

**THE CORPORATION OF THE TOWNSHIP OF WILMOT BY-LAW NO. 2021 - 10 BEING A BY-LAW TO
ESTABLISH AND REGULATE A FIRE DEPARTMENT**

Being a bylaw to establish and regulate the fire department and to repeal bylaw NO. 2011-15

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under the Act;

AND WHEREAS Section 8 of the Municipal Act, S.O. 2001, c,25, as amended, provides that Section 11 shall be interpreted so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and (b) enhance their ability to respond to municipal issues;

AND WHEREAS section 2(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended requires that every municipality establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS section 5(0.1) of the Fire Protection and Prevention Act, 1997, Section 5(0.1), as amended, permits the Council to establish, maintain and operate a fire department for all or any part of the municipality;

AND WHEREAS section 6 (1) of the Fire Protection and Prevention Act, 1997 states if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a Fire Chief for the fire department;

NOW THEREFORE the Council of The Corporation of the Township of Wilmot enacts as follows:

1. Definitions

1.1 In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed;

- 1) "Acting Captain" means a Volunteer Firefighter in training to become a Captain and appointed by the Fire Chief as determined by the WFD promotional program, may be responsible for an assigned Platoon of Firefighters and/or equipment, deliver training programs and in the absence of a Captain may assume the role of "Acting Captain."
- 2) "Administrative Assistant" means a person whose job is to support the Department by handling administrative tasks such as, but not limited to, data entry, correspondence, filing, and scheduling appointments, inventory management, Emergency Management, Fire Prevention Documents and Training documents.

- 3) "Assembly Occupancy" means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposed or for the consumption of food or drink.
- 4) "Assistant District Chief" means 2nd (second) in command at each fire station and support overall station operations and training and reporting to the District Chief and shall be designated Assistant to the Fire Marshal.
- 5) "Assistant to the Fire Marshal" means the following person(s) are assistants to the Fire Marshal and shall follow the Fire Marshal's directives,
 - (i) the Fire Chief of every Fire Department;
 - (ii) any member of a fire prevention division established by a municipality; and
 - (iii) every person designated by the Fire Marshal as an Assistant to the Fire Marshal.
- 6) "Automatic Aid" means any agreement entered into by two or more municipalities under which one or more municipalities agrees to their Fire Department(s) providing initial response to fire, rescues, and emergencies that may occur within the boundaries of another municipality to: (a) ensure the quickest response time, and/or (b) provide supplemental response.
- 7) "Awareness level" means a level of response to recognize the presence of hazards, identify needed resources, protect responders, notify trained personnel, isolate the area. Additional specialized training, resources and equipment will be required to completely mitigate the emergency.
- 8) "CAO" means; means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Township.
- 9) "Captain" means a Company Officer appointed by the Fire Chief, in command of an assigned company or Platoon of Firefighters and/or equipment and shall be designated Assistant to the Fire Marshal.
- 10) "Chief Building Official" means a person appointed by municipal Council responsible for establishing operational policies for the enforcement of the Building Code Act and Building Code and coordinating and overseeing their enforcement.
- 11) "Chief Officer" means an Officer such as the Deputy Chief, District Chief, Assistant District Chief within the department.
- 12) "Company Officer" means a fire Officer, typically an Acting Captain or Captain, who leads a team of two or more firefighters in a tactical company or Platoon.
- 13) "Council" means the Council of the Corporation of the Township of Wilmot.
- 14) "Department" in this Bylaw means the WFD.
- 15) "District Chief" means a volunteer Officer appointed by the Fire Chief to provide leadership and management to the day to day operations of an assigned fire station within a district and shall be designated Assistant to the Fire Marshal.

- 16) "Dry Hydrant" means a non-pressurized pipe system permanently installed in existing lakes, ponds and streams that provides a suction supply of water to the fire department.
- 17) "Fire Chief" means the person appointed by the Council to be the Fire Chief for the Township known as WFD in accordance with the requirements of the FPPA.
- 18) "Fire Code" means the Fire Code established under Part IV of the FPPA.
- 19) "Fire Coordinator" means the person appointed by the Fire Marshal, under the authority of the FPPA.
- 20) "Fire Department" means a group of firefighters authorized to provide fire protection services by a municipality, group of municipalities or by an agreement made under section 3 of the FPPA.
- 21) "Fire Prevention Officer" means an Officer appointed by the Fire Chief to provide fire prevention programs, public education programs and who is designated as an Assistant to the Fire Marshal under subsection 11 (1)(c) of the FPPA and may be referred to as an Inspector.
- 22) "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.
- 23) "Fire Protection Services" may include fire suppression, extrication and rescue, technical rescue, fire prevention, fire safety education, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services.
- 24) "FPPA" means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto.
- 25) "Fire Management Team" means the Fire Chief, District Chief's, Assistant District Chief, Training Officer(s), Fire Prevention Officer(s) and Administrative Assistant.
- 26) "Head of Council" means to act as the Chief Executive Officer of the Township, to preside over Council meetings, provide leadership to Council as the Mayor in the Township of Wilmot.
- 27) "ICI" means an Industrial, Commercial or Institutional building as defined in the FPPA or Ontario Building Code.
- 28) "Limited Services" means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as but not limited to, environmental factors, available trained Volunteer Firefighters, obstructions, structural integrity, hostile events, equipment failure, remote properties, and private roadways, lanes and drives.
- 29) "Mutual aid" means a reciprocal, no-fee program in which participating Fire Departments that serve a designated area formally agree to assist each other upon a request for help or cover in the case of a major emergency which requires resources exceeding its day-to-day operations.

