



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Tuesday, January 18, 2022 at 7:00 p.m.
ELECTRONIC

This meeting is being conducted by means of Electronic Participation by a majority of board members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode.

One tap mobile

+16475580588,,84743861462# Canada

+17789072071,,84743861462# Canada

Dial by your location

+1 647 558 0588 Canada

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Meeting ID: 846 0224 8258

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Join Zoom Meeting

<https://us02web.zoom.us/j/84602248258>

1. Call to Order

2. Appointment of the Chair, Vice-Chair and Secretary

Draft Motion: THAT _____ be appointed to the position of Chair, _____ be appointed to the position of Vice Chair and that _____ 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

Draft Motion: THAT the January 18, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

5. Approval of Previous Meeting's Minutes – November 16, 2021

Draft Motion: THAT the Minutes of the Mulmur-Melancthon Fire Board dated November 16, 2021, be approved as copied and circulated.

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

a) Accounts

Draft Motion: THAT the operating accounts as presented in the amount of \$22,487.19 be approved.

AND THAT the capital accounts as presented in the amount of \$1,858.18 be approved.

8. Administration

a) 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

Draft Motion: THAT the Board conducted their annual review of the Establishing an Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;
AND THAT no action is to be taken.

b) Old/Surplus Equipment Disposal (verbal)

c) General Fire Chief Update (verbal)

9. Information Items

10. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Draft Motion: THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at _____p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of November 16, 2021 Closed Session Minutes.

Draft Motion: THAT the Mulmur-Melancthon Fire Board do rise out of closed session at _____p.m.

11. Adjournment

Staff Recommendation: THAT we do now adjourn at _____ pm to meet again on March 15, 2022, at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD Tuesday, November 16, 2021 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Ken Cufaro, Vice Chair – Mulmur Township
Earl Hawkins – Mulmur Township
Mathew Waterfield – Fire Chief
Heather Boston – Secretary
Darren White – Melancthon Township
Brendon Bogers – Deputy Chief

1. **Call to Order** – meeting was called to order by the Chair at 7:01 pm

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. **Declaration of Pecuniary Interest**

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

No Declarations of Pecuniary interest were stated at this time.

4. **Approval of the Agenda**

Motion by: Cufaro/Hawkins

THAT the November 16, 2021, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

5. **Approval of Previous Meeting's Minutes – September 21, 2021**

Motion by: Hawkins/Cufaro

THAT the Minutes of the Mulmur-Melancthon Fire Board dated September 21, 2021, be approved as copied and circulated.

CARRIED.

6. Finance

a) Accounts

Motion by: White/Cufaro

THAT the operating accounts as presented in the amount of \$21,878.27 be approved.

AND THAT the capital accounts as presented in the amount of \$20,335.04 be approved.

CARRIED.

b) Draft 2022 Budget

Motion by: White/Cufaro

THAT the Board approve the draft 2022 budget as amended

AND THAT it be forwarded to each Council for consideration.

CARRIED.

c) 2022 Capital Forecast

- Received as information

d) 2022 Pay Grid

Motion by: Hawkins/Cufaro

THAT the 2022 proposed pay grid be approved as presented.

CARRIED.

7. Old/New Business

a) Letter to Amend Communications Agreement with Tillsonburg

- Staff to gather info from other Fire Departments to find out what they are paying
- Staff to provide the Board with historical costs for dispatch compared to our current costs and projected costs per the letter from Tillsonburg

b) General Fire Chief Update (verbal)

- Repeater transferred and then returned to Whitfield tower due to interference in the signal and will remain there until they find out what is causing the interference

8. Correspondence – None

9. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Motion by: Hawkins/White

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:39 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of May 18, 2021 Closed Session Minutes.

CARRIED.

Motion by: White/Cufaro

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 8.01 p.m. and return to the regular meeting.

CARRIED.

Motion by: Hawkins/Cufaro

THAT the Board approve the hiring of Chris Curd as Volunteer Firefighters; AND THAT all conditions of the Hiring Policy apply.

CARRIED.

10. Adjournment

Motion by: Cufaro/White

THAT we do now adjourn at 8.02 pm to meet again on January 18, 2021, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

