REPORT



MEETING TYPE: Regular Council

TO:	Council
FROM:	Jeremy Funk, Emergency Services Manager/Fire Chief
DATE:	1/17/2024
SUBJECT:	Establish and Regulating By-Law for Fire Services
REPORT NO.	[Auto-generated Report Number]

TITLE: Establish and Regulating By-Law for Fire Services

RECOMMENDATION:

THAT Council authorizes the passing of By-law No. 01-24, Being a By-law to Establish and Regulate a Fire Service for The Corporation of the Municipality of Sioux Lookout and to Rescind By-law Nos. 843, 1021, and any Other By-laws to Establish a Fire Service or Fire Department for The Corporation of the Municipality of Sioux Lookout; and further

THAT Council approves the Fire Services Fees and Charges, as attached to the Emergency Services Manager/Fire Chief's Report dated January 17, 2024.

PURPOSE:

The purpose of this report is to update Council on the current and recommended services that the Emergency Services/Fire Department should provide.

BACKGROUND:

Currently, the Sioux Lookout Fire Services is based on two by-laws from 1970, By-law No. 843, A By-law to Establish a Fire Department, dated November 12, 1970, and By-law No. 1021, Amendment to By-law 843.

The current By-law No. 843 was adopted over 50 years old and does not meet the current standards and prescribed regulations for establishing and regulating fire services for municipalities.

DISCUSSION:

The legislation that prescribed the regulations in the 1970's has been replaced by new legislation to reflect current standards and requirements for the fire services in Ontario.

Section 2 of the Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4, (FPPA) 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 the needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities.

Section 5 (1) of the FPPA also states that a fire department shall provide fire suppression services and may provide other fire protection services in a municipality, group of municipalities or in territory without municipal organization.

In addition to the sections of the FPPA that pertain to the establishment of a of a fire prevention, education and suppression program, Ontario Regulation, O. Reg. 343/22 was approved on April 22, 2022 that introduced a new Firefighter Certification regulation what came into force on July 1, 2022. The regulation introduces mandatory minimum certification standards and job performance requirements for firefighters in an effort to ensure that firefighters across Ontario have consistent training.

New Certification Requirements:

The new regulation requires firefighters be certified to specific minimum certification standards when delivering certain types of fire protection services. All of the certification standards incorporate the standards and job performance requirements that have already been developed by the National Fire Protection Association, an international non-profit organization that provides information on fire-related hazards.

The purpose of the new certification model is to provide fire departments with the flexibility to meet local training needs based on levels of fire protection services, while promoting the safety of firefighters and the public.

Under the regulation, the fire protection services with minimum certification standards include, but are not limited to:

- **Firefighter Exterior Attack:** Fire suppression operations from the exterior of the building only
- **Firefighter Interior Attack:** Fire suppression operations that enter the interior of the building and can perform rescue
- **Team Lead Exterior Attack:** Supervision of firefighters that provide fire suppression operations from the exterior of the building only
- **Team Lead Interior Attack:** Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue
- **Pump Operations:** Operation of a pumper apparatus without driving the apparatus, or where the apparatus does not require a class D licence

- Fire Prevention/Inspection Level I: Conducting fire and life safety inspections
- Fire Prevention/Inspection Level II: Conducting fire and life safety inspections including in facilities that store, handle or use flammable/combustible liquids
- Fire Investigator: Conducting fire cause and origin investigations
- Fire and Life Safety Educator: Providing fire and life safety education
- Training Officer Level I: Providing training and education to other fire personnel
- Training Officer Level II: Providing training and education to other fire personnel including lead instructor roles at live fire and above or below grade technical rescue practical training
- **Incident Safety Officers:** Undertaking the primary role of incident safety officer at emergency calls

The regulation mandates every municipality, and every fire department in territories without municipal organization, with ensuring that its firefighters meet the required certification standards. The certification must be provided by the Fire Marshal or through an alternate accreditation process that is recognized by the Fire Marshal as being equivalent.

The regulation sets out a variety of exceptions and "grand parenting" provisions. For instance, the certification requirements do not apply to the delivery of certain fire protection services where the firefighter has been a firefighter for no more than 36 months and is operating under the supervision of a firefighter certified to the applicable standard. According to commentary from the Ontario Government, this exception exists because the firefighter is considered to already be training and certifying to the new minimum certification standards.

Note: In consultation with the Ontario Fire Marshal's Office personnel, Interim Emergency Services Manager/Fire Chief, Robert Favot submitted the necessary documentation for the fire personnel that fell under the "grand parenting" provision and each submission was approved at the standard submitted for various training requirements.

Since starting the position of Emergency Service Manager/Fire Chief, in consultation with the Chief Administrative Officer and the Ontario Fire Marshal's Office, the department has continued the training required to attain the required certifications for services to be provided by the Municipality upon Council approval. The attached Schedule "A" – Approved Delivery of Core Services are the services and service level that is being recommended to be provided to the community. As training continues, the level of service and or new service will be presented to Council for approval.

Municipalities or fire departments have a compliance deadline of either July 1, 2026, or July 1, 2028, depending on the fire protection service being delivered.

RELATIONSHIP TO THE STRATEGIC PLAN:

Community Wellness - Work to ensure that our community is a safe place to live through a program of public education, prevention and as a last line of defence, suppression activities.

Operation Excellence – To provide excellent services to the community in the prevention of emergency situations and assist when through emergency response services.

FINANCIAL IMPLICATIONS:

Currently the department is managing the costs by providing in-house training and within the allocated budget for training and development.

ATTACHMENTS:

- 1. By-law No. 843, A By-law to Establish a Fire Department
- 2. By-law No. 1021, A By-law to amend By-law No. 842 to Establish a Fire Department
- 3. By-law No. 01-24 Being a By-law to Establish and Regulate a Fire Department for the Municipality of Sioux Lookout
- 4. Fire Services Fees and Charges

SIGNATURES:

Written By:
Jeremy Funk
Emergency Services Manager/Fire Chief

Approved By:
Brian P. MacKinnon,
Chief Administrative Officer and
Municipal Clerk

RECOMMENDED ESTABLISHING AND REGULATING BY-LAW

BY-LAW NO. 843

A BY-LAW TO ESTABLISH A FIRE DEPARTMENT

WHEREAS the Municipal Act provides that the Council may by by-law establish and regulate a fire department; THEREFORE, the Council of the Corporation of the Town of Sioux Lookout ENACTS AS

FOLLOWS:

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

(a) "Council" means the Council of the Town of Sioux Lookout;

(b) 'Department" means the Sioux Lookout Town Fire Department,

(c) "Member" includes an officer.

- A Department for the Town of Sioux Lookout to be known as the Sioux Lookout Municipal Fire Department is hereby established and the head of the Department shall be known as the Chief of the Department.
- In addition to the Chief of the Department, the Department personnel shall consist of a Deputy Chief and such number of Division Chiefs, Captains and other Officers and Members as from time to time may be deemed necessary by the Council.
- (1) The Chief of the Department may recommend to the Council the appointment of any qualified person as a member of the Department.