- 30) "NFPA" means National Fire Protection Association (NFPA) is an international nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards and the predominate standard used by fire services in North America.
- 31) "Officer" means any Firefighter with the rank of Captain or higher.
- 32) "OFMEM" means Office of the Fire Marshal and Emergency Management.
- 33) "Operations level" means a response level to identify and assess existing and potential conditions, recognize unique hazards, conduct limited operations to minimize negative impact on persons, property or the environment using additional equipment and techniques. Additional specialized training, resources and equipment may be required to completely mitigate the emergency.
- 34) "Platoon" means a complement of personnel operating as a team or group, under the supervision of a Company Officer and assigned station duties, training duties or other assigned duties.
- 35) "Regional Training Centre" means a training facility that has been approved by the OFMEM to deliver NFPA Certificate courses and other approved courses as approved by the Ontario Fire Marshall.
- 36) "Technician level" means a response level to evaluate existing and potential conditions, protect persons, property or the environment, control and mitigate the emergency using specialized training, resources and equipment as provided.
- 37) "Township" means the Corporation of the Township of Wilmot.
- 38) "Training Officer" means an Officer appointed by the Fire Chief to develop, coordinate, implement and evaluate training programs to ensure safety of all Fire Department personnel in accordance with federal, provincial, municipal and department standards.
- 39) "Volunteer Firefighter" means any person employed in, or appointed to the Fire Department, by the Fire Chief and assigned to undertake Fire Protection Services, includes Officers and technicians and means a Firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
- 40) "WFD" means the Wilmot Fire Department.

2. General

2.1 The fire department for The Township of Wilmot is to be known as the Wilmot Fire Department (WFD) and is hereby established and the head of the department shall be known as the Fire Chief.

2.4 The provisions of this by-law are subject to FPPA and all other applicable legislations and bylaws.

3. Composition

3.1 In addition to the Fire Chief, Fire Prevention Officer, Administrative Assistant and Two (2) Part-time Training Officers, department personnel shall maintain 90 Volunteer Firefighters consisting of Chief Officers, Company Officers and Volunteer Firefighters.

3.2 The Department shall be comprised of the following divisions;

- a) Administration
- b) Public Education and Fire Prevention
- c) Training
- d) Fire Suppression
- e) Emergency Management

3.3 The Fire Chief shall be appointed by bylaw by Council.

4. Core Services

4.1 The core services of the Department, as approved by Council on the date this by-law is enacted, shall be those contained in Appendix A.

4.2 Nothing in this bylaw will restrict the Department or limit the provision of Fire Protection Services to the Township where those responsibilities are that of the Department's.

4.3 Limited Services may be provided by the Department as deemed necessary by the Fire Chief.

4.4 The Township shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

5. Responsibilities & Authority of Fire Chief

5.1 The Fire Chief is ultimately responsible to Council, reporting through the CAO for proper administration and operation of the Department including the provision of fire protection services.

5.2 The Fire Chief shall exercise all powers and duties mandated by the FPPA and any applicable legislation, bylaws or regulations.

5.3 The Fire Chief shall be a fully contributing member of the Township's Senior Management Team.

5.4 The Fire Chief shall implement departmental policies and shall develop and implement such safe operating procedures, general orders, departmental rules and regulations and take such other measures as may be considered necessary for the proper administration and effective and efficient operation of the department, without restricting the generality of the following:

- a) For the health and safety of all Department personnel;
- b) For the care and protection of all Department equipment, vehicles and facilities;

- c) For arranging the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Department;
- d) For arranging and implementation of Automatic Aid, Mutual Aid, Fire Protection Agreements and other negotiated fire protection and emergency service agreements within the borders of the Township and/or within the municipal borders of adjoining municipalities;
- e) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all personnel for all divisions of the Department;
- f) For the conduct and discipline of personnel within the Department;
- g) For researching, recommending and upon approval, implementing and maintaining approved Fire Protection services;
- h) Fire Chief will be the Community Emergency Management Coordinator (CEMC), as defined in the Emergency Management and Civil Protecting Act, R.S.O. 1990 c. E.9, for the Township, and may delegate appropriately trained personnel in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Township;
- i) For reporting to the appropriate crown attorney, other prosecutor, Office of the Fire Marshal investigator, law enforcement officer(s) or other officer(s) the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under the FPPA;
- j) For keeping an accurate record, utilizing a suitable records management system, of all fires, rescues and emergencies responded to by the Department and reporting of same to the Office of the Fire Marshal;
- k) For keeping such other records as may be required by Council, the Township and the FPPA;
- l) For preparing and presenting the annual budget estimates of the Department to the CAO and Council and for exercising control over the budget as approved for the Department;
- m) Responsible for the administration and enforcement of all general orders, Governance Policies, procedures, rules and regulations of the department made under this bylaw and revise or terminate any of them as the Fire Chief considers appropriate and as approved by Council, where appropriate.
- n) The Fire Chief may utilize such personnel of the department as the Fire Chief may determine, from time to time, to assist in the performance of his/her duties and/or perform the requirements of the role of a designate.

