



# MULMUR-MELANCTHON FIRE BOARD AGENDA

## January 16, 2024 - 7:00 PM

### MEETING DETAILS

**One Tap Mobile:** +16475580588,,84743861462# Canada / +17789072071,,84743861462# Canada

**Phone Connection:** 1 647 374 4685 Canada / 1 647 558 0588 Canada

**Video Connection:** <https://us02web.zoom.us/j/84602248258>

**Meeting ID:** 846 0224 8258

#### 1. CALL TO ORDER

#### 2. APPOINTMENT OF THE CHAIR, VICE-CHAIR AND SECRETARY

Recommendation: THAT \_\_\_\_\_ be appointed to the position of Chair, \_\_\_\_\_ be appointed to the position of Vice Chair and that Roseann Knechtel be appointed as the Recording Secretary.

#### 3. LAND ACKNOWLEDGEMENT

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

#### 4. APPROVAL OF THE AGENDA

Recommendation: THAT the January 16, 2024, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

#### 5. MINUTES OF THE PREVIOUS MEETING

Recommendation: THAT the minutes of the Mulmur-Melancthon Fire Board dated November 21, 2023, be approved.

#### 6. DECLARATION OF PECUNIARY INTEREST

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

## **7. TREASURY**

### **7.1 Communication Equipment Capital Purchase**

Recommendation: THAT the Mulmur-Melancthon Fire Board support the Simucast Radio System Capital Project in the approximate amount of \$78,785.00

AND THAT Mulmur-Melancthon Fire Board request that all capital costs be deferred to 2025 to allow fire boards more time to levy the costs associated with the project without depleting reserves;

AND FURTHER THAT the Mulmur-Melancthon Fire Board request financial assistance from the County of Dufferin in support of the Simucast Radio System Project and the emergency readiness initiatives of Dufferin County Fire Departments.

### **7.2 2024 Draft Budget**

Recommendation: THAT the Board approve the 2024 budget as presented.

## **8. ADMINISTRATION**

### **8.1 OFM Recommendations**

Annual Review of Documents per 30 OFM Recommendations

- i. Annual Checklist & 30 OFM Recommendations
- ii. Establishing and Regulating By-law Review
- iii. Fire Board Agreement Review
- iv. Fire Related By-laws Review
- v. Policies and Operating Guidelines Review

Recommendation: THAT the Board conducted their annual review of the Establishing and Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;

AND THAT no further action is to be taken at this time.

### **8.2 General Fire Chief Update**

## **9. INFORMATION ITEMS**

## **9.1 Accounts**

Recommendation: THAT the Board receive the accounts payable presented and as approved in the 2023 budget.

## **10. ADJOURNMENT**

Recommendation: THAT we do now adjourn at \_\_\_\_\_ pm to meet again on March 19, 2024, at 7:00 pm or at the call of the Chair.



# MINUTES

## MULMUR-MELANCTHON FIRE BOARD Tuesday, November 21, 2023 at 7:00 p.m.

**Present:** Earl Hawkins, Chair – Mulmur Township  
Ralph Moore, Vice Chair – Melancthon Township  
Darren White – Melancthon Township  
Kim Lyon – Mulmur Township  
Mathew Waterfield – Fire Chief  
Everhard Olivieri-Munroe – Deputy Fire Chief  
Heather Boston – Secretary

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

### 2. LAND ACKNOWLEDGEMENT

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

### 3. APPROVAL OF THE AGENDA

**Moved by: Lyon/Moore**

THAT the November 21, 2023, agenda be approved as amended to move the closed session up in the agenda to become item number 6.

**CARRIED.**

### 4. APPROVAL OF PREVIOUS MEETING'S MINUTES

**Moved by: Moore/Lyon**

THAT the minutes of the Mulmur-Melancthon Fire Board dated September 19, 2023, be approved.

**CARRIED.**

**5. DECLARATION OF PECUNIARY INTEREST**

Chair Hawkins stated that if any member of the Board had a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

**6. CLOSED SESSION**

- a) **Hiring of Firefighters**
- b) **Pay Grid Review**

**Moved by: Lyon/Moore**

THAT the Mulmur-Melancthon Fire Board move into closed session at 7:01 p.m. pursuant to Section 239 of the Municipal Act 2001, as amended for two (2) matter relating to personal matters about an identifiable individual.

**CARRIED.**

**Moved by: Lyon/Moore**

THAT the Mulmur-Melancthon Fire Board do rise out of closed session at 7:41 p.m. with the following motions/directions:

THAT the Board approve the hiring of Shane Pritchard, Bashir Ahmmed, Hailey Sbrocchi, Krista LeDain and Luke Elen as volunteer firefighters effective December 1, 2023.

AND THAT the Board defer pay grid discussion until a future meeting.

**CARRIED.**

**7. TREASURY**

**7.1 Draft Wage Administration Policy**

- Amended policy to state, “The salary grid will be reviewed by the Board at a minimum of every 4 years to ensure it remains competitive.”

**Moved by: Lyon/Moore**

THAT the Board approve the Wage Administration policy as amended.

**CARRIED.**

## **7.2 2024 Draft Budget & Capital Forecast**

- Discussion on what is included in Office/Computer Supplies account, the Treasurer will provide the information at the next meeting.
- The Treasurer noted that the combined levy increase is 11.23%.
- The Board asked the Treasurer to look at what is included in equipment expense and why it is so high versus actual.
- Board directed the Treasurer to decrease the call revenue budget to \$12,000.

**Moved by: Moore/Lyon**

THAT the Board direct the Fire Chief and Treasurer to update the budget based on the Boards feedback;

AND THAT the Board direct the Treasurer to bring back a second draft to the next meeting.

**CARRIED.**

## **8. ADMINISTRATION**

### **8.1 YTD Fire Call Summary Report**

- Discussed the minimum number of firefighters needed for a medical call.

### **8.2 General Fire Chief Update**

- The department is excited to bring on new recruits.
- Discussed that the Board members are invited to attend the Enbridge Gas Project Assist Grant event coming up on December 14, 2023 at 1:00 pm at the Mulmur-Melancthon fire hall.
- The Fire Chief will be participating in the emergency shelter training taking place at the NDCC on November 27<sup>th</sup>.

**9. INFORMATION ITEMS**

**9.1 Accounts**

**Moved by: Lyon/Moore**

THAT the Board receive the accounts payable listing in the amount of \$30,536.12 that were paid in accordance with the approved 2023 budget.

**CARRIED.**

**9.2 Enbridge Gas Project Assist Grant for 2023**

**9.3 Township of Mulmur Benefits Motion**

**10. ADJOURNMENT**

**Moved by: Lyon/White**

THAT we do now adjourn at 8:30 pm to meet again on January 16, 2024, at 7:00 pm or at the call of the Chair.

**CARRIED.**

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**Chair**

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**Secretary**



## STAFF REPORT

**TO:** Mulmur-Melancthon Fire Board  
**MEETING DATE:** January 16, 2024  
**SUBJECT:** Simucast Radio System Capital Project

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Dufferin County Fire Chiefs have been discussing the need for upgraded radio systems. Shelburne, Orangeville and Grand Valley Fire Departments have added the capital costs of this project to their 2024 budgets.

### FINANCIAL IMPACTS:

A quote has been received in the amount of \$349,949.70. Mulmur-Melancthon Fire Board's share of the capital project would be \$78,785.

The Board does not currently have enough money in reserves to support the project, with the current project 2024 ending balance being \$60,772. If the Board chooses to move forward with this project in 2024, they will need to collect part of the 2025 capital levy in 2024 or borrow funds.

An early collection of the 2025 levy in the amount of \$40,000 would leave a projected 2024 ending balance of \$21,987.

Dufferin County has a reserve fund to support municipal emergency readiness initiatives and projects. The Board may wish to consider requesting financial assistance from the County to support the radio project upgrades and the initiatives of Dufferin County Fire Departments.

### RECOMMENDATION:

THAT the Mulmur-Melancthon Fire Board support the Simucast Radio System Capital Project in the approximate amount of \$78,785.00

AND THAT Mulmur-Melancthon Fire Board request that all capital costs be deferred to 2025 to allow fire boards more time to levy the costs associated with the project without depleting reserves;

AND FURTHER THAT the Mulmur-Melancthon Fire Board request financial assistance from the County of Dufferin in support of the Simucast Radio System Project and the emergency readiness initiatives of Dufferin County Fire Departments.

**Submitted by: Roseann Knechtel, Clerk**

Schedule A – Shelburne & District Fire Board Letter

Schedule B – Five9 Solutions Sales Quote

Schedule C – MMFB Capital Reserves



# SCHEDULE A

## *SHELBURNE & DISTRICT FIRE DEPARTMENT*



*“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”*

Chief Snyder,

I would like to provide you with a brief synopsis of the recent meetings I've attended regarding the radio system upgrades being proposed.

I have been meeting with representatives of the Orangeville Fire Department, Grand Valley & District Fire Department and the Mulmur – Melancthon Fire Department to determine a means of creating a resilient, safe, and effective radio system for the fire services in Dufferin County.

During ice storms, wind events, poor travel conditions, drought conditions and any time multiple departmental responses occur we are faced with communications issues amongst fire services in Dufferin County. These events are becoming more frequent due to climate change, increase in population, increase in vehicular traffic and the resulting calls for service by all departments in the county.

With the proposed plan there would be fewer areas of the county where radios can not communicate with the dispatch center in Tillsonburg, there would be a greater reception for the paging system allowing for increased response of personnel, and incidents of minor nature would operate on their own simplex radio channel creating less opportunity for missed messages due to multiple users on the same channel.

As you know, with the current system we utilize the same radio channel we get paged out on for major incidents. It is not uncommon to call for assistance from a neighboring department only to have to wait for paging to occur before the fireground can communicate again. Surveys have indicated that increased radio traffic has been detrimental to 47% of mayday calls on the fireground<sup>1</sup> and 72% of maydays are called by the first arriving pumper<sup>2</sup>. These statistics align with a timeline of when our incident commanders would be calling for additional resources. This new system would decrease the potential for communication issues during a mayday situation.

Essentially paging will receive its own channel and fires would receive their own channel that could be used by any Dufferin County department providing a direct link to our dispatch provider.

If this project can move forward the service provider would be utilizing some of the same infrastructure that is already in place while adding upgraded hardware to the current communications sites. These upgrades would create greater interoperability within the county during major events.

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<sup>1</sup> Facts about Firefighter Maydays – What Every Fire Officer and Firefighter Needs to Know. Tomorrow'sfireofficer.com, February 19, 2019

<sup>2</sup> Maydayproject.com

Although I would like to see a more modern approach to communications within the county and to move away from the VHF system currently in place, I understand the budgetary constrictions we face.

It is my opinion that this project is a step in the right direction towards mitigating a potential health and safety issue as it would provide a safer fireground for our members and the members of our neighboring departments.

Professionally Submitted,

Jeff Clayton  
Deputy Fire Chief



**Sales Quote**

Five9 Solutions Inc.

Sales Quote #:

**SO002356**

Head Office  
300 Trillium Dr. Unit 9  
Kitchener, ON N2E2K6

Branch Office  
501 Alden Rd. Unit 9  
Markham, ON L3R3L4

Phone: 1-855-459-2020  
Tax ID: 754701936RT000

**Bill To:**  
Orangeville Fire Department  
10 Dawson Road  
Orangeville ON L9W 2W2

**Ship To:** Orangeville Fire Department  
10 Dawson Road  
Orangeville ON L9W 2W2

QUOTE DATE	CUSTOMER ORDER #	PAYMENT TERMS	SALESPERSON	SHIPPED VIA
10/21/2023		Net 30	Roger Ruby	Five9 Personnel

Items					
Item #	Description	Quantity	Unit of Measure	Unit Price	Amount
Custom 1	Master Sites - RF Equipment, Filtering, Cabling, Backup Power and all associated components.	2	Each	\$47,225.00	\$94,450.00
Custom 2	Slave Sites - RF Equipment, Filtering, Cabling, Backup Power and all associated components.	3	Each	\$37,490.00	\$112,470.00
Custom 3	Microwave System & Associated Network Equipment	1	Each	\$18,810.00	\$18,810.00
Custom 4	Labour and Professional Services	1	Each	\$83,960.00	\$83,960.00

Tax Summary	
ONT HST	\$40,259.70

<b>Comments:</b> Dufferin County Fire - Updated Quotation for 5-Site VHF Analog Simulcast Radio System. 2x VHF Simulcast repeaters at each site. As discussed at meeting in Orangeville on October 12th 2023.	<b>SUBTOTAL</b>	\$309,690.00
	<b>DISCOUNT</b>	-\$0.00
	<b>OTHER CHARGES</b>	\$0.00
	<b>TAX</b>	\$40,259.70
	<b>Total Amount</b>	\$349,949.70

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE C

### Mulmur-Melancthon Fire Board

#### Capital Forecast

2024

	Capital Forecast								
	2023	2024	2025	2026	2027	2028	2029	2030	2031
Opening Balance	310,770	439,975	60,772	187,236	265,627	357,581	529,286	706,388	157,511
<u>Transfers In</u>									
Equipment Reserves	145,000	170,000	175,100	180,353	185,764	191,336	197,077	202,989	209,079
Early Levy									
Sale of Vehicles		15,000							
Sale of Equipment									
Grants									
Donations	3,500.00								
Interest Earned	20,149.34								
<u>Transfers Out</u>									
Capital Expenditures	(25,333)	(18,315)	(18,636)	(18,962)	(19,293)	(19,631)	(19,975)	(20,324)	(20,680)
Radio Equipment									
Bunker Gear									
SCBA's			(30,000)	(43,000)	(43,000)				
Trailer					(31,517)				
ARGO				(40,000)					
Rescue 42 (2020 F250)									
Tanker 43 (2020 Freightliner)									
Pumper 41 (1999 Freightliner)	(14,112)	(545,888)							
Squad Pumper 44 (2009 Spartan)								(731,542)	
Building									
	439,975	60,772	187,236	265,627	357,581	529,286	706,388	157,511	345,910

<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>											
updated Jan 11, 2024		YTD	FINAL	YTD	FINAL	DRAFT #1	DRAFT #2		%	%	
		2022 ACTUAL	2022 BUDGET	2023 ACTUAL	2023 Budget	2024 Budget	2024 Budget	VARIANCE	Increase	Share	
<b>Revenue</b>											
02-1094-4000	MM FIRE-CALL REVENUE	\$ 36,096	\$ 20,000	\$ 17,623	\$ 12,000	\$ 20,000	\$ 20,000	8,000	67%		
02-1094-4010	MM FIRE-DONATIONS		\$ -	\$ 4,418	\$ -	\$ -	\$ -	-			
02-1094-4020	MM FIRE-OTHER REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	-			
02-1094-4030	MM FIRE-INTEREST EARNED		\$ -	\$ -	\$ -	\$ -	\$ -	-			
02-1094-4040	MM FIRE-OPERATING GRANT	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	-			
02-1094-4130	MM FIRE-OP REV MELANCTHON	44,255.37	50,500.44	51,246.11	54,940.04	60,376.09	65,117.11	10,177	19%	23.64%	2023
	OPERATING SURPLUS MELANCTHON	-	(6,245.07)		(3,693.93)			3,694		23.68%	2022
02-1094-4230	MM FIRE-OP REV MULMUR	143,391.07	162,761.56	167,340.53	179,245.96	195,021.91	210,335.97	31,090	17%	76.36%	2023
	OPERATING SURPLUS MULMUR	-	(19,370.49)		(11,905.45)			11,905		76.32%	2022
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	25,615.56	25,615.56	-	15,599.38	-	-	(15,599)			
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES							-			
	<b>Total Operating Revenue</b>	\$ 249,358	\$ 233,262	\$ 245,628	\$ 246,186	\$ 275,398	\$ 295,453	49,267			
<b>Expenses</b>											
02-1094-2126	MM FIRE-LEGAL			\$ 1,221	\$ -	\$ -	\$ -	-			
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 33,463	\$ 36,210	\$ 38,117	\$ 37,300	\$ 41,822	\$ 38,527	1,227	3%	COLA	\$ 38,531
02-1094-5101	MM FIRE FIREHALL WKLY TRAINING & DUTY WAGES	\$ 27,546	\$ 36,000	\$ 30,307	\$ 36,000	\$ 36,020	\$ 36,020	20	0%	COLA	\$ 41,743
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 26,640	\$ 27,000	\$ 31,136	\$ 27,810	\$ 36,000	\$ 33,000	5,190	19%	Increase in calls in 2023 plus COLA	
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 9,733	\$ 7,500	\$ 4,842	\$ 9,000	\$ 9,000	\$ 9,000	-	0%		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 979	\$ 1,000	\$ 1,023	\$ 1,000	\$ 1,400	\$ 1,000	-	0%	in line with actual for 2023	
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 5,193	\$ 6,100	\$ 6,820	\$ 7,700	\$ 8,500	\$ 8,500	800	10%	We had a claim, rates will increase	
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	0%		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,806	\$ 3,000	\$ 7,637	\$ 4,000	\$ 5,000	\$ 4,500	500	13%	Costs have increase to complete flow testing & Mtn & repairs on SCBAs. 2023 include hydrostatic test of all cylinders.	
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,526	\$ 3,700	\$ 3,186	\$ 3,700	\$ 3,700	\$ 3,700	-	0%		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 7,855	\$ 5,000	\$ 8,409	\$ 6,000	\$ 8,000	\$ 7,000	1,000	17%	CO dedection system repair of \$3200, annual inspection \$900	
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	-			
02-1094-5116	MM FIRE RADIO PURCHASES & REPAIRS	\$ 2,293	\$ 4,000	\$ 2,101	\$ 4,000	\$ 5,000	\$ 4,500	500	13%		
02-1094-5117	MM FIRE HYDRO	\$ 4,557	\$ 5,250	\$ 4,290	\$ 5,000	\$ 5,000	\$ 5,000	-	0%		
02-1094-5118	MM FIRE TRAINING COURSES & MATERIALS	\$ 16,943	\$ 8,500	\$ 16,529	\$ 12,000	\$ 17,500	\$ 20,000	8,000	67%	\$4400 x3 new recruits, plus all course for current firefighters.	
02-1094-5119	MM FIRE DUES, FEES & SUBCRPTIONS	\$ 584	\$ 410	\$ 950	\$ 1,384	\$ 1,384	\$ 1,384	-	0%		
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 16,528	\$ 17,500	\$ 37,949	\$ 17,500	\$ 17,500	\$ 47,250	29,750	170%	Dispatch based on actual biannual cost of \$23,625	
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 2,152	\$ 3,000	\$ 3,366	\$ 3,000	\$ 3,000	\$ 3,000	-	0%		
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-	0%		