(2) A person is qualified to be appointed a member of the Department for fire

fighting duties who:

(a) is not less than 18 years of age and not more than 45 years of age,

(b) has successfully completed at least Grade 10,

(c) is of good character,

(d) Passes such aptitude tests as may be required by the Chief of the Department, and

(e) Is medically fit to be a member as certified by a Physician desig-

nated by the Chief of the Department.

- (3) A person appointed as a member of the Department for fire fighting duties shall be on probation for a period of 6 months during which period he shall take such training and examinations as may be required by the Chief of the Department.
- (4) If a probationary member appointed for fire fighting duties fails any such examinations, the Chief of the Department may recommend to the Council that he be dismissed.

- The remuneration of all members of the Department shall be as determined by the Council,
- The Chief of the Department is responsible to the Council for the proper administration and operation of the Department, for the discipline of its members,
 - (a) May make such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department, 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, and subject always to the approval of the Public Safety Committee of the Council.

(b) Shall review periodically the policies and procedures of the Department and may establish an Advisory Committee consisting of such officers as he may

determine from time to time to assist him in this duty.

(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 and, duties imposed on him by the fire Marshal's Act.

(d) Is responsible for the enforcement of this By-Law and the general orders

and departmental rules.

- (e) Shall report all fires to the Fire Marshal as required by the Fire Marshal's Act.
- (f) Shall submit to the Council for its approval, as required by the Council, the Annual Estimates of the Department.
- The Deputy Chief shall report to the Chief of the Department on such activities of the Department as he deems necessary, and shall carry out the orders of the Chief, and, in the absense of the Chief, has all the powers and shall perform all the duties of the Chief.

(1) The Department is composed of the following divisions, and the Chief shall be responsible for the proper operation of each division, provided that he may delegate such responsibility to the Deputy Chief or any other officer who shall be responsible therefore to the Chief.

Division of Administration,

Division of Apparatus, Equipment and Communications,

Division of Fire Fighting,

Division of Fire Prevention,

Division of Training.

(1) The Fire Chief is responsible for the carrying out of the following duties:

(a) Divison of Administration

(i) Provide administration facilities for the Chief and Deputy Chief of the Department.

(ii) Prepare the Departmental budget and exercise control of the budget.

(iii) Prepare the payroll of the Department and initiate requisitions for materials and services and certify all accounts of the Department.

(iv) Maintain personnel records.

(v) Arrange for the provision of medical services. (vi) Arrange for the provision of new buildings. (vii) Prepare the Annual Report of the Department.

(viii) Carry out the general administrative duties of the Department. (ix) Provide liason with the District Fire Co-ordinator.

(x) Assist the District Fire Co-ordinator in the preparation of a District Emergency Fire Service Annex and operating procedures.

(b) Division of Apparatus, Equipment and Communications

(i) Prepare specifications for the purchase of apparatus and equipment (ii) Maintain and keep in repair all existing buildings, fire fighting, rescue and salvage apparatus of the Department.

(iii) Modify apparatus and equipment.

(iv) Provide recharging facilities for fire fighting extinguishers and

cylinders and to test and repair hose.

(v) Where a waterworks Commission is established provide liaison in order to ensure an adequate flow of water in new waterworks projects: and the adequate maintenance of existing waterworks facilities for the use of the Department.

(vi) Issue clothing, equipment and cleaning supplies. (vii) Receive alarms and dispatch apparatus.

(viii) Prepare specifications for new communication systems and for additions to existing communication systems.

(ix) Maintain the communication system of the Department,

(x) Prepare the Annual Report and Budget of the Division of Apparatus Equipment and Communications to be submitted to the Division of Administration.

(c) Division of Fire Fighting

(i) Prevent, control and extinguish fires.

(ii) Conduct, through the Division of Fire Fighting or the Division of Fire Prevention, investigations of fires in order to determine cause, origin, and where appropriate, to notify the authority having jurisdiction to conduct an investigation.

(iii) Perform rescue and salvage operations and render first aid.

(iv) Respond and assist at such emergencies as may be required by the Chief of the Department.

(w) Participate in training at stations.

(vi) Conduct company fire prevention and familiarization inspection of premises.

(vii) Perform apparatus maintenance and cleaning duties at stations. (viii) Prepare the Annual Report and Budget of the Division of Fire Fighting to be submitted to the Division of Administration.

(d) <u>Division of Fire Prevention</u>

(i) Conduct fire prevention inspections of premises.

(ii) Enforce fire prevention by-laws.

(iii) Examine building plans

(iv) Provide personnel for fire prevention lectures. (v) Establish and maintain photography facilities.

(vi) Maintain fire loss records.

(vii) Receive, process and follow up reports of fire prevention inspections conducted under the Division of Fire Fighting.

(viii) Prepare the annual report and budget of the Division of Fire Prevention to be submitted to the Division of Administration.

(e) <u>Division of Training</u>

(i) Conduct training for all personnel of the Department in fire administration, fire prevention and fire fighting.

- (ii) Administer training programs in stations. (iii) Prepare and conduct examinations of members as required by the Chief of the Department.
- (iv) Prepare the annual report and budget of the Division of Training to be submitted to the Division of Administration.
- A Captain is in command of the company to which he is assigned and is responsible for the proper operation of that company to the Chief.
- Where the Chief of the Department designates a member to act in the place of (3) an officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.
- (1) The provisions of this section with respect to the promotion of members do not apply to the Deputy Chief.
 - (2) Any member having at least 3 years of service with the Department may make application to the Chief of the Department to qualify him for promotion to a rank immediately superior to his present rank.
 - (3) Every recommendation for promotion of a member made to the Council by the Chief of the Department shall be based on the evaluation of:
 - (a) The results of examinations taken by the member,

(b) The age and physical fitness of the member, and (c) The fire and station record of the member.

- (4) When, in the opinion of the Chief of the Department, all other factors for the promotion of two or more members are equal, seniority or service in the Department governs.
- (5) The fire fighting and station records of each member of the Department shall be evaluated as follows:
- 1. The Captain of each company shall evaluate each member of the company. (6) The Chief of the Department and the Deputy Chief shall evaluate each member and all members of the Department who are participating in an examination for
- promotion. (7) Every applicant for promotion shall take such written, oral and practical examinations as may be required by the Chief of the Department.
- Every member of the Department appointed for fire fighting duties is subject to a medical examination at least once annually and at such other times as the Chief of the Department may require.
- 12. (1) Every member of the Department shall report for duty at the time prescribed by the Departmental rules and shall remain on duty until relieved.
 - (2) In the case of a member failing to respond with a reasonable regularity to call for duty, the officer-in-charge shall report this in writing, to the Chief of the Department.
 - (3) No member,
 - (a) while on duty, shall enter any premises where alcoholic beverages are sold or consumed, except in the performance of his departmental duties.
 - (b) if his ability is impaired by the use of an intoxicating beverage or drug, shall be permitted to remain on duty.
 - (c) while on duty, shall consume any intoxicating beverage or drug.
 - (4) No member shall solicit the influence or support of anyone in order to secure a promotion or other advantage.
- (1) The Chief of the Department may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, or for non-compliance with any of the provisions of this by-law or general orders and departmental rules that in the opinion of the Chief would be detrimental to the discipline and efficiency of the Department.