5.5 The Fire Chief is responsible for the administration and enforcement of this bylaw and for the enforcement of any other bylaws of the Township respecting Fire Protection Services, review periodically such bylaws, including this bylaw, and recommend to Council such amendments as the Fire Chief deems appropriate.

5.6 The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate their powers or duties in accordance with Section 6.(6) of the Act to any Firefighter or class of Firefighters. Further, the Fire Chief shall be afforded the ability to take all proper measures

for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all Township bylaws respecting fire prevention.

5.7 The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the FPPA and the Fire Chief shall be empowered to authorize:

- a) pulling down or demolishing any building or structure to prevent the spread of fire or protect the safety of the public or member;
- b) performing all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident and to generally make "safe" an incident or real or personal property when necessary or unable to contact the property owner;
- c) retaining a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials that are carried on a fire apparatus in order to suppress or extinguish a fire, preserve real or personal property, prevent a fire from spreading, control and eliminate an emergency, assist in or otherwise conduct fire cause investigation or determination, or otherwise carry out the duties and functions of the Department; and
- d) recovery of expenses incurred by such necessary actions for the Township in the manner provided through the Townships Schedule of Fees and Charge Bylaw, Municipal Act, 2001 and FPPA, as amended.

5.8 The Department shall not respond to a call with respect to a fire or emergency outside the limits of the Township except with respect to a fire or emergency:

- a) that, in the opinion of the Fire Chief, or designate, threatens property in the Township or property situated outside the Township that is owned or occupied by the Township;
- b) in a municipality with which an approved agreement has been entered into to provide Fire Protection Services which may include Automatic Aid and/or Mutual 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 Township boundary where the Fire Chief, or designate, determines immediate action is necessary to preserve life or property and the appropriate municipality's fire service is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief, or designate; or
- f) response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved.

5.9 The Fire Chief shall appoint an Acting Fire Chief in their absence and the appointee shall have all the powers and may perform the duties of the Fire Chief.

5.10 The Department shall maintain an apparatus and equipment maintenance schedule to ensure fire vehicles and equipment are maintained in serviceable condition, meet NFPA Standards, Fire Underwriters Survey Standards, provincial law, recognized safety standards and have repairs

performed by qualified Emergency Vehicle Technicians (EVT), Licensed Mechanics or any other qualified agency(s) or skilled people as required.

6. Administration and Recovery of Costs – Additional Expenses

In addition to the Recovery of Costs provisions in Part VIII of FPPA, additional fees and charges may be collected as per the Township Schedule of Fees and Charges Bylaw as amended and;

6.3 The Fire Chief may require the owner of the property or the person having control of the property within or outside the Township to pay costs or fees for false fire alarms or other administrative services provided to them. Invoicing for costs or fees recovery will be conducted in accordance with the Townships Schedule of Fees and Charges Bylaw as amended.

6.4 When a Department response to a fire or emergency incident occurs and the Fire Chief or designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Township, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Department and/or to generally make "safe" an incident or personal or real property, the owner of the property or the person having control of the property within or outside the Township requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the Township's bylaws.

6.5 In this bylaw, property shall mean personal and real property.

7. Public Education and Fire Prevention Division

7.1 Fire prevention is mandated by the FPPA. The Department as a minimum shall respond to complaints and requests for inspections and a community smoke alarm program. The Department administers a proactive Public Education and Fire Inspection program as outlined in Appendix "B" Public Education and Fire Prevention Policy.

7.2 Company Officers and Firefighters may be delegated to have Chief Fire Official Approval Authority with respect to the Ontario Fire Code Regulations as listed below, pursuant to Article 6.6. of the Fire Protection and Prevention Act, (FPPA) which states:

- a) The Fire Chief hereby delegates his/her powers or duties under sections 13, 14, 15, and 19 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6.
 - a) Section 13 – permits firefighters entry on to lands where fire has occurred or is likely to occur.

7.3 For greater certainty, the Fire Chief specifically delegates his/her authority under sections 13, 14, 15, and 19 to the Fire Prevention Officer(s), District Chief(s), and Assistant District Chief(s).

- a) Section 14 - deals with entry on to lands where fire has occurred or is likely to occur.
- b) Section 19 - deals with the powers for inspection.
- c) Section 20 - deals with obtaining a warrant to enter lands where entry has been refused.

7.4 The following list of items may be delegated;

- a) Fire Safety Plans
- b) Records of Fire Safety Maintenance
- c) Inspection Orders
- d) Entry on to Lands for the Purpose of Fire Suppression or Investigation
- e) Fire Investigations
- f) Burning Bylaw
- g) Fire Route Bylaw
- h) Alternate Fire Safety Measures – i.e., fire watch

8. Training Division

8.1 The Department is responsible to ensure its personnel is properly trained to perform the duties upon which they may be called. The Training division is responsible for administering, arranging, research, development and delivery of training programs required by the Department under the direction of the Fire Chief.

