

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

**COUNTY OF OXFORD**

**BY-LAW # 2019 – 39**

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**BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT TO  
PROVIDE FIRE, RESCUE & EMERGENCY SERVICES FOR THE TOWNSHIP OF  
EAST ZORRA-TAVISTOCK**

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

**AND WHEREAS** the Fire Protection and Prevention Act, 1997, c4, as amended (“FPPA”) permits a municipality, in discharging its responsibilities under the FPPA, to establish a fire department.

**AND WHEREAS** Part II, Section 5(0.1) of the FPPA permits the Council to enact a By-law to establish a Fire Department to provide fire protection and fire prevention services and for participating in an emergency fire services program c. 25, s. 475 (2);

**AND WHEREAS** Section 391 of the Municipal Act authorizes a municipality by By-law to impose fees or charges on any class of persons for services or activities provided or done on behalf of the municipality and for the use of the municipality’s property, including property under its control;

**AND WHEREAS** the Corporation of the Township of East Zorra-Tavistock has established a Fire Department

**NOW THEREFORE** the Council of the Corporation of the Township of East Zorra-Tavistock enacts as follows:

**Part I – DEFINITIONS AND INTERPRETATIONS**

1. In this by-law unless the context otherwise requires,
  - 1.1. “Approved” means approved by the Council of the Corporation of the Township of East Zorra-Tavistock;

- 1.2. "Automatic Aid" means the response of fire resources from one or more other Fire Departments, under written agreement authorized by by-law, to provide protection, incorporating an interlocking automatic response schedule between the Fire Departments such that responses are, in, those of a single department.
- 1.3. "Auxiliary Member" means a person who is appointed to provide certain limited functions in support of the deliver of Fire Protection services voluntarily or for nominal consideration, and can attend training and incidents and occasionally assist with non-life threatening events.
- 1.4. "Chief Administrative Officer" or "CAO" means the person appointed by Council to act as the chief administrative officer for the Corporation;
- 1.5. "Chief Building Official" or "CBO" means the person appointed by Council to act as the chief building official for the Corporation;
- 1.6. "Corporation" means the Corporation of the Township of East Zorra-Tavistock
- 1.7. "Council" means the Council of the Corporation of the Township of East Zorra-Tavistock.
- 1.8. "District Fire Chief" means the senior officer that is appointed to be responsible for direction of work by/for of Members, fire station operations of fire protection area within the Township of East Zorra-Tavistock;
- 1.9. "Deputy District Fire Chief" means the senior officer that is appointed to assist the District Fire Chief, and act in the position of District Fire Chief in his absence;
- 1.10. "Division or District" means the branch of the operation and administration of the Township Fire Department
- 1.11. "Fire Department" means the Township of East Zorra-Tavistock Fire Department;
- 1.12. "Fire Protection and Prevention Act" or "FPPA" means the Fire Protection and Prevention Act, 1997, S.O., c4, as may be amended from time to time, or any successor legislation, including any regulation made thereunder;
- 1.13. "Fire Protection" means a range of programs and services designed to protect the lives and property of the inhabitants of the Fire Department response area from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by individuals or nature;

- 1.14. "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services;
- 1.15. "Limited Services" means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private road ways, lanes and drives;
- 1.16. "Member(s)" means any person(s) employed in, or appointed to, or volunteering for, a Fire Department and assigned to undertake fire protection services, and includes officers, full-time, part-time and volunteer firefighters;
- 1.17. "Mutual Aid" means a reciprocal aid system whereby assistance is provided to participating municipalities in the event of an emergency occurring which is beyond the capability of the local Fire Department;
- 1.18. "Non-Resident" means a person who is neither a property owner nor a tenant of property within the Township of East Zorra-Tavistock;
- 1.19. "Recruit Member" means a new firefighter in training.
- 1.20. "Township" means the Township of East Zorra-Tavistock;
- 1.21. "Township Fire Chief" means the person appointed by Council to act as the Township Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act;
- 1.22. "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for nominal consideration, honorarium, training or activity allowance.

## **PART II –GENERAL PROVISIONS**

### **2. Establishment**

- 2.1. A Fire Department for the Township, to be known as the Township of East Zorra-Tavistock Fire Department, is hereby established and the head of the Fire Department shall be known as the Township Fire Chief.

### **3. Organization**

- 3.1. The Fire Department shall be structured in conformance with the approved Organizational Chart, Schedule "A", forming part of this by-law.