(2) Following the suspension of any member the Chief of the Department shall

report the suspension and his recommendations to the Council.

- (3) A member shall not be dismissed without being afforded the opportunity for a hearing before Council, if he makes a written request for such hearing within seven days after receiving notice of his proposed dismissal.
- The Department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency, (a) That in the opinion of the Chief of the Department threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,

(b) in a municipality with which an agreement has been entered into to provide fire protection, or

(c) on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefor.

PASSED THIS 12 DAY OF November, 1970.

15. This By-Law shall come into effect on the day it is passed by Council.

BY-LAW # 1021

- WHEREAS By-law No. 843 establishes a Fire Company known as the Sioux Lookout Municipal Fire Department for the Town of Sioux Lookout in accordance with the authority therefor under Section 354, Subsection 1, paragraph 26 of the Municipal Act.
- AND WHEREAS it is deemed expident that the said by-law be amended to stipulate specific procedures for appointment to the company, and other personnel matters.

THEREFORE the Council of the Town of Sioux Lookout ENACTS AS FOLLOWS:

- 1. THAT By-law No. 843 be amended as follows:
 - 1.1. Paragraph 1 (b) be deleted and the following paragraph 1 (b) inserted in place thereof:
 - "(b)"Department " shall mean the Sioux Lookout Municipal Fire Department."
 - 1.2 Paragraph 1 (c) be amended by adding the words "and any rank within the Department" so that the paragraph shall read as follows:
 - "(c) "Member" includes an officer and any rank within the Department."
 - 1.3 Section 3 of By-law No. 843 be numbered Section 3.1 and Section 3.2. and 3.3 be added as follows:
 - "3.2 The appointment to the rank of chief of the Department shall be made by the Council but before making any such appointment the Council shall consider the recommendation therefore carried by a majority vote of the Members."
 - "3.3 Any recommendation to Council by the executive the appointment, promotion, suspension, or dismissal of members shall be submitted to the Council only after consideration by the Members and passed by a majority vote of the Members, and Council shall not act upon any appointment, promotion, suspension, or dismissal except in accordance with a recommendation from the Department."
 - Section 4.1 be amended by adding at the beginning thereof the words "Subject to Section 3.3 above" so that the Section shall read:
 - "4.1 Subject to Section 3.(3) above, the chief of the Department may recommend to Council the appointment of any qualified person as a member of the Department."
 - 1.5 Section 10.4 be deleted and the following Section 10.4 inserted in place thereof:
 - "10.4 The principle of promotion from within the department shall apply so that when a vacancy occurs or is created the promotion shall be open for all members. Length of service shall be the prime, but not the only factor for promotion of a member.

1.5 cont'd

Promotion shall mean advancement to a superior rank provided that such rank carries a higher rate of pay.

Section 13.2 be deleted and the following Section 13.2 inserted in place thereof:

"13.2 Following any suspension under subsection 1 of this section, the Chief of the Department shall report such to the Members and to the Council, and subject to the provisions of sub-section 3, of Section 3 shall make his recommendation to Council."

2. THAT this By-law shall come into force on the date of its final passing, and take effect on its approval by the Ministry of Treasury, Economics and Intergovernmental Affairs.

READ A FIRST TIME THIS IWENTY THIRD DAY OF JUNE 1976

READ A SECONG TIME THIS EIGHTH DAY OF SEPTEMBER 1976

READ A THIRD TIME AND PASSED THIS EIGHTH DAY OF SEPTEMBER 1976

MAYOR

CLERK

APPROVED
Ministry of Treasury, Economics
and Intergovernmental Affairs

OCT 1 3 1976

OFFICE CONSOLIDATIONS

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NUMBER 01-24

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE SERVICE FOR THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT AND TO RESCIND BY-LAW NOS. 843, 1021, AND ANY OTHER BY-LAWS TO ESTABLISH A FIRE SERVICE OR FIRE DEPARTMENT FOR THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

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

WHEREAS Section 5 of the *Fire Protection and Prevention Act* provides that the council of a municipality may establish, maintain and operate a fire service for the municipality and that the fire service shall provide fire suppression services and may provide other fire protection services in the municipality; and

WHEREAS Sections 8 and 10(2)(6) 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 health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide; and

WHEREAS Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality; and

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

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

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it desirable and necessary to amend and update its By-law to Establish and Regulate a Fire Service for the Municipality of Sioux Lookout;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1.0 DEFINITIONS

In this By-law, unless the context otherwise requires:

- 1.1 "Approved" means approved by Council.
- 1.2 "Automatic Aid" means an Approved agreement under which a municipality 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.

- 1.3 "CAO" means the person appointed by By-law by Council to act as Chief Administrative Officer of the Municipality.
- 1.4 "Chief Fire Official" means the Fire Chief, or a Member or Members of the Fire Service appointed by the Fire Chief under the *Fire Protection and Prevention Act*, or a person appointed by the Fire Marshal under the Act, when acting as Assistant to the Fire Marshal, as per Section 11(1) of *Fire Protection and Prevention Act*.
- 1.5 "Corporation" means The Corporation of the Municipality of Sioux Lookout.
- 1.6 "Council" means the Council of The Corporation of the Municipality of Sioux Lookout.
- 1.7 "Deputy Fire Chief" means a person appointed, in writing, by the Fire Chief to act on his or her behalf in the case of absence or a vacancy in the office of the Fire Chief.
- 1.8 "Emergency Management and Civil Protection Act" (EMCPA) means the Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- 1.9 "Fire Chief" means the person appointed by the Municipality to act as the Manager of Emergency Services/Fire Chief (MES/FC) for the Corporation.
- 1.10 "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.
- 1.11 "Fire Coordinator" means the Fire Chief of the Municipality and who coordinates the Mutual Aid plan, or the person appointed by the Fire Marshal to act in the absence of the Fire Coordinator.
- 1.12 "Firefighter" means the Fire Chief and any other person employed in or appointed to The Sioux Lookout Fire Service to undertake Fire Protection Services and includes a Paid On-Call Firefighter.
- 1.13 "Fire Marshal" means the Fire Marshal appointed under Section 8(1) of the *Fire Protection and Prevention Act.*
- 1.14 "Fire Protection and Prevention Act" (FPPA) means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- 1.15 "Fire Protection Services" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services, as set out in Schedule A of this Bylaw.
- 1.16 "Fire Service" or "The Sioux Lookout Fire Service" or "The Sioux Lookout Fire Department" means the Fire Division of the Emergency Services Department of the Municipality.
- 1.17 "Incident Commander" means the on-site Member of the Fire Service responsible for all incident activities, including the development of strategies and tactics, and the ordering and release of resources.
- 1.18 "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Paid On-Call Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, concurrent calls, limited water supply, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.