8.2 The Training Officer(s) is responsible for carrying out, or delegating in total, or in part, conduct, facilitate and participate in training at fire stations or other approved sites and keep clear and concise records of said training, and;

- a) Establish Department Training Program based on the Council approved “Core Services” found in Appendix A, and under the direction of the Fire Chief and the Fire Management Team.
- b) Evaluate, recommend and implement new equipment and/or procedures and remain current with industry standards and emerging trends as approved by the Fire Chief.
- c) Identify, evaluate and recommend solutions to deficiencies in Fire Protection Services to the Fire Chief.
- d) Emergency response as Incident Safety Officer and/or Accountability Officer.
- e) All training will comply with the Occupational Health & Safety Act, Section 21 Guidance Documents and applicable provincial and federal legislation and regulations.
- f) Shall utilize NFPA Standards or other accepted, recognized or Best Practice Standards as directed by the Fire Marshall of Ontario and other related industry training standards and reference materials may be used for the Department training as approved by the Fire Chief.

- g) Prepare and submit to the Fire Chief, quarterly reports, annual reports or any other reports deemed necessary by the Fire Chief and maintain the Council approved annual budget of the Division of Training.

9. Emergency Management

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to develop and implement an emergency management program as identified in Appendix "C".

10. Conflict

10.1 Where this bylaw may conflict with another bylaw of the Township, this bylaw shall supersede and prevail over that other bylaw to the extent of the conflict.

11. Short Title

11.1 This bylaw shall be known as the "Wilmot Fire Department Establishing and Regulating Bylaw".

12. Penalty

12.1 Any person who violates any provisions of this bylaw is, upon conviction, guilty of an offence and shall be liable to a fine, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c. O.33, as amended.

13. Repeal of By-laws

13.1 Bylaw No. 2011-15 is hereby repealed.

14. Effect

14.1 This bylaw shall come into force and effect on the day it is passed.

Enacted and passed this ____22____ day of _____February, 2021.

APPENDIX "A"

CORE SERVICES

Fire Suppression

The Department protection area covers approximately two hundred and sixty-four (264) square kilometers. Department response to some areas may exceed fifteen (15) minutes due to the travel distance from the relevant station(s). Weather conditions, staffing, traffic, and other factors will be a major factor in response times in rural areas and will lead to Limited Services. The Township of Wilmot has fire protection and Automatic Aid agreements in place to assist remote response areas that may contribute to a more effective service delivery.

Factors Affecting Effectiveness and Response for Fire Suppression Operations

Areas without Municipal Water Supply

- Vast areas of the Township do not have municipal water supply or readily available water supplies.
- Municipal water supply in some urban areas may not have adequate flow volumes to supply Department pumping apparatus.
- In areas without Municipal water supply the Department will respond with water tankers.
- WFD maintains Superior Tanker Shuttle accreditation, as tested, and approved by an approved inspection authority.

Rural Firefighting Operations

- Areas outside of a 3-kilometer radius of a fire station.
- Unlikely to have municipal water supply.
- Due to Limited Services, anticipate increased response times and reduced fire suppression effectiveness.

Structure, Wildland and Vehicle Fires

- a) Offensive interior search and rescue with fire containment operations to affect rescue of trapped persons when staffing, fire conditions and building integrity permit entry.
- b) Offensive interior fire control and extinguishment operations to prevent further loss when staffing, fire conditions and building integrity permit entry.
- c) Defensive exterior fire suppression operations to reduce loss to surrounding area when there is insufficient staffing, severe fire conditions and/or structural instability which prohibits entry.

Other Emergencies

- a) Explosions and deflagrations involving over-pressurizations, chemicals, and flammable gases.
- b) General fire alarm conditions and specific fire alarm(s), water flow alarm(s), smoke alarm(s) and carbon monoxide alarm(s) activations.
- c) Complaints or prohibited open-air burning.
- d) Uncontrolled burning of grass, brush, agricultural materials and refuse containers.
- e) Vehicle firefighting on Township and Regional roads, highways, laneways, parking lots, garages and other private or public properties.

- f) Isolation and/or mitigation of public hazards such as, but not limited to downed electrical wires, flooding, evacuations, unknown and noxious odors.

Tiered Medical Response:

WFD will participate and maintain all necessary training, training equipment and medical response equipment to deliver skills as per the Region of Waterloo Tiered Medical Response criteria found in *Chart 1 – Tiered Response Criteria for Ambulance Communications Centre and Region of Waterloo Paramedic Services*.

WFD will maintain a Medical Oversight Program with an approved Licensed Medical Doctor(s) and further, maintain all necessary training, training equipment and medical equipment to deliver the skills as directed by the Medical Oversight Program Directives.

Note: If EMS determines their service will be delayed by 10 minutes or more, tiered response will be immediately activated, and fire services will attend as identified.