DRAFT

Accounts Payable

AP Operating Approval List Nov 11 - Jan 14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2022-01-14 Paid Invoices Cheque Date 2021-11-11 to 2022-01-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000006	AJ STONE COMPANY LTD	0000163685	ACCOUNTABILITY BOARDS	000980	2021-11-29	2021-11-30	655.40
			02-1094-5115 ACCOUNTABILITY BOARDS				655.40
091194	BELL MOBILITY INC.	NOV 13 2021	NOV CELL PHONE	000398	2021-11-13	2021-11-30	22.02
			02-1094-5120 NOV CELL PHONE				22.02
091194	BELL MOBILITY INC.	DEC 13 2021	DEC CELL PHONE	000407	2021-12-13	2021-12-31	21.55
			02-1094-5120 DEC CELL PHONE				21.55
Vendor Total							43.57
000405	DEPENDABLE EMERGENCY V FS10324		P41 WATER TANK LEAK REPAIRS	000991	2021-12-17	2021-12-22	1,552.73
			02-1094-5161 P41 WATER TANK LEAK REPAIRS				1,552.73
000405	DEPENDABLE EMERGENCY V FS10299		SQ44 PRESSURE VALVE REPAIRS	000991	2021-12-08	2021-12-22	918.13
			02-1094-5164 SQ44 PRESSURE VALVE REPAIRS				918.13
Vendor Total							2,470.86
000037	FISHER'S REGALIA	48365	BADGES, INSIGNIAS	000981	2021-07-30	2021-11-30	400.09
			02-1094-5115 BADGES, INSIGNIAS				400.09
091189	FIVE9 SOLUTIONS INC.	INV000935	KENWOOD VHF PORTABLE RADIO	000982	2021-11-30	2021-11-30	1,483.35
			02-1094-5116 KENWOOD VHF PORTABLE RADIO				1,483.35
000013	FLUENT INFORMATION MANA INV-6351		WHO'S RESPONDING APP	000988	2021-12-01	2021-12-10	1,243.00
			02-1094-5120 WHO'S RESPONDING APP				1,243.00
001363	HYDRO ONE NETWORKS INC. OCT 12 2021		OCT 2021 HYDRO	000393	2021-10-12	2021-10-20	493.97
			02-1094-5117 OCT 2021 HYDRO				493.97
001363	HYDRO ONE NETWORKS INC. NOV 10 2021		NOV 21 HYDRO	000395	2021-11-10	2021-11-18	443.56
			02-1094-5117 NOV 21 HYDRO				443.56
001363	HYDRO ONE NETWORKS INC. DEC 9 2021		DEC 2021 HYDRO	000404	2021-12-09	2021-12-22	402.86
			02-1094-5117 DEC 2021 HYDRO				402.86
Vendor Total							1,340.39
090433	LARRY BYE MOBILE REPAIR 25910		PUMPER #41 INSPECTION	000983	2021-11-10	2021-11-30	1,974.39
			02-1094-5161 PUMPER #41 INSPECTION				1,974.39
090433	LARRY BYE MOBILE REPAIR 25977		P#44 BATTERY REPAIRS	000989	2021-12-03	2021-12-10	1,813.29
			02-1094-5164 P#44 BATTERY REPAIRS				1,813.29
Vendor Total							3,787.68
091079	MINISTER OF FINANCE	182508211114082	AUG 25 21 TRAINING	000979	2021-09-30	2021-11-18	65.00
			02-1094-5118 AUG 25 21 TRAINING				65.00
091079	MINISTER OF FINANCE	200502211300013	FEB 2021 TRAINING REFUND	000979	2021-02-05	2021-11-18	-130.00
			02-1094-5118 FEB 2021 TRAINING REFUND				-130.00
091079	MINISTER OF FINANCE	282810211505004	JULY TO SEPT REGISTRATION FEES	000979	2021-10-28	2021-11-18	325.00

Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2022-01-14 Paid Invoices Cheque Date 2021-11-11 to 2022-01-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			02-1094-5118		JULY TO SEPT REGISTRATION FEES		325.00
						Vendor Total	260.00
090908	RITCHIE, MARGARET	07	CLEANING JAN TO DEC 2021	000993	2021-12-28	2021-12-31	2,340.00
			02-1094-5114		CLEANING JAN TO DEC 2021		2,340.00
091167	RURAL RESCUE FIRST AID TR2296		NOV 13 SFA COURSE	000992	2021-12-16	2021-12-22	2,486.00
			02-1094-5118		NOV 13 SFA COURSE		2,486.00
091167	RURAL RESCUE FIRST AID TR2294		MASKS	000992	2021-12-16	2021-12-22	196.17
			02-1094-5143		MASKS		196.17
091167	RURAL RESCUE FIRST AID TR2310		SURGICAL MASKS	000994	2022-01-02	2022-01-07	90.40
			02-1094-5143		SURGICAL MASKS		90.40
000535	SHELBURNE HOME HARDWAF344202/1		BAY HEATERS THERMOSTAT	000985	2021-11-24	2021-11-30	65.52
			02-1094-5114		BAY HEATERS THERMOSTAT		65.52
000535	SHELBURNE HOME HARDWAF345060/1		PRO MELT SALT	000990	2021-12-05	2021-12-10	90.34
			02-1094-5114		PRO MELT SALT		90.34
						Vendor Total	155.86
090883	SPARLINGS PROPANE CO. LT 88725061978806		PROPANE	000400	2021-11-16	2021-11-30	1,771.76
			02-1094-5124		PROPANE		1,771.76
090883	SPARLINGS PROPANE CO. LT 88725061978807		PROPANE	000995	2021-12-27	2021-12-31	1,701.72
			02-1094-5124		PROPANE		1,701.72
						Vendor Total	3,473.48
091164	SWISH MAINTENANCE LIMITE S052949		GPS FEE: NOVEMBER	000986	2021-11-26	2021-11-30	197.75
			02-1094-5120		GPS FEE: NOVEMBER		197.75
091164	SWISH MAINTENANCE LIMITE S053131		GPS FEE: DEC	000996	2021-12-23	2021-12-31	197.75
			02-1094-5120		GPS FEE: DEC		197.75
						Vendor Total	395.50
090454	TD CANADA TRUST AUTO DEE OCTOBER 2021		NOV EFT S/C	000401	2021-10-31	2021-11-30	81.50
			02-1094-5146		NOV EFT S/C		81.50
090454	TD CANADA TRUST AUTO DEE NOV 30 2021		DEC EFT S/C	000408	2021-11-30	2021-12-31	25.00
			02-1094-5146		DEC EFT S/C		25.00
						Vendor Total	106.50
090994	TELIZON INC.	03500520211113	ACCT#35005 - FIRE NOVEMBER	000396	2021-11-13	2021-11-18	115.08
			02-1094-5120		ACCT#35005 - FIRE NOVEMBER		115.08
090994	TELIZON INC.	03500520211213	ACCT#35005 - FIRE DEC	000405	2021-12-13	2021-12-22	115.20
			02-1094-5120		ACCT#35005 - FIRE DEC		115.20
						Vendor Total	230.28

