvin
- (f) **Chief** means the one person appointed by by-law of the Council of the Municipality of Calvin
- (g) **Deputy Fire Chief** means the one person appointed by the Council of the Municipality of Calvin to act in the place of the chief of the fire department in the case of a vacancy in the department.
- (h) **Company** means a complement of personnel operating one or more pieces of apparatus under the supervision of an officer.

2. STATEMENT

- (a) A fire department for the Municipality of Calvin to be known as the Calvin Township Volunteer Fire Department is hereby established and the head of the department shall be known as the **CHIEF** of the department.
- (b) The goals-mission statement of the department shall be as those contained in Appendix A of this by-law hereto attached
- (c) The services provided by the Calvin Township Volunteer Fire Department and other agreements in place shall be those stated in Appendix B hereto attached.

3. PERSONNEL

In addition to the chief of the department, the department personnel shall consist of a deputy fire chief, two captains and fourteen members as from time to time may be deemed necessary by the chief.

4. **GENERAL**

- a) The chief of the department may recommend to the council the appointment of any qualified person as a member of the department, subject to the approved hiring policies of the corporation.
- b) Every member of the department appointed for firefighting duties shall be physically and medically fit. The Chief of the department may at any time require documentation of proof of medical fitness for any fire department personnel.
- c) A person appointed as a member of the department for firefighting and fire prevention duties shall be on probation for a period of four months during which period he-she shall take such special training and examination as may be required by the chief of the department.
- d) **Volunteer fire fighters must be 18 years of age and hold a valid class G drivers license. Junior volunteer fire fighters between the ages of 16 -18 years may be allowed, at the discretion of the fire chief, but shall not be allowed to attend the scene.**
- e) If a probationary member appointed for firefighting or fire prevention duties fails any such examinations, the chief of the department will advise council that he-she is dismissed.

- 4.1 (a) the chief of the department may reprimand, suspend or dismiss any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provision of this by-law or general orders and department rules, that in the opinion of the chief, would be detrimental to the discipline and efficiency of the department
- (b) Following the suspension of any member, the chief of the department shall report, in writing the suspension and his-her recommendations to the council and,
- (c) A member shall not be dismissed without being afforded the opportunity for a hearing before council, if he-she makes a written request for such hearing within seven days after receiving his-her proposed dismissal

- 4.2 The remuneration of all members of the department shall be as determined by the council from time to time.

- 4.3 The chief of the department is responsible to council for the proper administration and operation of the department, for the discipline of its members and,

- a) Shall develop, and publish such written (standard operating guidelines) and such general orders and departmental rules as may be necessary for the care and protection of the department, department equipment and department personnel, and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws of the municipality.
- b) Shall review periodically the policies and procedures of the department and may establish an Advisory Committee consisting of such officers as he-she may determine from time to time to assist him-her in these duties
- c) Shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws

respecting fire prevention and exercise the powers imposed on him-her by the Fire Protection and Prevention Act, and the fire chief or his-her designate shall be empowered to authorize fire department members to:

- i)** pull down or demolish any building or structure to prevent the spread of fire
- ii)** when unable to contact the property owner, to take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident
- iii)** the corporation may recover expenses incurred by such necessary action in a manner provided by the Municipal Act

d) Is responsible for the enforcement of this by-law and the general order and departmental rules

e) Shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act

f) Shall submit to the council for its approval the annual budget estimates for the department

4.4 (a) The deputy chief shall be the second ranking officer of the department and it shall be his-her responsibility to conduct the orders of the chief.

(b) The deputy chief has the same authority and responsibility as the fire chief and shall perform all the duties of the fire chief in the fire chief's absence

4.5 (a) the department is composed of the following divisional functions:

Division of Administration

Division of Apparatus, Equipment and Communication

Division of Fire Suppression

Division of Fire Prevention

Division of Training

(b) Each division of the department is the responsibility of the chief and is under the direction of the chief, or such member designated by the chief. If deemed necessary, division chiefs may be appointed and delegated authority with responsibility to the chief for the proper operation of a division.

4.6 The chief of the fire department is responsible for conducting, or delegating in total or in part, the following duties pertaining to the function of the Division of Administration. He-she shall:

a) Provide administration facilities for the chief and deputy chief of the department

b) Prepare the departmental budget and exercise control of the budget

c) Prepare the payroll of the department and initiate requisition for materials and services and certify all accounts for the department