MEDICAL EMERGENCY	FIREFIGHTER INTERVENTION
1. Allergic Reaction	Baseline Vitals, maintain airway, O2 via NRB/BVM, carry and deliver epinephrine based on Red Cross Standards and under the guidance of Medical Oversight Program
2. Choking- All (infant, child, adult)	Baseline Vitals, perform rescue procedures to clear obstruction, maintain airway and perform CPR if required
3. Chest Pain/Heart Problem	Baseline Vitals, O2 via NRB/BVM, maintain airway and defibrillate if required
4. Electrocutation	Baseline Vitals, Perform CPR, rescue breathing, maintain airway, apply AED and defibrillate when prompted may require spinal precautions.
5. Environmental Exposure - Heat	Baseline Vitals, Active Cooling -Ice Packs, O2 if deemed necessary, possible rescue from a remote location
6. Environmental Exposure - Cold	Baseline Vitals, Active Heating – Blankets, O2 if deemed necessary, possible rescue from a remote location
7. MVC – Enclosed Seating	Baseline Vitals, manage uncontrolled bleeds, spinal precautions if required, provide O2 via NRM/BVM if required, CPR, maintain airway, vehicle stabilization, patient extrication
8. MVC – Exposed Seating	Baseline Vitals, manage uncontrolled bleeds, spinal precautions if required, provide O2 via NRM/BVM if required, CPR, maintain airway,

	possible rescue from a remote location, vehicle stabilization, patient extrication
9. MVCs- Person(s) Struck	Baseline Vitals, manage uncontrolled bleeds, spinal precautions if required, provide O2 via NRM/BVM if required, CPR, maintain airway
10. MVC – Unknown Details	Baseline Vitals, manage uncontrolled bleeds, spinal precautions if required, provide O2 via NRM/BVM if required, CPR, maintain airway, vehicle stabilization, patient extrication
11. Overdose	Baseline Vitals, Rescue breathing via NRB/BVM, maintain airway and manage breathing until EMS or Police arrive to deliver Naloxone.
12. Stroke/CVA	Baseline Vitals, maintain airway if required, O2 via NRB/BVM if required
13. Trauma- All (blunt, assault, penetrating, wound, farm accident, industrial accident, uncontrolled bleed, burns)	Baseline Vitals, manage uncontrolled bleeds, spinal precautions if required, provide O2 via NRM/BVM if required, CPR, maintain airway
14. VSA/Cardiac Arrest - All (infant, child, adult)	Baseline Vitals, Perform CPR, rescue breathing, maintain airway, apply AED and defibrillate when prompted
15. At request of EMS	Paramedics discretion i.e. lift assist, or any delayed response for any medical call they require fire to attend
16. Farm and Industrial Accidents	Baseline Vitals manage uncontrolled bleeds, spinal precautions, provide O2 via NRM/BVM if required, CPR, maintain airway. May involve extrication from machinery and equipment and may be in a remote location requiring complex removal to an ambulance.

Other Emergency Responses:

Motor Vehicle Accidents

- Patient extrication using hydraulics, battery and electric-powered equipment, air bags, cribbing, struts and various hand tools to gain access to and extricate entrapped or entangled persons from industrial machinery, agricultural equipment and vehicles such as automobiles, trucks, buses, aircraft, passenger trains.
- Personnel trained to NFPA 1001 Standard for Firefighter Professional Qualifications and NFPA 1006, Chapter 8 Vehicle Rescue.
- Traffic control in the absence of police or as directed by police and when required to maintain a safe work area for emergency responders.
- Scene stabilization and patient care.

- Transportation incidents involving trains, aircraft and watercraft requiring scene stabilization, hazard mitigation or environmental protection and activating any or all necessary allied agencies to assist.
- When conditions and equipment permit, control leaks and spills onto/into the environment.

Remote Extrication

- To assist police and/or EMS in the search/extrication of patients from trails or remote locations.
- Typical patients include hikers, bikers, skiers, horseback riders, snowshoeing, climbers.
- Respond on foot where ATV/RTV access is not possible and limited by terrain and weather conditions.

Farm Accidents

- Responding to remote areas, roll overs, entanglements, confined space, and/or silos.
- Using hand tools, heavy hydraulics, and/or air bags as required.
- Personnel trained to NFPA 1001 Standard for Firefighter Professional Qualifications.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Industrial Accidents

- Responding to entanglements, electrical hazards, and/or chemical hazards.
- Using hand tools, heavy hydraulics, and/or air bags as required.
- Personnel trained to NFPA 1001 Standard for Firefighter Professional Qualifications and NFPA 1006 Chapter 12 Machinery Rescue Awareness Level.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Rope Rescue:

Confined Space Rescue

- NFPA 1006 Chapter 7 Confined Space Rescue at the Awareness Level.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Low Angle Rescue (Flat land or mild sloping surface)

- Used to perform patient extraction or stabilization i.e. vehicle accidents, farm accidents.
- Rescue provided using hand tools, ropes, and/or pulley systems.
- Personnel training to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 5 Rope Rescue Operations Level;
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Water Rescue:

Floodwater

- Technician Level response.
- Firefighter support crews will be trained to Floodwater Chapter 23 *Operations Rescuer Professional Qualifications*.
- Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 23 Floodwater Rescue.

Swift Water

- Shore based response wearing PFD's and using throw bags and/or reachpole(s).
- Personnel training to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 17 Swiftwater Search and Rescue Operations Level.
- Technical Rescue will be provided by Kitchener Fire Department as and when requested by WFD.