Accounts Payable

AP Operating Approval List Nov 11 - Jan 14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2022-01-14 Paid Invoices Cheque Date 2021-11-11 to 2022-01-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000052	TORONTO DOMINION VISA (M NOV 5 2021		NOVEMBER CASH BACK CREDIT	000406	2021-11-05	2021-12-22	-25.43
		02-1094-5146	NOVEMBER CASH BACK CREDIT				-25.43
000052	TORONTO DOMINION VISA (M DEC 6 2021		VARIOUS RECEIPTS	000406	2021-12-06	2021-12-22	775.56
		02-1094-5115	PRINCESS AUTO CHAINS				171.70
		02-1094-5121	DUFF APPAREL TOUQUES				405.11
		02-1094-5165	SCOT REINHART TRAILER RATCHETS				119.67
		02-1094-5160	BEST BUY RADIO SD CARD,USB				79.08
			Vendor Total				750.13
000077	TOWN OF GRIMSBY	8734	SEPT 13-15 COURSE	000987	2021-09-08	2021-11-30	205.94
			02-1094-5118 SEPT 13-15 COURSE				205.94
090441	TOWNSHIP OF MULMUR	037381	OCTOBER FUEL USAGE	000397	2021-11-08	2021-11-18	121.37
			02-1094-5112 OCTOBER FUEL USAGE				121.37
090441	TOWNSHIP OF MULMUR	037452	NOV FUEL USAGE	000403	2021-12-02	2021-12-10	251.22
			02-1094-5112 NOV FUEL USAGE				251.22
			Unpaid Invoices				0.00
			Paid Invoices				22,487.19
			Invoices Total				22,487.19
			Selected G/L Account Total				22,487.19

Accounts Payable

AP Operating Approval List Nov 11 - Jan 14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2022-01-14 Paid Invoices Cheque Date 2021-11-11 to 2022-01-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090698	M & L SUPPLY FIRE & SAFETY	010027	BUNKER GEAR - BOOTS, GLOVES	000984	2021-11-22	2021-11-30	1,858.18
			02-1095-5200				1,858.18
090698	M & L SUPPLY FIRE & SAFETY	009968	BUNKER GEAR - BOOTS	000984	2021-11-19	2021-11-30	139.10
			02-1095-5200				139.10
						Unpaid Invoices	0.00
						Paid Invoices	1,997.28
						Invoices Total	1,997.28
						Selected G/L Account Total	1,997.28



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 15th 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 Act²⁷ 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 Life³¹ 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 14th 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