- 3.2. Council shall appoint a Township Fire Chief, who through his or her appointment by Council, has the authority to make such changes to the assignment and performance of duties and/or the Members of the department as he/she sees fit and in accordance with all applicable policies, rules, regulations and other statutory requirements.

**4. Districts and Divisions**

- 4.1. The Township Fire Chief may designate a Member of the Fire Department to manage a District or Division of the Township Fire Department.
- 4.2. Designated Members shall carry out all orders of the Township Fire Chief, or his designate.
- 4.3. The District Fire Chiefs, Deputy District Fire Chiefs and Captains are in command of the Districts and Divisions, subject to the Organizational Chart, to which they are assigned and are responsible for the proper operation of their Districts and Divisions to the Township Fire Chief.
- 4.4. Designated Members shall report to the Township Fire Chief on the activities of the Division or District to which they are assigned to manage.
- 4.5. Where the Township Fire Chief designates a Member to act in the place of an officer in the Fire Department, such Member has all the powers and shall perform all the duties of the officer replaced.

**5. Stations – Numbering and Naming**

- 5.1. The Fire Department shall be comprised of the station(s) so named and numbered in Schedule “C”, forming part of this by-law.

**6. Services**

- 6.1. Members shall provide Fire Protection Services and Programs, as approved and outlined in the Fire Department Core Services, and as listed in Schedule “B”.
- 6.2. The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the Township except with respect to a fire or emergency:
  - 6.2.1. that, in the opinion of the Township Fire Chief or designate, threatens property in the Township or property that is situated outside the Township that is owned or occupied by the Township;

- 6.2.2. in a municipality with which an approved agreement has been entered into by Township Council to provide fire protection services including but not limited to automatic and/or emergency aid;
  - 6.2.3. on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
  - 6.2.4. on those highways that are under the jurisdiction of the Ministry of Transportation or within the Region, County or District where the Region, County or District has established a rescue system;
  - 6.2.5. that, at the sole discretion of the Township Fire Chief, is in 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,
  - 6.2.6. on a property beyond the Township boundary where the Township Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate Fire Department is notified to respond and assume command or establish alternative measures, acceptable to the Township Fire Chief or designate.
  - 6.2.7. Due to the Fire Department's reliance upon volunteer firefighters, the topographic and geographic configuration of the Township, the level and amount of equipment at the departments' disposal, and other budgetary constraints, the core services listed in Schedule "B", although approved, may be provided as "Limited Services", as defined in Section 1 of this by-law. The Township shall accept no liability for the provision of a Limited Service by the Fire Department, as may be reasonably necessary in the discretion of the Township Fire Chief or his/her designate.
- 6.3. All services provided by the Members of the Fire Department shall be interpreted as those of a volunteer nature and Members shall not be considered a part-time employee of the Corporation.

## **7. Recovery of Costs**

- 7.1. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Township Fire Chief, his or her 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 Township shall recover the costs

- incurred by the Township taking such actions from the owner of the property on which the fire or other emergency occurred.
- 7.2. The Township may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *FPPA*.
  - 7.3. 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 Township, 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.
  - 7.4. 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 Township may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

### **PART III – GENERAL ADMINISTRATION**

#### **8. Employment**

- 8.1. The District Fire Chief, in consultation with the Township Fire Chief, may appoint any qualified person to the Fire Department up and including the position of Captain, subject to hiring policies and practices of the Fire Department, the hiring policies and practices of the Township, and the approved Fire Department staffing complement.
- 8.2. The Township Fire Chief, in consultation with the CAO, may appoint any qualified person to the positions of District Deputy Chief or District Fire Chief, subject to the hiring policies and practices of the Fire Department and hiring policies and practices of the Township.
- 8.3. The Township Fire Chief shall maintain a record of all appointments of Fire Department Officers and a roster of all current Fire Department Members.

#### **9. Remuneration**

- 9.1. The remuneration of all the volunteer Members of the Fire Department shall be paid by way of an honorarium, as determined by Council.

#### **10. Probation**

- 10.1. A person appointed as a Member of the Fire Department shall be on probation for a period of twelve (12) months and must fulfill all requirements of their application during this time.