Ice Rescue

- Technician Level response.
- Firefighter support crews will be trained to NFPA Ice Rescue Chapter 19 *Operations Rescuer Professional Qualifications*.
- Personnel training to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 19 Ice Rescue Technician Level.

Surface Water

- Technician level response.
- Firefighter support crews will be trained to NFPA Surface Water Chapter 16 *Operations Rescuer Professional Qualifications*.
- Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 16 Surface Water Rescue Technician Level.

Services Requiring Outside Agencies:

Structural Collapse Rescue

- Personnel trained to Awareness Level.
- WFD shall provide support and assistance to the responding agency.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Trench Rescue

- Personnel trained to Awareness Level.
- WFD shall provide support and assistance to the responding agency.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Hazardous Materials

- Personnel trained to Awareness Level.

- WFD shall provide support and assistance to the responding agency.
- Technician level response will be provided by Kitchener Fire Department as and when requested by WFD.

Large Animal Rescue

- Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications Chapter 9 Animal Awareness Level.
- Includes responses to farm properties and roadways.
- As requested by outside agencies (police services, EMS);
- Liaise with SPCA, Police Services, Farm Animal Rescue Ontario or other appropriate agency, dependent on needs and circumstances.

Elevator Rescue

- Personnel trained to Awareness level only.
- As requested by outside agencies (Delta Elevators, Thyssen Elevators).
- Elevator Service Contractor to be contacted.

APPENDIX "B"
PUBLIC EDUCATION AND FIRE PREVENTION POLICY

Policy Statement

This fire prevention policy has been reviewed and approved by Township Council and is applicable in its entirety for the whole of the Township.

The fire service is regulated in Ontario through provincial legislation that includes the Fire Protection and Prevention Act (FPPA), 1997, S.O. 1997. Part II of the FPPA states that:

2.1(1) every municipality shall,

- a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- b) Provide such other Fire Protection Services as it determines may be necessary in accordance with its needs and circumstances.

WFD is committed to safely protecting life, property and the environment through the strategic and professional delivery of Public Education, Fire Prevention and Emergency Response.

Public Fire Safety Education

Public Education is a legislative requirement under the FPPA. It is the 1st of the 3 lines of defence (Public Education, Prevention and Fire Suppression).

Education initiatives shall be delivered by WFD utilizing, but not limited to, the following best practice and recognized methods:

- Fire prevention awareness and educational programs delivered to the community, including all demographics and utilize all available media outlets and resources.
- The Department will make fire prevention information, pamphlets and literature available to the public and on request.
- Provide general fire and life safety awareness which promote a safe community on such topics as:
 - smoke alarms,
 - home escape planning,
 - cooking,
 - smoking,
 - candles,
 - alcohol,
 - heating safety, and
 - carbon monoxide detectors.
- Provide targeted fire and life safety education programs to specific audiences such as students, seniors, tenants and vulnerable occupants.
- The Department may take part in public events, fairs, festivals or any appropriate event by staging fire safety displays, emergency or disaster preparedness and providing educational information and will include Fire Prevention Week and Emergency Management Week.

- When available, props may be provided to enhance fire education such as, but not limited to, a Fire Safety Education Trailer.
- Participate in arson prevention programs for children and collaborate with law enforcement and mental health professionals to work with children, teens and their families.
- Deliver fire extinguisher training for the general public and businesses.

Smoke and CO Alarm Program:

The Department will conduct a Smoke and CO Alarm Program on an annual basis with the goal of reducing deaths and injuries due to fire and carbon monoxide exposure.

Community Risk Assessment:

The Risk Assessment shall be reviewed and revised annually and as per O. Reg 378/18 will be renewed using a third-party consultant every 5 years.

Detailed reports of public fire education and fire prevention activities shall be provided to the Fire Chief, utilizing the Department Records management system on a continuous basis to assist in the analysis and preparation for the Department reports to Council.

Fire Code Enforcement:

In accordance with this bylaw, Department personnel are not appointed building inspectors pursuant to subsection 2 of Section 3 of the Ontario Building Code Act 2012. Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the CBO.

Perform fire and life safety inspections, including inspections upon complaint or request and as required by the FPPA and for the purposes of this bylaw, will include the following:

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the CBO;
- The Fire Prevention Division will review and provide comments on Planning Act applications when circulated by the Development Services Department;
- The Fire Prevention Division will collaborate with the CBO and the Building Division on the technical review (plans review) of Residential Group C, Mid Rise(4+ stories) or High Rise(6+) buildings or complex buildings, with respect to fire and life safety requirements that follow the Ontario Fire Code, NFPA or any other codes or legislation applicable to fire and life safety, and may include:
 - Fire safety plans
 - Firefighter safety
 - smoke and fire alarm systems
 - automatic fire sprinkler systems
 - emergency power systems
 - emergency lighting systems
 - exiting and occupant load
 - hose and standpipe systems
 - hazardous processes/operations and protection
 - smoke control systems
 - kitchen suppression systems; and,

- water supply reservoirs and dry hydrants.
- CBO may collaborate with the fire prevention division prior to ICI building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- Prior to granting occupancy of ICI buildings, the CBO may arrange with the fire prevention division to conduct a final walk thru on such ICI buildings that has fire protection systems or may have an impact on Firefighter safety.
- CBO will advise the Department when building occupancy has been granted and/or building permits close on ICI buildings that has fire protection systems or may have an impact on Firefighter safety.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, CBO will provide access to all installation, test and verification reports of Fire and Life Safety Protection Systems to the Department upon completion of the project or occupancy of the building.