- 1.19 Manager of Emergency Services/Fire Chief means the person appointed to the position of Manager of Emergency Services/Fire Chief (MES/FC) for the Municipality.
- 1.20 "Member" means any person employed by the Municipality or appointed by the CAO to the Fire Service and assigned to undertake Fire Protection Services, and includes full-time staff, Officers, Paid On-Call Firefighters, Support Firefighters and administrative staff.
- 1.21 "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- 1.22 "Municipality" means The Corporation of the Municipality of Sioux Lookout.
- 1.23 "Mutual Aid" means a plan established pursuant to Section 7 of the *Fire Protection* and *Prevention Act* under which fire departments or fire services that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- 1.24 "National Fire Protection Association" (NFPA) is the leading global advocate for the elimination of death, injury, property and economic loss due to fire, electrical, and related hazards; provides life safety guidelines and requirements; consists of subject matter experts from around the globe; and develops related codes and standards for professional training, public education, outreach and advocacy.
- 1.25 "Obstruction" means to hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with a person doing anything that the person is authorized to do within this By-law, or as provided for in applicable legislation.
- 1.26 "Officer" means the Fire Chief, Deputy Fire Chief, Captain and any other person designated by the Fire Chief to supervise Firefighters.
- 1.27 "Paid On-Call Firefighter" means a Firefighter who provides Fire Protection Services in accordance with this By-law on a paid on-call basis.
- 1.28 "Support Firefighter" means a person who is appointed to provide assistance and support with emergency operations, and carries out non-emergency activities of the Fire Service.
- 1.29 "The Sioux Lookout Fire Service" or "Fire Service" means the Fire Division of the Emergency Services Department of the Municipality.

2.0 ESTABLISHMENT OF FIRE SERVICE

A Fire Service for the Municipality of Sioux Lookout to be known as "The Sioux Lookout Fire Service" or "Fire Service" is hereby established, and the head of the Fire Service shall be known as the "Fire Chief".

3.0 FIRE SERVICE STRUCTURE

- 3.1 Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Service.
- 3.2 The Fire Service shall be the responsibility of and under the direction of the Fire Chief or a Member designated by the Fire Chief. Designated Members shall report to the Fire Chief on service activities under their supervision and shall carry out all orders of the Fire Chief.
- 3.3 The Fire Chief shall have the authority to undertake necessary Fire Service operations.

- 3.4 The Fire Chief may appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Service and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief, upon written appointment and delegation, subject to approval by the CAO.
- 3.5 In addition to the Fire Chief and Deputy Fire Chief, the Fire Service shall consist of Training Officer(s), Officer(s), Paid On-Call Firefighters, and other Members deemed necessary by and hired by the CAO to provide Fire Protection Services.
- 3.6 The Fire Service shall be structured as required for the effective and efficient provision of Fire Protection Services.
- 3.7 The Fire Service shall adhere to all legislative requirements and applicable standards that may impact the delivery of Fire Protection Services, including, but not limited to the *FPPA*, the *Occupational Health and Safety Act*, Ministry of Labour Fire Service Section 21 Guidance Notes, Ontario Fire Marshal Directives, Municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.
- 3.8 The general responsibilities of each Fire Service position shall be reflected in job descriptions that will be updated as required as roles, responsibilities, accountability and authority changes.
- 3.9 The Fire Service is authorized to carry out necessary service operations to deliver approved fire protection and prevention services as outlined in the *FPPA* and this By-law.

4.0 APPROVED CORE SERVICES AND PROGRAMS

- 4.1 The Fire Service shall provide such Fire Protection Services and programs as Approved in accordance with Part II of the *FPPA* as set out and defined in Schedule A attached hereto and forming part of this By-law, and as may be amended from time to time without further amendment to this By-law.
- 4.2 The delivery of Fire Protection Services shall be guided by a Community Risk Assessment as required by O.Reg. 378/18 of the *FPPA*, which shall identify the hazards and risks to public safety to inform decisions about the provision of Fire Protection Services, including consideration of "Mandatory Profiles" listed in Schedule 1 of the Regulation, and in a form that the Fire Marshal provides or approves, if any.

5.0 LIMITED SERVICE

- 5.1 In consideration of the reliance by the Fire Service on:
 - the response of Paid On-Call Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed;
 - limited water supply;
 - adverse climate conditions:
 - topographical and geographical configuration;
 - unposted Municipal addresses;
 - concurrent or multiple calls;
 - failure of owners to maintain driveways or other accesses;
 - delays or unavailability of specialized equipment required by the Fire Service;
 - other extraordinary circumstances which may impede the delivery of Fire Protection Services,

any approved service set out in Schedule A 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 Incident Commander.

- 5.2 Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
 - 5.2.1 the ability of such road, lane or driveway to support and accommodate fire apparatus and equipment; or
 - 5.2.2 the failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
- 5.3 The Corporation shall accept no liability for the provision of a Limited Service by the Fire Service as reasonably necessary.

6.0 RESPONSES OUTSIDE THE GEOGRAPHIC BOUNDARIES OF THE MUNICIPALITY

- 6.1 The Fire Service may respond to a fire, rescue or emergency outside the geographic boundaries of the Municipality in the following circumstances:
 - 6.1.1 when, in the opinion of the Fire Chief or designate, the incident may threaten property in the Municipality, or property situated outside the Municipality that is owned or occupied by the Municipality;
 - 6.1.2 in a municipality with which an Approved agreement has been entered into to provide Fire Protection Services which may include Automatic Aid;
 - 6.1.3 on property where an Approved agreement has been entered into with any person or corporation to provide Fire Protection Services;
 - 6.1.4 on those highways that are under the jurisdiction of the Ministry of Transportation or another agency within the district;
 - 6.1.5 at the discretion of the Fire Chief or designate, to a municipality authorized to participate in any Mutual Aid plan established by a Fire Coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program;
 - 6.1.6 when a response due to a request for special assistance is required as a result of a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the Chief Administrative Officer, and the Head of Council.

7.0 FIRE CHIEF RESPONSIBILITIES, AUTHORITY AND POWERS

- 7.1 The Fire Chief shall be ultimately responsible to Council, as set out in Section 6(3) of the *FPPA*, through the CAO, for the proper administration and operation of the Fire Service, including delivery of approved services and programs.
- 7.2 As per Section 11 of the *FPPA* and Paragraph 1.4 of this By-law, the Fire Chief shall be deemed to be the Chief Fire Official (Assistant to the Fire Marshal) of the Municipality for the purposes of the *FPPA* and Regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 7.3 The Fire Chief shall be responsible for coordinating the Municipality of Sioux Lookout 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.

- 7.4 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.
- 7.5 The Fire Chief shall exercise all powers and duties prescribed by the *FPPA* and shall be empowered to take all reasonable and proper measures to prevent, control, and extinguish fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the Municipality in accordance with this By-law.
- 7.6 As set out in the *FPPA*, the Fire Chief may delegate, in writing, 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.
 - 7.6.1 The Fire Chief may continue to exercise the delegated powers and duties despite the delegation.