- 10.2. During the probation period, a person appointed as a Member of the Fire Department to provide fire protection services shall:
  - 10.2.1. Have successfully completed special training and examinations as may be required by the Township Fire Chief or designate; and,
  - 10.2.2. Endeavour to obtain a "D" licence or higher; or where the Member will be required to operate a fire vehicle equipped with air brakes obtain a "D" licence or higher with a "Z" endorsement.
- 10.3. If a probationary Member fails to successfully complete training or fails any examinations, as outlined in 10.2.1, the Township Fire Chief, in consultation with the District Fire Chief, may terminate the probationary Member.
- 10.4. Once employed, possess and demonstrate to the satisfaction of the Township Fire Chief, upon request, the ability to safely endure the physical demands typically required for structural firefighting, including such psychomotor skills used for lifting, dragging, carrying, pulling and crawling in unfavourable conditions in any environment.

## **11. Promotions**

- 11.1. Promotion of a Member to a superior rank shall be based on the evaluation of the following:
  - 11.1.1. Results of such written, oral and practical examinations and/or evaluations as may be required to be taken by the Member, and/or
  - 11.1.2. Age and physical fitness of the Member, and/or
  - 11.1.3. Fire fighting and station records of the Member, and/or
  - 11.1.4. Attendance records (practice and calls) of the Member, and/or
  - 11.1.5. Station interaction with co-workers, and/or
  - 11.1.6. Any other criteria as deemed relevant by the District Fire Chief and/or Township Fire Chief, as appropriate.
- 11.2. The fire fighting and station records of each Member of the Fire Department may be evaluated as follows:
  - 11.2.1. The District Fire Chief of each area may evaluate each Member of the company; and,

- 11.2.2. The Township Fire Chief and the District Fire Chief(s) shall evaluate all Members of the Fire Department who are participating in an examination for promotion.
- 11.3. When, in the opinion of the Township Fire Chief, all other factors for the promotion of two or more Members are equal, seniority of service in the East Zorra-Tavistock Fire Department governs.
- 11.4. A Member who has been promoted shall be on probation for a period of twelve (12) months and must fulfill all requirements that may be applicable to their new position.
- 11.5. The provisions of this section, with respect to the promotion of Members, do not apply to the Township Fire Chief.

**12. Discipline/Suspension/Termination**

- 12.1. Through the recommendation and/or consultation typically involving the respective District Fire Chief, the Township Fire Chief and/or the Chief Administrative Officer are authorized to reprimand, suspend or terminate any Member that in his and/or her opinion would be detrimental to the discipline, operation or the efficiency of the Fire Department.
- 12.2. Council will be advised by either the Township Fire Chief and/or the Chief Administrative Officer of the termination of any Member.

**PART IV – PERSONNEL**

**13. Township Fire Chief**

- 13.1. Fire Prevention, Control and Extinguishment
  - 13.1.1. The Township Fire Chief shall take all appropriate measures for the prevention, control and extinguishment of fires and for the protection of life and property of the Township.
  - 13.1.2. The Township Fire Chief shall enforce all Township by-laws, policies, rules and regulations, and any statutory and/or regulatory requirements as they relate to fire prevention and shall ultimately be responsible to Council as set out in the FPPA for the proper administration and operation of the Fire Department, including delivery of approved services and programs.



- 13.1.3. The Township Fire Chief shall exercise the powers mandated by the Fire Protection and Prevention Act and be empowered to authorize:
  - 13.1.3.1. The pulling down or demolishing of any building or structure to prevent the spread of fire;
  - 13.1.3.2. 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; and,
  - 13.1.3.3. The recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act.
- 13.1.4. The Township Fire Chief shall be responsible for fire prevention and shall carry out the following duties:
  - 13.1.4.1. Conduct fire prevention inspections of various premises;
  - 13.1.4.2. Enforce fire prevention by-laws;
  - 13.1.4.3. Examine building plans, upon request;
  - 13.1.4.4. Provide personnel for fire prevention lectures;
  - 13.1.4.5. Maintain fire loss records;
  - 13.1.4.6. Receive, process and follow up on fire prevention inspections reports; and,
  - 13.1.4.7. Prepare and submit the annual report and budget for Fire Prevention to Council for approval.

13.2. Council

- 13.2.1. The Township Fire Chief is ultimately responsible to the Council for the proper administration and operation of the Fire Department, and is under the general direction of the Chief Administrative Officer.
- 13.2.2. The Township Fire Chief shall assume other duties and responsibilities as Council and the Chief Administrative Officer may from time to time direct, including implementation of various recommendations as contained in Municipal Fire Protection surveys.