Retrofit:

- When conducting inspections that may involve retrofit requirements, the 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 Department will inspect any properties governed by FPPA Part 9 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 with the CBO where OBC requirements are identified to comply with the Ontario Fire Code.
- The fire prevention division shall advise the CBO accordingly and provide a copy of the any orders issued on the building(s).

Fire Code Enforcement:

- The Department shall enforce the Ontario Fire Code in accordance with Part VII of the FPPA, where building owners fail to comply with requirements of the Act or the regulations and may include the following requirements:
 - inspections to Fire Code compliance – all classes of buildings;
 - assistants to the Fire Marshal for FPPA actions or Fire Marshal's Orders;
 - bylaw enforcement – specific to fire related matters;
 - reports;
 - court preparation;
 - evidence – crown briefs;
 - pre and post court inspections;
 - prosecution and court attendance;
 - follow-up after court;
 - witness statements; or
 - title search.

Ontario Fire Code References to the Ontario Building Code:

Where the Ontario Fire Code references the Ontario Building Code for compliance requirements, the following shall apply:

- The CBO shall be notified in writing by the Fire Prevention Division, of the circumstances, and be provided with a copy of the order which has been issued to the building owner.
- The Fire Prevention Division shall direct the building owner to the Development Services Department for all issues relating to the OBC, Planning Act requirements and related permits.
- The CBO shall keep the Fire Prevention Division informed of project status and approvals and once all requirements have been satisfied to permit closure of the file(s).

Fire Investigation and Cause Determination:

Under clause 9.(2)(a) of the FPPA, it is the duty of the Ontario Fire Marshal to investigate the cause, origin and circumstances of any fire or of any explosion or condition that in the opinion of the Fire Marshal might have caused a fire, explosion, loss of life or damage to property.

As an Assistant to the Fire Marshal the Fire Chief and the Fire Prevention Officer is charged with ensuring this task is completed in the Township of Wilmot.

- The Department will investigate all fires within its' responding area with the intent to determine cause for the purposes of reporting and developing public education programs accordingly.
- The Department will have a minimum to two (2) qualified fire investigators.
- The Ontario Fire Marshal Office (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines.
- Waterloo Regional Police Services will be notified if, at any time, fire crews determine possible criminal activity, loss of life or require assistance.
- Buildings damaged by fire or found to have structural damage, unsafe for human occupancy, will be reported to the CBO or designate when time permits by the Department. To ensure the CBO or designate can assess the building for structural integrity or unsafe condition and take appropriate action regarding public or occupant safety.
- Duties of the fire inspector may include the following:
 - fire Investigation – Cause and Origin;
 - scene examination;
 - witness statements;
 - title search;
 - compile report;
 - determine action – lay charges if applicable;
 - court prep, if applicable;
 - liaison – police services, OFMEM, insurance companies, ESA, TSSA, arson investigation and coordinate counselling services;
 - post fire cause and origin interviews;
 - cause actions;
 - counselling;
 - victim assist;
 - report preparation; and/or
 - training or educational opportunities ie: after the fire campaign.

Investigation and follow-up shall be conducted at all fire related incidents which involve public occupancies, including:

- all structure fires;

- fire related matters within Township owned buildings, such as alarms, complaints, fires, investigations;
- fire alarms, water flow alarms or any other fire related matters; and,
- false alarms involving schools, nursing homes, and any building sending numerous false alarms.

Fire Loss Statistics:

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

Change of Ownership or Occupancy Use:

- Change of ownership inspections shall be conducted when requested by the purchaser or purchasers, or purchaser's solicitor, only where permission has been granted in writing from the owner(s) or the owner's agent. A fee shall be imposed for such inspections in accordance with the Township Schedule of Fees and Charges Bylaw.
- With any change of occupancy or use – inspections shall be conducted in conjunction with and in consultation with the CBO to ensure all relevant codes and regulations comply. The Ontario Building Code states that: changes in use of a building, or part of a building that constitute an increased hazard may require the issuance of a building permit.

Fees for Services & Information:

Fees will be charged as per the Township Schedule of Fees and Charges Bylaw and will be available on the Township of Wilmot website, or through the Department office.

Fire Inspection Frequency Objectives:

Fire Inspections shall be conducted on a managed scheduled basis where circumstance and resources allow and using the following guidelines:

- Circumstances may warrant deviation from the schedule from time to time based on staff availability and workload requirements.
- Priority shall be given to "life-safety" items and complaints from occupancies that have sleeping accommodations.
- All inspections with the Township will follow Table 1: Frequency Chart.
- All public indoor and outdoor events such as fairs, carnivals, on Township property, streets or roads and will include fireworks display, festivals, including food trucks and vendors and any form of burning or cooking shall be inspected prior to the commencement of their event for public fire safety issues.

Any mobile food vehicles shall be required to apply for a Refreshment Vehicle License (Fire Department requirements are addressed within this process) or food vendors using LPG fuel for cooking are required to submit all applicable reports to the fire prevention division a minimum of two weeks prior to the event. Any fee(s) for the Fire Safety Inspection(s) will be covered by event organizers as per the Township Schedule of Fees and Charges Bylaw.

