

ESTABLISHING AND REGULATING BYLAW  
CORPORATION OF THE TOWNSHIPS OF TEMAGAMI

By law No. 92-284

Being a Bylaw to Establish a Fire Department /

Whereas Section 210, Para 24 of the Municipal Act, R/.O. 1980 Chapter 302, provides that the Council may by bylaw/establish and regulate a Fire Department;

Therefore, the Council of the Corporation of /he Townships of Temagami enacts as follows:

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

"Approved" means approved by the /own Council

"Chief" means the one person af/inted by a by-law of the Council of the municipality to act as the Fire Chief, or his/her designate in his/he/ absence

"Council" means the Council of the Townships of Temagami

"Department" means the/Township of Temagami Fire Department

"Deputy Fire Chief/means the one person appointed by the council of the municipality to act in the place of the Fire Chief of tl/ Department in his/her absence or in the case of a vaca/cy in the department

"Fire Protection" means a range of programs designed to protect th/ lives and property of the inhabitants of the Fire Dep/tment response area from the adverse effects of fire/ sudden medical emergencies or exposure to danger/s conditions created by man or nature and incli/es fire prevention and public education, rescue and /suppression services

"/ill-time Fire Fighter" means a person regularly /mployed in the ire department on a full-time salaried /basis and assigned exclusively to fire protection or fire prevention duties, and includes officers and technicians

Repeated By: 99-460



"Rescue" means to extricate a person either living or dead from a place of danger, manmade or natural, which is authorized through by-law and/or Standard operating Procedure. This may include structure fires, auto extrication, dangerous/hazardous goods spills, explosions and occurrences, and any other hazardous situation within the department's fire fighting capabilities.

"Volunteer Fire Fighter" means a person who voluntarily acts as a fire fighter for a nominal consideration or honorarium

2. (A) The department for the Township of Temagami to be known as the Township of Temagami Fire Department is hereby continued and the head of the department shall be known as the Chief of the Department.
- (B) The goals statement of the department shall be as those in Appendix "A" of this by-law and the department shall be organized as per Table #1 forming a part of this by-law .
3. (A) In addition to the Chief of the Department, the Department shall consist of Deputy Fire Chief and such number of officers, Captains, and members as from time to time may deem necessary by council.
- (B) The strength of the department shall not fall below the recommended number set out in the Emergency Fire Services Plan Mobilizing Procedure Manual as part of the Mutual Aid System
4. (A) The Chief of the Department may recommend to the council the appointment of any qualified person as a member of the Department, subject to the approved hiring policies developed by the Chief.
- (B) Every member of the Department appointed for firefighting duties is subject to a medical examination at least once a year or at such other times as the Chief of the Department may require.
- (C) If a board of medical examiners finds that a member is physically unfit to carry out his/her duties as a firefighter and that such condition is attributed



to and a result of his/her employment in the department, the council may assign the member to other employment within the department after consultation and recommendations from the Chief.

5. (A) The Chief of the Department may reprimand, place the member on a list for extra firefighters without remuneration, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this by-law or general orders and departmental rules set out in the Standard Operating Procedure, that in the opinion of the Chief would be detrimental to the discipline, efficiency and/or safety of the Department.
  - (B) Following a suspension of any member the Chief of the Department shall report the suspension and his/her recommendations to the council.
  - (C) A member shall not be dismissed from the Department without being afforded the opportunity for a hearing before the member(s) of council or board of inquiry appointed by council.
  - (D) The member shall have seven days to notify Council in writing requesting his/her right to a hearing after being served with the proposal for his/her dismissal. The member will deemed to have been served after seven days from the date of mailing.
6. The remuneration/honorarium for all members of the Department shall be determined by Council.
  7. The Chief of the Department is responsible to Council for the proper administration and operation of the Department, for the discipline and conduct of its members and,
    - (A) shall develop, and publish such written standard operating procedures and such general orders as may be necessary for the care and protection of the department, department equipment and department



personnel, and generally for the efficient operation of the department, providing that the general rules and orders do not conflict with any Federal, provincial or municipal laws.

- (B) shall review the Standard Operating Procedure and policies of the Department for time to time and make recommendation for any changes.
  - (C) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws with respect to fire prevention and exercise the powers imposed on him/her by the Fire Marshals Act, and the Chief may authorize the Department members to:
    - i) pull down or demolish any building or structure to prevent the spread of fire,
    - ii) when unable to contact the property owner, to take such necessary action to secure the building(s) or property against the risk of fire, vandalism or other property damage.
    - iii) The Township may recover the expenses incurred by the actions of the Department to secure the property in a manner provided by the Municipal Act
8. The Deputy Fire Chief shall be the second ranking office in the Department and it shall be his/her responsibility to carry out the orders of the Chief, and in his/her absence, shall have the powers entrusted to the Chief and shall perform all the duties of the Chief.
9. The Chief shall be responsible for carrying out, or delegating in whole or in part by verbal orders, written orders or through Standard Operating Procedure the following duties:

Establishing the following Divisions within the Department,

DIVISION OF ADMINISTRATION  
DIVISION OF FIRE SUPPRESSION  
DIVISION OF FIRE PREVENTION  
DIVISION OF TRAINING



- a) Provide administration facilities for the Chief and Deputy Chief of the Department as council deems necessary.
- b) Prepare the Departmental budget and exercise control of the budget.
- c) Prepare the payroll of the Department and initiate requisitions for materials and services, certify all accounts and ensure that proper purchasing procedure of the municipality is followed.
- d) Ensure proper personnel records are maintained including medical and training records.
- e) Arrange for the provision of medical expenditures for medical services.
- f) Make recommendations for the construction of new buildings or renovation and repairs to existing buildings.
- g) Provide a liaison with Associations ie. Local Firefighters Assoc., FireChief's Assoc., etc.
- h) Prepare an annual report of the Department.
- i) Carry out the administrative duties of the Department.
- j) Provide liaison with the District Fire Advisor and/or the District Mutual Aid Co-ordinator.
- k) Maintain proper Fire records, Mutual Aid Activations and any other correspondence and reports as required from time to time.
- l) Prepare specifications for the purchase of apparatus and equipment,
- m) Issue clothing, protective equipment and cleaning supplies. He/she shall be required to ensure all personnel are trained and demonstrate their knowledge on the equipment that the member shall be required to operate or use. This shall be done through bi- monthly practices or special seminars or training sessions.



- n) Receive alarms and dispatch members and equipment as he/she deems necessary to effect a safe and efficient completion of the job task.
  - o) Shall attend any meetings, seminars and/or courses deemed necessary for the safe and efficient operation of the Department.
10. The Chief shall be responsible for carrying out, or delegating in whole or in part by verbal orders, written orders or through Standard Operating Procedure the following duties in the Division of Fire Suppression:
- a) Prevention , control and extinguishment of fires.
  - b) Conduct investigations of fire in order to determine the, origin, and, where appropriate, to request the assistance of the Fire Marshall and/or the Ontario Provincial Police to assist in the investigation,
  - c) Perform rescue operations salvage operations and render first aid assistance when required, saving that the first responsibility of the Department is the preservation of life and property and the responsibility of the Local or Provincial Ambulance service shall be responsible for providing medical assistance at the scene of an alarm.
  - d) Respond to such emergencies as may be required and authorized by by-law.
  - e) Participate in such training sessions and/or courses as are deemed necessary.
  - f) Conduct pre-firefighting operations and planning.
  - g) Preform apparatus maintenance and cleaning duties.
11. The Chief shall be responsible for carrying out, or delegating in whole or in part by verbal orders, written orders or through Standard Operating Procedure the following duties in the Division of Fire Prevention:
- a) Conduct fire prevention inspections of premises.
  - b) Enforce the Fire Code, Building Code as it relates fire hazards and municipal fire prevention by-laws.



- c) Provide and assist the public and members with fire prevention lectures.
12. The Chief shall be responsible for carrying out, or delegating in whole or in part by verbal orders, written orders or through Standard Operating Procedure the following duties in the Division of Training:
- a) Establish a training program for the department, complete and maintain training records for the members.
  - b) Administer training programs at the stations or at location suitable for the required training.
  - c) Prepare and conduct examinations during training exercises as may be required.
13. (A) The Chief shall develop an approved promotional policy based on fire related experience, written, practical or verbal examinations.
- (B) As part of the promotional policy, the Chief and the Deputy Chief shall evaluate all members of the department who are participating the promotional process.
- (C) When in the opinion of the Chief, all of the factors for promotion are equal then the seniority of the member with the Temagami Fire Department governs.
14. (A) The Department shall not respond to a call with respect to an emergency or fire outside the limits of the municipality except with respect to a fire or emergency,
- 1) that in the opinion of the Chief threatens property in the Municipality or property situated outside the municipality that is owned by the Municipality,
  - 2) that in a municipality with which an agreement has been entered into to provide fire protection,
  - 3) that under the discretion of the Chief to a municipality to participate in the Nipissing/ Parry Sound District Emergency Fire Service Plan or any other plan or program on a reciprocal basis.



4) on those highways that under the jurisdiction of the Ministry of Transportation or within the District where the District has established a rescue system,

5) on property beyond the Municipality boundary where the Chief or designate determines that the immediate action is necessary to preserve and protect life and property. The Chief or his/her designate shall inform the appropriate department and contact the Reeve or his/her alternate prior to leaving the municipality.

6) the department shall not leave the Municipality unprotected and shall only take one vehicle with sufficient equipment a members to assist the responding department.

7) the Chief may authorize a vehicle to leave the municipality, after consulting with council, for repairs that in his/her opinion cannot be effected within the Township.

8 Members acting in accordance with this section shall be covered by all insurances, compensation and coverages as if they were responding to an alarm within the Municipality.