13.2.3. The Township Fire Chief shall communicate and work closely with other municipal officials.

13.2.4. The Township Fire Chief shall submit to Council, for approval, the following:

13.2.4.1. An annual budget estimate for the Fire Department;

13.2.4.2. A report, as may be deemed necessary, from time to time, on the overall operation of the department including a report of fire fighting hours, practices and Mutual Aid meetings; and,

13.2.4.3. Other specific reports requested by the Council.

13.3. Fire Marshal

13.3.1. The Township Fire Chief shall report all fires to the Fire Marshal's office as required by the FPPA.

13.3.2. The Township Fire Chief shall communicate and work closely with the Fire Marshal's Office and field staff.

13.4. County

13.4.1. The Township Fire Chief shall communicate and work closely with the County fire co-coordinator.

13.4.2. The Township Fire Chief shall act as a liaison with the County Fire Coordinator.

13.4.3. The Township Fire Chief shall assist the County Fire Coordinator in the preparation of a County Mutual Aid Plan and operating procedures.

13.5. Policies, Orders, Rules, Operational Guidelines & Job Descriptions

13.5.1. The Township Fire Chief shall assume all responsibility for the implementation and enforcement of this by-law, and the Fire Department's policies, general orders, rules, operating guidelines and job descriptions.

13.5.2. The Township Fire Chief shall develop and implement policies, operational guidelines, general orders, rules and job descriptions as may be necessary for the appropriate care and protection of the Fire Department including all Fire Department personnel and Fire Department equipment.

13.5.3. The Township Fire Chief shall periodically review and maintain all policies, orders, rules, operational procedures and job descriptions of the Fire Department and may establish an advisory committee consisting of such Members of the Fire Department as the Township Fire Chief may determine necessary to assist in these duties.

13.5.4. The Township Fire Chief may perform the duties outlined in Section 13.5.2 provided that such general orders and rules do not conflict with the provisions of any by-laws of the Township.

### 13.6. Administration

13.6.1. The Township Fire Chief shall be responsible for the administration of the Fire Department and he/she shall carry out the following duties:

13.6.1.1. Carry out the general administrative duties of the department;

13.6.1.2. Arrange for the provision of new buildings for the Fire Department;

13.6.1.3. Prepare the departmental budget and exercise control of the budget;

13.6.1.4. Prepare the annual Fire Department report;

13.6.1.5. Maintain personnel records;

13.6.1.6. Act as a liaison in the dispatch of Fire Protection Services; and,

13.6.1.7. Act as a liaison in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the Fire Department.

### 13.7. Apparatus, Equipment & Communications

13.7.1. The Township Fire Chief shall be responsible for the apparatus, equipment and communications of the Fire Department and he/she shall carry out the following duties in conjunction with the District Fire Chiefs:

13.7.1.1. Maintain and keep in repair all Fire Department buildings, apparatus and equipment;

13.7.1.2. Prepare specifications for the purchase of apparatus and equipment;

- 13.7.1.3. Modify apparatus and equipment, as needed;
- 13.7.1.4. Issue clothing, equipment and cleaning supplies;
- 13.7.1.5. Maintain the communications systems of the Fire Department;
- 13.7.1.6. Prepare specifications for new communication systems and/or updates to existing communications systems; and,
- 13.7.1.7. Prepare the annual report and budget for apparatus, equipment and communications to be submitted to Council for approval.

13.8. Training

- 12.8.1 The Township Fire Chief shall be responsible for the training of Members and shall carry out the following duties, in conjunction with the District Fire Chiefs:
- 12.8.2 Conduct training in fire administration, fire prevention and fire suppression for all necessary personnel of the Fire Department;
- 12.8.3 Administer training programs in stations;
- 12.8.4 Prepare and conduct examinations of Members as required; and,
- 12.8.5 Prepare an annual report and budget for training to be submitted to the Council for approval.
- 12.8.6 Establish Recruit Member and/or Auxiliary Member training program(s)

12.9 Districts and Divisions

- 12.9.1 The Township Fire Chief shall be ultimately responsible for each District or Division of the Fire Department.