Occupancy	Frequency
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

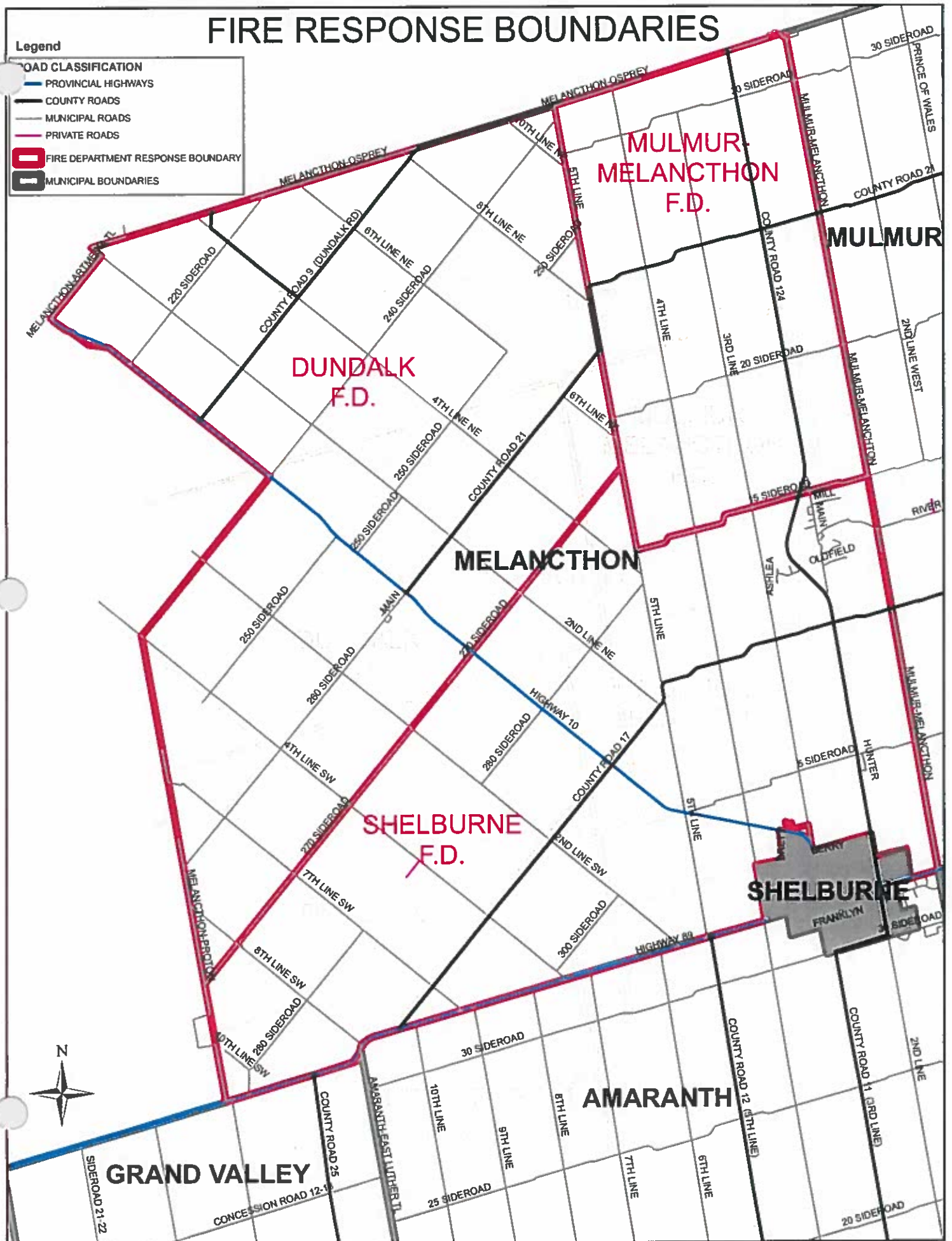
APPENDIX C

FIRE RESPONSE BOUNDARIES

Legend

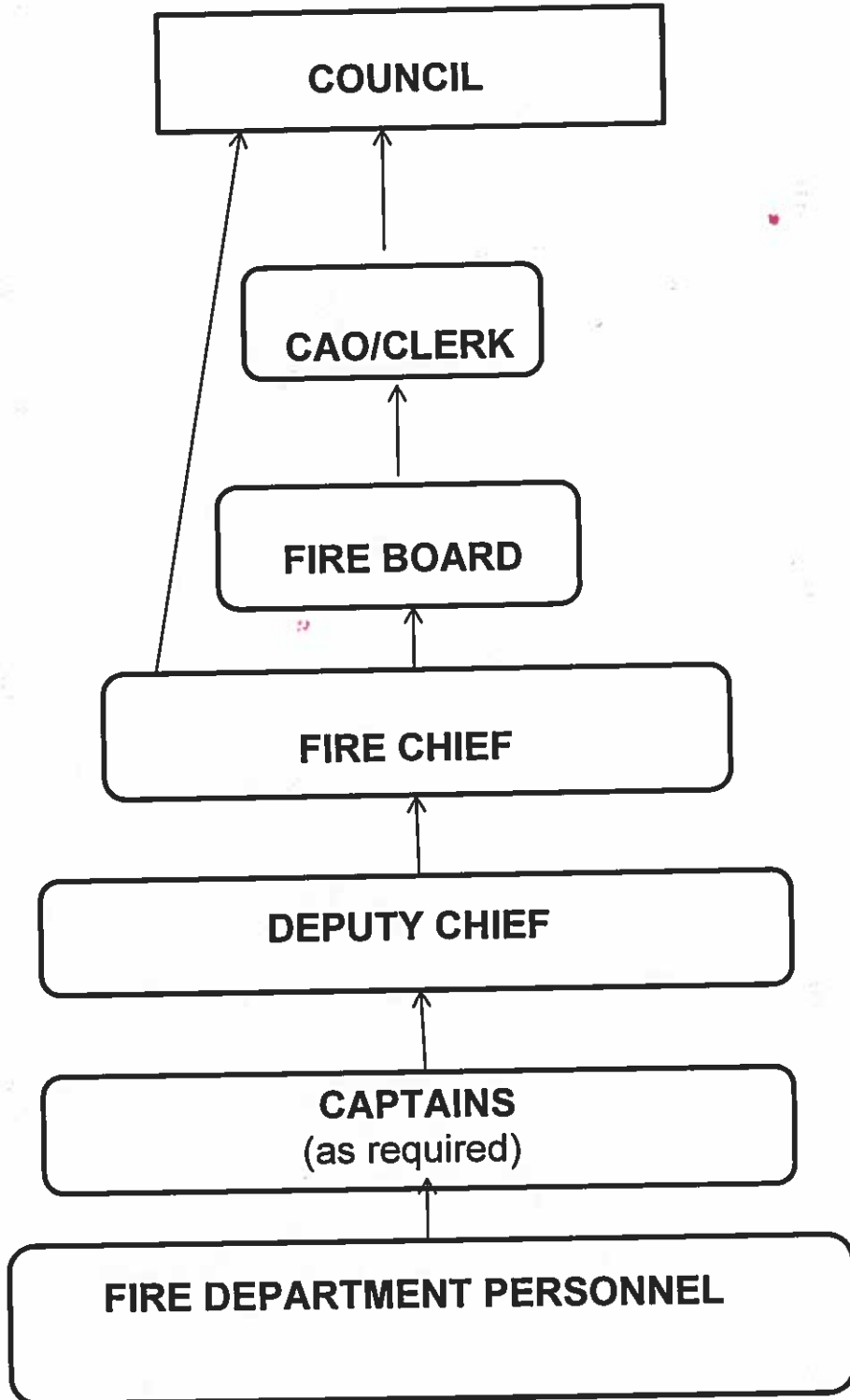
ROAD CLASSIFICATION

-  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.

Terry Horner

.....
CLERK.

Paul Mills

.....
MAYOR.

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

****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.

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:

- 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 OFM'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 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.