<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>											
updated Jan 11, 2024		YTD	FINAL	YTD	FINAL	DRAFT #1	DRAFT #2		%	%	
		2022 ACTUAL	2022 BUDGET	2023 ACTUAL	2023 Budget	2024 Budget	2024 Budget	VARIANCE	Increase	Share	
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ 229	\$ 300	\$ 1,331	\$ 1,000	\$ 1,000	\$ 1,000	-	0%		
02-1094-5124	MM FIRE PROPANE	\$ 6,504	\$ 5,700	\$ 6,664	\$ 7,000	\$ 7,000	\$ 7,000	-	0%		
02-1094-5125	MM FIRE AUDIT	\$ 2,442	\$ 2,442	\$ -	\$ 2,442	\$ 2,442	\$ 2,442	-	0%		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	-	0%		
02-1094-5134	MM FIRE INSURANCE	\$ 15,130	\$ 20,000	\$ 23,136	\$ 17,000	\$ 18,630	\$ 18,630	1,630	10%		\$10476+10% increase = VFIS & EAP \$7107
02-1094-5140	MM FIRE TRAVEL	\$ 2,371	\$ -	\$ 487	\$ 3,000	\$ 3,000	\$ 3,000	-	0%		mileage to and from course
02-1094-5141	MM FIRE MEALS	\$ 766	\$ 650	\$ 283	\$ 650	\$ 750	\$ 750	100	15%		Incls meals at training/ fire calls
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,787	\$ 2,000	\$ 3,683	\$ 3,000	\$ 3,800	\$ 3,800	800	27%		Includes Keystone Software of \$1050, Microsoft Subs. \$1400, office supplies of \$1200 incl colour toner.
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 265	\$ 1,500	\$ 3,512	\$ 1,000	\$ 1,500	\$ 1,500	500	50%		3 new medical bags in 2023
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 1,147	\$ 1,500	\$ 4,100	\$ 3,000	\$ 3,000	\$ 3,000	-	0%		2023 incl training hydrant
02-1094-5145	MM FIRE-MTO REPORTS	\$ (14)	\$ 400	\$ 238	\$ 300	\$ 300	\$ 300	-	0%		
02-1094-5146	MM FIRE BANK CHARGES	\$ 271	\$ 340	\$ 730	\$ 340	\$ 340	\$ 340	-	0%		
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ 1,175	\$ 500	\$ 1,000	\$ 1,000	500	100%		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 3,643	\$ 1,700	\$ 8,510	\$ 2,500	\$ 6,000	\$ 5,000	2,500	100%		Actual inclut \$3900 of battery powered tools (donation from Association offsets this cost). Amalgamated with account 02-1094-5115 Material and Supplies
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 4,445	\$ 3,500	\$ 1,312	\$ 5,000	\$ 5,000	\$ 5,000	-	0%		Oldest truck, need to ensure we have some money to pay for repairs.
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 873	\$ 1,500	\$ 575	\$ 1,500	\$ 1,500	\$ 1,000	(500)	-33%		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 4,966	\$ 2,000	\$ 3,066	\$ 2,000	\$ 2,000	\$ 3,000	1,000	50%		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 6,027	\$ 5,000	\$ 2,421	\$ 6,000	\$ 5,000	\$ 3,000	(3,000)	-50%		
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 630	\$ 1,000	\$ 301	\$ 1,000	\$ 1,000	\$ 500	(500)	-50%		Decreased based on previous actual amounts.
02-1094-5166	MM FIRE - ARGO	\$ -	\$ 750	\$ -	\$ 750	\$ 500	\$ -	(750)	-100%		typically no expense here so removed budget amount. If costs incurred it will be an overage.
	<b>Total Operating Expenses</b>	\$ 228,091	\$ 233,262	\$ 272,222	\$ 246,186	\$ 275,398	\$ 295,453	49,267	20%		
	<b>Operating Surplus (deficit)</b>	\$ 21,267	\$ -	\$ (26,594)	\$ -	\$ -	\$ -	-			
<b>CAPITAL BUDGET</b>											
<b>CAPITAL REVENUE</b>											
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	-			
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 6,371	\$ 1,000	\$ 20,570	\$ 1,000	\$ 1,000	\$ 1,000	-	0%		

<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>										
updated Jan 11, 2024		YTD	FINAL	YTD	FINAL	DRAFT #1	DRAFT #2		%	%
		2022 ACTUAL	2022 BUDGET	2023 ACTUAL	2023 Budget	2024 Budget	2024 Budget	VARIANCE	Increase	Share
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ 4,272	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 62,500	\$ 62,500	\$ 72,500	\$ 72,500	\$ 85,000	\$ 85,000	12,500	17%	
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 62,500	\$ 62,500	\$ 72,500	\$ 72,500	\$ 85,000	\$ 85,000	12,500	17%	
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	9,830.33	\$ 8,830	\$ 15,375	\$ 24,333	\$ 38,445	\$ 563,203	538,870		
	<b>Total Capital Revenue</b>	\$ 145,473	\$ 134,830	\$ 184,445	\$ 170,333	\$ 209,445	\$ 734,203	563,870		
<b>CAPITAL EXPENSES</b>										
								-		
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 20,473	\$ 9,830	\$ 39,445	\$ 25,333	\$ 39,445	\$ 564,203	538,870		Pumper 41 replacement, general capital and SCBA's
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ 125,000	\$ 125,000	\$ 145,000	\$ 145,000	\$ 170,000	\$ 170,000	25,000		
		\$ 145,473	\$ 134,830	\$ 184,445	\$ 170,333	\$ 209,445	\$ 734,203	563,870		
	<b>Capital Surplus (deficit)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

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**RESPONSE TO THE 30 OFM RECOMMENDATIONS  
ON FIRE PROTECTION SERVICES (FIRE PREVENTION)  
PERTAINING TO MULMUR/MELANCTHON FIRE DEPARTMENT  
CHECKLIST REVIEW POLICY**

Annually, in January, the Mulmur Melancthon Fire Board will review the following documents to ensure continuity across all municipalities. (FFPAS-9(1)(a)). (*Ontario Fire Marshall's Office Recommendations, 2013, Recommendation/Response 6*)

**FIRE BOARD CHECKLIST**

Item	Date of Review	Action to be taken (if any)
<i>Establishing and Regulating By-law</i>		
<i>Fire Board Agreement</i>		
<i>Fire Related By-laws</i>		
<i>Policies and Operating Guidelines</i>		

Reviewed by: \_\_\_\_\_

Dated: \_\_\_\_\_





#11

# Corporation of the Township of Melancthon

Moved by Nancy Malek

Seconded by Janice Elliott

Date Aug. 14, 2014

Be it resolved that:

Council receive the responses from and give thanks to Jim Clayton, Mulmur Melancthon Fire Chief; the Mulmur Melancthon Fire Board; Joe Casey, OFMEM; Mayor Bill Hill and CAO Denise Holmes, for their assistance and efforts in preparing the written responses to the Ontario Fire Marshal's 30 recommendations on Fire Protection Services/Fire Prevention in the Township of Melancthon. Council appreciates their continued follow through and cooperation with the OFMEM to continue to improve fire service for Melancthon Township.

And further that Council directs staff to follow up with the Fire Chiefs to ensure receipt of documentation as required in the 30 recommendations on an annual basis.

And further that Council directs staff to forward the responses to the OFMEM and express appreciation to them, specifically Joe Casey, Program Specialist for his assistance in this matter.

Recorded Vote

Yea

Nay

- Mayor Bill Hill
- Deputy Mayor Darren White
- Councillor John Crowe
- Councillor Janice Elliott
- Councillor Nancy Malek

I, Denise B. Holmes, Clerk of the Corporation of the Township of Melancthon, do hereby certify that this is a true copy of Motion # 11 passed in open Council on Aug 14, 2014

Dated this 15<sup>th</sup> day of August, 2014

Denise Holmes

Clerk, Township of Melancthon

Carried/Lost: Bill Hill

MAYOR



**Response to the 30 OFM  
Recommendations**

**on**

**Fire Protection Services (Fire Prevention)**

**Pertaining to Mulmur/Melancthon**

**Fire Department**

**Service to the**

**Township of Melancthon**

**Prepared in conjunction with**

**Fire Chief Jim Clayton, Mulmur  
Melancthon Fire Board, OFMEM, Mayor  
Bill Hill and Denise Holmes, CAO/Clerk**

**August 2014**

### Recommendation #1

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the completion of a risk assessment in their respective municipalities utilizing the OFM Fire Risk Sub-Model to identify extreme and high risk buildings/occupancies and demographic groups. Councils must then resubmit their Annual Compliance Declaration to the OFM.

Response 1: Melancthon Township has completed the Simplified Risk Assessment. The Township and the Mulmur/Melancthon Fire Department will meet in the beginning of every year and review the Annual Compliance Declaration to ensure the information is accurate and current

### Recommendation#2

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that the updated risk assessments for each municipality are used to develop one coordinated, comprehensive fire profile which prioritizes all extreme and high risk buildings/occupancies and demographic groups across all municipalities. Councils must ensure that the comprehensive fire profile is used to develop, evaluate and update public education, fire safety inspection and fire investigations programs and services provided across all municipalities. FPPA 9.(1)(a)

Response 2: Melancthon Township and the Mulmur/Melancthon Fire Department have and will continue to review the Annual Compliance Declaration and ensure it prioritizes all extreme and high risk buildings/occupancies and demographic groups across the Township of Melancthon. Melancthon Council, through the Fire Chief will ensure that the comprehensive fire profile is used to develop, evaluate and update public education, fire safety inspection and fire investigations programs and services provided across their municipality. The Fire Chief will submit a comprehensive report to council annually that satisfies this recommendation.

### Recommendation #3

The municipal councils of Melancthon, Mulmur and Shelburne must revise their Establishing and Regulating By-laws to clearly define core services and the levels of fire prevention services based on the comprehensive fire profile for all municipalities. FPPA 9.(1)(a)

Response 3: Melancthon Township has revised their Establishing and Regulating By-Law for the Township which is waiting to be passed by council. The core services and fire prevention policy formed part of the E&R bylaw. It is my understanding that this recommendation will be satisfied upon councils passing.

#### Recommendation #4

The municipal councils of Melancthon, Mulmur and Shelburne must ensure an operating guideline is developed and implemented to provide written delegation of a chief fire official where referenced in the Ontario Fire Code for sections requiring "approved".  
FPPA 9.(1)(a)

Response 4: The Fire Chief for the department is the Chief Fire Official by default. Investigations are still under way with respect to Shelburne and how or if they will have a Fire Prevention Officer. Depending on what happens in this regard, the person would only be designated a CFO for the portions they are responsible for. If someone from another municipality was responsible for inspection and enforcement in the agreement area of the municipality then that person could be designated as the CFO for the agreement area as a whole.

#### Recommendation #5

The municipal councils of Melancthon, Mulmur and Shelburne must develop fire related by-laws and ensure the designation of sufficient staff to ensure the enforcement of municipal fire-related by-laws.

Response 5: The Fire Chiefs will assist in the development of municipal fire related by-laws and recommend the drafting of these bylaws as per our needs and circumstances. The Fire Chief will supply Mulmur/Melancthon Fire Board & Melancthon Township with any request or change of any By Laws that are fire department related.

#### Recommendation #6

The municipal councils of Melancthon, Mulmur and Shelburne must create an advisory committee with representation from each municipality. Councils must ensure the advisory committee meets annually to develop, coordinate, review and update Establishing and Regulating By-laws, fire board agreements, fire-related bylaws, policies and operating guidelines pertaining to fire prevention services to ensure continuity of service across all municipalities. FPPA 9.(1Xa)

Response 6: Melancthon will not be creating an advisory committee as we feel it will be a duplication of responsibilities of a Fire Board. However, Melancthon will work and develop a policy to be adopted by the Mulmur Melancthon and Shelburne Fire Boards to ensure that there are specific reports generated at least annually to develop, co-ordinate, review and update Establishing and Regulating By-laws, fire board agreements, fire related by-laws, policies and operating guidelines pertaining to fire prevention services to ensure continuity of service across all municipalities, FPPAS-9(1)(a) The CAO's will ensure that this is brought to the attention of the Fire Boards in January of each year to have items completed.

#### Recommendation #7

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the comprehensive fire profile is utilized to develop a routine fire safety inspection program targeting extreme and high risk occupancies in all municipalities.

Response 7: Mulmur/Melancthon Fire Department will assist the Mulmur/Melancthon Fire Board & Melancthon council in identifying extreme and high risk occupancies and participate in inspections of these buildings as per the Fire Prevention Policy.

#### **Recommendation #8**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments that outlines a standard method of conducting complaint, request and routine fire safety inspections across all municipalities. FPPA 9.(1Xa)

Response 8: Fire Prevention & Inspection Policy is currently being presented to Melancthon council for approval. This Policy forms part of the E&R By-law

#### **Recommendation #9**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments that outlines a standard method of maintaining and storing fire safety inspections files. FPPA 9.(1Xa)

Response 9: It is recommended that Melancthon Township request past Fire Inspections reports or orders from Fire Officials, a schedule of upcoming inspection dates be delivered and reviewed by a designated township official.

#### **Recommendation #10**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that a fire safety plan is prepared "approved" and implemented in all buildings regulated by Article 2.8.1.1 of the Ontario Fire Code.

Response 10: All buildings in the Township that require Fire Safety Plans will be inspected and the Fire Safety Plans approved by the Chief Fire Official with a copy supplied to the responding fire department and a designated township official.

#### **Recommendation #11**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that personnel in all fire departments who are conducting fire safety inspections be designated as Assistants to the Fire Marshal as outlined in OFM Communique 2009- 1324. FPPA 9.(1)(a)

Response 1 1: More investigation needs to be conducted in this area to ensure that inspectors have the correct Assistant to the Fire Marshal designation for the parts of the municipality they will be conducting inspections in. The Mulmur/Melancthon Fire Chief will maintain this list and meet with the inspectors periodically to address any comments or concerns they may have.

**Recommendation #12**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that personnel in all fire departments who are conducting fire safety inspections attend training sessions on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement learn about enforcement options to gain compliance with the Ontario Fire Code. FPPA 9.(1)(a)

**Response 12:**

The Fire Chief for Mulmur/Melancthon will ensure all persons conducting inspections have attended the training session on OFM Technical Guideline OFM-TG-0-1-2012 Fire Safety Inspections and Enforcement. In the event the inspector has not had this formal training the Fire Chief will arrange for the individual to attend.

**Recommendation #13**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments to assist in choosing the most appropriate enforcement options pursuant to the Fire Protection and Prevention Act<sup>27</sup> and the Provincial Offences Act.

**Response 13:** We currently have a method in place for fire enforcement of fire related By-Laws.

**Recommendation #14**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure a review is conducted of all property files maintained by all fire departments to determine if any outstanding Ontario Fire Code violations exist. Then, councils must ensure follow-up/recall inspections are conducted to verify that either compliance with the previous inspection has been obtained or should use options available for remedying Fire Code contraventions and/or fire hazards as per OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement 28.

FPPA 9.(1)(a)

**Response 14:** Melancthon Township will request the property files with Fire Inspections from the Fire Officials from Shelburne and Mulmur. The Fire Chief will review these files and follow up with recommendations and a schedule of re-inspection dates.

**Recommendation #15**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline or memorandum of understanding that formalizes the relationship between all fire departments and the County of Dufferin Building Department for the purpose of plan reviews, final occupancy inspections and information sharing. FPPA 9.(1Xa)

**Response 15:** Mulmur/Melancthon Fire Department will work with the County of Dufferin Building Department for dealing with fire code reviews.

**Recommendation #16**

The municipal councils of Melancthon, Mulmur and Shelburne must designate personnel in all fire departments to receive their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing if they are going to complete plan reviews and final occupancy inspections. FPPA 9.(1Xa)

**Response 16:** Currently all the plans review and final occupancy inspections are the responsibility of the Dufferin County Building Department. In the event Melancthon decides to provide this service we will endeavor to have staff designated.

**Recommendation #17**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments for the development, implementation and location/availability of pre-incident plans for all extreme and high risk occupancies.

**Response 17:** An Operational Guideline has been drafted to ensure Pre-Incidents are developed and approved by Fire Chief through Fire Safety Inspections.

**Recommendation #18**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that a training program on pre-incident planning is developed. Councils must ensure that all suppression and fire prevention personnel in all fire departments participate in all pre-incident planning activities, including training. FPPA 9.(1Xa)

**Response 18:** An Operational Guideline have been developed to ensure pre-incident planning is developed and ensure that all suppression and fire prevention personnel participate in all pre-incident planning activities.

**Recommendation #19**

The municipal councils of Melancthon, Mulmur and Shelburne must designate a shared, certified chief fire prevention officer to ensure the capacity to develop, implement, track, and recommend public fire and life safety education programs and to evaluate public education, fire safety inspections and fire investigations programs and activities across all municipalities. FPPA 9.(1)(a)

Response 19: With the education back ground required and the college time needed, it is hard for firefighter to commit to completing the Fire Prevention Officers courses and the sophistication required to complete fire inspections, a shared FPO would be beneficial to ensure that uniform public education programs are addressing the needs of the community.

**Recommendation #20**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments outlining the implementation of the OFM's Alarmed for Life<sup>31</sup> smoke alarm program, and include strategies to enforce the smoke alarm legislation, to ensure continuity of service and consistent messaging across all municipalities.  
FPPA 9.(1Xa)

Response 20: We have a current operating guideline for the OFM's Alarmed for Life smoke alarm program, and include strategies to enforce the smoke alarms in our community.

**Recommendation#21**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure interaction within and between all fire departments for the transfer of information to develop, update and evaluate all public education, fire safety inspection and fire investigations programs.

Response 21: Representatives from Melancthon Township will be asked to meet with all Fire Chiefs in their respective areas to evaluate all public education, fire safety inspection and fire investigations programs. Currently meeting minutes are reviewed at council.



**Recommendation #22**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that all fire departments report all fire incidents to the OFM that meet the criteria as stated in the fire Marshal's Directive 2011-01: OFM Notification of Fires and Explosions.  
FPPA 9.(1)(a)

**Response 22:** Mulmur/Melancthon Fire Department is already in compliance with the OFM's Directive 2011-01: OFM Notification of Fires and Explosions it is standard procedure for this department, refer to Operational Guideline #1303

**Recommendation #23**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments outlining the requirements and procedures for post-fire follow-up inspections of a building or occupancy to verify compliance with relevant codes and standards.  
FPPA e.(l)(a)

**Response 23:** Mulmur/Melancthon Fire Department is already in compliance with the procedures for post-fire follow-up inspections of a building procedure for this department; refer to Operational Guideline #1310

**Recommendation#24**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of an operating guideline for all fire departments outlining the implementation of a fire watch in a building or occupancy where the fire protection systems are out of service as a result of a fire or malfunction.  
FPPA e.(l)(a)

**Response 24:** Mulmur/Melancthon Fire Department is already in compliance with the procedures for Fire Watch & Spark Watch for this department, refer to Operational Guideline #812 & 813

**Recommendation # 25**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure the development of operating guidelines, a formal indoctrination process and training programs to ensure personnel in all fire departments involved in fire prevention activities are trained as required to perform their municipal and legislative responsibilities and duties. FPPA 9.(1)(a)

Response 25: Currently we only have one trained Firefighter at the level required to conducting Fire Inspections, for the past this was adequate, but discussions of recruiting services from other Fire Prevention Services could decide if more education & certified members are required.

**Recommendation #26**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that all fire departments maintain training records for training in fire prevention activities. FPPA e.(IXa)

Response 26: Reports of training are presented in year-end reports with a break-down of topics and time spent on that topic.

**Recommendation#27**

The municipal councils Melancthon, Mulmur and Shelburne must ensure all fire departments provide all personnel involved in fire prevention activities with the required equipment for the performance of their duties. FPPA 9.(1)(a)

Response 27: Fire Chief has budgeted for Fire Prevention supplies.

**Recommendation #28**

The municipal councils of Melancthon, Mulmur and Shelburne, in consultation with their legal services, must develop a policy pertaining to the retention of fire department records. FPPA 9.(1Xa)

Response 28: Mulmur/Melancthon Fire Department will supply Melancthon Township with copies of Fire Inspections and Fire Plans from Fire Officials. Copies will be kept on file as per what their document control requires.

**Recommendation #29**

The municipal councils of Melancthon, Mulmur and Shelburne must ensure that a records management system be developed and implemented across all fire departments to ensure consistency and continuity. FPPA 9.(1)(a)

**Response 29:** The Fire Chief will work with Melancthon Township to devise a plan to control Fire Inspections from Fire Officials and maintain Fire Inspection files with all other township documents.

**Recommendation #30**

The municipal councils of Melancthon, Mulmur and Shelburne must develop a timeline for the implementation of the recommendations contained within this report. FPPA 9.(1Xa)

**Response 30:** Melancthon Township should set up meeting ASAP with the 3 Fire Officials and discuss this report and recommendations and put plan in place with time lines.

# THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

## BY-LAW NO. 39-2014

### BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE CORPORATION OF THE TOWNSHIP OF MELANCTHON AND TO REPEAL BY-LAW NO. 15-2014

**WHEREAS** Section 8 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** Section 130 of the Municipal Act, 2001, provides that a municipality may regulate matters for the health, safety and wellbeing of the inhabitants of the municipality;

**AND WHEREAS** Section 5 of the Fire Protection and Prevention Act, 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of Melancthon hereby enacts the following:

1. In this By-Law, unless the context otherwise requires,
  - a) "Additional Service(s)" includes retaining a private contractor, renting special equipment not normally carried on fire apparatus, or using more materials than are carried on a fire apparatus normally.
  - b) "Approved" means approved by the Council of the Township of Melancthon.
  - c) "Chief Administrative Officer" means the person appointed by the Council of the Township of Melancthon to act as Chief Administrative Officer for the Corporation.
  - d) "Confined Space" means any space that has limited or restricted means for entry or exit, such as tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits, and which are not designed for continuous human occupancy.
  - e) "Corporation" means the Corporation of the Township of Melancthon.
  - f) "Council" means the Council of the Township of Melancthon.
  - g) "Deputy Fire Chief" means the person(s) recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act in the place of the Fire Chief in the Fire Chief's absence, or in the case of a vacancy in the position of Fire Chief.
  - h) "Fire Chief" means the person recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act as Fire Chief of the fire department and is ultimately responsible to the Council of the Township of Melancthon as defined in the *Fire Protection and Prevention Act*.
  - i) "Fire Code" means the *Ontario Fire Code Ontario Regulation 213/07* established under Part IV of the FPPA.
  - j) "FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c 4, as amended.