d) Maintain personnel records

e) Arrange for the provision of medical services

f) Arrange for provisions of new buildings

g) Provide liaison with the local firefighter's association

h) Prepare the annual report of the department

i) Perform the general administrative duties of the department

- 4.7 The chief of the department is responsible for conducting or delegating in total, or in part, the following duties pertaining to the functions of the Division of Apparatus, Equipment and Communication. He-she shall:
- a) Prepare specifications for the purchase of apparatus and equipment
 - b) Maintain and keep in repair all existing buildings, apparatus and equipment of the department
 - c) Prepare the annual report and budget of the Division of Apparatus, Equipment and Communication to be submitted to the Division of Administration.
- 4.8
- a) The Division of Fire Suppression is composed of companies as the chief of the department may determine.
 - b) The chief of the fire department is responsible for conducting, or delegating in total, or part, the following duties pertaining to the functions of the Division of Fire Suppression” He-she shall:
 - i) Prevent, control and extinguish fires
 - ii) Conduct investigations of fires to determine cause, origin and where appropriate, to request the Office of the Fire Marshall to conduct investigation
 - iii) Respond and assist at such emergencies as may be required
 - iv) Participate in training at the station
 - v) Conduct pre-fire fighting operation plans
 - vi) Prepare an annual report and budget of the Division of Fire Suppression to be submitted to the Division of Administration
 - c) A Captain is in command of a company to which he-she is assigned and is responsible for the proper operation of that company
 - d) Where the chief of the department designates a member to act in the place of an officer in the department, such member, when so acting has all the power and shall perform all the duties of the officer replaced
- 4.9 The chief of the fire department is responsible for conducting or delegating in total, or in part the following duties pertaining to the functions of the Division of Fire Prevention through an approved fire prevention policy. He-she shall:
- a) Develop approved fire prevention and public fire safety education policies
 - b) Ensure compliance with the Fire Protection and Prevention Act, record all compliance and non-compliance
 - c) Maintain fire loss records
 - d) Prepare the annual report and budget of the Division of Fire Prevention to be submitted to the Division of Administration
- 4.10 The chief of the department is responsible for conducting or delegating in total, or in part, the following duties pertaining to the functions of the Division of Training. He-she shall:
- a) Establish a fire department training program for all personnel of the department.
 - b) Administer training programs
 - c) Prepare and conduct examinations of members as required
 - d) Prepare the annual report and budget of the Division of Training to be submitted to the Division of Administration

- 4.11 a) The chief shall form a senior officer committee to oversee promotion policy based on evaluation, written, practical and oral examinations as deemed necessary.
b) The chief along with the deputy chief and the captains will review the performance of each member of the department that is participating in an examination for promotion
c) When in the opinion of the chief of the department all other factors for the promotion of two or more members are equal, seniority of service in the department governs.

- 4.12 The department shall not respond to calls with respect to fire or emergency outside the limits of the municipality except with respect to fire or emergency.
a) that in the opinion of the chief of the department or designate, threatens property in the municipality or property situated in the municipality that is owned or occupied by the municipality
b) In a municipality with which an agreement has been entered into to provide fire protection
c) On property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefore
d) At the discretion of the municipality authorized to participate in the Nipissing-Parry Sound Mutual Aid Fire Service Association or any other organized plan or program on a reciprocal basis, or
e) On those highways that are under the jurisdiction of Ministry of Transportation, to which an agreement has been entered into with the District, or
f) On property beyond the municipal boundary where the fire chief or his-her designate determines that immediate action is necessary to preserve and protect life and or property and the correct department is notified and or assume command. The fire chief shall subsequently inform the head of council of such response.

5. This by-law comes into effect the day it is passed by council.

6. By-law no. _____ is hereby amended.

AUG 27 2024

READ A FIRST AND SECOND TIME this _____



Deputy-Mayor



Chief Administrative Officer

READ A THIRD TIME AND FINALLY PASSED in open council this 27th day of August, 2024

Deputy-Mayor

Chief Administrative Officer

Appendix A

The primary mission of the Calvin Fire Department is to provide a range of services to protect lives and property to the inhabitants of Corporation of the Municipality of Calvin from the adverse effects of fires or exposures of dangerous conditions created by man or nature

APPENDIX B **SERVICES AND AGREEMENTS**

Services Provided by the Calvin Volunteer Fire Department:

1. Fire Suppression (Limited Interior Attack)
2. Wildland (grass and brush fires)
3. Motor Vehicle Collisions
 - Auto Extrication
 - Patient Care (First Aid)
 - Fire Suppression
 - Traffic Control
4. Water and Ice Rescue (Static Water and Shore Based)
5. Off Road Rescue
 - Patients cannot be accessed by ambulance or by road.
6. Search and Rescue (land based)
 - Missing person
 - Injured patients are trapped under debris/object.
7. Hazardous Material Spills (Awareness Levels Only)
8. Fire Prevention
9. First Aid and CPR Level C

The Corporation of the Municipality of Calvin has entered into an agreement in addition to the Municipal coverage area:

1. MTO agreement to provide auto extrication on Highway 630 beginning at Highway 17 to Algonquin Park
2. MNR agreement to cover 100 meters corridor for and brush fire along Highway 630
3. Canadian Ecology Centre
4. Samuel de Champlain Provincial Park
5. Province of Ontario (Lauder township including Highway 630, Flood Road and McLaughlin Road)
6. Automatic Aid Agreement with Township of Papineau-Cameron
7. Tiered Response with DSSAB