8.0 RECOVERY OF COSTS

- 8.1 If, as the result of a Fire Service response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or an Incident Commander 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 Service for taking such actions from the owners of the property or vehicle as the case may be.
- 8.2 The Corporation may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act*, the *FPPA* and the *Forest Fire Prevention Act* in accordance with the fees prescribed by the applicable Fees and Charges of the Corporation as may be amended from time to time.
- 8.3 A fee imposed upon a person under this By-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this By-law shall be charged interest in accordance with the applicable Fees and Charges of the Corporation.
- 8.4 If a property owner who is charged a fee under this By-law fails to pay the fee, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Municipality registered in the name of the owner and collect the fee, including penalty and interest, in like manner as Municipal taxes.

9.0 PAID ON-CALL FIREFIGHTER EMPLOYMENT

- 9.1 The CAO may hire, from time to time, any eligible person as a Paid On-Call Firefighter in order to maintain a sufficient complement of Firefighters as determined by the Fire Chief, and subject to Municipal recruitment policies.
- 9.2 The employment of Paid On-Call Firefighters shall be governed by the Corporation's Paid On-Call Firefighter Terms and Conditions of Employment, as may be amended from time to time, and subject to Municipal recruitment policies.

10.0 OBSTRUCTION

No person shall obstruct, hinder, or interfere with the Fire Chief or any Officer or Member of the Fire Service in the performance of his or her duties in accordance with this By-law and the *FPPA*, or any other applicable legislation.

11.0 OFFENCES

Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 990, c.P.33, as may be amended from time to time, and any successor legislation.

12.0 SEVERABILITY

Should a court of competent jurisdiction find any section or provision, or part thereof, of this By-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this By-law shall be deemed to be separate and independent therefrom and shall continue to be in full force and effect.

13.0 REPEAL

By-law Nos. 843, 1021, and any amendments thereto, and any other By-laws and amendments thereto to establish a Fire Department or Fire Service for The Corporation of the Municipality of Sioux Lookout be and are hereby repealed.

14.0 SCHEDULES

Schedule A attached to this By-law is deemed to form part of this By-law, and may be amended from time to time without further amendment to this By-law.

15.0 ENACTMENT

This By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME THIS SEVENTEENTH DAY OF JANUARY, 2024.

Doug Lawrance,	Mayor	

SIOUX LOOKOUT FIRE SERVICE APPROVED CORE SERVICES AND PROGRAMS

In accordance with all applicable regulations, standards, available trained personnel and required equipment, The Sioux Lookout Fire Service shall provide the following services and programs:

APPROVED DELIVERY OF CORE SERVICES

Core Service: Emergency Response				
Nur	nber	Service	Status	Service Level
ER	B.1.1	Basic firefighting, no expected rescue component	Approved	Full Response
ER	B.1.2	Structural firefighting, including rescue	Approved	Full Response
ER	B.1.3	Rural firefighting	Approved	Full Response
ER	B.1.4	Vehicle firefighting	Approved	Full Response
ER	B.1.5	Grass, brush, forestry firefighting	Approved	Full Response
ER	B.1.6	Marine firefighting services	Approved	Support
ER	B.1.7	Automatic Aid Response Services	Approved	Support
ER	B.1.8	Mutual Aid Response Services	Approved	Support
ER	B.1.9	Ambulance Assistance Services	Approved	Support
ER	B.1.10	Police Assistance Services	Approved	Support
ER	B.1.11	Public Assistance Services	Approved	Support
ER	B.1.12	Public Hazard Assistance Services	Approved	Full Response
ER	B.1.13	Vehicle Accident Services	Approved	Full Response
ER	B.1.14	Vehicle Extrication Services	Approved	Full Response
ER	B.1.15	Transportation incidents involving Vehicles, Trains, Aircraft and Watercraft	Approved	Full Response
ER	B.1.16	Highway Incident Services	Approved	Full Response
ER	B.1.17	Hazardous Materials Response	Approved	Awareness
ER	B.1.18	Water and Ice Rescue Services: • Surface Water Rescue • Ice Rescue	Approved Approved	Operations Technician
ER	B.1.19	Rope Rescue Services	Approved	Operations
ER	B.1.20	Confined Space Rescue	Approved	Operations
ER	B.1.21	Community Emergency Plan Response Services	Approved	Full Response
ER	B.1.22	Role as Chief Fire Official (Assistant to Fire Marshal) – Fire Suppression	Approved	Support

	Core Serv	vice: Fire Prevention & P	ublic Educ	ation
Nun	nber	Service	Status	Comment
PE	B.2.1	Fire Inspection Services	Approved	
PE	B.2.2	Public Education Services	Approved	
PE	B.2.3	Fire Investigation Services	Approved	
PE	B.2.4	Fire Plans Examination Services	Approved	
PE	B.2.5	Risk Assessment Services	Approved	
PE	B.2.6	Consultation Services	Approved	
PE	B.2.7	Chief Fire Official (Assistant to the Fire Marshal) – Fire Prevention	Approved	
		ore Service: Emergency l	Planning	
Nun	ıber	Service	Status	Comment
EP	B.3.1	Pre-Incident Planning Services	Approved	
EP	B.3.2	Community Emergency Management Planning Services	Approved	
		Service: Fire Service Ad		
Nun FA	1 ber B.4.1	Service Planning and Development Services	Status Approved	Comment
FA	B.4.2	Financial Services	Approved	
FA	B.4.3	Records Management Services	Approved	
FA	B.4.4	Human Resources Services	Approved	
FA	B.4.5	Customer Relations Services	Approved	
FA	B.4.6	Health and Safety Services	Approved	
FA	B.4.7	Legal Services	Approved	
		Core Service: Communic	cations	
Nun		Service	Status	Comment
CO	B.5.1	Dispatch Services	Approved	
СО	B.5.2	Technology Services	Approved	
Nun		ore Service: Training & E Service	Status	Comment
TE	B.6.1	Training Program Standards	Approved	Comment
TE	B.6.2	Providing Access to Training Facilities	Approved	
TE	B.6.3	Providing Station Training	Approved	
TE	B.6.4	Program Development Services	Approved	
		Core Service: Mainten	ance	
Nun	ıber	Service	Status	Comment
MA	B.7.1	Fleet and Equipment Maintenance Services	Approved	
MA	B.7.2	Facilities Maintenance Services	Approved	

Schedule A (con'd) By-law No. 01-24

OPERATIONAL LEVEL OF CAPABILITY – NFPA 1670 STANDARDS FOR TECHNICAL RESCUE

<u>Full Response</u>: This typically refers to deploying full resources of the Fire Service, including personnel and equipment, to address a reported incident or emergency. It ensures that the necessary tools and expertise are on-site to effectively handle the situation.

<u>Support</u>: This generally involves providing assistance or backup to support other municipalities or emergency services with supplemental services which shall be provided when possible and as appropriate.

Support also includes assistance or backup in non-emergency situations, such as community events, public education programs.