- k) "Fire Department(s)" means the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department.
  - l) "Fire Board" means the elected representatives appointed from the participating municipalities covered by the Shelburne and District Fire Department and the Mulmur Melancthon Fire Department is hereby referenced in this document as "the Board".
  - m) "Fire Protection Agreement" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
  - p) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all of those services.
  - n) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes its volunteer officers and volunteer firefighters.
  - o) "Officer" means person(s) appointed to the rank of District Fire Chief, Training Officer, Captain, Lieutenant or Fire Prevention Officer.
  - p) "Specialized rescue" shall mean rescue response to low angle rope rescue, shore based water rescue, confined space rescue, trench collapse awareness, auto extrication, Mission Specific Operations Level Hazardous Materials Response, Awareness Level Hazardous Materials Response in accordance with available resources, other rescues deemed by the fire service to fall within available training skill sets, available personnel and required specialized equipment.
  - q) "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. The fire departments servicing the Corporation are the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department and the head of those departments shall be known as the Fire Chief.
  3. The Southgate Fire Department will service the portion of the municipality as outlined in Appendix C under Fire Protection Agreement dated May 19, 2011.
  4. The fire departments may be structured with a Fire Chief, Deputy Fire Chief, officers and firefighters in accordance with the organization chart and the Fire Protection Services defined in this section.
  5. The Fire Chief shall report to the Fire Board(s) and the Chief Administrative Officer but is ultimately responsible to the Council of the Township of Melancthon for the delivery of fire protection services and for proper administration and operation of the fire department
  6. The Fire Chief may recommend to the Board/Council, the appointment of any qualified person as a member of the fire department subject to the approved hiring policies of the Board/Council.
  7. A person is qualified to be appointed as a member who:
    - a) Is not less than 18 years of age and not more than 60 years of age for Fire Suppression;
    - b) Passes such tests, exams and interviews as shall be required by the Fire Chief; and,
    - c) Is medically fit to be a member as certified by a licensed physician. If the existing

member is 60 or older and wishes to remain in a Fire Suppression role on the fire department they must pass and annual medical and fitness testing as outlined by the fire department; which shall be paid for by the Board.

8. Persons appointed as members of the fire department shall be on probation for a period of twelve months during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a probationary member fails any such examinations, the Fire Chief may recommend to the Board/Council that he/she be dismissed.
10. Working conditions and remuneration for all firefighters shall be determined by the Board/Council.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to and a result of employment in any fire department serving Melancthon Township, the Board/Council may assign the member to another position in the fire department or may retire him/her. The Board/Council may provide retirement allowances to members, subject to *the Municipal Act*.
12. The Fire Chief may appoint an existing member or any other person deemed appropriate, to the position of Fire Department Chaplain. The Chaplain may provide services including but not limited to:
  - a) Critical incident stress counselling and debriefing
  - b) Chaplaincy services at official functions, fire service funerals and memorials
13. Nothing in this By-Law will restrict the Fire Department to providing only Core Services (Appendix A) or limit the provision of the Fire Protection Services at the discretion of the Chief Fire Official or Incident Commander provided that fire department staff is not requested to perform duties outside of their provided training, equipment, resources and sufficient staff availability
14. The Fire Chief shall implement and review periodically all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary and shall ensure the appropriate care and protection of all fire department equipment. The Fire Chief may establish a committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
15. The Fire Chief shall submit to the Township of Melancthon or the Board for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Board/Council.
16. Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all powers and shall perform all duties of the officer replaced.
18. The Fire Chief may reprimand, suspend or dismiss any member for an infraction of any of the provisions of this bylaw, policies, general orders and department rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the fire department.
19. Following the dismissal to a member, the Fire Chief shall report in writing the reasons for the dismissal to the Board.

20. A volunteer firefighter shall not be dismissed without being afforded the opportunity for a review of termination by the Board if he/she makes a written request for such a review within seven working days after receiving the notification of the proposed dismissal.
21. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property. The Fire Chief shall exercise all powers mandated by *the Fire Protection and Prevention Act*, and the Fire Chief shall be empowered to authorize:
- a) Pulling down or demolishing any building or structure to prevent the spread of fire.
  - b) All necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
  - c) Recovery of expenses incurred by such necessary actions for the Board/Council and/or municipalities in the manner provided through *the Municipal Act* and *the Fire Protection and Prevention Act*.
  - d) Shall prepare an annual report and present to the municipalities it represents including activities according to *the Fire Protection and Prevention Act*.
22. That as a result of a Fire Department's response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on fire apparatus or use more materials that are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the "Additional Service" or expense shall be charged the full costs to provide the "Additional Service" including all applicable taxes. Property shall mean personal and real property.
23. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipalities represented in the Board/Council except with respect to a fire or emergency:
- a) That, in the opinion of the Fire Chief or designate of the fire department, threatens property in the municipality represented in the Board/Council or property situated outside the municipalities represented by the Board/Council that it is owned or occupied by the municipality.
  - b) In the municipalities represented by the Board/Council with which an approved agreement has been entered into to provide fire protection services which may include mutual or automatic aid.
  - c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services.
  - d) At the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
  - e) On property beyond the municipal boundary of the municipalities represented by the Board/Council, where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

**AND FURTHER THAT** the attached Appendix A titled "Core Services", Appendix B titled "Fire Prevention Policy", Appendix C "Fire Areas" and Appendix D "Organizational Chart" shall constitute part of this By-law. Appendices may be updated as need by a motion of the Council of the Township of Melancthon.

This by-law comes into effect the day it is passed by Council of the Township of Melancthon. By-law 15-2014 passed on March 6, 2014 is hereby repealed.

BY-LAW read a first, second and a third time and finally passed in open Council of the Township of Melancthon this 14<sup>th</sup> day of August, 2014.

*Jenise Holner*  
.....  
CLERK

*Bill Hill*  
.....  
MAYOR



## APPENDIX A

### **Township of Melancthon - Core Services**

*All Fire Departments shall have an operational guideline and/or procedure for each of the Core Services listed below.*

#### **Interior Suppression & Rescue**

Performed when staffing and building integrity permit entry, performed with fire suppression support, performed as water supply permits and implemented to rescue trapped persons.

#### **Offensive Operations (interior fire suppression)**

Performed when staffing, water supply and building integrity permit entry and implemented to prevent further dollar loss.

#### **Defensive Operations**

Performed when there is insufficient staffing and/or structural instability, performed as water supply permits and implemented to reduce loss to surrounding areas.

#### **Areas without Municipal Water Supply**

In areas without municipal water supply, the fire department will respond with water tankers. This service does not meet Superior Tanker Shuttle accreditation.

#### **Rural Firefighting Operations**

In areas outside of a 4 kilometer radius of a fire station, which may or may not have municipal water supply, there may be increased response times due to travel distance, road grades and weather conditions. Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

#### **Tiered Response**

The fire department does have an agreement to respond as a tiered agency with OPP and EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

#### **Motor Vehicle Accidents**

The fire department will respond as a tiered agency and will offer traffic control, patient care, scene stabilization and spill/debris cleanup as needed.

#### **Vehicle Extrication**

The fire department will respond as a tiered agency and will gain access to patients trapped in vehicles, for removal by EMS or other agencies using hand tools, heavy hydraulics and air bags as required.

#### **Remote Extrication**

The fire department will assist police and/or EMS in the search/extrication of patients from remote locations. Typical patients include hikers, bikers, skiers, horseback riders, snowshoers and climbers. The fire department will respond with ATV and trailer mounted stretcher and respond on foot where ATV access is not possible. Extrication is limited by terrain and weather conditions. All personnel will be trained in the operation of the ATV.

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances

#### **Farm Accidents**

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist in remote areas, roll overs, entanglements, confined space\* and silos\* using hand tools, heavy hydraulics, air bags as required.

#### **Industrial Accidents**

The fire department is trained to confined space and HazMat awareness level only. The fire department will respond based on conditions and circumstances to assist with entanglements, confined space\*, electrical hazards and chemical hazards using hand tools, heavy hydraulics and/or air bags as required.

#### **Confined Space Rescue**

***\*Confined Space Rescue is only performed providing that all training, equipment, knowledge and personnel are available to facilitate rescue.***

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist with rescue from areas not designed for human occupancy, restricted means for entry or exit, back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only).

Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment.

#### **Low Angle Rescue (steep slope)**

This form of rescue will be used to perform remote extrication and vehicle accidents with rescue provided using hand tools, ropes, pulley systems.

#### **Water Rescue**

***All firefighters shall wear a life jacket when engaged in water rescue.***

Water rescue shall be delivered in 3 methods dependent on the circumstances and shall include search and rescue on the surface but does not include salvage or recovery. Static Water (harbour, shoreline); Swift Water (shoreline), and Ice Water (harbour, shoreline).

Rescue will be administered shore based using ropes.

#### **Services Requiring Outside Agencies**

##### **Building Collapse Rescue and Trench Rescue**

Mutual Aid coordinator shall be contacted and the fire department will provide support and assistance to the responding agency.

##### **Awareness Level Response Hazardous Materials (transporting, storage)**

Includes all hazardous materials and fire incidents involving propane storage, agricultural and industrial process. CANUTEC shall be contacted. The fire department will provide support and assistance to the responding agency.

**Electrical Hazards**

Includes responses to downed or arcing hydro wires. Hydro and OPP shall be contacted and the fire department will provide scene security and traffic control as required until the responding agencies arrive.

**Carbon Monoxide**

Includes responses to residential and commercial carbon monoxide alarms or as requested by outside agencies. Will include using air monitoring detectors to determine the presence of carbon monoxide, evacuate the areas as required, and notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

**Natural Gas Leaks**

Includes responses to gas line ruptures or as requested by outside agencies. Gas Company and the OPP shall be contacted. The fire department will provide scene security and traffic control as required until the responding agencies arrive.

**Mutual Aid**

The fire department will activate Provincial Mutual Aid when the need arises and will follow all the procedures in the plan.

The fire department will respond to assist with Mutual aid when requested.

## APPENDIX B

### **Township of Melancthon - Fire Prevention Policy**

This Fire Prevention Policy has been reviewed and approved by the Municipal Council of the Township of Melancthon on [redacted] and is applicable in its entirety for the whole of the municipality.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

#### **Fire Prevention Records Keeping**

Current records relating to all fire prevention activities must be prepared and retained at the Fire Hall and a copy forwarded to the Township. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire investigations (with a copy to the Ontario Fire Marshal) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs
- List of complaint, request and routine fire safety inspections completed according to schedule. Report of follow up to ensure that all (if any) outstanding Ontario Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high risk occupancies
- Record of all personnel who have completed a training program on pre-incident planning
- Detail of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFMEM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases
- Record of Fire Department attendance at municipal events for Public Fire Safety
- Copies of lectures, demonstrations and presentations to the public
- Building code plans examinations
- Written delegations of a chief fire official where referenced in the *Ontario Fire Code*
- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety

inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement

- Fire safety plans for "approved" buildings regulated by Article 2.8.1.1 of the *Ontario Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

**Inspections:**

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

*New Construction*

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

*Routine*

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

*Request*

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

*Complaint Inspections*

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

#### *Boarding Lodging and Rooming Houses*

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

#### *Fireplaces and Woodstoves*

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

#### *Retrofit*

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Ontario Fire Code.
- The Chief Fire Prevention Officer (CFPO) shall advise the Chief Building Officer (CBO) accordingly.

#### *Fire Code Enforcement*

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

#### *Ontario Fire Code References to the Ontario Building Code*

- Where the Ontario Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
  - The Chief Building Official shall be notified in writing by the Chief Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
  - The CFPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
  - The CBO shall keep the CFPO informed of project status and approvals.

- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

#### *Zoning Related Issues*

- The Planner shall be advised of all Zoning inquiries and concerns.

#### **Fire And Life Safety Education:**

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal and Emergency Management programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

#### **Distribution of Fire Safety Information:**

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

#### **Smoke Alarm Program:**

- The fire department will maintain a working smoke alarm program throughout the municipality.
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

#### **Risk Assessment:**

- The Risk Assessment shall be reviewed and revised every three years.

#### **Fire Investigation and Cause Determination:**

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Office of the Fire Marshal and Emergency Management (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

#### **Fire Loss Statistics:**

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

#### **Fire Prevention Staff Training:**

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

**Conclusion:**

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a cornerstone in the foundation of developing a fire safe community. The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

**TYPES AND FREQUENCY OF INSPECTION**  
 Not including by complaint or by request  
 Detailed listing included in the Simplified Risk Assessment

<b>Occupancy</b>	<b>Frequency</b>
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Every two years or annually if possible
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress, (b) receive special care and treatment, or (c) receive supervisory care	Annually
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or request only
Multi-unit Residential	Every two years or annually if possible



Hotel/Motel	Every two years or annually if possible
Mobile Homes and Trailers	Complaint or request only
Residential Schools / Treatment Centre	Annually
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Complaint or request only
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Complaint or request only
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Complaint or request only
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Complaint or request only

# APPENDIX C

## FIRE RESPONSE BOUNDARIES

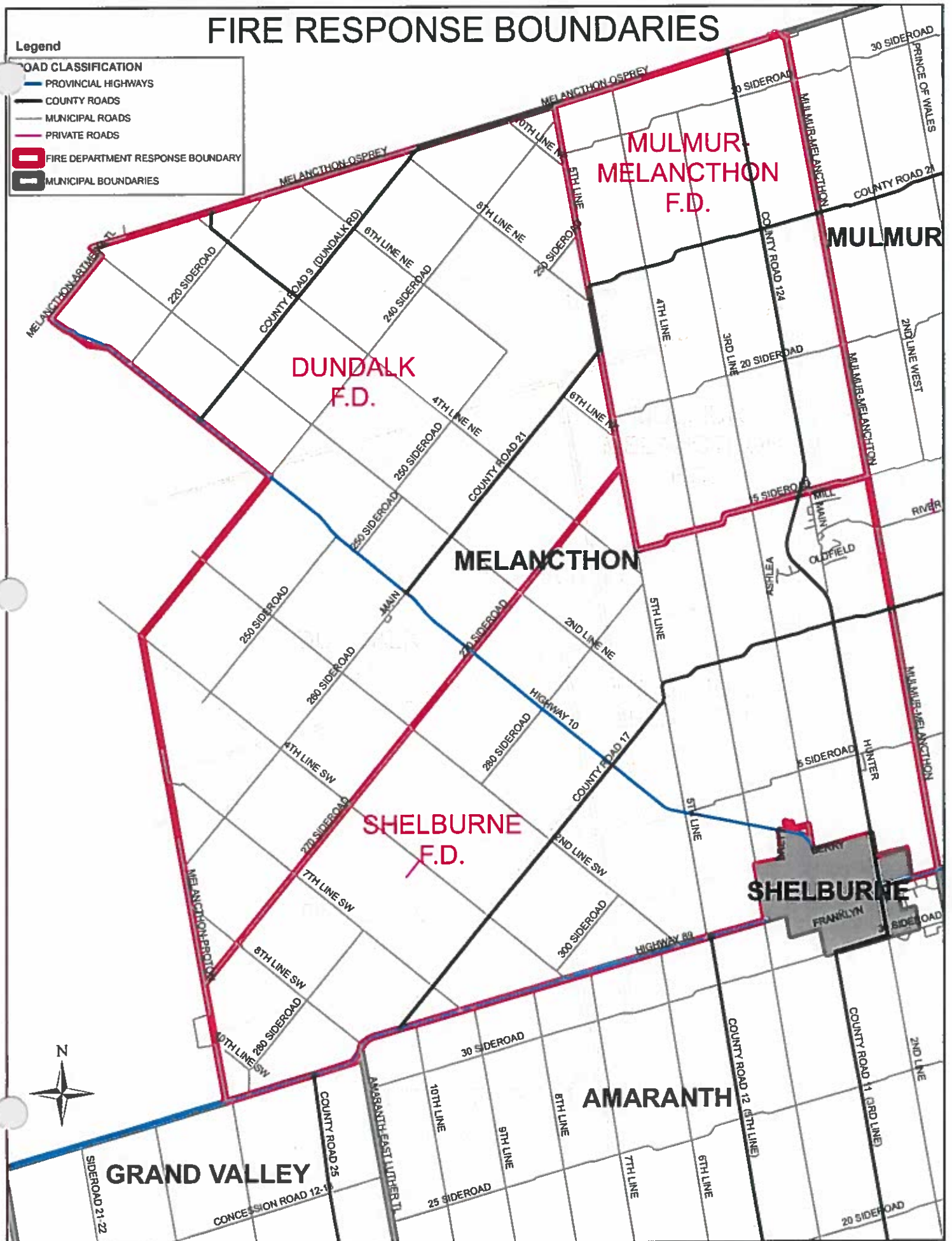
**Legend**

**ROAD CLASSIFICATION**

- PROVINCIAL HIGHWAYS
- COUNTY ROADS
- MUNICIPAL ROADS
- PRIVATE ROADS

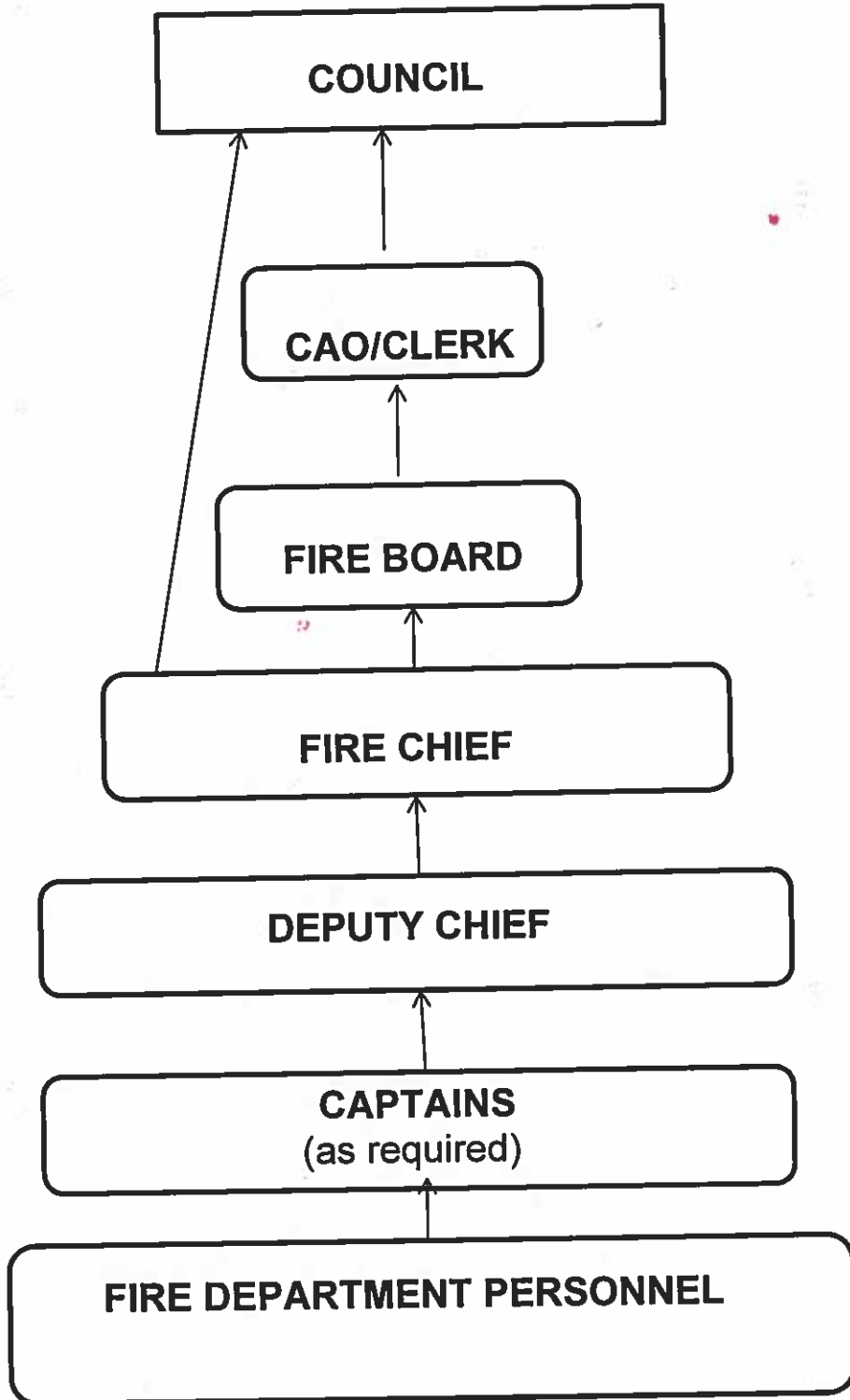
**FIRE DEPARTMENT RESPONSE BOUNDARY**

**MUNICIPAL BOUNDARIES**



APPENDIX D

Township of Melancthon - Fire Organizational Chart



# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## BY-LAW NO. 48 -13

### BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR

**WHEREAS** Section 8 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** Section 130 of the Municipal Act, 2001, provides that a municipality may regulate matters for the health, safety and wellbeing of the inhabitants of the municipality;

**AND WHEREAS** Section 5 of the Fire Protection and Prevention Act, 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of Mulmur hereby enacts the following:

1. In this By-Law, unless the context otherwise requires,
  - a) “Additional Service(s)” includes retaining a private contractor, renting special equipment not normally carried on fire apparatus, or using more materials than are carried on a fire apparatus normally.
  - b) “Approved” means approved by the Council of the Township of Mulmur.
  - c) “Chief Administrative Officer” means the person appointed by the Council of the Township of Mulmur to act as Chief Administrative Officer for the Corporation.
  - d) “Confined Space” means any space that has limited or restricted means for entry or exit, such as tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits, and which are not designed for continuous human occupancy.
  - e) “Corporation” means the Corporation of the Township of Mulmur.
  - f) “Council” means the Council of the Township of Mulmur.
  - g) “Deputy Fire Chief” means the person(s) recommended by the Fire Board and appointed by the Council of the Township of Mulmur to act in the place of the Fire Chief in the Fire Chief’s absence, or in the case of a vacancy in the position of Fire Chief.
  - h) “Fire Chief” means the person recommended by the Fire Board and appointed by the Council of the Township of Mulmur to act as Fire Chief of the fire department and is ultimately responsible to the Council of the Township of Mulmur as defined in the *Fire Protection and Prevention Act*.
  - i) “Fire Code” means the *Ontario Fire Code Ontario Regulation 213/07* established under Part IV of the FPPA.
  - j) “FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c 4, as amended.
  - k) “Fire Department(s)” means the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department.

