

# THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

## BY-LAW NUMBER 2025-105

### being a by-law to establish and regulate a Fire Department in the Township of Southgate

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

**Whereas** Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality; and

**Whereas** Sections 8 and 11 of the Municipal Act, 2001, as amended, authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide; and

**Whereas** Section 391 of the Municipal Act, 2001, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality; and

**Whereas** Section 425 of the Municipal Act 2001, as amended provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence; and

**Whereas** Section 446 of the Municipal Act 2001, as amended provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes; and

**Whereas** the Council of the deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a Fire Department for the Township of Southgate,

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate hereby enacts as follows:

#### DEFINITIONS

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

- a) **"Approved"** means approved by the Council of the Corporation of the Township of Southgate.
- b) **"Automatic Aid"** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **"Auxiliary Member"** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.

- d) **"CAO"** means the person appointed by Council to act as a Chief Administrator Officer for the Corporation.
- e) **"Corporation"** means The Corporation of the Township of Southgate.
- f) **"Council"** means the Council of The Corporation of the Township of Southgate.
- g) **"Deputy Fire Chief"** means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- h) **"Fire Chief"** means the person appointed by Council to act as Fire Chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- i) **"Fire Code"** means Ontario Regulation 213/07, as amended, and any successor regulation.
- j) **"Firefighter"** means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter.
- k) **"Fire Protection and Prevention Act"** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- l) **"Fire Protection Services"** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- m) **"Limited Service"** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- n) **"Member"** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- o) **"Municipal Act"** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- p) **"Mutual Aid"** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- q) **"Officer"** means Fire Chief, Deputy Fire Chief, District Chief, Chief Training Officer, Captain, Acting Captain, Lieutenant, Training Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.
- r) **"Township"** means The Corporation of The Township of Southgate.

- s) **"Volunteer Firefighter"** means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

## **ESTABLISHMENT**

2. A Fire Department for the Township of Southgate, known as The Township of Southgate (Dundalk) Fire Department is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## **DEPARTMENT STRUCTURE**

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
4. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence or vacancy of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department may consist of Fire Prevention Officers, Inspectors, Fire Safety Educators, Officers, Volunteer Firefighters, and other Members as deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.
6. The Fire Department shall be structured in conformance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.

## **APPROVED SERVICES AND PROGRAMS**

8. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act and set out in Schedule "B" attached hereto and forming part of this by-law.

## **LIMITED SERVICE**

9. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, their designate, or the highest ranking Officer in charge of a response.
10. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## **RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY**

11. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency unless:
- a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
  - b) In a municipality with which an Approved agreement has been entered into to provide fire protection services which may include 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 or designate, 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; or

- e) On property beyond the municipal boundary 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.

#### **FIRE CHIEF RESPONSIBILITIES AND AUTHORITY**

12. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
13. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
14. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - a) Performing all statutory duties of the Fire Protection and Prevention Act and any other legislation applicable to the administration or operation of the Fire Department.
  - b) Reporting to Council as required by the Fire Protection and Prevention Act.
  - c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
  - f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rule of the Fire Department.
  - h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - i) The proper care and protection of all Fire Department property.
  - j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Township and other municipalities.

- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
  - l) Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.
  - m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
  - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by approved records retention policies and statutory requirements.
  - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
  - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
  - q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
  - r) Preparing and submitting annual budget estimates for approval, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

## **POWERS**

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and their designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
  - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.

- d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
  - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.
18. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of their powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated and that in spite of this delegation, the Fire Chief may continue to exercise their delegated powers and duties, and that in spite of this delegation, the Fire Chief may continue to exercise their delegated powers and duties.

### **RECOVERY OF COSTS**

19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, their designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Township for taking such actions from the owner of the property on which the fire or other emergency occurred.
20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property registered in the name of the owner and collect the fee, including penalty and interest, in the same manner as municipal taxes.

### **VOLUNTEER FIREFIGHTER EMPLOYMENT**

23. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to Approved hiring policies.
24. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

### **OBSTRUCTION**

25. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of their duties in accordance with this by-law and the Fire Protection and Prevention Act.