Table 1: Frequency Chart

TYPE OF OCCUPANCY

ASSEMBLY

Schools & Churches	Annually
Nursery / Day Care facilities	Annually
Licensed premises	Annually
Unlicensed premises	Annually
Others	Annually

INSTITUTIONAL

Hospitals	Annually
Nursing homes	Annually
Homes for Special Care	Annually prior to licensing

COMMERCIAL & BUSINESS

Mercantile	Every third year
Comprehensive mercantile	Every third year
Business/personal services	Upon request/complaint or deemed required by the fire prevention division

INDUSTRIAL

Factories / Complexes	Every other year
Industrial malls	Every other year

RESIDENTIAL

Apartments – 6 units or more	Annually
Single family duplexes and apartments up to 6 units	Upon request or complaint or deemed required by the fire prevention division
Home inspection program	Voluntary – every third year
Boarding/lodging houses/B & B's	Annually

Open Air Burn Permits:

Not Permitted:

- Open air burning is NOT permitted within the Township without the express approval of the Fire Chief in accordance with the Ontario Fire Code Division B Sentence 2.4.4 4 (1) and under permit.

Permitted:

- Open burning may be approved in accordance with the restrictions as set out in Bylaw 2004-42 and/or any superseding bylaw regarding open burning.
- The fire prevention division issues burn permits. When a burn permit is requested, the division approves the proposed fire area to ensure all the requirements of the bylaw are met.

Special Occasion Permits:

The fire prevention division is required to review special occasion permits by ensuring that buildings being used for an event are:

- fire safe;
- any cooking activities or heating is approved;
- an appropriate occupant load;
- tents have proper flame-retardant materials and certified;
- fire extinguishers or Fire Safety Plans when required; and,
- CBO is notified when tents exceed 60 sq. metres (645 sq. ft.) or a group of tents are closer than 3m apart to obtain a building permit as required by the OBC.

Liquor License Approvals:

- The fire prevention division shall participate in all requests to set the occupant load for establishments that are applying for a liquor license, following the provisions set out in both the Ontario Building Code and the Ontario Fire Code.

APPENDIX "C"

EMERGENCY MANAGEMENT

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to develop and implement an emergency management program, which shall consist of:

- an Emergency Plan;
- training programs and exercises for employees of the Township and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public education on risks to public safety and on public preparedness for emergencies;
- other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- designate an employee of the Township or a member of the Council as its Emergency Management Program Coordinator;
- establish an Emergency Management Program Committee;
- establish an Emergency Control Group;
- establish an Emergency Operations Centre to be used by the Township's Emergency Control Group in an emergency; and
- designate an employee of the Township as its Emergency Information Officer;

The Emergency Management Program for the Township will be developed, maintained and delivered by the WFD. The CEMC, and alternates, of the Township will prepare and review all requirements and provide annually, at minimum, to the Emergency Management Program Committee all legislated requirements consistent with, and in accordance with the Act, regulations and best practices, including the components of emergency management, namely, prevention, mitigation, preparedness, response and recovery, and such program shall include:

- **PREVENTION/MITIGATION:** Actions taken to reduce or eliminate the effects of an emergency or disaster.
- **PREPAREDNESS:** Actions taken prior to an emergency or disaster to ensure an effective response. These actions include development of an Emergency Response Plan, a business continuity plan(s), training, exercises and public awareness and education.
- **RESPONSE:** Actions taken to respond to an emergency or disaster.
- **RECOVERY:** Actions taken to recover from an emergency or disaster.

To achieve annual compliance with the Act, Emergency Management Ontario requires these minimum essential requirements. The CEMC and alternates will at minimum follow this guidance:

- Designate a Community Emergency Management Coordinator (CEMC).
- Provide and maintain approved and mandated training to the CEMC and Alternate(s).
- Establish an Emergency Management Program Committee.
- Designate a Chairperson of the Emergency Management Program Committee.
- Bylaw adopting an Emergency Management program.

- Annual review of Community Risk Profile.
- Establish an Emergency Response Plan.
- Designate an Emergency Operation Centre (EOC) and alternate.
- Ensure that the EOC has appropriate communications, equipment, back-up power capability or any things that are required to operate the centre(s).
- Annual review of the Townships Critical Infrastructure.
- Conduct annual training to the Emergency Management Program Committee and their alternates and support staff.
- Conduct an annual exercise for the Emergency Management Program Committee and their alternates and support staff.
- Designate a person to act as the Emergency Information Officer.
- Provide a Public Education Program.
- Conduct annual review of Emergency Management Program.
- Develop and deliver appropriate emergency preparedness information.
- Media relations – non-emergency.
- Council of the Township shall provide all necessary funds, as recommended by the Township Emergency Management Program Committee and CAO, and identify said funds in the Township annual budget process.
- The CEMC is authorized to make such administrative changes to the Emergency Management Plan as appropriate to keep the Plan current, such as personnel, organization and contact information updates.
- Any revisions that materially change the body of the Emergency Management Plan shall be presented to Council for approval as required by the Act.