- l) “Fire Board” means the elected representatives appointed from the participating municipalities covered by the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department is hereby referenced in this document as “the Board”.
  - m) “Fire Protection Agreement” is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
  - p) “Fire Protection Services” includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all of those services.
  - n) “Member” means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes its volunteer officers and volunteer firefighters.
  - o) “Officer” means person(s) appointed to the rank of District Fire Chief, Training Officer, Captain, Lieutenant or Fire Prevention Officer.
  - p) “Specialized rescue” shall mean rescue response to low angle rope rescue, shore based water rescue, confined space rescue, trench collapse awareness, auto extrication, Mission Specific Operations Level Hazardous Materials Response, Awareness Level Hazardous Materials Response in accordance with available resources, other rescues deemed by the fire service to fall within available training skill sets, available personnel and required specialized equipment.
  - q) “Volunteer Firefighter” means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. The fire department for the corporation is hereby established and shall be known as the Mulmur Melancthon Fire Department and the head of the fire department shall be known as the Fire Chief.
  3. The fire departments servicing the Township of Mulmur are the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department
  4. The fire departments may be structured with a Fire Chief, Deputy Fire Chief, officers and firefighters in accordance with the organization chart and the Fire Protection Services defined in this section.
  5. The Fire Chief shall report to the Fire Board(s) and the Chief Administrative Officer but is ultimately responsible to the Council of the Township of Mulmur for the delivery of fire protection services and for proper administration and operation of the fire department
  6. The Fire Chief may recommend to the Board/Council, the appointment of any qualified person as a member of the fire department subject to the approved hiring policies of the Board/Council.
  7. A person is qualified to be appointed as a member who:
    - a) Is not less than 18 years of age and not more than 60 years of age for Fire Suppression;
    - b) Passes such tests, exams and interviews as shall be required by the Fire Chief; and,
    - c) Is medically fit to be a member as certified by a licensed physician. If the existing member is 60 or older and wishes to remain in a Fire Suppression role on the fire department they must pass and annual medical and fitness testing as outlined by the fire department; which shall be paid for by the Board.

8. Persons appointed as members of the fire department shall be on probation for a period of twelve months during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a probationary member fails any such examinations, the Fire Chief may recommend to the Board/Council that he/she be dismissed.
10. Working conditions and remuneration for all firefighters shall be determined by the Board/Council.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to and a result of employment in any fire department serving Mulmur Township, the Board/Council may assign the member to another position in the fire department or may retire him/her. The Board/Council may provide retirement allowances to members, subject to *the Municipal Act*.
12. The Fire Chief may appoint an existing member or any other person deemed appropriate, to the position of Fire Department Chaplain. The Chaplain may provide services including but not limited to:
  - a) Critical incident stress counselling and debriefing
  - b) Chaplaincy services at official functions, fire service funerals and memorials
13. Nothing in this By-Law will restrict the Fire Department to providing only Core Services (Appendix A) or limit the provision of the Fire Protection Services at the discretion of the Chief Fire Official or Incident Commander provided that fire department staff is not requested to perform duties outside of their provided training, equipment, resources and sufficient staff availability
14. The Fire Chief shall implement and review periodically all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary and shall ensure the appropriate care and protection of all fire department equipment. The Fire Chief may establish a committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
15. The Fire Chief shall submit to the Township of Mulmur or the Board for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Board/Council.
16. Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all powers and shall perform all duties of the officer replaced.
18. The Fire Chief may reprimand, suspend or dismiss any member for an infraction of any of the provisions of this bylaw, policies, general orders and department rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the fire department.
19. Following the dismissal to a member, the Fire Chief shall report in writing the reasons for the dismissal to the Board.
20. A volunteer firefighter shall not be dismissed without being afforded the opportunity for a review of termination by the Board if he/she makes a written request for such a review within seven working days after receiving the notification of the proposed dismissal.



## APPENDIX A

### **Township of Mulmur - Core Services**

*All Fire Departments shall have an operational guideline and/or procedure for each of the Core Services listed below.*

#### **Interior Suppression & Rescue**

Performed when staffing and building integrity permit entry, performed with fire suppression support, performed as water supply permits and implemented to rescue trapped persons.

#### **Offensive Operations (interior fire suppression)**

Performed when staffing, water supply and building integrity permit entry and implemented to prevent further dollar loss.

#### **Defensive Operations**

Performed when there is insufficient staffing and/or structural instability, performed as water supply permits and implemented to reduce loss to surrounding areas.

#### **Areas without Municipal Water Supply**

In areas without municipal water supply, the fire department will respond with water tankers. This service does not meet Superior Tanker Shuttle accreditation.

#### **Rural Firefighting Operations**

In areas outside of a 4 kilometer radius of a fire station, which may or may not have municipal water supply, there may be increased response times due to travel distance, road grades and weather conditions. Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

#### **Tiered Response**

The fire department does have an agreement to respond as a tiered agency with OPP and EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

#### **Motor Vehicle Accidents**

The fire department will respond as a tiered agency and will offer traffic control, patient care, scene stabilization and spill/debris cleanup as needed.

#### **Vehicle Extrication**

The fire department will respond as a tiered agency and will gain access to patients trapped in vehicles, for removal by EMS or other agencies using hand tools, heavy hydraulics and air bags as required.

#### **Remote Extrication**

The fire department will assist police and/or EMS in the search/extrication of patients from remote locations. Typical patients include hikers, bikers, skiers, horseback riders, snowshoers and climbers. The fire department will respond with ATV and trailer mounted stretcher and respond on foot where ATV access is not possible. Extrication is limited by terrain and weather conditions. All personnel will be trained in the operation of the ATV.



**The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances**

### **Farm Accidents**

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist in remote areas, roll overs, entanglements, confined space\* and silos\* using hand tools, heavy hydraulics, air bags as required.

### **Industrial Accidents**

The fire department is trained to confined space and HazMat awareness level only. The fire department will respond based on conditions and circumstances to assist with entanglements, confined space\*, electrical hazards and chemical hazards using hand tools, heavy hydraulics and/or air bags as required.

### **Confined Space Rescue**

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Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment.

### **Low Angle Rescue (steep slope)**

This form of rescue will be used to perform remote extrication and vehicle accidents with rescue provided using hand tools, ropes, pulley systems.

### **Water Rescue**

***All firefighters shall wear a life jacket when engaged in water rescue.***

Water rescue shall be delivered in 3 methods dependent on the circumstances and shall include search and rescue on the surface but does not include salvage or recovery. Static Water (harbour, shoreline); Swift Water (shoreline), and Ice Water (harbour, shoreline).

Rescue will be administered shore based using ropes.

### **Services Requiring Outside Agencies**

#### **Building Collapse Rescue and Trench Rescue**

Mutual Aid coordinator shall be contacted and the fire department will provide support and assistance to the responding agency.

#### **Awareness Level Response Hazardous Materials (transporting, storage)**

Includes all hazardous materials and fire incidents involving propane storage, agricultural and industrial process. CANUTEC shall be contacted. The fire department will provide support and assistance to the responding agency.

**Electrical Hazards**

Includes responses to downed or arcing hydro wires. Hydro and OPP shall be contacted and the fire department will provide scene security and traffic control as required until the responding agencies arrive.

**Carbon Monoxide**

Includes responses to residential and commercial carbon monoxide alarms or as requested by outside agencies. Will include using air monitoring detectors to determine the presence of carbon monoxide, evacuate the areas as required, and notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

**Natural Gas Leaks**

Includes responses to gas line ruptures or as requested by outside agencies. Gas Company and the OPP shall be contacted. The fire department will provide scene security and traffic control as required until the responding agencies arrive.

## APPENDIX B

### **Township of Mulmur - Fire Prevention Policy**

This fire prevention policy has been reviewed and approved by the Municipal Council of the Township of Mulmur on November 20, 2013 and is applicable in its entirety for the whole of the municipality.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

#### **Fire Prevention Records Keeping**

Current records relating to all fire prevention activities must be prepared and retained at the Fire Hall and a copy forwarded to the Township. These records include:

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- Building code plans examinations
- Written delegations of a chief fire official where referenced in the *Ontario Fire Code*

- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement
- Fire safety plans for “approved” buildings regulated by Article 2.8.1.1 of the *Ontario Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

**Inspections:**

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

*New Construction*

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

*Routine*

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

*Request*

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

### *Complaint Inspections*

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

### *Boarding Lodging and Rooming Houses*

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

### *Fireplaces and Woodstoves*

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

### *Retrofit*

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Ontario Fire Code.
- The Chief Fire Prevention Officer (CFPO) shall advise the Chief Building Officer (CBO) accordingly.

### *Fire Code Enforcement*

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

#### *Ontario Fire Code References to the Ontario Building Code*

- Where the Ontario Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
- The Chief Building Official shall be notified in writing by the Chief Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
- The CFPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
- The CBO shall keep the CFPO informed of project status and approvals.
- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

#### *Zoning Related Issues*

- The Planner shall be advised of all Zoning inquiries and concerns.

#### **Fire And Life Safety Education:**

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

#### **Distribution of Fire Safety Information:**

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

#### **Smoke Alarm Program:**

- The fire department will maintain a working smoke alarm program throughout the municipality..
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

#### **Risk Assessment:**

- The Risk Assessment shall be reviewed and revised every three years.

#### **Fire Investigation and Cause Determination:**

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Ontario Fire Marshal's Office (OFM) shall be notified to investigate fire scenes in accordance with OFM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

**Fire Loss Statistics:**

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

**Fire Prevention Staff Training:**

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

**Conclusion:**

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a cornerstone in the foundation of developing a fire safe community. The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

**TYPES AND FREQUENCY OF INSPECTION**

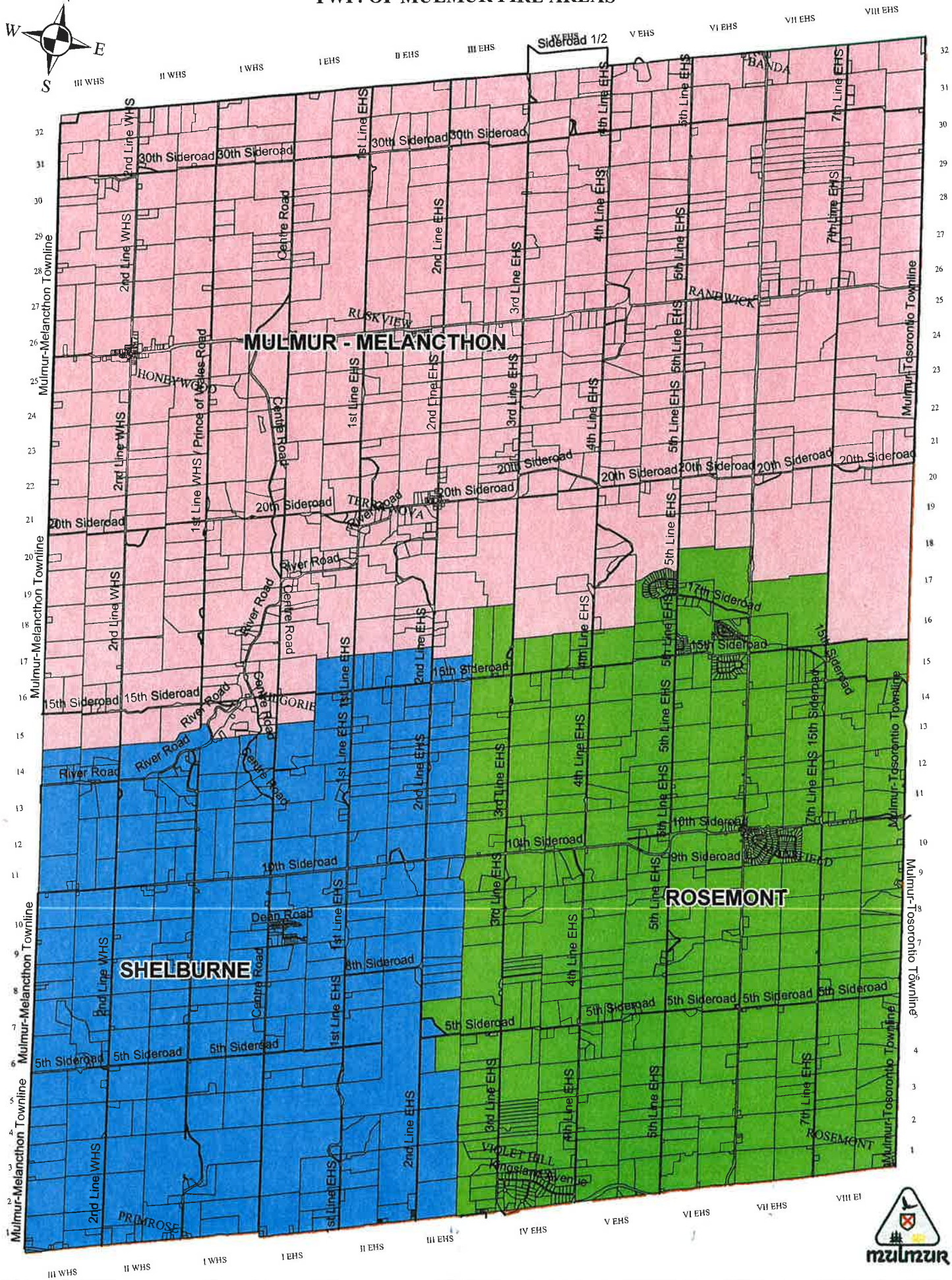
Not including by complaint or by request  
Detailed listing included in the Simplified Risk Assessment

<b><i>Occupancy</i></b>	<b><i>Frequency</i></b>
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Every two years or annually if possible
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress,(b) receive special care and treatment, or(c) receive supervisory care	Annually

Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or request only
Multi-unit Residential	Every two years or annually if possible
Hotel/Motel	Every two years or annually if possible
Mobile Homes and Trailers	Every two years or annually if possible
Residential Schools / Treatment Centre	Annually
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Every two years or annually if possible
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Every two years or annually if possible
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Every two years or annually if possible
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Every two years or annually if possible

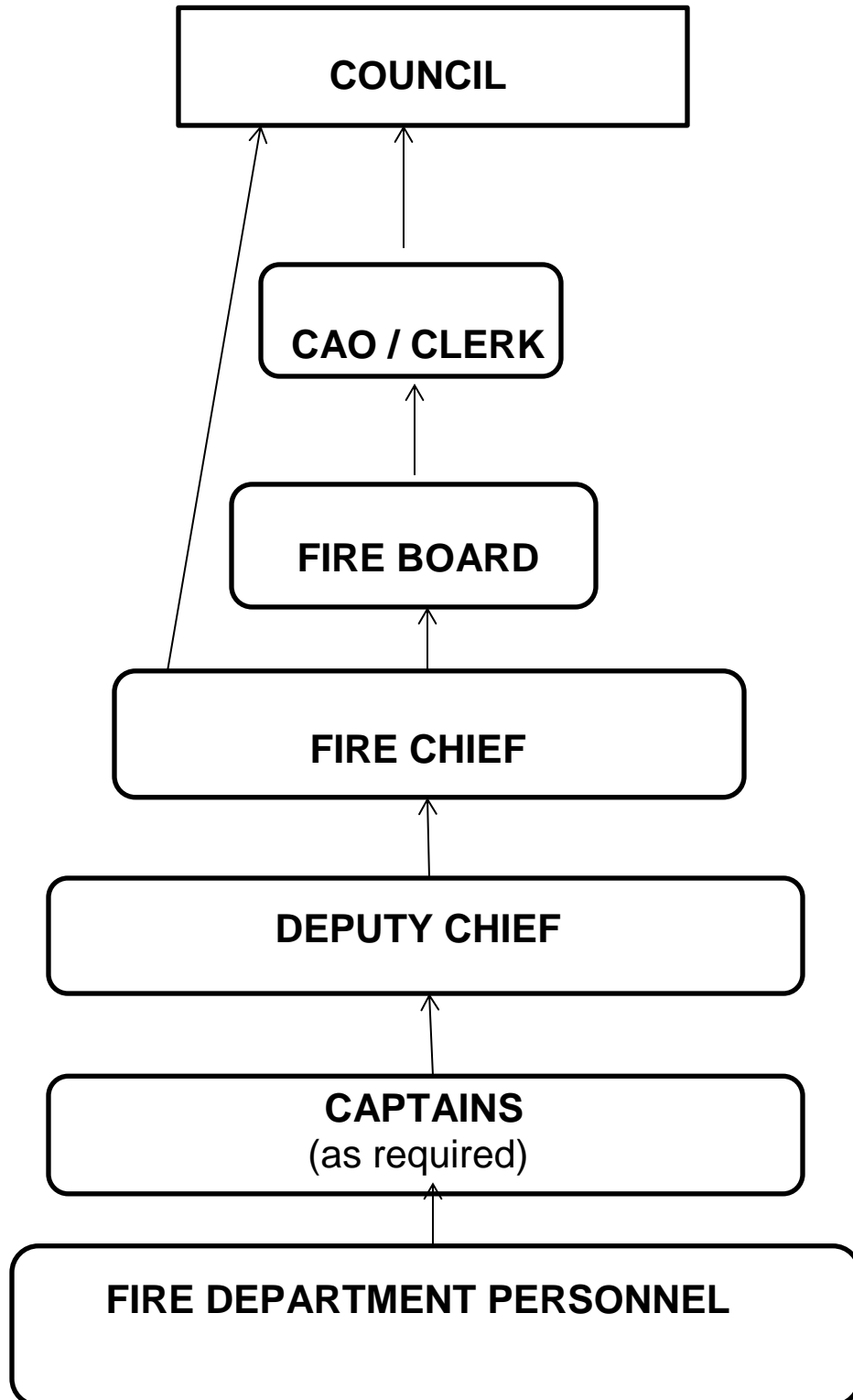


TWP. OF MULMUR FIRE AREAS



APPENDIX D

Township of Mulmur - Fire Organizational Chart



THIS AGREEMENT MADE THIS 11<sup>th</sup> DAY OF AUGUST, 2010 BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MULMUR

--AND --

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

WHEREAS *Section 19 (2), c. 25 of the Municipal Act S.O. 2001* allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS *Section 20 (1), c. 25 of the Municipal Act S.O. 2001* grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS *Section 2, Fire Protection & Prevention Act, 1997* provides that every municipality shall establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its' needs and circumstances;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Mulmur-Melancthon Volunteer Fire Department, hereinafter called the "DEPARTMENT", for the purpose of providing fire protection in the areas defined in this Agreement. "FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1<sup>st</sup> next following, for a term concurrent with Council. Each member shall be an elected member for a time period consistent with the policies of each respective municipality in force and effect at the time of appointment. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality that had appointed the member wherein the vacancy occurred. Each member from Mulmur Council shall have two (2) votes each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for operating items. Each member from Mulmur Council shall have one (1) vote each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for capital items.
2. The maximum number of personnel for the department shall be set at twenty-three (23), consisting of one Chief, one Deputy-Chief, one Dispatch, four Captains, and sixteen firefighters.
3. The Fire Board shall appoint a Chairperson and Vice-Chairperson from among its' members at the first meeting of the Fire Board on each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.