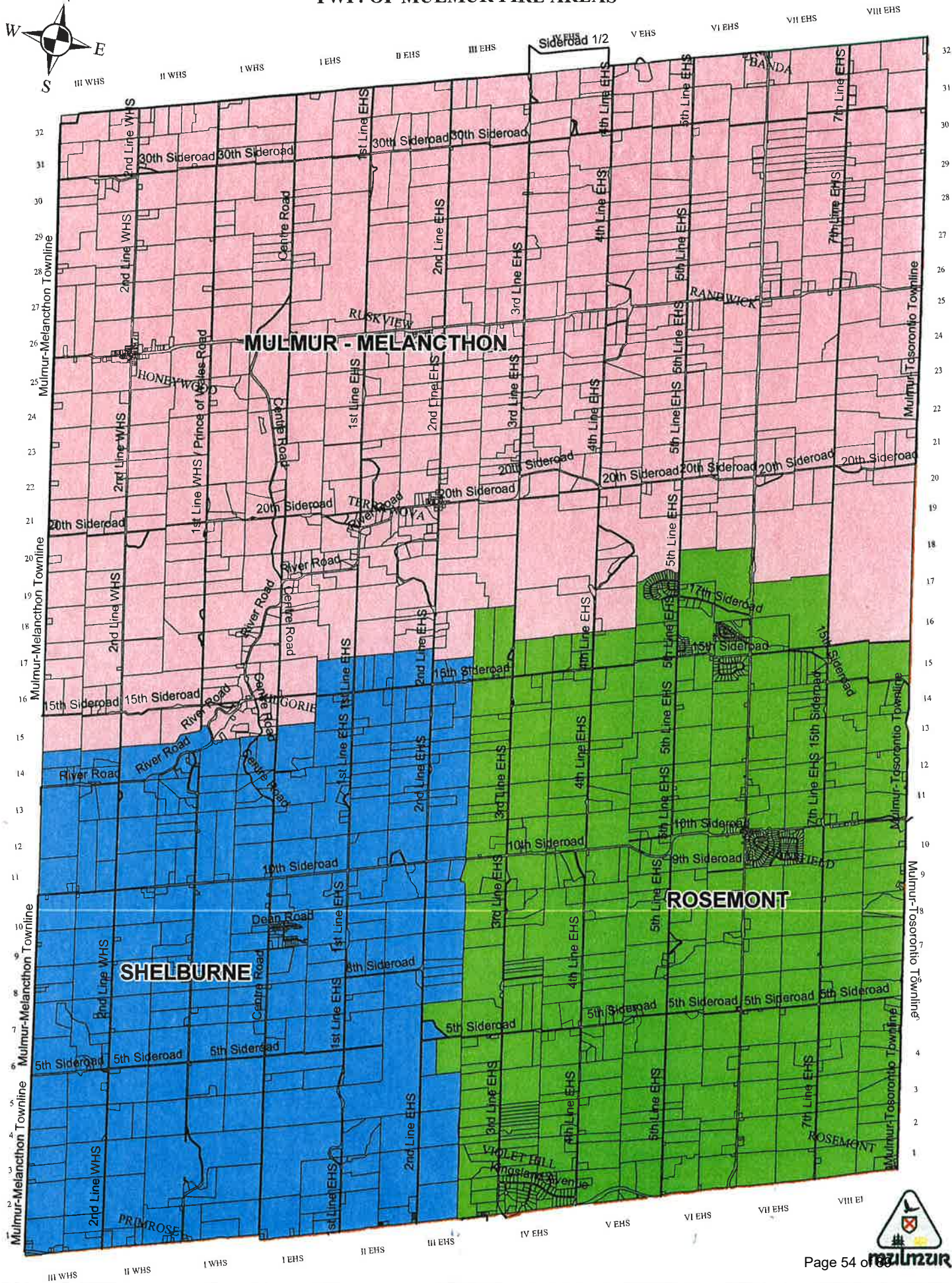
TYPES AND FREQUENCY OF INSPECTION

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

<i>Occupancy</i>	<i>Frequency</i>
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

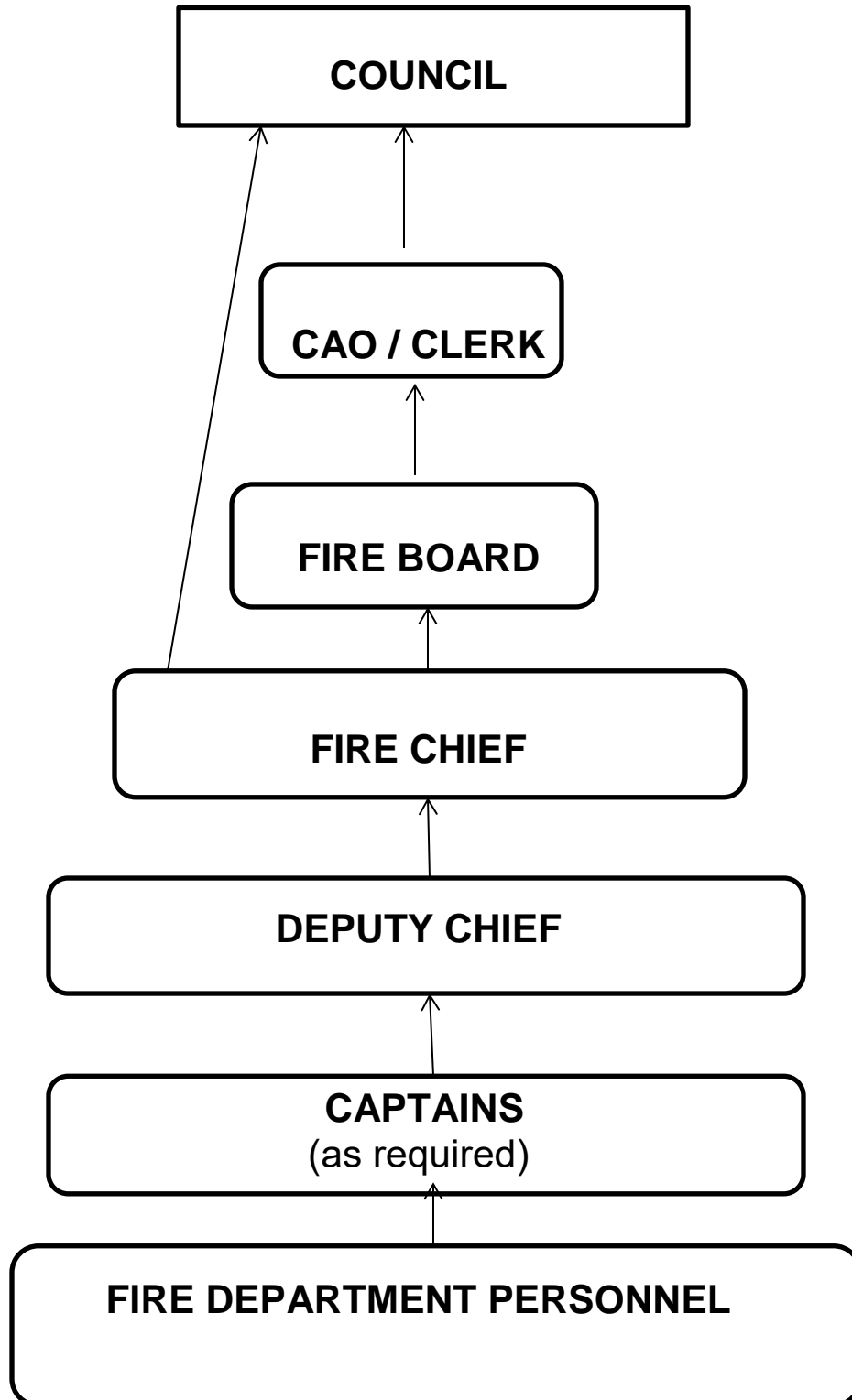
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or 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 11th 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 1st 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 30th 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.