**14. District Fire Chiefs**

14.1. The District Fire Chief shall:

- 14.1.1. Carry out the orders of the Township Fire Chief;
- 14.1.2. Be responsible to the Township Fire Chief for the management and operation of fire fighting services in his/her assigned District;

- 14.1.3. Report to the Township Fire Chief on the activities, management and operation of fire fighting services in his/her assigned District;
- 14.1.4. In the absence of the Township Fire Chief, assume all the powers and duties of the Township Fire Chief as they relate to his/her District;
- 14.1.5. Respond and assist at such emergencies as may be required by the Township Fire Chief;
- 14.1.6. Prevent, control and extinguish fires;
- 14.1.7. May conduct "in-service" fire prevention inspections of all classes of occupancies;
- 14.1.8. Conduct investigations of fire in order to determine cause, origin and where appropriate to request the office of the Fire Marshal to conduct an investigation;
- 14.1.9. Participate in training at stations;
- 14.1.10. Conduct pre-fire fighting operations planning and post fire Operation; and,
- 14.1.11. Be responsible for the maintenance of apparatus and the cleaning of fire stations.

**15. Deputy District Fire Chiefs**

15.1. The Deputy District Fire Chief shall:

- 15.1.1. Carry out the orders of the District Fire Chief;
- 15.1.2. Report to the District Fire Chief;
- 15.1.3. Help to organize, manage and administer a District within the Fire Department;
- 15.1.4. Help to manage human resources for a District within the Fire Department;
- 15.1.5. Be responsible for all duties of the District Fire Chief in his/her absence; and,
- 15.1.6. Be responsible for such other duties as are assigned to him/her by the Township Fire Chief;

**16. Captains**

16.1. The Captain shall:

- 16.1.1. Carry out the orders of the District Fire Chief;
- 16.1.2. Be responsible for such other duties as are assigned to him/her by the District Fire Chief;
- 16.1.3. Help to administer, organize and manage a District with the Fire Department; and,
- 16.1.4. Help to manage human resources for a District within the Fire Department.

**17. All Members**

- 17.1. Each Member shall adhere to the Township Human Resources and Health and Safety policies and practices, as well as the Fire Department Code of Conduct & Regulations.
- 17.2. Members, while on duty, shall be under the direction and control of the Township Fire Chief or the next ranking officer present in any place.
- 17.3. Every Member shall:
  - 17.3.1. Report for duty at the time prescribed by the departmental rules; and,
  - 17.3.2. Remain on duty until relieved.
- 17.4. If a Member consistently fails to report for training and fire fighting services, the District Fire Chief shall report such Member in writing to the Township Fire Chief.
- 17.5. No apparatus, equipment or other property of the Fire Department shall be used for any personal or private use unless authorized by the Township Fire Chief or designate.

**18. Fire Department Policies**

- 18.1. The “Third Call False Alarm Policy” shall be as set out in Schedule “D” attached hereto and forming part of this by-law.
- 18.2. The “Fire Pits Policy” shall be as set out in Schedule “E” attached hereto and forming part of this by-law.
- 18.3. The “Controlled Burns Policy” shall be as set out in Schedule “F” attached hereto and forming part of this by-law.
- 18.4. The “Non-Resident Motor Vehicle Collision Policy” shall be as set out in Schedule “G” attached hereto and forming part of this by-law.

**PART V- ENACTMENT**

**19. Short Title**

- 19.1 This By-law may be cited as the “Fire Department By-law”

**20. Obstruction**

- 20.1 No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this By-law and the FPPA.

**21. Offences**

- 21.1 Every person who contravenes any provisions of this By-law is guilty of an offence and on convictions is liable to the penalty established by the *Provincial Offences Act, R.S.O. 1990, c.P.33*, as may be amended or replaced from time to time inclusive of costs.

**22. Severability**

- 22.1 If any section of this By-law is found to be illegal or beyond the power of the Corporation, such section or part or item shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent there from and to be enacted as such.

**23. Miscellaneous**

23.1 The Clerk of the Township is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to this By-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications and/or corrections do not alter the intent of the By-law.

**24. Force and Effect**

24.1 This By-law shall come into full force and effect upon approval of Council.

**25. Repeals**

25.1 This By-law shall repeal By-law #2005-47.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4<sup>th</sup> DAY OF SEPTEMBER, 2019.**