**OFFENCES**

- 26. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

**SEVERABILITY**

- 27. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

**REPEAL**

- 28. By-law 2019-053 of the Corporation of the Township of Southgate is hereby repealed and replaced.

**FORCE AND EFFECT**

- 29. This By-law shall come into force and effect on the day on which it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1<sup>st</sup> DAY OF OCTOBER, 2025.**

*Original Signed By*  

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**Brian Milne, Mayor**

*Original Signed By*  

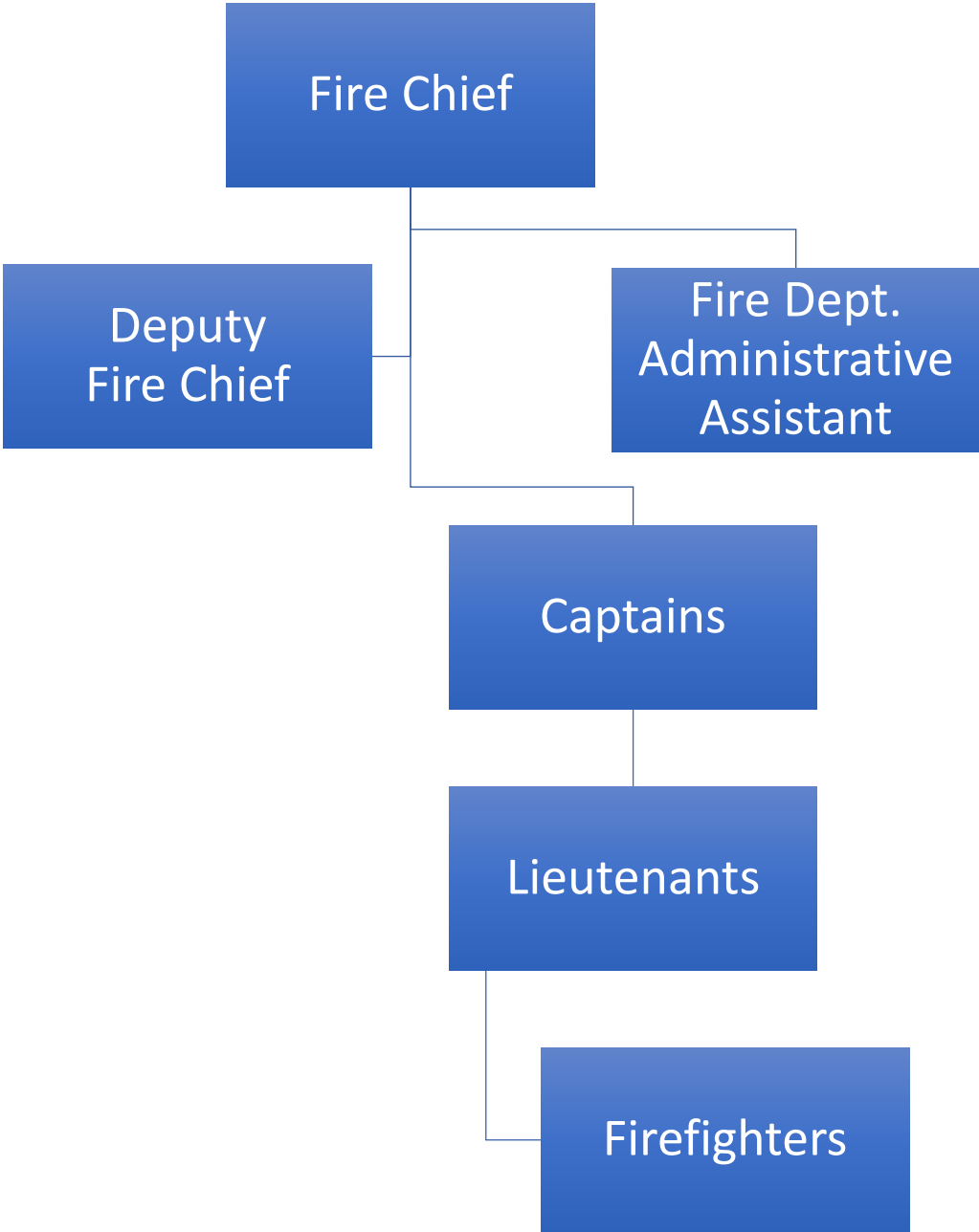
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**Lindsey Green, Clerk**