4. The Fire Board shall appoint a Secretary at the first meeting of the Fire Board in each calendar year. The Mulmur Township Treasurer shall be the treasurer for the Fire Board. The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department. The Treasurer shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Treasurer shall pay only such items as are approved. Costs for administering the books shall be apportioned to Melancthon Township on the cost-sharing proportion as set out in Schedule "B". It shall be the policy of the board that the current year's operating surplus or operating deficit be allocated to the following year's operating budget. The Township of Mulmur shall be responsible for P.S.A.B. (Public Sector Accounting Board) regulations and required bookkeeping.
5. The Fire Board shall hold at least six regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board.
6. The Fire Board shall ensure that all meetings are convened and continued only when there is a quorum of three (3) members present.
7. All Fire Board meetings shall have business conducted by Parliamentary procedure. Copies of all draft minutes of regular and special meetings of the Fire Board are to be promptly submitted to the Councils of each party to this Agreement. Monthly financial statements are to be provided to the Board. Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.
8. By the 30<sup>th</sup> day of September in each year, the Fire Board shall endeavor to submit in writing to each of the parties hereto a draft budget for the operation of the Department for the following year. Each party hereto shall endeavor to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 31st day of December in each year for the subsequent year's budget. The methodology of budgeting, whether on an accrual or cash basis, will be determined at a future date once the full implementation of P.S.A.B. (Public Sector Accounting Board regulations) has been completed. Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes as set out in Schedule "B", as billed.
9. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
10. The Fire Board shall provide adequate facilities and equipment for the operation of the department.
11. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
12. The Department shall endeavor to respond as soon as possible to all emergency calls with the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.

13. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to Fire Protection.
14. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the case, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.
15. The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreement, all operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement. All capital costs incurred by the Department shall be on a 50/50 basis. Cost sharing between Mulmur and Melancthon Townships for any major upgrades to capital assets shall be on a 50/50 basis unless otherwise directed by the Board by motion. Commencing in 2008, capital expenditures will be reflected on the Consolidated Statement of Financial Position previously known as the Consolidated Balance Sheet. Amortization/Depreciation on capital expenditures will be reflected in the Consolidated Statement of Operations.
16. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.
17. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Arbitrations Act, 1991, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to provisions of the Arbitrations Act, 1991 or pursuant to any successor legislation.
18. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
  - a) Two (2) years written notice is given to the Fire Board and to the other party. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
  - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the participating municipality.
  - c) Any assets, including reserves contributed by the municipality to the Department shall remain the property of the Department.

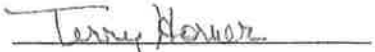
- d) If the Department is completely dissolved, the realized value of assets are to be split on a 50/50 basis between the two participating municipalities.
  - e) This agreement recognizes the construction of a new fire hall in the year 2003, which was completed in the year 2004. Financing of the construction of the new fire hall was based on equal participation in the capital costs of same.
19. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed there under.
20. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
21. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void. In the event that any covenant provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision of term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attest to by the hands of their respective proper officers in that behalf.

TOWNSHIP OF MULMUR



Per: Gordon Montgomery, Mayor

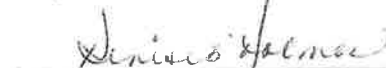


Per: Terry Horner, CAO/Clerk

TOWNSHIP OF MELANCTHON



Per: Debbie Fawcett, Mayor



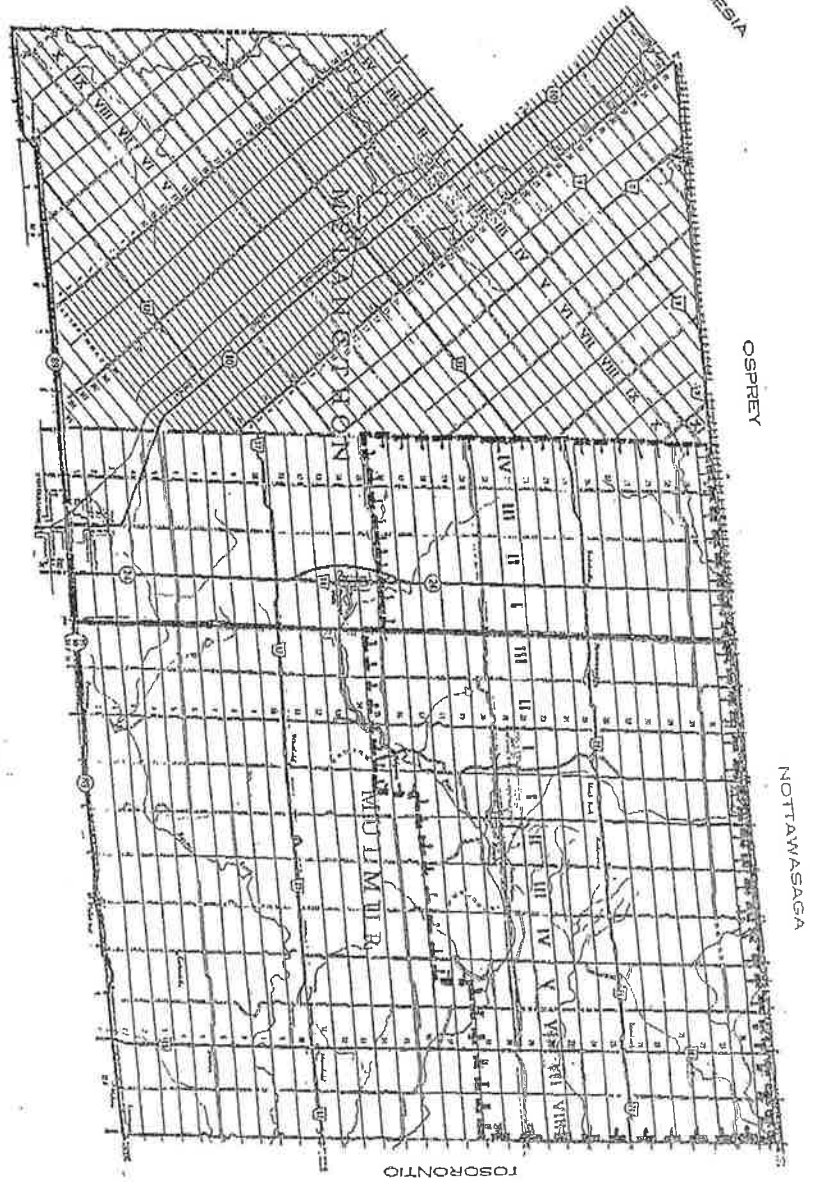
Per: Denise Holmes, CAO/Clerk-Treasurer

SCHEDULE "A"  
TO DRAFT MULMUR-MELANCTHON FIRE AGREEMENT  
FIRE SERVICE AREA

SCHEDULE "A"  
MULMUR-MELANCTHON FIRE AGREEMENT

FIRE SERVICE AREA

PROTON



**SCHEDULE "B"**  
**TO MULMUR- MELANCTHON FIRE AGREEMENT**

**COST SHARING**

1. DEFINITIONS:

"Assessment" shall include all taxable residences, taxable commercial and industrial as shown on the previous year's assessment roll, for the current taxation but shall not include exempt assessment.

"Households" shall include all primary or tenant households and apartments as shown on the previous year's assessment roll, for the current year's taxation (according to codes RU, FRU, RDU...)

"Fire Calls" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

2. Operating cost sharing shall be calculated annually by the Treasurer of the Department by taking the data provided by the Clerks from the previous year's assessment roll, for the current taxation, for total assessment and total households, and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The combined average percentage shall be used for cost sharing.

3.

Municipality	Assessment	%	Res/Comm Units/Hsholds	%	Fire Calls	%	Combined Average
MULMUR	195,627,250	85.12%	604	79.37%	25.33	61.78%	75.42%
MELANCTHON	34,202,500	14.88%	157	20.63%	15.67	38.22%	24.58%
<b>TOTAL:</b>	<b>229,829,750</b>	<b>100.00%</b>	<b>761</b>	<b>100.00%</b>	<b>41</b>	<b>100.00%</b>	<b>100.00%</b>

4. Capital cost sharing on the construction of the new hall, constructed in 2003, and completed in 2004, was based on an equal 50/50 partnership between the two participating municipalities. Purchase of the land in 2002 known as Lot 42, Plan 39, was split on the existing cost sharing percentage for the year 2002.

5. Capital purchases will be shared on a 50/50 basis subject to the approval of the Board's respective Councils.



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER 10-2007

BEING A BY-LAW TO REGULATE THE SETTING OF FIRES AND PREVENT  
THE SPREADING OF FIRES, ESTABLISH A FIRE PERMIT SYSTEM

WHEREAS Section 210 (35) of the Municipal Act, R.S.O. 1990 c. M45, as amended, empowers the councils of the local municipalities to pass By-laws prescribing for the whole or any part of the municipality, the times during which fires may be set in open air and the precautions to be observed by persons setting such fires.

AND WHEREAS the Ontario Fire Code, O. Reg 67/87 Clause 2.6.3.4 states "Open air burning shall not be permitted unless approved or unless such burning consists of small, confined fire, supervised at all times and used to cook food on a grill or barbecue".

AND WHEREAS Section 7.1 of the Fire Protection and Prevention Act, S.O. 2002, c.4, as amended, provides the Council of a Municipality may pass By-laws for regulating the prevention of the spreading of fires and the setting of open air fires including times during which they may be set.

AND WHEREAS it is deemed necessary and expedient to pass such a By-law, for the protection of persons and property, within the Township of Melancthon.

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

**1. INTRODUCTION**

1.1. Title and Scope

- (a) This is a By-law to regulate the setting, prohibiting and controlling of open fires within the Township of Melancthon. This By-law shall be known as "Open Fires By-law" of the Township of Melancthon.

1.2. Repeal of Former By-laws

- (a) By-law No. 7-2003 of The Corporation of the Township of Melancthon is hereby repealed.

1.3. Validity and Severability

- (a) Should any section, sub-section, clause, paragraph, or provision of this By-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability or any other provisions of this By-law or the By-law as a whole.

1.4. Interpretation

- (a) Words used in the singular form shall include the plural form, the masculine gender shall include the feminine or neuter gender, and vice versa, as the context requires.
- (b) "May" shall be construed as permissive.
- (c) "Shall" shall be construed as imperative.

1.5. Force and Effect

- (a) This By-law shall come into force and take effect on the day that it receives the approval of the Council of the Township of Melancthon.

## **2. DEFINITIONS**

For the purposes of this By-law, the following words shall have the meaning ascribed herein:

- 2.1. "Council" means the Council of The Corporation of the Township of Melancthon.
- 2.2. "Environmentally Acceptable Waste" means clean wood and brush.
- 2.3. "Fire Ban Period" means a period of time during which the Fire Chief or his designate declares a total ban on open air burning.
- 2.4. "Fire Pit" means an area for an Open Air Fire, not exceeding one metre (3 feet) in diameter which is constructed of and created on non-combustible material containing combustible material not more than .5 metres (1.5 feet) in height, equipped with a grill and is being used for cooking of food.
- 2.5. "Hamlet Residential Property" means all property located within the boundaries of the hamlets of Riverview, Corbetton and Horning's Mills.
- 2.6. "Lot" shall mean a parcel of land to which title is capable of being legally conveyed, subject to the provisions of the Planning Act, as amended, and includes any of its parts, which are subject to a right-of-way or easement.
- 2.7. "Open Air Fire" means a fire that is not totally enclosed and controlled so as to prevent the spread of fire either directly or by sparks or embers originating from the fire.
- 2.8. "Owner" includes an assessed owner, tenant, or occupant or any person having an interest, whether equitable or legal, in the land.
- 2.9. "Permit" means a "Permit for Open Air Burning" issued by the Township.
- 2.10. "Person" means any human being, association, firm, partnership, private club, incorporated company, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to the By-law.
- 2.11. "Rural Property" means all property located in the Township of Melancthon that is not included in "Hamlet Residential Property".
- 2.12. "Township" means The Corporation of the Township of Melancthon.

## **3. APPLICATION FOR PERMITS**

- 3.1. A person requiring a permit for an open-air fire shall file an application in writing on the form as approved by the Township as found in Schedule "A" to this By-law;
- 3.2. An applicant shall provide all of the information required to complete the application form including, but not limited to the exact address that the Open-Air Fire is to be located;
- 3.3. Every application filed shall:
  - (a) be accompanied by the payment of the \$10.00 fee;
  - (b) be made by the Owner of the land on which the proposed Open-Air Fire is to be burned or his or her authorized agent and be accompanied by a consent from the Owner or his or her authorized agent of the lands upon which the Open-Air Fire is to be burned.
- 3.4. Permits issued under this By-law shall be valid for the duration of the calendar year of issue with an annual permit fee of \$10.00.

## **4. FIRE CONTROL**

- 4.1. No Owner shall create or permit the creation, presence, maintenance or existence of any Open Air Fire within the Township of Melancthon.
- 4.2. Section 4.1 does not apply to any portable barbecue appliances.
- 4.3. Section 4.1 does not apply to small confined fires for the purpose of burning environmentally acceptable waste or fires used to cook food if they comply with the following conditions:
  - (a) Such fires shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, or overhead wire or obstruction of any kind;
  - (b) Such fires shall not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height;
  - (c) Sections 4.6.(b), 4.6.(f), 4.6.(g) shall not apply to fires burned pursuant to this section, all other subsections of Section 4.6 apply.
- 4.4. Section 4.1 does not apply to any Open-Air Fire for which a permit has been issued by the Township of Melancthon Municipal Office and the conditions as set out in Section 4.6 and Schedule "A" are being complied with.
- 4.5. The Permit described in Section 4.4 shall be produced upon request by the Fire Chief or his/her designate or a Municipal By-law Enforcement Officer for the Township of Melancthon.
- 4.6. No Owner who has been issued a Permit shall create or permit the creation, maintenance or existence of a fire unless all of the following conditions are being followed:
  - (a) The fire is under constant supervision and control from the time of lighting until it is totally extinguished;
  - (b) The fire is located no closer than 15 metres (50 feet) from any building, structure, hedge, fence, road or overhead wire or obstruction of any kind;
  - (c) There is a space free and clear of combustible material around the perimeter of such fire of at least 4.5 metres (15 feet);
  - (d) An Open Air Fire is not burned when a prohibition has been declared pursuant to Section 5.6 of this By-law;
  - (e) A fire is not burned when the wind velocity exceeds 16 km/hr (10 mph);
  - (f) The dimension of a fire does not exceed 3 metres (10 feet) in diameter or 2 metres (6 feet) in height for rural properties;
  - (g) The dimension of a fire does not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height for Hamlet Residential Properties;
  - (h) Fires will not be burned between the hours of 11:00 p.m. and 6:00 a.m.;
  - (i) The fire does not contain a tire or tires;
  - (j) The fire does not contain materials such as paint, asphalt material, and/or chemical wastes;
  - (k) No Open Air Fire will be burned when the conditions as such may cause any or all of the following:
    - (i) A decrease in visibility on any highway or other roadway;
    - (ii) Fire spread through grass, brush, forested area or other property that was not intended to be burned;

(iii) A contravention of other municipal By-law, provincial or federal legislation;

(l) The respective fire station will be advised of the date and time the fire is to be burned;

4.7. The Owner shall abide by the following:

(a) The Owner shall be completely responsible and liable for any damage resulting from said fire;

(b) The Owner shall be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire;

(c) The Owner shall exercise due care and take the necessary precautions in connection therewith to avoid endangering persons and property in the vicinity thereof, and shall remain in constant attendance at such fire until the same is completely burned or extinguished.

## 5. ADMINISTRATION, ENFORCEMENT AND INSPECTION

5.1. This By-law shall be administered by the Fire Chief of the Township or such other person or persons as Council may, by By-law, appoint and all such persons shall be considered inspectors under the terms of the By-law.

5.2. The Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief or Municipal Law Enforcement Officer(s) or such other person or persons as the Council of the Township of Melancthon may by appoint are hereby authorized to enforce the provisions of this By-law pursuant to the Provincial Offences Act, R.S.O. 1990, as amended and all such persons shall be considered inspectors under the terms of this By-law.

5.3. The Fire Chief or his/her designate may revoke any Permit where:

(a) The holder of the Permit contravenes any conditions of said Permit;

(b) In the opinion of the Fire Chief the smoke formed from a fire or fires authorized by the Permit presents a nuisance to neighbouring inhabitants, or;

(c) For any other good and sufficient reason at the Fire Chief or his/her designate's sole discretion.

5.4. Where a Permit has been revoked under Section 5.3, the Fire Chief or his/her designate may refuse to issue another permit until he/she is satisfied that corrective actions have been or will be taken to prevent recurrence of the problem.

5.5. The Fire Chief or his/her designate is authorized to order any person to extinguish any fire or to cause such fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his/her opinion there is danger of such fire spreading or otherwise endangering life or property and the person shall comply with any such order.

5.6. The Fire Chief or his/her designate may declare a total prohibition against outdoor burning when in his/her opinion atmospheric conditions or local circumstances make such fires hazardous and every person shall comply with such prohibition.

5.7. An inspector under this By-law:

(a) Has the power to enter upon and examine any yards, vacant lots, or grounds at any reasonable time or times; and

(b) May be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this By-law.

5.8. In the event any owner proposes to start or set a fire which is larger than the maximum size provided in Section 4.6, such person shall contact the Fire Chief, or

his/her designate, to request a site inspection. If the Fire Chief or his/her designate deems it necessary to conduct an onsite inspection a fee as required by the Fire Chief in his/her sole discretion shall apply. The Fire Chief may or may not authorize the fire to be ignited, subject to such conditions as the Fire Chief or his/her designate may impose, issued in writing. The owner requesting permission for this authorization shall comply with all provisions of the permit.

## 6. OFFENCES

6.1. Every person who:

- (a) hinders, disturbs or obstructs any Inspector in carrying out their duties under this By-law, or;
- (b) contravenes the following provisions of this By-law: Sections 4.1, 4.5, 4.6, 5.5 is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the Provincial Offences Act, R.S.O. 1990, as amended.

6.2. Each day that a situation as described in Section 6.1.(b) of this By-law is allowed to continue shall constitute a separate offence under this By-law and any Judge or Justice of the Peace adjudicating on such matter may assess a separate fine for each and every day that such situation has been allowed to continue.