## APPENDIX "A"

### PRIMARY GOALS OF THE TEMAGAMI FIRE DEPARTMENT

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature: first to their municipality: second to those municipalities requiring assistance through authorized emergency fire service plans and programs (Mutual Aid) activities: and third, to those municipal ities/agencies which are provided fire protection by the fire department via authorized agreements.

Primary objectives of the Fire Department:

In order to achieve the goal of the Fire Department, necessary funding must be in place and the following objectives met:

1. Identify and review the requirements of the Fire Department in the municipality.
2. Provide an administrative process consistent with the needs of the Department.
3. Ensure that the fire fighting equipment and operating personnel are available within the municipality to provide adequate response to citizen's call within a reasonable length of time.
4. Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co-operate with other municipal departments with respect to management, training and other programs.
5. Provide a maintenance program to ensure all fire protection equipment, including allied equipment, is ready to respond to emergency calls.



6. Provide a effective fire prevention program to:

a) Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings.

b) Reduce and/or eliminate fire hazards.

c) Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulation in respect to fire safety.

7. Develop and maintain a effective public information system and develop educational programs, with particular emphasis of school fire safety programs: and commercial and industrial and institutional staff training.

8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.

9. Develop and maintain a good working relationship with all federal, provincial and municipal department, utilities and agencies, related to the protection of life and property.

10. Interact with other municipal departments respecting the aspects of fire on any given program.

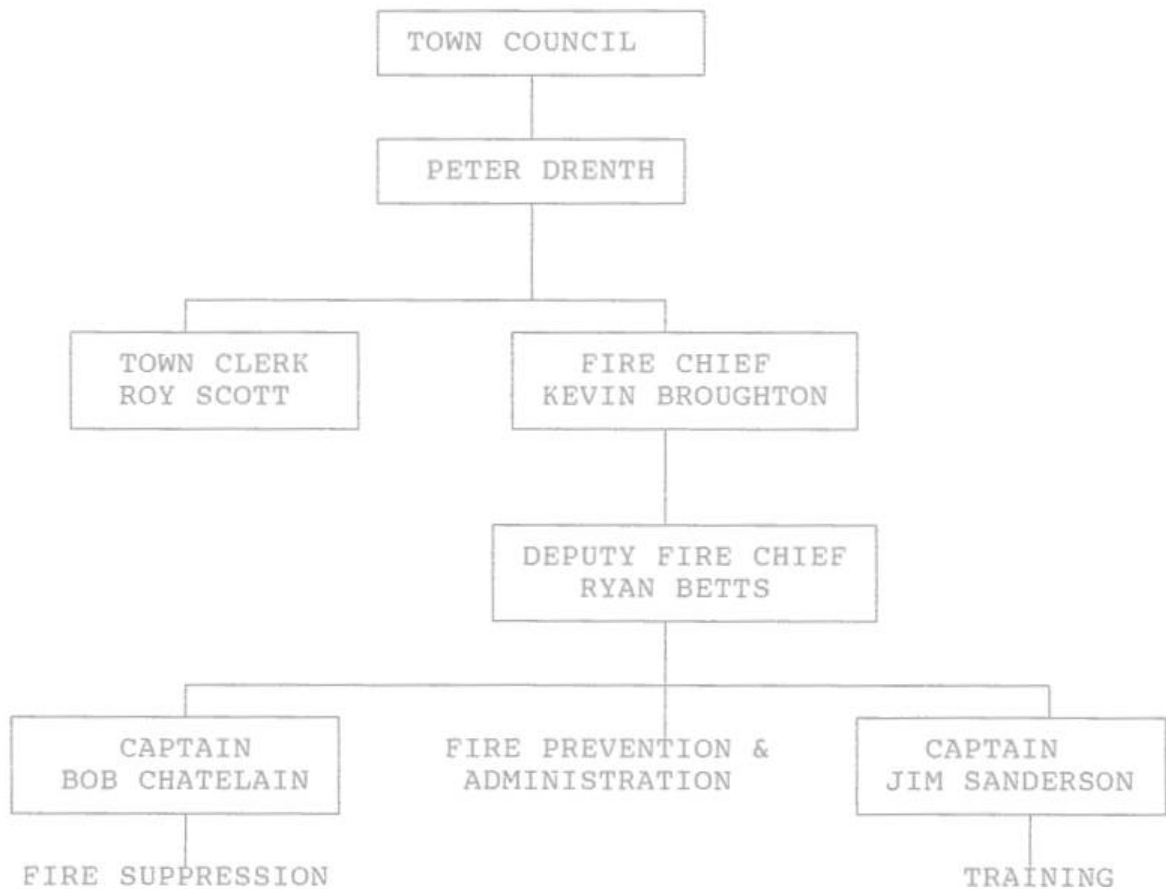
11. Ensure that these objectives are not in conflict with other municipal departments.



# ORGANIZATIONAL FLOW CHART

## TEMAGAMI FIRE

### DEPARTMENT





Read a first and second time this 12th day of March, 1992

Read a third time and finally passed this 12th day of March, 1992.

  
REECE

  
CLERK