**By-law 2025-105**

**Schedule “A”**

The Fire Department shall be structured in conformance with the following  
Fire Department Organizational Chart:





## **By-law 2025-105**

### **Schedule "B"**

#### **FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS**

The Fire Department shall provide the following services and programs:

##### **EMERGENCY RESPONSE**

###### **1. Basic Firefighting Services:**

- a) The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

###### **2. Structural Firefighting Services:**

- a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- b) Interior Search and Rescue – Shall be provided when possible and as appropriate in accordance with the following:
  - I. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
  - II. Service shall be provided only when, in the opinion of the Fire Chief or the most senior Officer in charge, all the following are true:
    - A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
    - Building integrity permits entry into the structure;
    - Sufficient Trained Firefighter staffing is deployed at the fireground;
    - Reliable water supply with adequate flow can be sustained;
    - Adequate fireground supervision and support is provided.
- c) Interior Fire Suppression (Offensive Operations) – Shall be provided when possible and as appropriate in accordance with the following:
  - I. Service shall be provided to contain the fire and prevent further loss of property.
  - II. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
    - A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
    - Building integrity permits entry into the structure;
    - Sufficient Trained Firefighter staffing is deployed at the fireground;
    - Reliable water supply with adequate flow can be sustained;

- Adequate fireground supervision and support is provided.
- d) Exterior Fire Suppression (Defensive Operations) – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or the most senior Officer in charge, in accordance with the following:
- I. There shall be no expected rescue component with this service.
  - II. Service shall be provided to prevent fire spread to adjacent areas.
  - III. Service shall be provided when Interior Fire Suppression is not possible or appropriate.
  - IV. Service shall be provided as water supply permits.

### **3. Rural Firefighting Operations:**

- a) Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1140, Standard on Water Supplies for Suburban and Rural Fire Fighting.

### **4. Vehicle Firefighting Services:**

- a) Service shall be provided to control and extinguish vehicle fires.

### **5. Grass, Brush, and Forestry Firefighting Services:**

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

### **6. Marine Firefighting Services:**

- a) Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

### **7. Automatic Aid Response Services:**

- a) Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

### **8. Mutual Aid Response Services:**

- a) Service shall be provided in accordance with the Province of Ontario Mutual Aid Plan pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

### **9. Tiered Medical Assistance Services:**

- a) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Grey, and the Township of Southgate.
- b) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Dufferin, and the Township of Southgate.
- c) Medical assistance shall be provided at the Standard First Aid and Basic Life Support (BLS) level.

**10. Ambulance Assistance Services:**

- a) Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

**11. Police Assistance Services:**

- a) Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**12. Public Assistance Services:**

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

**13. Public Hazard Assistance Services:**

- a) Carbon monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies.
- b) Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:
  - I. Electrical utility emergencies;
  - II. Natural gas utility emergencies.

**14. Vehicle Accident Services:**

- a) The Fire Department shall respond to vehicle accidents to provide the following services:
  - I. Scene protection;
  - II. Stabilizing the scene of the accident;
  - III. Stabilizing the vehicles involved in the accident;
  - IV. Providing aid to injured or trapped persons;
  - V. Mitigating adverse effects to the natural environment.

**15. Vehicle Extrication Services:**

- a) Vehicle search and rescue services, including extrication, shall be provided at the Operations Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents.

**16. Transportation Incidents Involving Vehicles, Trains, Aircraft, Watercraft:**

- a) Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

**17. Highway Incident Services:**

- a) Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

**18. Hazardous Materials Response Services:**

- a) Service shall be provided at the Operations Level in accordance with NFPA 470, Standard for Competence of Responders to Hazardous Materials Incidents.
- b) Should additional resources or assistance be required above the Operations Level, the County Fire Coordinator shall be contacted for assistance.
- c) Notwithstanding the foregoing, the Fire Chief shall be authorized to designate one or more Firefighters to participate in the County/District/Region Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response Team, and to train to and to operate at the NFPA 470 Technician Level while deployed to CBRNE incidents in conjunction with the regional response team under the provisions of an Approved mutual aid or fire services agreement.