6.3. Every person and an officer director, employee or agent of a corporation charged with committing an offence under this By-law is a party to the offence who;

- (a) actually commits it;
- (b) does or omits to do anything for the purposes of aiding any person to commit it, or
- (c) abets any person committing it. Where two or more persons form an intention in common to carry out an unlawful purpose, and to assist each other therein, each of those who knew or ought to have known that the commission of an offence under this By-law would be a probable consequence of carrying out the common purpose is a party to the offence.

## 7. ADDITIONAL REMEDY

7.1. Pursuant to the provisions of the Municipal Act, 2001, s. 446, as amended from time to time, the Township may cause any matter or thing be done upon the failure of the person being directed to do it, and the matter or thing shall be done at the person's expense.

7.2. For the purposes of the previous subsection, the Township may enter upon land at any reasonable time.

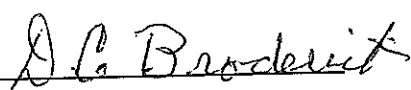
7.3. The Township may recover the costs of doing a matter or thing under this section from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

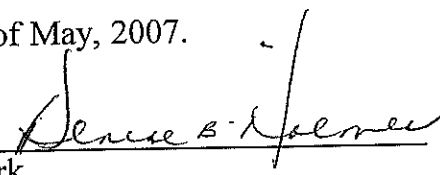
7.4. The Township shall not be liable for any damage caused by its actions under this by-law.

7.5. The Township shall not be liable to restore the property.

BY-LAW read a first and second time this 3<sup>rd</sup> day of May, 2007.

BY-LAW read a third time and passed this 3<sup>rd</sup> day of May, 2007.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Fire Permit No: \_\_\_\_\_

EXACT LOCATION (Including Emergency Locator Number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED TO (Name):

\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR PERMITS**

A person requiring a permit for an open-air fire shall file an application in writing on this form.

An applicant shall provide all of the information required to complete the application form including, but not limited to the exact address that the Open-Air Fire is to be located;

Every application filed shall:

- a) be accompanied by the payment of the \$10.00 fee;
- b) be made by the Owner of the land on which the proposed Open-Air Fire is to be burned or his or her authorized agent and be accompanied by a consent from the Owner or his or her authorized agent of the lands upon which the Open-Air Fire is to be burned. Permits issued under this By-law shall be valid for the duration of the calendar year of issue with an annual permit fee of \$10.00.

**FIRE CONTROL**

No Owner shall create or permit the creation, presence, maintenance or existence of any Open Air Fire within the Township of Melancthon. The following exceptions apply:

- a) The above does not apply to any portable barbecue appliances;
- b) The above does not apply to small confined fires for the purpose of burning environmentally acceptable waste or fires used to cook food if they comply with the following conditions:
  - (i) Such fires shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, or overhead wire or obstruction of any kind;

- (ii) Such fires shall not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height;
- c) The above does not apply to any Open-Air Fire for which a permit has been issued by the Township of Melancthon Municipal Office and the conditions contained in the By-law are complied with.

The above permit shall be produced upon request by the Fire Chief or his/her designate or a Municipal By-law Enforcement Officer for the Township of Melancthon.

No Owner who has been issued a Permit shall create or permit the creation, maintenance or existence of a fire unless all of the following conditions are being followed:

- a) The fire is under constant supervision and control from the time of lighting until it is totally extinguished;
- b) The fire is located no closer than 15 metres (50 feet) from any building, structure, hedge, fence, road or overhead wire or obstruction of any kind;
- c) There is a space free and clear of combustible material around the perimeter of such fire of at least 4.5 metres (15 feet);
- d) An Open Air Fire is not burned when a prohibition has been declared by the Fire Chief;
- e) A fire is not burned when the wind velocity exceeds 16 km/hr (10 mph);
- f) The dimension of a fire does not exceed 3 metres (10 feet) in diameter or 2 metres (6 feet) in height for rural properties;
- g) The dimension of a fire does not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height for Hamlet Residential Properties;
- h) Fires will not be burned between the hours of 11:00 p.m. and 6:00 a.m.;
- i) The fire does not contain a tire or tires;
- j) The fire does not contain materials such as paint, asphalt material, and/or chemical wastes;
- k) No Open Air Fire will be burned when the conditions as such may cause any or all of the following:
  - i) A decrease in visibility on any highway or other roadway;
  - ii) Fire spread through grass, brush, forested area or other property that was not intended to be burned;
  - iii) A contravention of other municipal By-law, provincial or federal legislation;
- l) The respective fire station will be advised of the date and time the fire is to be burned;

The Owner shall abide by the following:

- a) The Owner shall be completely responsible and liable for any damage resulting from said fire;
- b) The Owner shall be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire;

- c) The Owner shall exercise due care and take the necessary precautions in connection therewith to avoid endangering persons and property in the vicinity thereof, and shall remain in constant attendance at such fire until the same is completely burned or extinguished.

### **ADMINISTRATION, ENFORCEMENT AND INSPECTION**

This By-law shall be administered by the Fire Chief of the Township or such other person or persons as Council may, by By-law, appoint and all such persons shall be considered inspectors under the terms of the By-law.

The Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief or Municipal Law Enforcement Officer(s) or such other person or persons as the Council of the Township of Melancthon may by appoint are hereby authorized to enforce the provisions of this By-law pursuant to the Provincial Offences Act, R.S.O. 1990, as amended and all such persons shall be considered inspectors under the terms of this By-law.

The Fire Chief or his/her designate may revoke any Permit where:

- a) The holder of the Permit contravenes any conditions of said Permit;
- b) In the opinion of the Fire Chief the smoke formed from a fire or fires authorized by the Permit presents a nuisance to neighbouring inhabitants, or;
- c) For any other good and sufficient reason at the Fire Chief or his/her designate's sole discretion.

Where a Permit has been revoked, the Fire Chief or his/her designate may refuse to issue another permit until he/she is satisfied that corrective actions have been or will be taken to prevent recurrence of the problem.

The Fire Chief or his/her designate is authorized to order any person to extinguish any fire or to cause such fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his/her opinion there is danger of such fire spreading or otherwise endangering life or property and the person shall comply with any such order.

The Fire Chief or his/her designate may declare a total prohibition against outdoor burning when in his/her opinion atmospheric conditions or local circumstances make such fires hazardous and every person shall comply with such prohibition.

An inspector under this By-law:

- a) Has the power to enter upon and examine any yards, vacant lots, or grounds at any reasonable time or times; and
- b) May be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this By-law.

In the event any owner proposes to start or set a fire which is larger than the maximum size provided in the by-law, such person shall contact the Fire Chief, or his/her designate, to request a site inspection. If the Fire Chief or his/her designate deems it necessary to conduct an onsite inspection a fee as required by the Fire Chief in his/her sole discretion shall apply. The Fire Chief may or may not authorize the fire to be ignited, subject to such conditions as the Fire Chief or his/her designate may impose, issued in writing. The owner requesting permission for this authorization shall comply with all provisions of the permit.

### **OFFENCES**

Every person who:

- a) hinders, disturbs or obstructs any Inspector in carrying out their duties under this By-law, or;



- b) contravenes the applicable provisions of this by-law is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the *Provincial Offences Act*, R.S.O. 1990, as amended.

Each day that a situation as described above is allowed to continue shall constitute a separate offence under this By-law and any Judge or Justice of the Peace adjudicating on such matter may assess a separate fine for each and every day that such situation has been allowed to continue.

Every person and an officer director, employee or agent of a corporation charged with committing an offence under this By-law is a party to the offence who;

- a) actually commits it;
- b) does or omits to do anything for the purposes of aiding any person to commit it, or
- c) abets any person committing it. Where two or more persons form an intention in common to carry out an unlawful purpose, and to assist each other therein, each of those who knew or ought to have known that the commission of an offence under this By-law would be a probable consequence of carrying out the common purpose is a party to the offence.

**ADDITIONAL REMEDY**

Pursuant to the provisions of the Municipal Act, 2001, s. 446, as amended from time to time, the Township may cause any matter or thing be done upon the failure of the person being directed to do it, and the matter or thing shall be done at the person's expense.

For the purposes of the previous subsection, the Township may enter upon land at any reasonable time.

The Township may recover the costs of doing a matter or thing under this section 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.

---

I/We have read all of the above and undertake to comply with the provisions of the by-law

APPLICANT'S SIGNATURE:

---

A permit is granted in accordance with and subject to the above conditions:

ISSUED BY:

DATE:

---

---

PAYMENT RECEIVED:

---

CLERK'S STAMP:

THIS PERMIT EXPIRES ON DECEMBER 31<sup>st</sup> OF THE YEAR OF ISSUANCE AND COSTS \$10.00 PER YEAR.

BURNING BANS are published in the local newspapers. Before you burn please call the Township Office at (519) 925-5525, Monday to Friday between 8:30 a.m. and 4:30 p.m. except holidays to verify if there is a burning ban imposed by the Fire Chief.

Administrative Numbers:  
Shelburne Fire Department: (519) 925-5111  
Mulmur-Melancthon Fire Department: (519) 925-6481  
Dundalk Fire Department: (519) 923- 2402



## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. 18 - 2023

#### BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR FIRES IN THE TOWNSHIP OF MULMUR

**WHEREAS** Section 7.1 of the Fire Protection and Prevention Act, 1997, S.O. 1997, C.4, as amended, provide that a Council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fire, the setting of open air fires and establishing the times during which open air fires may be set;

**AND WHEREAS** Section 11 of the Municipal Act, S.O. 2001, c.25 as amended, provides that municipalities may regulate matters relating to the health, safety and well-being of persons;

**AND WHEREAS** the Council of the Corporation of the Township of Mulmur is desirous to regulate open air burning in the Township of Mulmur;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:**

1. **SHORT TITLE**

This by-law shall be known as the "Open Air Fire By-law".

2. **DEFINITIONS**

**Appliance** means a device to convert fuel into energy, and includes all components, controls, wiring and piping required to be part of the device by the applicable standard referred to in the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4., O. Reg. 213.07*;

**Barbeque** means a portable or fixed device designed and intended solely for the cooking of food in open air, but does not include outdoor fireplaces and campfires;

**Campfire** means an open air fire maintained for the purpose of cooking food, providing warmth and recreational enjoyment;

**Council** means the Council for the Corporation of the Township of Mulmur;

**Daylight Hours** means the time period beginning one half hour before sunrise and ending one half hour after sunset;

**Fire** means the open air burning or combustion of materials outside of a building;

**Fire Chief** means the Fire Chief or such designates and employees who have been appointed by By-law for an established fire department servicing the whole or a part of the Township of Mulmur including but not limited to the Mulmur-Melancthon Fire Department, Rosemont & District Fire Department and the Shelburne & District Fire Department;

**Fireworks** means any device used for producing a striking display by the combustion of explosive or flammable compositions and includes but is not limited to display, consumer and special effect pyrotechnics.

**Owner** means the registered owner or any person having control over, or possession, of any portion of the building or property;

**Person** means an individual, firm, corporation, association, partnership or an individual in his or her capacity, as a trustee, executor, administrator or other legal representative;

**Prohibited Materials** includes but is not limited to tires, paint, plastics, asphalt products, chemical waste, painted or treated wood, plywood or other laminates, or any other material designated as hazardous in any legislation enacted by the Provincial or Federal government;

**Supervision** means having present a responsible person, at least 18 years old with sufficient equipment to control or extinguish a fire;

**Township** means the Corporation of the Township of Mulmur.

### **3. GENERAL REQUIREMENTS**

- 3.1 All lands within the Township of Mulmur are governed by this By-law and its provisions.
- 3.2 Every *person* setting, permitting to be set, maintaining or permitting to be maintained, a fire authorized under any section of this By-law shall comply with all the conditions set out herein.
- 3.3 Every *person* shall have read and understand the provisions of this By-law and if the *person* setting the fire is not the *owner* of the land, the *owner* shall ensure that the *person* setting the fire or is responsible for the fire has read and understand the provisions of this By-law.

3.4 Any fire authorized under this By-law shall not in any way cause discomfort, danger, irritation or create a nuisance for other residents of the *Township*, shall comply with all provisions of the Environmental Protection Act, R.S.O. 1990, C. E.19.

#### 4. REGULATIONS

4.1 Fires shall be under constant *supervision*, have an extinguishing agent on hand and be under control from the time of lighting until it is totally extinguished.

4.2 Fires shall be located no closer than 15 metres (50 feet), from any building, structure, hedge, fence, road or overhead wire, or obstruction of any kind.

4.3 A space free and clear of combustible material shall be maintained around the perimeter of a fire of at least 4.5 metres (15 feet).

4.4 Fires and *fireworks* are prohibited during periods of dry conditions or drought or when a prohibition has been declared pursuant to Section 4.11 of this By-law.

4.5 Fires and *fireworks* are prohibited when wind velocity exceeds 16 k.p.h. (10 m.p.h).

4.6 The dimensions of a fire shall not exceed 3 metres (10 feet) in diameter, or 2 metres (6 feet) in height for rural properties.

4.7 The dimensions of a fire shall not exceed 1 metre (3 feet) in diameter, or 2 metres (6 feet) in height for properties located in hamlets, villages and subdivisions.

4.8 Fires shall only be set during *daylight hours*.

4.9 The burning of *prohibited materials*, or any other material designated as hazardous in any legislation enacted by the *Township*, Provincial or Federal government is strictly prohibited.

4.10 *Campfires* used for cooking shall comply with the following regulations:

a) The fire shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, road or overhead wire, or obstruction of any kind.

b) The fire shall not exceed 1 metre (3 feet) in diameter, or 1 metre (3 feet) in height and must be contained.

c) Sections 4.2, 4.6, 4.7 and 4.8 of this By-law shall not apply to *campfires*. In all other respects the provisions of this By-law shall apply.

4.11 The *Fire Chief(s)* may declare a total prohibition in the *Township* against open air fires when in their opinion, atmospheric conditions or local circumstances make such fires hazardous.

## **5. EXEMPTIONS**

- 5.1 A *barbeque*, grill or spit used to cook food, which commensurate with the type and quantity of food being cooked and shall be under *supervision* at all times.
- 5.2 An *appliance* that meets the requirements of the *Technical Standards and Safety Act, 2000, S.O. 2000, c.16.*, for outdoor use, which has been assembled and installed in accordance with the manufacturer's instructions and shall be under *supervision* at all times.
- 5.3 In the event any *person* proposes to start or set a fire which is larger than the permitted maximum sizes provided in this By-law, such *person(s)* shall contact the *Fire Chief*, to request permission and a site inspection. Where the *Fire Chief* deems it necessary to conduct an inspection in consideration of a request to light a fire, an inspection fee may be applied as outlined in the Fire Department Tariff of Fees. The *Fire Chief(s)* may or may not authorize the fire, subject to such conditions the *Fire Chief(s)* may impose.

## **6. ENFORCEMENT**

- 6.1 The *Fire Chief(s)* is authorized to order any *person* to extinguish any fire or to cause such fire to be extinguished when there is a breach of any provisions of this By-law or where, in his-her opinion, there is a danger of such fire spreading or otherwise endangering life or property.
- 6.2 Should the *Fire Chief(s)* find that a fire has been started/set and does not conform to the provisions of this By-law, and/or could pose a safety hazard or concern, the *Township* shall be notified in writing and shall invoice the *owner* for the costs of response as outlined in the Fire Department Tariff of Fees.
- 6.3 Costs associated with enforcement may be collected by adding the costs to the tax roll and collecting them in the same manner as property taxes.

## **7. LIABILITY**

- 7.1 All *person(s)* setting fires shall be responsible and liable for any damage to property occasioned by the said fire.
- 7.2 All *person(s)* setting fires may be liable for the cost of any fire fighting equipment and personnel necessary and called in to attend and/or extinguish the said fire, if conditions of this By-law are not complied with.

## **8. PENALTIES**

- 8.1 Every *person* who contravenes any provision of this By-law is guilty of an offence and liable upon conviction to a penalty as authorized by the Provincial Offences Act.

**9. SEVERABILITY**

9.1 If a court of competent jurisdiction declares any provision or part of a provision of this *By-law* to be invalid, illegal, unenforceable or of no force and effect, it is the intention of *Council* in enacting this *By-law* that the remainder of this *By-law* will continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

**10. ADMINISTRATION**

10.1 The *Fire Chief(s)* appointed by the Township of Mulmur are hereby authorized to enforce the provisions of this *By-law*.

**11. REPEAL**

11.1 That *By-law* 18-2014, being the *By-law* to Regulate the Setting of Open Air Fires, is hereby repealed.

**12. EFFECTIVE DATE**

12.1 This *by-law* shall come into force on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of JUNE, 2023.

  
.....  
JANET HORNER, MAYOR

  
.....  
TRACEY ATKINSON, CLERK



# Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

## 1. Purpose

The purpose of this policy is to:

- a) To maintain an environment that is free from discrimination, harassment, or abuse
- b) To identify the behaviours that are unacceptable
- c) To establish a mechanism for receiving complaints
- d) To establish a procedure to deal with complaints

## 2. Policy Statement

The Mulmur Melancthon Fire Department (the “Department”) is dedicated to providing a workplace and service environment that is conducive to creating a climate of mutual respect that fosters equality and inclusion, reinforces opportunity, and allows for each person to contribute fully to the development and wellbeing of the Department.

It is the policy of the Department to take all reasonable steps to provide its firefighters, regardless of firefighter status, officials, appointees, students, and volunteers with a work and service environment that is free of any form of discrimination, harassment, or abuse and that respects the dignity, self-worth, and human rights of every individual in accordance with the Ontario Human Rights Code and any other applicable legislation.

The Department is committed to providing a workplace that is free from violence, discrimination, harassment, and abuse. The Department will not tolerate any action or failure to act that results in violence, harassment or discrimination or a violation of the human rights of any firefighter.

## 3. Scope

This policy applies to all firefighters of the Department, regardless of firefighter status, officials, appointees, volunteers, and the public.

## 4. Definitions

- **Physical Abuse** is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.



## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

- **Sexual Abuse** is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
- **Emotional Abuse** is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.
- **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference, or family dynamics.
- **Neglect** is defined as but not limited to any behavior that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
- **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures, or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.
- **Discrimination** is defined as the unequal treatment of a person on the basis of a prohibited ground. Under the Ontario *Human Rights Code*, prohibited grounds include: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, breastfeeding, gender identity and gender expression), sexual orientation, age, marital status (including same-sex partnership), family status, disability (including perceived or past) and record of offences for which a pardon has been granted and has not been revoked or an offence in respect of any provincial enactment. In general, discrimination is an act or practice that intentionally or unintentionally causes a type of disadvantage prohibited by the provisions of the Ontario *Human Rights Code*.





## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

Examples of discrimination may include, but are not limited to:

- Refusal to work with, or differential treatment of a person on the basis of the prohibited grounds.
- Decisions of recruitment, promotion, pay increases or employment practices based in whole or in part on one or more of the prohibited grounds.

### 5. Governing Legislation

This policy is in line with the following legislation.

- Human Rights Code, RSO 1990, c H.19
- Criminal Code, RSC 1985, c C-46

### 6. Abuse Reporting Procedures

Any firefighter, volunteer, visitor, or independent contractor must report suspected abuse to either the Fire Chief, Deputy Chief, or a Captain either verbally or in writing.

#### Organization

It is the responsibility of the Fire Board to:

- Take responsible, preventative measures to protect firefighters and others in the Department's workplaces, from workplace discrimination and harassment.
- Ensure that all firefighters receive a copy of this policy.
- Establish a process for reporting and responding to incidents of workplace discrimination, harassment, and abuse.
- Ensure the process for reporting and responding to incidents of workplace discrimination, harassment, and abuse is communicated, maintained, and followed.
- Ensure that this policy is reviewed at least annually.

#### Chief, Deputy Chief and Captains

It is the responsibility of Chief, Deputy Chief and Captains to:

- Understand and abide by the requirements of this policy.
- Communicate and review this policy with the firefighters they supervise or manage.
- Adequately train firefighters in Department procedures that address the workplace harassment and abuse risk(s) applicable to the firefighter.
- Encourage firefighters to report complaints or incidents or workplace discrimination, harassment and/or abuse.



## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

- Respond to all complaints or incidents of workplace discrimination, harassment, and abuse in a professional manner appropriate in the circumstances.
- Promptly report all complaints or incidents of workplace discrimination, harassment or abuse they receive or witness to the Chief or Secretary/Treasurer of the Board or designate.