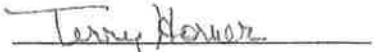
- d) If the Department is completely dissolved, the realized value of assets are to be split on a 50/50 basis between the two participating municipalities.
 - e) This agreement recognizes the construction of a new fire hall in the year 2003, which was completed in the year 2004. Financing of the construction 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



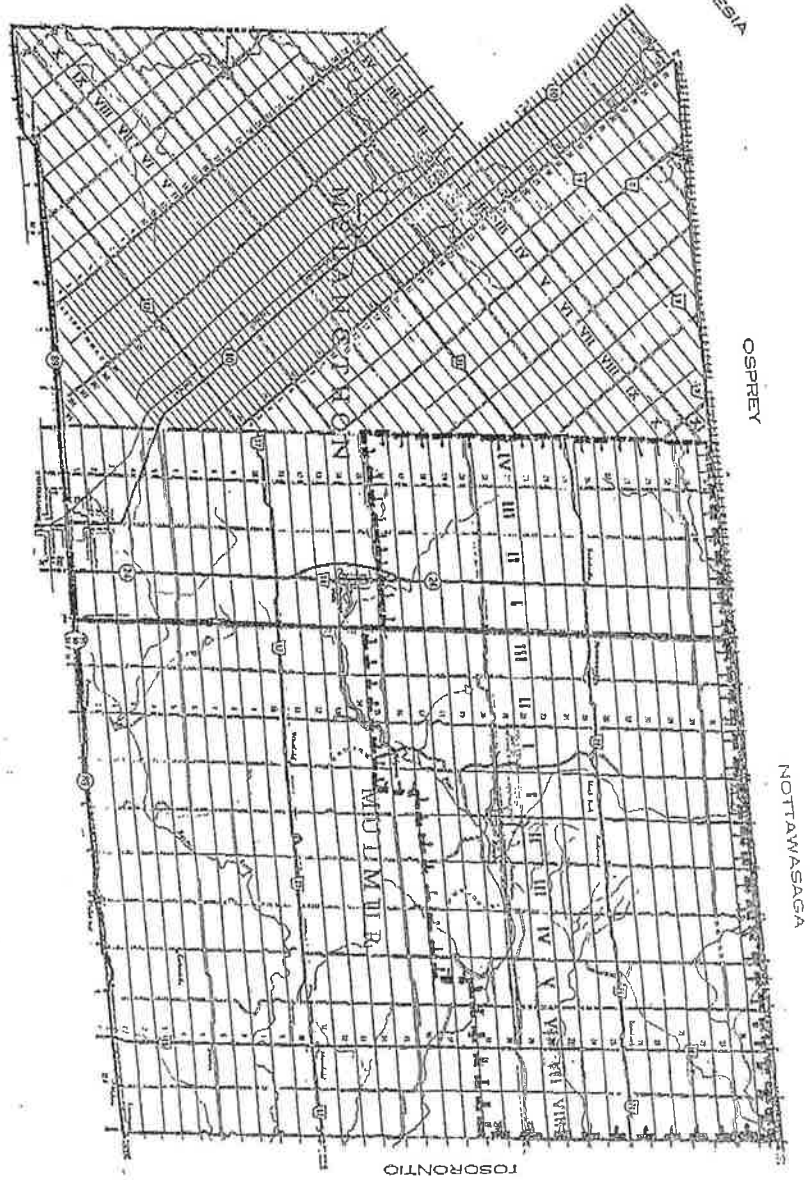
Per: Denise Holmes, CAO/Clerk-Treasurer

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%
TOTAL:	229,829,750	100.00%	761	100.00%	41	100.00%	100.00%

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.

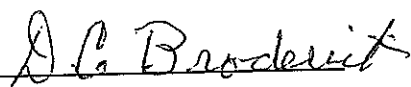
7.3. The Township may recover the costs of doing a matter or thing under this section from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

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

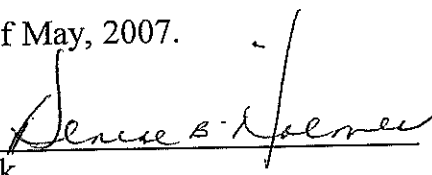
7.5. The Township shall not be liable to restore the property.