<u>Awareness</u>: This is the minimum level of capability (i.e. training and equipment) for a responder who, in the course of his or her regular duties, could be called on to respond to or be the first on the scene of a technical rescue incident. This level may involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. Awareness personnel may make assessments and resource decisions and perform some operations but rarely, if ever, will be involved in actual rescue operations involving entry into a technical rescue environment. This level of capability is designed to keep the responder alive and offer some basic skills to control and evaluate a technical rescue incident.

<u>Operations</u>: This represents the capability of hazard recognition, equipment use, and techniques necessary to support and participate safely in a technical rescue incident. This level can involve search, rescue, or recovery operations, but usually operations are carried out under the supervision of Technician-level personnel. Operations-level personnel can operate as team members but are limited with regard to the actual environments in which they can operate based on their level of training.

<u>Technician</u>: This level represents the capability of hazard recognition, equipment use, and techniques necessary to safely and effectively coordinate, perform, and supervise a technical rescue incident. These personnel are the most highly trained, representing the key service providers who will make up the bulk of the technical rescue team. They are capable of performing in all environments with few actual restrictions.

SIOUX LOOKOUT FIRE SERVICE APPROVED CORE SERVICES AND PROGRAMS

In accordance with all applicable regulations, standards, available trained personnel and required equipment, The Sioux Lookout Fire Service shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

(a) The Fire Service shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Services 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 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Services.
- (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 Incident Commander, all of the following are true:
 - A risk assessment has been completed, and the 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 fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- (c) Interior Fire Suppression (Offensive Operations) shall be provided when possible and as appropriate in accordance with the following:
 - 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 Incident Commander, all of the following are true:
 - i. A 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 fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- (d) Exterior Fire Suppression (Defensive Operations) shall be provided when possible and as appropriate, in the opinion of the Fire Chief or Incident Commander, in accordance with the following:

- There shall be no expected rescue component with this 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 volume pumps from nearby lakes, streams and rivers and/or tanker shuttle service shall be provided in areas without Municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

B.1.4 Vehicle Firefighting Services:

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

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

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

B.1.6 Marine Firefighting Services:

 Marine firefighting service shall be limited to shore-based support, 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 Kenora District pursuant to clause 7(2)(a) of the FPPA.

B.1.9 Ambulance Assistance Services:

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

B.1.10 Police Assistance Services:

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

B.1.11 Public Assistance Services:

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

B.1.12 Public Hazard Assistance Services:

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

- (b) Public Utility Incidents Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.
 - iii. Flood emergencies

B.1.13 Vehicle Accident Services:

- The Fire Service 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 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 to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact for which the Fire Service has the equipment and/or specialized skills to mitigate the incident.

B.1.16 Highway Incident Services:

- Fire Protection Services shall be provided to provincial highways.
- Costs associated with Fire Service response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

B.1.17 Hazardous Materials Response Services:

- Service shall be provided at the Awareness Level only in accordance with NFPA 1072, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.
- Hazardous materials response services at the NFPA 1072 Operations and Technician Level shall not be provided by the Fire Service.

B.1.18 Water and Ice Rescue Services:

- (a) Surface Water Rescue Service shall be provided at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations. Boat rescue limited to the Ontario Provincial Police (OPP) or Ministry of Natural Resources and Forestry (MNRF) boat availability only.
- (b) Ice Rescue Service shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations. Boat rescue limited to the OPP or MNRF boat availability only.
- (c) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Service unless a risk assessment has been completed

and, in the opinion of the Fire Chief or Incident Commander, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.

B.1.19 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level, and Operations 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.
- Rope rescue services at the Technician Level shall not be provided by the Fire Service.

B.1.20 Confined Space Rescue Services:

- Service shall be provided at the Awareness Level, and the Operations 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 Technician Level shall not be provided by the Fire Service.

B.1.21 Community Emergency Plan Response Services:

 Service shall be provided in accordance with the approved Municipality of Sioux Lookout Emergency Management Program.

B.1.22 Chief Fire Official (Assistant to the Fire Marshal) Services – Fire Suppression:

• Duties of Chief Fire Official (Assistant to the Fire Marshal) shall be carried out as prescribed by the *FPPA*.

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems checking, testing and approval.
- (g) Enforcing Code compliance.
- (h) Enforcing Municipal By-laws.
- (i) Reviewing and confirming adherence to the Open-Air Burning By-law.
- (j) Conducting file searches.
- (k) Laying orders and/or charges as prescribed by the FPPA.
- (I) Supporting any prosecutions, including appearances in court.
- (m) Issuing permits, other than Fire Permits
- (n) Preparing reports and issuing written responses to requests.
- (o) Review of propane facility "Risk Safety Management Plans" as set out in Ontario Regulation 440/08.

B.2.2 Public Education Services:

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

B.2.3 Fire Investigation Services:

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

B.2.4 Fire Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.
- (d) Reviewing and providing comment on site plans.
- (e) Reviewing and providing comments on consent and minor variance applications.
- (f) Inspecting sites of approved plans to determine compliance.

B.2.5 Risk Assessment Services:

- (a) Conducting neighbourhood fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

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

B.2.7 Chief Fire Official (Assistant to the Fire Marshal) Services – Fire Prevention:

(a) Duties of Chief Fire Official (Assistant to the Fire Marshal) shall be carried out as prescribed by the FPPA.

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

- (a) Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning.
- B.3.2 Community Emergency Management Planning Services:
 - (a) Collaborating on the development, review, revision, and implementation of the approved Sioux Lookout Emergency Plan.

B.4 Fire Service Administration

B.4.1 Planning and Development Services:

- (a) Strategic planning for the Fire Service.
- (b) Evaluating Fire Service programs and services.
- (c) Projecting station locations and reallocations.
- (d) Determining staffing levels and assignments.
- (e) Developing policies, procedures and standard operating guidelines.
- (f) Coordinating with other emergency services.

(g) Coordinating with other Municipal Departments and services.

B.4.2 Financial Services:

- (a) Coordinating with the Finance Department for financial services.
- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on available funding.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.
- (g) Purchasing.

B.4.3 Records Management Services:

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

B.4.4 Human Resources Services, in consultation with the Human Resources Department:

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

B.4.5 Customer Relations Services:

- (a) Environmental scanning; anticipating pressures and developing communications strategies in consultation with the Communications Division.
- (b) Enhancing public image of the Fire Service and its staff.
- (c) Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- (a) Implementing a Fire Service health and safety program.
- (b) Implementing a program to prevent, mitigate and address the effects of occupational exposure to hazardous biological, physical and chemical agents.
- (c) Ensuring availability or overseeing the development of a Post Traumatic Stress Disorder (PTSD) and/or Critical Incident Stress Management (CISM) Programs.
- (d)Ensuring availability of or overseeing Designated Officer training with respect to communicable diseases.

B.4.7 Legal Services:

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

B.5 Communications

B.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Service resources.
- (b) Liaising with dispatch centres.
- (c) Providing current Municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.