### **All Firefighters**

It is the responsibility of all Firefighters of the Department to:

- Always comply with this policy to protect themselves and others in the workplace from workplace discrimination, harassment, and abuse.
- Immediately notify their supervisor or other designated person of any incident or workplace discrimination, harassment, or abuse whether the notifying firefighter is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person, the firefighter should contact the police.
- Participate in training regarding this policy and Department procedures directed at workplace harassment and abuse risks in the workplace.
- Fully cooperate in any investigation of complaints of workplace discrimination, harassment, abuse, or breaches of this policy.

## **7. Resolutions, Reporting and Investigation Procedures**

### **Informal Resolution**

If a firefighter is either directly affected by, or has witnessed discrimination, harassment, or abuse in the workplace, they are encouraged to speak to the person directly, and let them know that their behavior is unwelcome, and ask for it to stop.

As an alternative, and informal mediation can be arranged with both firefighters. The Chief, Deputy or Captain or designate will assist the firefighters to discuss the incident and their concerns and come to an agreed upon outcome. Participation in mediation is voluntary and either party can withdraw at any time.

Should the above approaches be ineffective, and/or the behavior continues, it should be reported.



## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

### **Reporting**

Firefighters can at any time report incidents of workplace harassment or reprisal to the Chief, Deputy Chief or Captains.

All complaints and incidents are to be recorded in writing by the reporting person/firefighter, the supervisor or manager receiving the report and the Chief. The date, time, location, potential witnesses, and nature of the incident should be documented.

If the incident involves a person who is not a firefighter of the Department, a member of the Management team will report the incident to that person's employer and /or such other person as the Department determines is appropriate in the circumstances.

### **Investigation**

All complaints or incidents or workplace harassment or reprisal will be promptly investigated. Where the respondent is a department firefighter, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Every effort will be made to protect the privacy of the individuals involved in an investigation and to ensure that Complainants and Respondents are treated fairly and respectfully. Information about the alleged incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In all cases, firefighters are encouraged to report their concerns internally to their supervisor, provided he/she is not the alleged Respondent, in which case concerns should be reported to the Chief or Secretary/Treasurer of the Board. However, if a complaint is regarding the conduct of senior management, and firefighters are uncomfortable or unable to report it internally, the complaint may be reported to an outside party such as the Ministry of Labour. Nothing in this policy prevents or discourages a firefighter from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario *Human Rights Code*. A firefighter also retains the right to exercise any other legal avenues that may be available.

If the Complainant decides not to lay a formal complaint, the Department has a legal obligation to investigate which is reasonable in the circumstances and will file such documents with the person against whom the complaint is laid (the Respondent).

At the discretion of the Chief and/or Secretary/Treasurer or Board, the Department may obtain outside assistance and/or legal counsel.



## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

The investigation will include:

- A documented interview with the Complainant and/or victim.
- A documented interview with the alleged Respondent(s).
- A documented interview with any witnesses with relevant information.
- Any other step the investigator(s) deems necessary to investigate the complaint or incident fully and fairly.
- At the conclusion of the investigation, the Chief will prepare a written report of the findings.
- Where the Respondent is a department firefighter, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board will take any necessary corrective action warranted in the circumstances
- Where the Complainant is a department firefighter and is found to have brought forward a complaint in bad faith, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board, will take any necessary disciplinary action. Such discipline is not a reprisal or breach of this policy.
- The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue, such that more significant discipline will follow more serious conduct or repeated violations of this policy.
- Upon completion of the investigation, the Department will advise in writing the Complainant and Respondent, if the Respondent is a firefighter, of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation

### **No Reprisal**

This policy prohibits reprisals against firefighters who have made complaints in good faith and without malice or provided information regarding a complaint or incident of workplace discrimination or harassment.

Firefighters who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

### **Reprisal includes**

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace discrimination, harassment, or abuse.
- Intentionally pressuring a person to ignore or not report an incident or workplace discrimination, harassment, or abuse; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace discrimination, harassment, or abuse.



## Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

### 8. Acknowledgement

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date \_\_\_\_\_

Signature of Firefighter/Volunteer \_\_\_\_\_

Signature of Person Representing the Entity \_\_\_\_\_  
(Fire Chief or Designate)



## **MULMUR-MELANCTHON FIRE BOARD** **CAPITAL ASSET POLICY**

### **PURPOSE**

A framework is established for the management and control of the Board's capital assets. Included in this framework is proper recognition, measurement, thresholds, amortization, reporting, safeguarding and disposal. This capital asset policy promotes sound corporate management of capital assets and complies with the PS 3150 which regulates the accounting treatment of capital assets for local governments.

### **SCOPE**

All tangible property owned by the Board, either through donation or purchase and which qualifies as a capital asset is addressed in this policy. In accordance with PS 3150, tangible capital assets (TCA) are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

Where a tangible capital asset is being held in inventory for use in the construction of a tangible capital asset they will be accounted for as "work in progress" until they form part of the new tangible capital asset is put into service.

### **PRINCIPLES**

Principles in this policy provide guidance for policy development and assist with interpretation of the policy.

1. This policy is for the benefit of the Board as a whole; for the users of the Board's financial statements and managers of the Board's tangible capital assets.

2. The cost associated with data collection and storage must be balanced with the benefits achieved by users of the data and reports.
3. Budgeting follows PS 3150. Only capital items meeting the capital asset criteria in this policy will be recorded as capital.
4. Compliance is with all legislation applicable to municipalities.
5. Financial, operational and information technology system limitations are considered.
6. Materiality is considered.
7. Reporting guidelines are met.

### **Asset Classification**

All TCA's will be classified within one of these major categories:

- 1) Land
- 2) Land Improvements (includes amortizable improvements to land such as parking lots, fences, pathways, etc.)
- 3) Building
- 4) Vehicles
- 5) Equipment
- 6) Furniture and Fixtures

### **Recording and Valuing Assets:**

#### **Capitalization Threshold**

The capitalization threshold shall be \$2,500 for every TCA set up in the Asset Register.

#### **Donated/Downloaded Assets**

Assets that were acquired by donation or by downloading will be valued using fair market value at the date of contribution, if available. If not, value will be based on discounted replacement cost and set-up at that value.

#### **Shared and Jointly Owned Assets**

All assets are shared and jointly owned by Mulmur Township and Melancthon Township in accordance with the agreement establishing the joint Board.

Where an asset is not treated as owned by the Fire Department such as land and building, the Fire Department's share for any major upgrades will be treated as a grant paid by the Fire Department to the party claiming ownership, and the grant will be an operating expense of Mulmur–Melancthon Fire Department.

#### **Betterments vs Maintenance**

Betterments occur when physical output or service capacity is increased, when useful life is extended, and when quality of output is improved. Betterments are to be treated as a Capital Asset addition for the TCA to which they relate and shall be recorded as a separate asset with its own useful life. Betterments may in fact be a replacement of an asset (such as a new roof) and so the old asset will be written-off as disposed, and the betterment set up as a new asset.

## **Pooled Tangible Capital Assets**

TCA's will be pooled when they are numerous enough that, when taken collectively, their value exceeds the Pooling Threshold of \$5,000. Exceptions are made, however, in some cases, where it has been decided the value of amortizing is not worth the time to set up those assets, and therefore the Township accepts that these assets will continue to be expensed in full in the year of purchase (as they were pre-PSAB). Examples of pooled assets would be:

- Furniture and fixtures
- Small tools/equipment
- Hoses & couplers
- Breathing equipment
- Bunker gear
- Communication equipment (portable radios & pagers)

When additional items are bought, accounting treatment will be to set up the bulk purchase as a new, single pooled asset (e.g. 5 tables are bought in 2020 to replace some already in use). A disposal will be recorded against the old, pooled asset, in proportion to the number of units replaced versus the number of units in that pooled asset.

## **Components**

The following tangible capital asset will be set up as a multiple component, and not as a single asset:

- Buildings will be set up as 3 components: HVAC systems, roof, and structure.

## **Constructed Assets**

Tangible capital assets, which are newly constructed, will be treated as Work-in-Progress, and reflected in the financial statements as a separate category of TCA, with zero amortization, whenever they remain incomplete as at year end. Whenever the asset begins to be used which is not necessarily when the asset is completed, it will be set up as one or more TCA under the applicable rules and amortization will begin in the year following the start of usage of the asset.

## **Element of Cost**

Any single TCA's cost will, per PSAB, include the purchase price as well as:

- Installation costs
- Design, engineering and architectural fees and staff costs
- Legal fees
- Survey and site preparation costs
- Freight, transportation insurance, and duties
- Carrying charges/interest in the case where borrowing is done to finance a project, but only during the period up to the time that the asset is recorded as a TCA. Interest paid after capitalization will be treated as an operating budget expense.

## **Valuation**

All TCA's will be valued at cost.



**Amortization:**

All TCA’s, excluding land, will be amortized using the *straight-line method*. This method is preferred for its simplicity and ease-of-use. Assets will be amortized for half of the year in the year that the asset is purchased.

Amortization entries shall be posted by the applicable staff to the General Ledger on an annual basis, so that it may be presented to the Board and Councils on the year end statements.

The useful life of each sub-class of a TCA will be set based on consultation with department staff, and review of estimates used in other municipalities. Unless there is a significant difference in the type of sub-class, only one useful life estimate will be used to every TCA in that sub-class. e.g. if one building has a steel roof and another building has a shingle roof, then their useful life estimates may be different.

Residual values will not be estimated or used by the Fire Department. When an asset is sold or traded, the proceeds will be compared to the remaining Net Book Value (NBV), and the disposal will be recorded, the asset’s NBV shall be written-off, and a gain or loss on sale recognized.

Write-downs will be done after annual reviews of useful life estimates. The Treasurer or designate will conduct an annual review in conjunction with the Fire Chief or designate to determine if there are any write-downs to be recorded.

When a write-down is required, a journal entry to record the additional amortization required, per the review decision, and before year-end, will be posted immediately following the review, and before year-end, so that the NBV at the year-end matches the decision made jointly at the review by the Treasurer or designate.

A record of all annual reviews, and a written authorization for any write-downs, will be kept in the TCA files within the accounting department, as evidence, for auditing purposes.

**Asset Register/Records:**

The accounting department is responsible for maintaining the TCA records.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted on February 03, 2014.

**Date of Approval: April 10, 2017**

**Date of Approval:**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Secretary**



# Mulmur Melancthon Fire Department Code of Conduct Policy

## 1. Purpose

The purpose of this policy is to guide the members of the Mulmur Melancthon Fire Department and to outline the responsibilities of the members to commit to maintaining the highest level of professionalism and behaviour. This policy is meant to protect the public interest by promoting a high ethical standard for all members of the Mulmur Melancthon Fire Department.

## 2. Policy Scope

This Policy applies to all members of the Mulmur Melancthon Fire Department including but not limited to recruit firefighters, firefighters, Acting Captains, Captains, Training Officers.

This Policy applies in any location in which firefighters are acting as a member of the Fire Department including but not limited to when on duty at emergencies, in the fire station, at training, etc.

## 3. Definitions

In this policy, unless the context otherwise requires:

**“Fire Chief”** means the person appointed by the Mulmur Melancthon Fire Board to act as Fire Chief for the Fire Department and who is ultimately responsible to Fire Board and council of Mulmur and Melancthon Townships, as set out in the Fire Protection and Prevention Act.

**“Absent without Leave”** means a member who has missed three consecutive practices without notifying the Fire Chief, Deputy Fire Chief, Training Officer, or Platoon Captain.

**“Member”** means all personnel of the Mulmur Melancthon Fire Department.

## 4. General Provisions

- a. The Fire Chief is responsible to the Mulmur Melancthon Fire Board for the proper administration and operation of the department, for the discipline of its members and in doing so may make such general orders and departmental policies and procedures as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided such general orders and rules do not conflict with the provisions of any policies or procedures of the Mulmur Melancthon Fire Department, the Mulmur Melancthon Fire Board or the Townships of Mulmur and Melancthon.



## Mulmur Melancthon Fire Department Code of Conduct Policy

- b. Every member will comply with all general orders and department rules and regulations, as the Fire Chief deems necessary.
- c. Every member shall distinctly understand that they are entirely under the direction of the officer in charge or senior person of the department. While on duty at emergencies, in station, at training, on parade or while acting as a member of the department in any manner, that all orders given by the person must be immediately acted on and implicitly obeyed under the penalty of suspension.
- d. Every member will have and maintain a working telephone and will notify the fire chief within 24 hours of any change to their address or telephone number.
- e. Every required member shall within one year of completing his / her probation period obtain and maintain a minimum Class "D" drivers' licence with a "Z" endorsement.
- f. Every member shall obey all rules and regulations of the Highway Traffic Act while on duty and while responding to emergencies.
- g. All members will be thoroughly familiar with the geographical area served by his / her station including the conditions of the routes of travel and the locations of suitable seasonal water supplies.

### 5. Attendance and Responding to Calls

- a. Every member will respond at once when summoned to an emergency by travelling directly to the fire station placing himself / herself under the command of the officer or senior person in charge.
- b. Every member who commits himself / herself to an emergency is expected to perform all duties as required as per their assigned role in the department, to handle the various situations as presented.
- c. No member will leave his / her duty without the permission of the officer in charge while at an emergency scene or at training. If the member is not present to answer the roll call, the member shall not receive credit for attendance.
- d. Every member is required to maintain the following attendance requirements to remain as a member of the department. Unless approved by the Fire Chief.
  - Performing assigned duties 70%
  - Regular scheduled training sessions 50%
  - Station emergency responses 30%



## Mulmur Melancthon Fire Department Code of Conduct Policy

- e. Probationary firefighters are required to maintain the following attendance requirements during their probation period.
  - Performing assigned duties 70%
  - Regular scheduled training sessions 75%
  - Station emergency responses 35%
  - Scheduled recruitment training 100%
- f. Every member required to attend regular training and who is absent from three consecutive training sessions shall be deemed to be Absent Without Leave. Prior to returning to active duty, the member shall meet with the Fire Chief to offer an explanation as to their absence prior to the member being allowed to return to active duty.
- g. Any member who is unable to perform the duties expected of him / her as outlined in the approved job description due to illness, injury, work, educational involvement, or personal situations, must notify the Fire Chief as soon as practical in writing and provide details and / or documentation as requested. The Fire Chief for substantiated reasons may grant a leave of absence in accordance with the appropriate policy.

### 6. Mulmur Melancthon Fire Department Equipment and Property

- a. When required to do so, all members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise requested.
- b. Every firefighter will be capable of donning, wearing, and operating a Self-Contained Breathing Apparatus (SCBA). NFPA 1001 current standard. Every member will refrain from having beards, goatees, heavy sideburns, and untrimmed hair that interferes with the proper and safe wearing of the SCBA.
- c. Every member shall understand that items of issue: helmet, bunker gear, boots, pager, charger, ID card, badge, keys, uniform pieces, training manuals, textbooks, manuals etc. are the exclusive property of the Mulmur Melancthon Fire Department and shall be returned as directed by the Fire Chief.
- d. Every member shall be responsible for the loss or damage of any equipment or items issued to him / her. Firefighters may be subject to disciplinary actions a result of a loss or damage and actions may include the assessing a penalty for payment.
- e. Every member who has been assigned one shall always carry their pager with them while in the municipality and be ready for active duty. They shall ensure that it is properly charged and functioning.



## Mulmur Melancthon Fire Department Code of Conduct Policy

- f. Every member is prohibited from borrowing, lending, or removing any fire department equipment without the written permission of the Fire Chief.
- g. Members shall not hold social events in the fire station without the previous authorization of the Fire Chief.

### 7. Conduct

- a. Every member shall conduct himself / herself in a manner which is in keeping with the good reputation, order, and discipline of the department. No member while on duty or representing the department shall use profane, immoral, indecent language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order, and discipline of the department.
- b. Any member charged with unseemly conduct to a fellow firefighter or conduct otherwise unbecoming of a firefighter, may if an investigation of the charges be substantiated, be dismissed.
- c. Any member, who alleges unfair treatment or harassment, will follow the existing Mulmur Township Occupational Health & Safety Policy: Respect in the Workplace: Harassment and Violence and the departments Abuse and Neglect Policy.
- d. No member shall in any way use, divulge, furnish or make accessible to any person, either during their employment or any time thereafter, any confidential information relating to the business of the Fire Department unless authorized by the Fire Chief. All requests for information shall be referred to the Fire Chief.
- e. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury to the Fire Chief as per WSIB requirements.
- f. No member shall solicit the influence or support of anyone to secure a transfer, promotion, or other advantage.
- g. Every member who finds valuables at an emergency scene will notify the Incident Commander who will secure the valuables and take the appropriate action with the proper authorities.

#### **NO MEMBER:**

- i. shall be partially dressed in fire department uniform, while representing the department at functions.



## Mulmur Melancthon Fire Department Code of Conduct Policy

- ii. shall consume beverages or drugs while on duty that will impair his / her ability to perform the duties required of them.
- iii. shall respond to an emergency, training session, assigned duty or any other department function or activity when his / her ability is impaired by any intoxicating beverages or drugs, nor shall they be permitted to remain on duty if found to be impaired.

### 8. Compliance

The Fire Chief and/or designate(s) shall ensure that members are aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with the terms of this Code of Conduct Policy will result in disciplinary action, which may include dismissal. Refer to Mulmur Township's Progressive Discipline Policy for progressive disciplinary steps. Any member under investigation may be suspended without pay or be re-assigned other duties pending completion of the investigation, depending on the specific situation and the best interests of the Mulmur Melancthon Fire Board and / or the Mulmur Melancthon Fire Department.

I have read and understand the above mentioned Mulmur Township Policies, Rules and Regulations and further understand that non-compliance with any one or more of the rules and regulations may be cause for disciplinary action up to and including a recommendation for dismissal from the department. I further understand that it is my responsibility to review Mulmur Melancthon Fire Department Operational Policies and Guidelines as printed and posted from time to time in the fire station.

Firefighter Name \_\_\_\_\_ Signature \_\_\_\_\_

Fire Chief Signature \_\_\_\_\_ Date \_\_\_\_\_



## Sale and Other Disposition of Land Policy

### 1. Policy Statement

- 1.1 The Mulmur-Melancthon Fire Board shall dispose of land in a transparent and accountable manner that considers its social, economic, environmental and cultural return to the Township and its residents.

### 2. Purpose

- 2.1 Section 270 (2) of the Municipal Act, 2001 S.O. 2001, c.25, as amended, requires local boards to adopt and maintain a policy with respect to the sale and other disposition of land.
- 2.2 This policy ensures that any dispositions of land are conducted in a manner that fosters public trust and supports a process that is fair, open and transparent.

### 3. Scope and Application

- 3.1 This policy applies to all financial and legal transactions involving the sale and other disposition of Mulmur-Melancthon Fire Board owned land.
- 3.2 The Mulmur-Melancthon Fire Board is managed by a joint local board of management between the Township of Melancthon and the Township of Mulmur, therefore:
  - a) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Mulmur, the Mulmur-Melancthon Fire Board shall adhere to the Township of Mulmur's prevailing Sale and Disposition of Land By-law.
  - b) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Melancthon, the Mulmur-Melancthon Fire Board shall adhere to the Township of Melancthon's prevailing Sale and Disposition of Land By-law.

### 4. Responsibilities

- 4.1 Members and staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Mulmur-Melancthon Fire Board.



## **MULMUR-MELANCTHON FIRE BOARD** **HIRING POLICY**

The Mulmur-Melancthon Fire Department endeavours to provide consistent, fair and unbiased hiring practices in the hiring of volunteer fire personnel.

### **1. Overall Responsibility and Authority**

The Chief and/or Deputy Chief, under the authority of the Mulmur-Melancthon Fire Board, has/have the responsibility for the proper implementation and functioning of the Hiring Policy and shall ensure that the Department recruits and employs the highest possible standard of work force.

### **2i/. Authorization to Create a New Position/Filling Vacancies Captains Rank or lower**

These steps shall be followed:

- (a) The Chief and/or Deputy Chief will ensure that Board authorization to add or replace staff complement is in place.
- (b) The Chief and/or Deputy Chief will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: use of resumes currently on file; word of mouth; postings on both municipal websites; email blast outs, social media; online employment websites, newspapers, the joint advertising sign at the entrance to the arena/fire hall.
- (d) Following the closing date for submission of applications, the Chief and/or Deputy Chief will review or short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Chief. The Chief and/or Deputy Chief will inform the unsuccessful candidates that were interviewed and also prepare an appointment letter to inform the successful candidate as to the specifics of his or her new position.