**19. Water and Ice Rescue Services:**

- a) Surface Water Rescue – Service shall be provided at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.
  - I. Operations Level and Technician Level service shall be provided by agreement with the Town of Hanover.
- b) Swift Water Rescue – Service shall be provided at the Awareness Level in accordance with the NFPA 2500 standard.
  - I. Operations Level and Technician Level service shall be provided by agreement with the Town of Hanover.
- c) Ice Rescue – Service shall be provided at the Awareness Level in accordance with the NFPA 2500 standard.
  - I. Operations Level and Technician Level service shall be provided by agreement with the Town of Hanover.
- d) Recovery services to retrieve animals, property, or human remains by entering in or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

**20. Urban Search and Rescue Services:**

- a) Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.

- b) Should additional resources or assistance be required above the Awareness Level, at the Operations or Technician Levels, the County Fire Coordinator shall be contacted for assistance.

**21. Rope Rescue Services:**

- a) Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.
- b) Rope rescue services at the Operations or Technician Levels shall be provided by agreement with the Town of Hanover.

**22. Confined Space Rescue Services:**

- a) Service shall be provided at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.
- b) Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

**23. Trench Rescue Services:**

- a) Service shall be provided at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.
- b) Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

**24. Industrial and Machinery Search and Rescue Services:**

- a) Service shall be provided at the Technician Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents.

**25. Wilderness Search and Rescue:**

- a) Service shall be provided, and best efforts shall be exercised to conform to the Operations Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.
- b) The Fire Department shall utilize a Utility Terrain Vehicle and Small Unmanned Aircraft System to assist within this technical rescue operation.

**26. Animal Technical Rescue**

- a) Service shall be provided at the Awareness Level in accordance with NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.

- b) Animal Technical Rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- 27. Community Emergency Plan Response Services:**
  - a) Service shall be provided in accordance with the Approved Emergency Management Program.
- 28. Assistant to the Fire Marshal Services – Fire Suppression:**
  - a) Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

## **FIRE PREVENTION AND PUBLIC EDUCATION**

### **1. Fire Inspection Services:**

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conducting licensing inspections.
- f) Systems checking, testing and approval.
- g) Enforcing code compliance.
- h) Enforcing municipal by-laws.
- i) Issuing permits.
- j) Preparing reports and issuing written responses to requests.

### **2. Public Education Services:**

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

### **3. Fire Investigation Services:**

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

#### **4. Plans Examination Services:**

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

#### **5. Risk Assessment Services:**

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

#### **6. Consultation Services:**

- a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
- b) Consulting with architects, engineers, planners, and builders.
- c) Interacting with building departments.
- d) Interacting with other government agencies.
- e) Providing input into fire prevention policy development.

#### **7. Assistant to the Fire Marshal Services – Fire Prevention:**

- a) Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

### **EMERGENCY PLANNING**

#### **1. Pre-Incident Planning Services:**

- a) Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning.

#### **2. Community Emergency Management Planning Services:**

- a) Collaborating with the development, review, revision, and implementation of the Approved Emergency Plan.

### **FIRE DEPARTMENT ADMINISTRATION**

#### **1. Planning and Development Services:**

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.

- e) Developing policies, procedures, operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

## **2. Financial Services:**

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

## **3. Records Management Services:**

- a) Documenting Fire Department activities.
- b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.45, as amended, or successor legislation.
- d) Compliance with the Township of Southgate Records Retention By-law.

## **4. Department Human Resources Services:**

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

## **5. Customer Relations Services:**

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.
- c) Developing and maintaining inter-agency relationships.



## **6. Health and Safety Services:**

- a) Implementing a Fire Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department
- c) Implementing an occupational exposure program.
- d) Establishing a Designated Officer with respect to communicable disease regulations.