- (d) Monitoring Fire Service dispatch centre performance and resolving any service issues.
- B.5.2 Technology Services, in consultation with the IT Division:
 - (a) Arranging for maintenance, repair, and technical support of Fire Service telecommunications and computer systems.
 - (b) Developing specifications for radios, communications devices and systems, and computers.
 - (c) Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training Program Standards:

- (a) Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.
- (d) Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners.
- (f) Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire-setter Intervention Specialist.
- (h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- (i) Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Service Safety Officer Professional Qualifications.
- (j) Providing a training program that conforms to NFPA 1072, Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications for Firefighters who provide approved hazardous materials response services.

B.6.2 Providing Access to Training Facilities:

- (a) Coordinating access to appropriate training facilities.
- (b) Ensuring hands-on training is provided to staff.

B.6.3 Providing Station Training:

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

B.6.4 Program Development Services:

- (a) Overseeing the development of Trainers.
- (b) Overseeing the coordination of core training curriculum.
- (c) Overseeing the provision of Officer training and development.
- (d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services, in consultation with the Fleet Management Specialist:

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual aerial device testing.
- (f) Developing specifications for new apparatus and equipment.
- (g) Acceptance testing of new apparatus and equipment.
- (h) Maintaining, testing, and calibrating specialized equipment.
- B.7.2 Facilities Maintenance Services, in consultation with the Facilities Division:
 - (a) Providing routine cleaning and housekeeping of fire stations.
 - (b) Arranging for maintenance and repair of fire station infrastructure.
 - (c) Providing input regarding design and construction of fire stations.

SIOUX LOOKOUT FIRE SERVICE

FEES AND CHARGES

Approved by Council
January 17, 2024
Motion No.
Effective January 18, 2024

The following Fees and Charges for Sioux Lookout Fire Service services were approved by Council on January 17, 2024, Motion No. ______, to be effective January 18, 2024.

At the discretion of the Fire Chief, or the Fire Chief and the Chief Administrative Officer, certain fees/charges may be charged or waived, as the situation may require. There will be no charge for "Regular" firefighting or Fire Services. Full Cost Recovery will be charged for these services if negligence or carelessness is determined. These services are shown as "N/C; Cost Recovery".

For further information on the Core Services, please refer to By-law No. 01-24 – "Being a By-law to Establish and Regulate a Fire Service for The Corporation of the Municipality of Sioux Lookout and to Rescind By-law Nos. 843, 1021, and Any Other By-laws to Establish a Fire Service or Fire Department for The Corporation of the Municipality of Sioux Lookout", passed January 17, 2024.

Core Service: Emergency Response				
Nu	mber	Service	Service Level	Fee/Charge
ER	B.1.1	Basic firefighting, no expected rescue component	Full Response	N/C; Cost Recovery
ER	B.1.2	Structural firefighting, including rescue	Full Response	N/C; Cost Recovery
ER	B.1.3	Rural firefighting	Full Response	N/C; Cost Recovery
ER	B.1.4	Vehicle firefighting	Full Response	N/C; Cost Recovery
ER	B.1.5	Grass, brush, forestry firefighting	Full Response	N/C; Cost Recovery
ER	B.1.6	Marine firefighting services	Support	N/C; Cost Recovery
ER	B.1.7	Automatic Aid Response Services	Support	Cost Recovery
ER	B.1.8	Mutual Aid Response Services	Support	Cost Recovery
ER	B.1.9	Ambulance Assistance Services	Support	N/C; Cost Recovery
ER	B.1.10	Police Assistance Services	Support	N/C
ER	B.1.11	Public Assistance Services	Support	N/C
ER	B.1.12	Public Hazard Assistance Services	Full Response	N/C; Cost Recovery
ER	B.1.13	Vehicle Accident Services	Full Response	N/C; Cost Recovery
ER	B.1.14	Vehicle Extrication Services	Full Response	N/C; Cost Recovery
ER	B.1.15	Transportation incidents involving Vehicles, Trains, Aircraft and Watercraft	Full Response	N/C; Cost Recovery
ER	B.1.16	Highway Incident Services	Full Response	Cost Recovery
ER	B.1.17	Hazardous Materials Response	Awareness	Cost Recovery/ MTO
ER	B.1.18	Water and Ice Rescue Services: • Surface Water Rescue • Ice Rescue	Operations Technician	N/C; Cost Recovery
ER	B.1.19	Rope Rescue Services	Operations	N/C; Cost Recovery
ER	B.1.20	Confined Space Rescue	Operations	N/C; Cost Recovery
ER	B.1.21	Community Emergency Plan Response Services	Full Response	N/C
ER	B.1.22	Role as Chief Fire Official (Assistant to Fire Marshal) – Fire Suppression	Support	N/C

	Core S	ervice: Fire Prevention & P	Public Education
Nu	mber	Service	Fee/Charge
PE	B.2.1	Fire Inspection Services	
	(a)	Conducting complaints inspections	\$150
	(b)	Conducting vulnerable occupancy inspections	\$150
	(c)	Conducting requested inspections	\$150
	(d)	Conducting routine inspections	\$150
	(e)	Conducting licensing inspections	\$75; may be waived for charities, NFP orgs.
	(f)	Systems checking, testing and approval	\$75
	(g)	Enforcing Code compliance	N/C; Cost Recovery
	(h)	Enforcing Municipal By-laws	N/C; Cost Recovery
	(i)	Reviewing & confirming adherence to the Open-Air Burning By-law	N/C; Cost Recovery
	(j)	Conducting file searches	\$75
	(k)	Laying orders and/or charges as prescribed by the FPPA	N/C
	(1)	Supporting any prosecutions, including appearances in court	N/C
	(m)	Issuing permits, other than Fire Permits	N/C
	(n)	Preparing reports and issuing written responses to requests	\$75
	(0)	Review of propane facility "Risk Safety Management Plans" as set out in Ontario Regulation 440/08	Cost Recovery
PE	B.2.2	Public Education Services	
	(a)	Providing fire and life safety public education programs	N/C
	(b)	Facilitating smoke alarm and carbon monoxide alarm initiatives	N/C
	(c)	Distributing public safety messaging to the media	N/C
	(d)	Delivery of specialized programs	\$25/person; max. \$250; may be waived for charities, NFP orgs.