  
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Don McKay, Mayor

seal

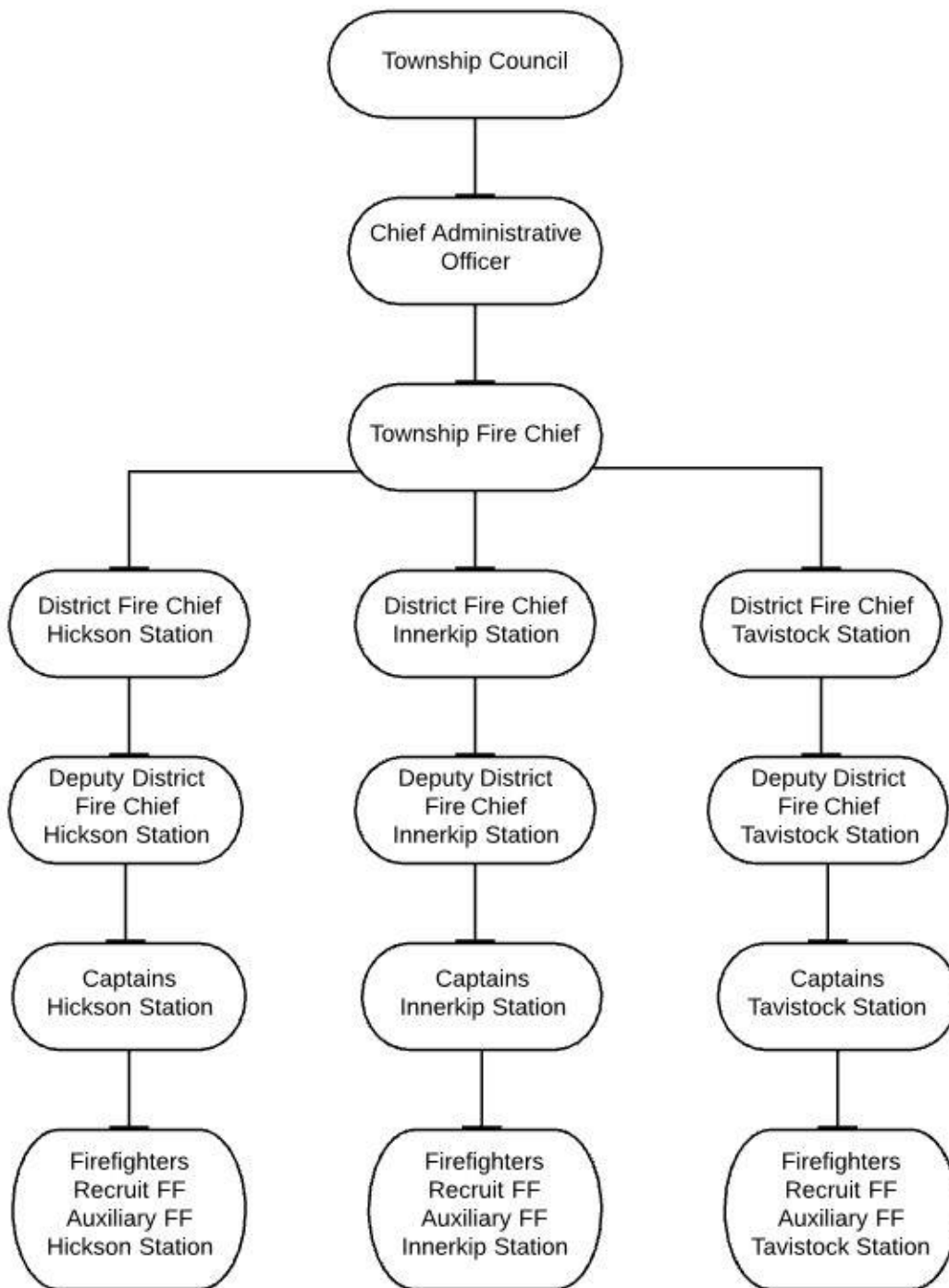
  
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Will Jaques, Clerk



**Schedule "A"**

**Organizational Chart**

Township of East Zorra-Tavistock Fire Department



## Schedule "B"

### Fire Department Core Services

- Structural Firefighting
- Vehicle Firefighting
- Grass, Brush Firefighting
- Basic Medical Assist with Defibrillation
- Awareness Level Hazardous Materials
- Vehicle Accidents
- Vehicle Extrication
- Transportation incidents involving Vehicles, Trains, Aircrafts and Watercraft
- Modified shore-based Water Rescue (Innerkip Station Only)
- Public Assistance
- Assistance to Other
- Confined Space Rescue – Awareness Only
- Trench Rescue – Awareness Only
- Customized Awareness Level Hazardous Materials (Tavistock, Hickson Stations only)
- UTV Response (Hickson Station Only)
- Agricultural Accidents
- Industrial Accidents
- Mutual Aid
- Fire Prevention & Education Activities
- Automatic Aid
- Participation in Township Emergency Planning
- Fire Protection Agreements
- Joint Service Agreements

#### **NOTE:**

Any additional request for services not specified in Schedule "B" requires Council and Township Fire Chief approval.