## **7. Legal Services:**

- a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- b) Prosecuting offences under applicable by-laws and statutes.
- c) Coordinating the services of solicitors and legal counsel.

## **COMMUNICATIONS**

### **1. Dispatch Services:**

- a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- b) Liaising with dispatch centres.
- c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department dispatch centre performance and resolving any service issues.

### **2. Technology Services:**

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- c) Arranging for interface capabilities with other data systems.

## **TRAINING AND EDUCATION**

### **1. Training Program Standards:**

- a) Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- c) Providing a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.

- d) Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- e) Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners.
- f) Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist.
- h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- i) Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

## **2. Providing Access to Training Facilities:**

- a) Coordinating access to appropriate training facilities.
- b) Delivering hands-on training to staff.

## **3. Providing Station Training:**

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

## **4. Program Development Services:**

- a) Developing trainer facilitators.
- b) Coordinating core curriculum.
- c) Providing officer training and development.
- d) Developing specialized staff development programs.

# **MAINTENANCE**

## **1. Fleet and Equipment Maintenance Services:**

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.

- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

**2. Facilities Maintenance Services:**

- a) Providing routine cleaning and housekeeping of fire station.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.

## **By-law 2025-105**

### **Schedule "C"**

#### **FIRE RESCUE & EMERGENCY SERVICES VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT**

The employment of Volunteer Firefighters shall be governed by the following:

##### **1. VOLUNTEER FIREFIGHTER EMPLOYMENT**

- a) The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c H.19, as amended.
- b) To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:
  - I. Be at least 18 years of age.
  - II. Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1580, Standard for Emergency Responder Occupational Health and Wellness.
  - III. Be physically fit to perform the duties of a Firefighter and successfully completing an in-house physical ability test to the satisfaction of the Fire Chief.
  - IV. Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
  - V. Reside in the Township and/or within proximity acceptable to the Fire Chief to a Township fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
  - VI. Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
  - VII. Have the ability to attend an acceptable number of emergency-calls on a call-out basis, as determined by the Fire Chief.
  - VIII. Have the ability to meet the training attendance requirements of the Fire Department, as determined by the Fire Chief.
- c) Every newly appointed Volunteer Firefighter is referred to an Auxiliary Member or Auxiliary Volunteer Firefighter and shall complete a term of probation of up to 12 months at the discretion of the Fire Chief. The probationary period shall be based on past experiences and training, during which time they shall successfully complete all additional training and examinations required, and shall meet all attendance and performance expectations, required by the Fire Chief.

- d) At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.
- e) Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified Member of the Fire Department in accordance with Approved hiring policies.
- f) If a probationary Firefighter fails to successfully complete any required training or examinations or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.
- g) The Fire Chief may promote, from time to time, any qualified Member in order to maintain a sufficient complement of Officers in accordance with policies and the Approved Fire Department Organizational Chart.
- h) In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the Workplace Safety and Insurance Act, 1997 as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
  - I. Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
  - II. Establish a medical screening and monitoring program Fire Department policy wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
  - III. Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of a Firefighter by successfully completing an in-house physical ability test to the satisfaction of the Fire Chief and beginning at an age determined by the Fire Chief and periodically thereafter in accordance with Fire Department policies.
- i) Every Member who is required to carry out any Approved Emergency Response program or service as set out in Section B.1 of Schedule "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.
- j) If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the Ontario Human Rights Code.

## **2. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE**

- a) For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be deemed an employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
- b) The Corporation shall maintain coverage for Volunteer Firefighters and Auxiliary Members according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

## **3. GENERAL DUTIES AND RESPONSIBILITIES**

- a) All Members shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

## **4. DISCIPLINE**

- a) The Fire Chief may reprimand, suspend, or take disciplinary action up to and including dismissal of any Member for an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure operating guideline, order, directive, or rule of the Fire Department.

## **5. LEAVES OF ABSENCE**

- a) Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.