PE	B.2.3	Fire Investigation Services	
	(a)	Determining cause and origin of fires and explosions	N/C; Cost Recovery
	(b)	Assessing Code compliance	N/C; Cost Recovery
	(c)	Determining effectiveness of built- in suppression features	N/C; Cost Recovery
	(d)	Determining compliance with building standards	N/C; Cost Recovery
	(e)	Interacting with police, fire investigators and other agencies	N/C
	(f)	Supporting criminal prosecutions, including appearances in court	N/C
PE	B.2.4	Fire Plans Examination Services	
	(a)	Reviewing and approving fire safety plans	N/C; \$75
	(b)	Examining and providing comment on new construction and renovation plans	N/C; \$75
	(c)	Reviewing and providing comment on subdivision and development agreements	N/C; \$75
	(d)	Reviewing and providing comment on site plans	N/C; \$75
	(e)	Reviewing and providing comments on consent and minor variance applications	N/C; \$75
	(f)	Inspecting sites of approved plans to determine compliance	N/C; \$75
PE	B.2.5	Risk Assessment Services	
	(a)	Conducting neighbourhood fire risk assessments	N/C
	(b)	Compiling, analyzing and disseminating functional statistics	N/C
	(c)	Selecting appropriate fire service programs	N/C
PE	B.2.6	Consultation Services	
	(a)	Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs	N/C
	(b)	Consulting with architects, engineers, planners, and builders	Cost Recovery
	(c)	Interacting with building departments	N/C

	(d)	Interacting with other government agencies	N/C
	(e)	Providing input into fire prevention policy development	N/C
PE	B.2.7	Chief Fire Official (Assistant to the Fire Marshal) – Fire Prevention	
	(a)	Duties of Chief Fire Official (Assistant to the Fire Marshal) shall be carried out as prescribed by the <i>FPPA</i>	N/C
		ore Service: Emergency Pla	nning
Nun	ıber	Service	Fee/Charge
EP	B.3.1	Pre-Incident Planning Services	
	(a)	Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning	N/C
EP	B.3.2	Community Emergency Management Planning Services	
	(a)	Collaborating on the development, review, revision, and implementation of the approved Sioux Lookout Emergency Plan	N/C
	Core	Service: Fire Service Admi	nistration
Number		Service	Fee/Charge
FA	B.4.1	Planning and Development Services	
	(a)	Strategic planning for the Fire Service	N/C
	(b)	Evaluating Fire Service programs and services	N/C
	(c)	Projecting station locations and reallocations	N/C
	(d)	Determining staffing levels and assignments	N/C
	(e)	Developing policies, procedures and standard operating guidelines	N/C
	(f)	Coordinating with other emergency services	N/C
	(g)	Coordinating with other Municipal departments	N/C
FA	B.4.2	Financial Services	
	(a)	Coordinating with the Finance Department for financial services	N/C

	(b)	Coordinating use of information and statistics for suppression and fire prevention activities to determine funding requirements	N/C
	(c)	Providing input into levels of service based on available funding	N/C
	(d)	Developing and administering operating and capital budgets	N/C
	(e)	Identifying alternative sources of revenue and fees for services	N/C
	(f)	Initiating cost recovery measures	N/C
	(g)	Purchasing	N/C
FA	B.4.3	Records Management Services	
	(a)	Documenting Fire Service activities	N/C
	(b)	Maintaining Fire Service records in accordance with Corporate records retention policies and applicable legislation	N/C
	(c)	Complying with all applicable Freedom of Information legislation, including the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, c.M.45, as amended, or successor legislation	N/C
FA	B.4.4	Human Resources Services, in consultation with the Human Resources Department	
	(a)	Recruitment, selection, promotion, and retention of staff	N/C
	(b)	Performance evaluation and management	N/C
	(c)	Career development	N/C
	(d)	Job classifications and descriptions	N/C
FA	B.4.5	Customer Relations Services	
	(a)	Environmental scanning; anticipating pressures and developing communications strategies in consultation with the Communications Division	N/C
	(b)	Enhancing public image of the Fire Service and its staff	N/C
	(c)	Developing and maintaining interagency relationships	N/C

FA	B.4.6	Health and Safety Services	
	(a)	Implementing a health and safety program with guidance from the Health & Safety Committee	N/C
	(b)	Implementing a program to prevent, mitigate and address the effects of occupational exposure to hazardous biological, physical and chemical agents.	N/C
	(c)	Ensuring availability or overseeing the development of a Post Traumatic Stress Disorder (PTSD) and/or Critical Incident Stress Management (CISM) Programs	N/C
	(d)	Ensuring availability of or overseeing Designated Officer training with respect to communicable diseases.	N/C
FA	B.4.7	Legal Services	
	(a)	Carrying out mandated enforcement duties of the Fire Service in accordance with applicable By- laws, statutes and regulations	N/C
	(b)	Prosecuting offences under applicable By-laws and statutes	N/C
		Core Service: Communicat	tions
Nun		Service	Fee/Charge
СО	B.5.1	Dispatch Services	
	(a)	Arranging for the provisions of dispatch services from an external agency to dispatch appropriate Fire Service resources	N/C
	(b)	Liaising with dispatch centres	N/C
	(c)	Providing current Municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes	N/C
	(d)	Monitoring Fire Service dispatch centre performance and resolving any service issues	N/C

СО	B.5.2	Technology Services	
	(a)	Arranging for maintenance, repair, and technical support of Fire Service telecommunications and computer systems	N/C
	(b)	Developing specifications for radios, communications devices and systems, and computers	N/C
	(c)	Arranging for interface capabilities with other data systems	N/C

Core Service: Training & Education

Nun	ıber	Service	Fee/Charge
TE	B.6.1	Training Program Standards	
	(a)	Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications	N/C
	(b)	Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications	N/C
	(c)	Providing a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications	N/C
	(d)	Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications	N/C
	(e)	Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners	N/C
	(f)	Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators	N/C

	(g)	Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire-setter Intervention Specialist	N/C
	(h)	Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications	N/C
	(i)	Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Service Safety Officer Professional Qualifications	N/C
	(j)	Providing a training program that conforms to NFPA 1072, Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications for Firefighters who provide approved hazardous materials response services	N/C
TE	B.6.2	Providing Access to Training Facilities	
	(a)	Coordinating access to appropriate training facilities	N/C
	(b)	Ensuring hands-on training is provided to staff	N/C
TE	B.6.3	Providing Station Training	
	(a)	Ensuring curriculum is specific to operational and strategic needs	N/C
	(b)	Providing supervisory training drills	N/C
TE	B.6.4	Program Development Services	
	(a)	Overseeing development of trainers	N/C
	(b)	Overseeing coordination of core training curriculum	N/C
	(c)	Overseeing provision of Officer training and development	N/C
	(d)	Developing specialized staff development programs	N/C

Core Service: Maintenance					
Number		Service	Fee/Charge		
MA	B.7.1	Fleet and Equipment Maintenance Services			
	(a)	Maintaining fleet and equipment (both routine and emergency)	N/C		
	(b)	Providing periodic inspection and testing programs	N/C		
	(c)	Complying with the requirements of provincial regulations	N/C		
	(d)	Providing annual pump capacity and certification testing	N/C		
	(e)	Providing annual aerial device testing	N/C		
	(f)	Developing specifications for new apparatus and equipment	N/C		
	(g)	Acceptance testing of new apparatus and equipment	N/C		
	(h)	Maintaining, testing, and calibrating specialized equipment	N/C		
MA	B.7.2	Facilities Maintenance Services			
	(a)	Arranging for routine cleaning and housekeeping of fire stations	N/C		
	(b)	Arranging for maintenance and repair of fire station infrastructure	N/C		
	(c)	Providing input into design and construction of fire stations	N/C		