2ii/. **Authorization for Filling Vacancies for Chief or Deputy-Chief**

- (a) The Board will provide direction to the Secretary to proceed to fill the vacancy.
- (b) The Secretary will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: internal posting at the fire hall; word of mouth; posting on both municipal websites; email blast outs, social media, online employment websites, newspapers; and the joint advertising sign at the entrance to the arena/firehall.
- (d) Following the closing date for submission of applications to the Secretary on behalf of the Board, the Board will review and short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Secretary. The Secretary or Board will notify the successful and unsuccessful candidates that were interviewed. The Secretary will prepare an employment letter for the successful candidate as to the specifics of his or her new position.

3. **Hiring of Relatives of Staff**

The hiring policy for staff means that no relative of a volunteer firefighter may work in a full or part time capacity under the direct supervision of that volunteer firefighter.

- (a) For the purpose of this policy, a “relative” is a person’s spouse through marriage, common law, or companion, parent, child, or sibling and includes the corresponding step or in-law relationship.
- (b) Related Board volunteer firefighters cannot work in positions where one supervises the other or exerts a significant influence over the work or career advancement of the other. *In the case of an Incident Command Situation, this policy may not apply.*
- (c) The determination of whether a relative is in a position to exert a significant influence over the work or career advancement of another relative is determined through consultation between the volunteer firefighter, the Chief and/or Deputy Chief, and the CAO or designate of the Township of Mulmur.
- (d) Volunteer firefighters who become related while they are employed by the Board must adhere to the same requirements as job applicants who are related to current volunteer firefighters in that they cannot work in positions where one supervises the other, or where one is in a position to exert a significant influence over the work or career advancement of the other. Such volunteer firefighters will be notified that they are in conflict with this policy.

- (e) Volunteer Firefighters in a conflict shall work with the Chief and/or Deputy Chief to attempt to secure alternative employment within the Department in order to resolve the conflict.
- (f) No volunteer firefighter will suffer termination through the terms of this article if a familial relationship develops during their tenure of employment; save and except the fact that should any degree or level of supervision occur as a result of a relationship, the Chief and/or Deputy Chief and the CAO of the Township of Mulmur will review the reporting relationship and report to the Board. Any resultant action will not violate either effected volunteer firefighter's rights as established in applicable Ontario law.
- (g) A volunteer firefighter who applies for a position where he or she is the successful candidate, and therefore would supervise or exert significant influence over a relative, will be advised by the Board that they are eligible for the competition, provided that they resolve the conflict of interest to the satisfaction of the Board.

#### **4. Ratification and Records Retention**

All Board ratification motions must contain the following:

- the name of volunteer firefighter
- the title of the position
- the date of hire
- the probationary period (if any)
- that all conditions of the hiring policy apply

All documentation received from applicants responding to advertisements for employment will be retained by the Chief or Recording Secretary as the case may be, until the end of the probationary period of the successful applicant, at which time such documentation will be destroyed.

#### **5. Organization Chart and Job Description**

As a first step in filling either a new position or hiring a replacement for a vacated position (other than the Chief or Deputy-Chief), the Chief and/or Deputy-Chief shall review the organization chart and the job description to verify that both are current. If not, they shall be updated and approved by the Board before any further action is taken. In the case of the Chief or Deputy-Chief, the Board shall review the organization chart and job description to verify that both are current.

#### **6. Interviews**

Interviews shall be conducted with prospective volunteer firefighters with no less than two (2) people in attendance either in person or via an electronic meeting. In the case of the Chief or Deputy-Chief, the Board shall conduct the interviews.

## 7. Skills Testing

Various forms of skills testing may be carried out on potential volunteer firefighters to determine if they have the required skills for the position.

## 8. PROCEDURES:

Specific procedures for the above levels shall cover:

### (a) Application Format

Shall be the Department's own with attached resume and a copy of document "Volunteer Firefighter Job Requirements" attached. The applicants will also be extended an invitation to visit the firehall on a practice night, and the Chief and/or Deputy Chief will endeavour to supply as much information as possible so that the applicant is able to make a knowledgeable decision to commit to the position.

### Volunteer Job Requirements

1. Live within the coverage area
2. Must comply with the attendance policy
3. Must obtain DZ license within 1 year
4. Obtain CPR and First Aid Certification (arranged upon hiring)
5. Obtain First Responder's Course (arranged upon hiring)
6. Must provide a medical fitness certificate from a doctor if and when requested
7. Must be "at ease" in climbing ladders, dealing with heights, and being in confined spaces
8. Understand that there may be contact with blood or other body fluids at an emergency scene
9. Must be comfortable and "at ease" in wearing self contained breathing apparatus (SCBA)
10. Maintain NFPA standard of having a cleanshaven face
11. Agree to participate in fire prevention activities.
12. Must provide a recent Criminal Records Check and Drivers Abstract.

### b) Receiving and Recording Applications Captains Rank or lower

Shall be the Chief and/or Deputy Chief's responsibility.

### c) Probation Period

12-months

### d) Screening to Develop "Short List"

The Chief and/or Deputy-Chief, shall develop the short list.

e) Interviews and Procedures

Applicants will be notified of the time and date of interviews.

In addition to the Chief and/or Deputy-Chief, all officers will attempt to participate in this process. The Chair of the Board will participate only if directed to do so by the Board. Part of the interview process will consist of a knowledge questionnaire. All questions will be rated on a scale of 1 out of 5 by each officer. The scores will be tallied, and the officers will discuss the scores and the applicant's qualifications.

After the successful candidate is chosen, the Fire Chief will bring the recommendation to the Fire Board for final ratification. All applicants will be notified in the form of a letter of thanks for their interest.

f) Qualification, Reference, and Experience Checks

The Chief and/or Deputy Chief shall check and document the above to be verifiable.

g) Ratification of Selection

By the Board at its next regularly scheduled meeting, or at a special meeting of the Board as circumstances dictate.

h) Offers of Employment

- (i) A prospective volunteer firefighter will be offered a salary/wage in accordance with the salary/wage approved for that position.
- (ii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter providing satisfactory medical results on being admitted into the department.
- (iii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter having the required class of driver's license and a clean drivers' abstract or obtaining same by the end of the probationary period.

Employment Criteria

i) Age Restriction

All volunteer firefighters must be 18 years of age or older at the start of their employment.

ii) Proof of Age & Social Insurance Number

All volunteer firefighters must provide proof of age and their Social Insurance Number when they have been accepted for employment.

iii) Driver's Licence

All volunteer firefighters must provide a copy of their driver's licence upon hire.

i) General

No existing employment shall be terminated as a result of the adoption of this policy.

This policy shall come into effect on the date of adoption by the Board. Originally adopted June 03, 2009; reviewed/approved on November 27, 2014 and April 10, 2017.

**Date of Review and Approval: March 16, 2021**

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**Chair**

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD NO TOWING POLICY**

1. Mulumur-Melancthon Fire Department vehicles are prohibited from towing any vehicle
2. Mulumur-Melancthon Fire Department personnel are prohibited from using bodily force to assist in the removal of Any vehicle from an accident scene, ditch, or on the travelled portion of any roadway.

This policy shall come into effect on the date of adoption by the Board. Originally adopted October 15, 2014; reviewed and approved April 10, 2017.

**Date of Review and Approval: November 17, 2020**

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**Chair**

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PROCUREMENT POLICY**

**WHEREAS** section 270(2) of the *Municipal Act, 2001* requires Local Boards to develop policies with respect to its procurement of goods and services;

### **NOW THEREFORE THE MULMUR-MELANCTHON FIRE BOARD ENACTS AS FOLLOWS:**

Any purchase over amounts budgeted require Board approval. Standard utility and/or annual bills are exempt from this policy. These include, but are not limited to: phone, internet, IT services, hydro, audit, insurance, etc.

#### **Procurement Processes:**

Every purchase shall have a written Purchase Order (PO), approved by either the Chief, Deputy Chief or Captain - provided they are not the requestor. A copy of the written PO shall be provided to the Treasurer as soon as approved. Invoices without a PO will not be processed.

1) **Procurements below \$1,000:**

Value of procurement below \$1,000 excluding taxes do not require quotations.

2) **Small Order Purchases:**

The Fire Chief is hereby authorized to make Small Order Purchases for goods or services under \$10,000 from such vendors and upon such terms and conditions, as the Fire Chief deems appropriate. The Fire Chief will attempt to obtain competitive prices.

3) **Quotation Purchases:**

A Fire Chief is hereby authorized to make a Request for Quotation Purchase for goods or services between \$10,000 and not more than \$50,000 from such vendor and upon such terms and conditions as the Fire Chief deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. Bid documents and specifications (as applicable) can be issued and received by email and/or fax transmission at the originating Fire Hall or Mulmur Township Office.

4) **Tender Purchases**

The Fire Chief shall not order goods or services exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of the Board for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. All attempts must be made to obtain at least three (3) written tenders whenever possible.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision "the lowest or any bid will not necessarily be accepted".

5) **Request for Proposals (RFP)**

The Fire Chief may use a request for proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

6) **Emergency Purchases**

There may be instances due to an emergency or due to a unique situation when the procurement policy cannot be used. The Fire Chief who has made an Emergency Purchase greater than \$10,000 shall present a report to the Board at the meeting immediately following the Emergency Purchase.

The Fire Chief shall ensure that unbudgeted capital projects are approved by the Board and any capital projects that will exceed the budgeted amount by more than \$10,000 must receive Board approval.

Board approval is not required if all the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year budget and
- The contract is being awarded to the lowest bidder meeting the specifications



This policy shall come into effect on the date of adoption by the Board. Originally adopted April 10, 2017.

**Date of Review and Approval: March 16, 2021**

\_\_\_\_\_  
**Chair**

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PROGRESSIVE DISCIPLINE POLICY**

### **1.0 POLICY**

At the Townships of Mulmur & Melancthon and Mulmur/Melancthon Fire Department (the "Department"), we believe that members will act responsibly and professionally. When required, disciplinary measures are used to correct and prevent unacceptable behaviour and/or work performance. This may involve enforcing published and/or unpublished work rules, work standards and commonly accepted codes of behaviour.

### **2.0 PROCEDURE**

2.1 The Department will adhere to the principles of Progressive Discipline, which is a series of escalating sanctions designed to warn a member that their unacceptable conduct or work performance must change. These principles will apply to all disciplinary situations at the Department, including safety-related infractions.

2.2 The types of escalating sanction that can be applied are:

1. Verbal Warning
2. Written Warning
3. Short Suspension of Service with or Without Pay
4. Long Suspension of Service with or Without Pay
5. Termination of Employment for Cause

2.3 The severity of discipline increases from Verbal and Written Warnings through Suspension and Discharge. When determining the appropriate disciplinary response, there are a number of factors which must be considered including (but not limited to) the nature of the offence, the member's prior disciplinary record and how similar situations have been dealt with in the past.

2.4 Progression from less severe to more severe discipline does not, however, require a repetition of the previous offence; any previous discipline on the member's record may be given consideration when assessing the appropriate penalty. It is important to recognize that progression through the various levels of discipline is not mechanical; sanctions may be repeated, steps in the "ladder" bypassed, or more severe discipline (i.e., Suspension and/or Discharge) imposed when appropriate.

2.5 Any member's service may be terminated for just cause after other disciplinary measures have failed or when a first time incident occurs that is very serious. A member may be dismissed for just cause at any time without regard to any progressive steps if he or she commits an offence for which immediate dismissal is specified as a penalty or if the misconduct is sufficiently serious that termination for just cause is warranted.

2.6 When a situation arises which might attract a disciplinary response, it is important for the Fire Chief or Senior Officers to be contacted for advice and assistance. This will ensure that all steps in the disciplinary process meet established policies and procedures.

**3.0 FILING OF RECORDS**

Documentation of discipline is filed in member's personnel file.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted September 11, 2012; reviewed/approved April 10, 2017.

**Date of Review and Approval: March 16, 2021**

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**Chair**

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**Secretary**



## MULMUR-MELANCTHON FIRE BOARD PERSONAL USE OF HALL/EQUIPMENT POLICY

THAT Mulmur-Melancthon Fire Board approves the following list of repairs for private vehicles within the Mulmur-Melancthon Firehall:

1. Installing windshield wiper blades;
2. Installing sealed beam and headlight bulbs;
3. Installing taillight and signal light bulbs;
4. Refilling windshield washer fluid;
5. Checking and topping up engine oil, and other engine fluids;
6. Interior and exterior cleaning;
7. Other minor repair items that can be done with all four wheels on the floor.

### PROHIBITED REPAIRS:

- 1, Any repairs that require the jacking up of vehicles and/or the removal of tires and rims, or the use of ramps or axle stands;
2. No oil changes, brake repairs, lubrication of chassis, or tire repairs;
3. Under no circumstances shall there be any repairs undertaken that require a person or persons to lie under the vehicle to complete the repair;
4. Under no circumstances will the vehicle be idled within the hall for more time than it takes to enter and leave the building;
5. Under no circumstances are cutting torches to be used for repairs on personal vehicles.

USE OF PORTABLE FIRE DEPARTMENT EQUIPMENT (such as generators, chainsaws, tools, etc.)

Under no circumstances will such equipment be borrowed and removed from the hall for personal use.

This policy shall come into effect on the date of adoption by the Board. Originally adopted on September 11, 2012.

**Date of Approval: April 10, 2017      Date of Approval: October 13, 2020**

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Chair

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Secretary

# Accounts Payable

AP Operating Payables List

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2024-01-11 Paid Invoices Cheque Date 2023-11-18 to 2024-01-11

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000013	FLUENT INFORMATION MANA	INV-8388	30 MEMBER	001243	2023-12-01	2023-12-07	1,243.00
			SUB/HARDWARE RENTAL				
			02-1094-5120	30 MEMBER			1,243.00
000025	TORONTO DOMINION VISA (HI 12272023		MTO ARIS	000571	2023-12-27	2023-12-31	94.28
			02-1094-5145	MTO ARIS			98.00
			02-1094-5146	ANNUAL CASHBACK			-3.72
000052	TORONTO DOMINION VISA (M 11272023		KEYLESS ENTRY LOCK	000563	2023-11-06	2023-11-30	293.57
			02-1094-5114	KEYLESS ENTRY LOCK			316.38
			02-1094-5146	ANNUAL CASH BACK			-22.81
000052	TORONTO DOMINION VISA (M 12272023		FUEL	000572	2023-12-27	2023-12-31	97.60
			02-1094-5112	FUEL			97.60
						Vendor Total	391.17
000080	STILLWATER CONSULTING LII0004837		FLMS DECEMBER 2023	001249	2023-12-01	2023-12-07	355.44
			02-1094-5118	FLMS DECEMBER 2023			355.44
000082	SKWRLE CONSTRUCTION	2328	HYDRANT REPAIRS	001248	2023-11-02	2023-12-07	3,188.70
			02-1094-5144	HYDRANT REPAIRS AT HALL			3,188.70
000361	INTELLICORE	34516	OCTOBER IT SUPPORT	001240	2023-10-30	2023-11-20	118.65
			02-1094-5150	OCTOBER IT SUPPORT			118.65
000361	INTELLICORE	34551	IT SUPPORT NOVEMBER	001251	2023-11-30	2023-12-19	118.65
			02-1094-5150	IT SUPPORT NOVEMBER			118.65
						Vendor Total	237.30
000535	SHELBURNE HOME HARDWAF396893/1		SHELF/SALT	001247	2023-11-30	2023-12-07	65.99
			02-1094-5114	SHELF/SALT			65.99
000622	GORD DAVENPORT AUTOMO14417-15181		BATTERY CHARGER	001244	2023-11-30	2023-12-07	89.11
			02-1094-5160	BATTERY CHARGER			89.11
001363	HYDRO ONE NETWORKS INC. 11092023		NOV 2023 HYDRO	000558	2023-11-09	2023-11-30	405.68
			02-1094-5117	NOV 2023 HYDRO			405.68
001363	HYDRO ONE NETWORKS INC. 12082023		DEC HYDRO	000566	2023-12-28	2023-12-31	394.87
			02-1094-5117	DEC HYDRO			394.87
						Vendor Total	800.55
001552	RECEIVER GENERAL	11302023	LATE FEES	000567	2023-12-15	2023-12-31	429.85
			02-1094-5146	LATE FEES CRA			429.85
090433	LARRY BYE MOBILE REPAIR	27650	PUMPER 44 ANNUAL INSPECTION	001241	2023-11-06	2023-11-20	1,724.54
			02-1094-5164	PUMPER 44 ANNUAL INSPECTION			1,724.54
090441	TOWNSHIP OF MULMUR	0041893	OCTOBER FUEL FROM PW	000564	2023-11-02	2023-11-30	490.21

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## AP Operating Payables List

Vendor 000000 Through 999999

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Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			02-1094-5112		OCTOBER FUEL FROM PW		490.21
090441	TOWNSHIP OF MULMUR	0042040	NOV FUEL FROM PW	000573	2023-12-01	2023-12-31	218.07
			02-1094-5112		NOV FUEL FROM PW		218.07
Vendor Total							708.28
090454	TD CANADA TRUST AUTO DEF11012023		NOV EFT S/C	000560	2023-11-24	2023-11-30	25.00
			02-1094-5146		NOV EFT S/C		25.00
090454	TD CANADA TRUST AUTO DEF12212023		DEC EFT S/C	000569	2023-12-31	2023-12-31	25.00
			02-1094-5146		DEC EFT S/C		25.00
Vendor Total							50.00
090883	SPARLINGS PROPANE CO. LT 88725061978819		PROPANE	000568	2023-12-07	2023-12-31	1,435.15
			02-1094-5124		PROPANE		1,435.15
090994	TELIZON INC.	03500520231113	ACCT#35005 - FIRE NOV	000561	2023-11-13	2023-11-30	124.02
			02-1094-5120		ACCT#35005 - FIRE NOV		124.02
090994	TELIZON INC.	03500520231213	ACCT#35005 - FIRE DEC	000570	2023-12-13	2023-12-31	124.02
			02-1094-5120		ACCT#35005 - FIRE DEC		124.02
Vendor Total							248.04
091079	MINISTER OF FINANCE	302311230722020	JULY-SEPT 2023 COLLEGE REG	001245	2023-11-23	2023-12-07	65.00
			02-1094-5118		JULY-SEPT 2023 COLLEGE REG		65.00
091164	SWISH MAINTENANCE LIMITEI S059542		GPS FEE: NOVEMBER	001250	2023-11-30	2023-12-07	120.46
			02-1094-5120		GPS FEE: NOVEMBER		120.46
091167	RURAL RESCUE FIRST AID TR3010		FIRST AID TRAINING/BASIC LIFE	001246	2023-11-27	2023-12-07	2,542.50
			02-1094-5118		FIRST AID TRAINING/BASIC LIFE		2,542.50
091194	BELL MOBILITY INC.	12132023	CELL PHONE	000565	2023-12-14	2023-12-31	44.14
			02-1094-5120		NOV CELL PHONE		21.54
			02-1094-5120		DEC CELL PHONE		22.60
091201	CITY OF RICHMOND HILL	10010005815	NFPA 1035 PUBLIC INFO OFFICER	001242	2023-11-28	2023-12-07	169.50
			02-1094-5118		CC - NFPA PUBLIC INFO OFFICER		169.50
091201	CITY OF RICHMOND HILL	10010005789	NFPA FLSE I-23-14	001242	2023-11-27	2023-12-07	339.00
			02-1094-5118		CC - NFPA FLSE I-23-14		339.00
Vendor Total							508.50
091213	TORONTO DOMINION VISA (E11062023		VARIOUS	000562	2023-11-06	2023-11-30	130.68
			02-1094-5141		MAPLE GROVE		56.25
			02-1094-5141		ZEHR'S MEAL		48.93
			02-1094-5114		LIGHT BULBS		27.09
			02-1094-5146		ANNUAL CASH BACK CREDIT		-1.59

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## AP Operating Payables List

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2024-01-11 Paid Invoices Cheque Date 2023-11-18 to 2024-01-11

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
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Unpaid Invoices	0.00
Paid Invoices	14,472.68
Invoices Total	14,472.68
Selected G/L Account Total	14,472.68