## **6. TERMINATION**

- a) The employment relationship between a Volunteer Firefighter and the Corporation may be terminated in the following ways:
  - I. Resignation: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
  - II. Termination with Cause: If your employment as a Volunteer Firefighter is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the Corporation, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
  - III. Termination without Cause: If your employment as a Volunteer Firefighter is terminated, other than as set out in section 6.a) ii, you shall be provided with the minimum amount of written notice of termination required by the Employment Standards Act, 2000 (ESA) or paid the minimum amount of termination pay in lieu of notice (or a combination of both notice and payment in lieu of notice) and all other minimum entitlements, if any, owing under the ESA. In addition, the Corporation shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the Employment Standards Act, 2000.

**By-law 2025-105**

**Schedule "D"**

**FIRE RESCUE & EMERGENCY SERVICES  
VOLUNTEER FIREFIGHTER REMUNERATION**

The remuneration of Volunteer Firefighters shall be governed by the following:

**1. VOLUNTEER FIREFIGHTER REMUNERATION**

- a) The qualification requirements and remuneration for each rank of Volunteer Firefighter shall be commensurate with the respective levels of responsibility relative to the position of a certified Firefighter, and shall be as follows:
  - I. Auxiliary Volunteer Firefighter is a person hired by the Fire Department to complete inhouse training, the NFPA 1001 Firefighter I course and to gain experience for a period of 12 months under the supervision and mentorship of an Officer. During their time with the Fire Department in an Auxiliary position they will be on probation to assess their capabilities, preparedness and skills to become a Volunteer Firefighter. There is no compensation during the recruitment training for Auxiliary Volunteer Firefighters. Once recruitment training is completed Auxiliary Firefighters shall be compensated as per the Township of Southgate's approved Fire Department Pay Grid. Auxiliary Volunteer Firefighters are required to complete NFPA 1001 Firefighter I, II and NFPA 1072 Hazardous Materials Operations when scheduled and approved by the Fire Chief.
  - II. Volunteer Firefighter's appointed by the Fire Chief shall be compensated as per the Township of Southgate's approved Fire Department Pay Grid.
  - III. Lieutenants appointed by the Fire Chief shall be compensated as per the Township of Southgate's approved Fire Department Pay Grid. In order for a Firefighter to qualify for a Lieutenant position the Firefighter must be certified to NFPA 1001 Firefighter I and II, NFPA 472 or 1072 Operations and NFPA 1002.
  - IV. A Captain appointed by the Fire Chief with Council approval shall be compensated as per the Township of Southgate's approved Fire Department Pay Grid. For a Lieutenant to qualify for a Captain position the Lieutenant must be certified to NFPA 1001 Firefighter I and II, NFPA 472 OR 1072 Operations, NFPA 1002, NFPA 1021 Level 1 and NFPA 1041 Level 1. Captains must certify to NFPA 1521 within two years of their promotion.
  - V. The Deputy Fire Chief position duties are defined within a job description and shall be compensated based on an employment contract that is established based on terms and conditions of the agreement as agreed to with the individual.
  - VI. The Fire Chief position duties are defined within a job description and shall be compensated based on an employment contract that is established based on terms and conditions of the agreement as agreed to with the individual.
- b) The hourly rate of remuneration of Volunteer Firefighters may be adjusted each year in accordance with the annual Cost of Living Adjustment (COLA) from October of the previous year, and any such

adjustments shall take effect on January 1 of the following calendar year, subject to Council approval.

- c) Volunteer Firefighters shall be paid a minimum of one (1) hour at their applicable rate of pay for responding to emergency calls and shall be paid in fifteen (15) minute increments after the first hour when they respond on a Fire Department Apparatus.
- d) Volunteer Firefighters shall be paid in accordance with Southgate's approved Fire Department Pay Grid for emergency calls, training, public education, meetings and on call weekends. Milage will be paid in accordance with the Township of Southgate's Milage Policy.
- e) Volunteer Firefighters shall be paid Vacation Pay at a rate of 4% of their gross earnings.
- f) In accordance with the Employment Standards Act, 2000, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.
- g) In accordance with the regulations enacted under the Employment Standards Act, 2000, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/biweekly rest periods shall not apply to Volunteer Firefighters.