**Schedule "C"****List of Stations**

<b>Station Number</b>	<b>Name</b>	<b>Location</b>
1	Hickson Fire Station	43 Loveys St., Hickson
2	Innerkip Fire Station	204 Stonegate Rd., Innerkip
3	Tavistock Fire Station	260 Woodstock St. S., Tavistock

## Schedule "D"

### False Alarm 3<sup>rd</sup> Call Policy

The Township will charge for False Alarms responded to by the Township Fire Department as set out below.

1. False Alarms include:
  - private residence alarms
  - business alarms
  - controlled burns that are not reported to Fire Dispatch
2. There is no charge for the first and second false alarms, to the owner of a property, in a calendar year. After the first false alarm, the owner will be advised of the Township's false alarm policy and be asked to ensure the alarm is working properly. This warning may be verbal or written. After the second alarm, the owner will once again be advised of the Township's policy and be informed of the \$500 charge for the third and subsequent alarms. This warning shall be in writing.
3. For the third and subsequent false alarms, in a calendar year, the owner will be charged the MTO rate, per hour, for each unit responding.
4. The Fire Chief will maintain a listing of false alarms and provide the required information to the Township Office to prepare an invoice.

## Schedule "E"

### Fire Pit Policy

- Pit not to exceed twenty-four inches (24") in diameter;
- Pit will have sides no higher than twenty-four inches (24");
- Placement of pit to be a minimum of twenty-five feet (25') from buildings and combustibles (e.g trees, wood fences, decks, sheds etc.);
- Sufficient water or extinguishing agent are to be readily available to keep fire under control;
- Fires must be supervised at all times;
- Recommended that only clean, dry wood be burnt;
- Avoid starting any fire on windy days;
- Avoid having large quantities of smoke drifting towards neighbouring dwellings;
- All toxic materials prohibited by the Environments Protection Act including treated, painted or laminated woods products, tires, plastic, rubber, asphalt, foam and insulation shall not be burnt at any time.

## Schedule "F"

### Controlled Burns Policy

- Only properties located outside of the limits of any village/urban area within the Township will be permitted to host a controlled burn. Only fires in burn or barbeque pits used for cooking or warmth purposes are permitted in village/urban areas;
- Prior to having a controlled burn, you must contact the Township Office;
- You will be asked to give information with regards to the date, location, time, etc. of your controlled burn. Permission can also be granted for weekend burns, if you contact the Township Office on the Friday prior to the burn. Once the information is provided to the Township, it shall be forwarded to Fire Dispatch;
- Avoid starting any fires in dry situations and windy days. Even the most carefully attended fire can quickly get out of control if conditions are right;
- No controlled burns are permitted to start past 4:00 p.m. Fires that burn into the evening and night are easily mistaken by others as fires burning out of control.
- Large fires are not permitted. If there is a lot of material to burn, split it into a series of smaller fires that can easily be managed.
- Respect your neighbours. Avoid having large quantities of smoke drift towards neighbouring dwellings as it is not only irritating, it can also be a fire hazard.
- Remember that even when these fires are out, these pits can still be very hot and easily lead to burns.
- Only the burning of wood and wood brush (trees etc.) products is allowed.
- Keep an adequate source for extinguishing the fire close by at all times.
- Controlled burning requests outside wood and wood brush products, such as structures, must be authorized directly by the Township Fire Chief or designate.
- Failure to comply with the provisions of this policy and/or if a response by the Fire Department is required may result in any associated costs being billed to the property owner. The rate charged for a response by the Fire Department shall be the MTO rate, per hour, for each unit responding.

#### **Ontario Fire Code 2.6.3.4. states:**

***"open air burnings 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.***

**Schedule "G"**

**Non-Resident Motor Vehicle Collision Policy**

The Township of East Zorra-Tavistock will invoice the Insurance Company of non-residents of the Township involved in vehicle accidents responded to by the Fire Department. The rate charged shall be the MTO rate, per hour, for each unit responding.

The Township Fire Chief will provide the Township Office with the particulars to invoice the non-resident's Insurance Company, based on the Fire Department Accident Report.