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

BY-LAW read a third time and passed this 3rd 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 31st 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

THIS BY-LAW REPLACES PREVIOUS BY –LAW 10-2004 AND PERMITS WILL NO LONGER BE ISSUED. BURNING IS ONLY PERMITTED IN ACCORDANCE WITH THIS BY-LAW. ENSURE YOU UNDERSTAND, FOLLOW AND KEEP THIS BY-LAW FOR FUTURE REFERENCE

CORPORATION OF THE TOWNSHIP OF MULMUR BY-LAW NO. 18 –14

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

WHEREAS the Ontario Fire Code, Ontario Regulation 213/07, 2.6.3.4 (1) provides that open air burning shall not be permitted unless approved, or unless such burning consists of a small, confined fire, supervised at all times, and used to cook food on a grill or a barbeque;

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

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

1. Every person setting, permitting to be set, maintaining, or permitting to be maintained, an open air burn authorized under any section of this by-law shall comply with all the conditions set out herein.
2. 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 understands the provisions of this By-law.
3. Every person shall comply with the following regulations:
 - A. The fire must be under constant supervision, have an extinguishing agent on hand and be under control from the time of lighting until it is totally extinguished;
 - B. The fire must be 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 must be a space free and clear of combustible material around the perimeter of such fire of at least 4.5 metres, (15 Feet);
 - D. A fire shall not be burned during periods of dry conditions or drought or when a prohibition has been declared pursuant to Section 11 of this by-law;
 - E. A fire shall not be burned when the wind velocity exceeds 16 k.p.h. (10 m.p.h.);
 - F. The dimension of a fire shall not exceed 3 metres, (10 feet), in diameter or 2 metres, (6 feet), in height for rural properties;
 - G. The dimension of a fire shall not exceed 1 metre, (3 feet), in diameter or 2 metres, (6 feet), in height for urban properties;
 - H. Fires shall be set only during daylight hours;
 - I. The burning of tires, materials such as paint, asphalt material, chemical wastes or any other materials considered to create excessive smoke or any materials that the Ministry of the Environment states can not be burned is prohibited;
 - J. All persons setting open fires shall be totally responsible and liable for any damage to property occasioned by the said fire, and
 - K. All persons setting open fires may be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire, if conditions of this by-law are not complied with.

4. Small, confined fires and contained camp fires used for cooking are permitted but must comply with the following regulations:
 1. Such fires 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;
 2. Such fires shall not exceed 1 metre, (3 feet), in diameter or 1 metre, (3 feet), in height and be contained;
 3. Sections 3 (b), (f), (g) (h) shall not apply to fires burned pursuant to this section; and
 4. All other sections/subsections of this by-law shall apply
5. This By-Law shall not apply to portable barbecue appliances.
6. In the event any person proposes to start or set a fire which is larger than the maximum size provided in Section 3 or 4, 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 on site inspection, a fee according to the Fire Department Tariff of Fees By-law shall apply. The Fire Chief or his/her designate 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 person requesting permission for this authorization shall comply with all provisions of this by-law.
7. Any fire authorized under this By-Law must not in any way cause discomfort, danger, irritation or create a nuisance for other residents of the Township of Mulmur and must comply with all relevant provisions of the *Environmental Protection Act*, R.S.O. 1990, Chapter E. 19.
8. The Fire Chief(s) 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 a danger of such fire spreading or otherwise endangering life or property and the person shall comply with any such order.
9. Should the Fire Chief(s) or his/her designate 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 Treasurer of the Township of Mulmur shall be notified in writing and the Township of Mulmur shall invoice the property owner for the cost of any firefighting equipment, personnel and/or clean-up costs required as designated in the Fire Department Tariff of Fees.
10. Should the fees as stated in Section 9, not be paid within 30 days, the Treasurer may place these costs on the property, to be collected in the same manner as taxes.
11. The Fire Chief(s) 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.
12. The Fire Chief(s) or his/her designate appointed by the Township of Mulmur are hereby authorized to enforce the provisions of this By-Law.
13. Should any section, paragraph, clause or provision of the By-law be held by a court or competent jurisdiction to be invalid, the same shall not affect the validity of the remainder of the By-law.
14. Mulmur Township By-Law No. 10-2004 is hereby repealed.
15. This By-Law shall take effect and come into force on the passing thereof.

Read a FIRST and SECOND time this 2ND day of JULY , 2014.
 Read a THIRD time and finally passed this 2ND day of JULY , 2014.

Paul Mills

.....
 MAYOR

Terry Horner

.....
 CLERK.



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 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

Chair

Secretary



MULMUR-MELANCTHON FIRE BOARD NO TOWING POLICY

1. Mulmur-Melancthon Fire Department vehicles are prohibited from towing any vehicle
2. Mulmur-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

Chair

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

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

Chair

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

Chair

Secretary