

Township of Zorra



Fire By-law 2011-57 Office Consolidation

Amending By-law
By-law 2019-46

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THE CORPORATION OF THE
TOWNSHIP OF ZORRA



BY-LAW NO. 57-11

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ZORRA TO
ESTABLISH AND REGULATE A FIRE DEPARTMENT**

WHEREAS Section 8 of the *Municipal Act, S.O. 2001*, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under the Act;

AND WHEREAS Section 9 of the *Municipal Act, S.O. 2001*, c.25, as amended, provides that Section 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*, Part II, Section 5(0.1), as amended, permits the Council to establish and regulate a fire department to provide fire protection and fire prevention services;

BE IT THEREFORE ENACTED by the Municipal Council of The Corporation of The Township of Zorra, as follows:

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

- 1.1 **“Approved”** means by the municipal Council.
- 1.2 **“Automatic Aid”** means any agreement under which a municipality agrees to provide initial response to fires, rescues and emergencies that may occur in part of another municipality where a fire department in the municipality is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality.
- 1.3 **“Auxiliary Officer”** shall mean 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 and at the discretion of the Township of Zorra Fire Chief. *Added by By-law No. 46-19*
- 1.4 **“Chief Administrative Officer”** shall mean the person appointed by Council to act as Chief Administrative Officer for the Municipality.
- 1.5 **“Chief Officer”** shall mean a general term which may refer to the Fire Chief, Deputy Fire Chief(s), District Chief, Deputy District Chief or any qualified person as delegated by the Fire Chief to act as Chief Officer respecting matters of command and control of any emergency operation or situation, as required.
- 1.6 **“Council”** shall mean the Council of the Township of Zorra.

- 1.7 **“Company Officer”** shall mean a general term which may refer to a Captain or any qualified person as delegated by the Fire Chief to act as Company Officer respecting matters of firefighter or sector supervision. The Company Officer is normally the first level of supervision in the Fire Department.
- 1.8 **“Deputy Fire Chief”** shall mean the person or persons appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Fire Chief.
- 1.9 **“Emergency System”** shall mean a sprinkler system, standpipe system, fire extinguishing system, smoke control system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system.
- 1.10 **“Fee or Fees for Service”** shall mean in relation to this by-law and any other by-law pertaining to fire protection services, as amended from time to time or any successor by-law thereto, means any fee imposed for services and billed pursuant to the above as approved by Council.
- 1.11 **“Fire Chief”** shall mean the person appointed by by-law and such Fire Chief shall be the senior administrator and general manager of the Fire Department, and for purposes of the **Fire Protection and Prevention Act, 1997**, shall be the Fire Chief and Chief Fire Official of the Municipality whose duty it shall be to perform all statutory functions of the Fire Chief and Chief Fire Official, and shall perform such other duties as prescribed by Council. The Fire Chief shall report to Council as required by the **Fire Protection and Prevention Act, 1997**. The Fire Chief shall be responsible for all duties and responsibilities regulated by the **Fire Protection and Prevention Act, 1997**.
- 1.12 **“Fire Department”** shall mean the fire department of the Township of Zorra and shall be known as Zorra Fire & Emergency Services.
- 1.13 **“Firefighter”** shall mean the Fire Chief and any other person employed in, or appointed to the fire department and assigned to undertake fire protection services, and includes a volunteer firefighter.
- 1.14 **“Fire Protection and Prevention Act, 1997”** shall mean the **Fire Protection and Prevention Act, 1997**, S.O. c.4, as amended and any Regulation made under it.
- 1.15 **“Fire Protection Services”** shall mean those services provided within the divisions of fire suppression, fire prevention, fire safety education, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
- 1.16 **“Malicious Act”** shall mean a wrong act done intentionally by any person without just cause or excuse.
- 1.17 **“Motor Vehicle”** shall mean the same as prescribed in the **Highway Traffic Act, R.S.O. 1990**, c. H. 8, as amended.
- 1.18 **“Municipality”**, shall mean the Township of Zorra.
- 1.19 **“Mutual Aid”** shall mean a program to provide or receive assistance in the case of a major emergency in a municipality.
- 1.20 **“Non-resident”** shall mean a person who is neither a property owner nor a tenant of property within the Township of Zorra.

- 1.21 **“Nuisance False Alarm”** shall mean the activation of a fire alarm system through a mechanical failure, equipment malfunction, improper installation of the system, or failure to maintain the system as prescribed by th
- 1.22 **Ontario Fire Code, O. Reg. 388/97**, as amended, but does not include the activation of a fire alarm system where the activation occurred as a result of accidental damage to the system.
- 1.23 **“Officer”** shall mean the Fire Chief, Deputy Fire Chief(s), District Chiefs, Deputy District Chiefs, Fire Captains, and any other such person as may be designated an officer from time to time by the Fire Chief.
- 1.24 **“Owner”** shall mean any person, firm, or corporation having control over any portion of a building, yard or other property under construction and includes persons of that building, yard or property as prescribed by O. Reg. 388/97, as amended (Ontario Fire Code).
- 1.25 **“Probationary Firefighter”** shall mean a Firefighter in their first twelve (12) months of service for the Township of Zorra fire department that are subject to certain restrictions and evaluations at the discretion of the Fire Chief. *Added by By-law No. 46-19*
- 1.26 **“Property”** shall mean any public or private real property within the Township of Zorra including buildings, structures, and erections of any nature and kind in or upon such lands, but excludes real property owned by the Federal or Provincial Crown.
- 1.27 **“Rescue and Emergency Services”** shall mean any life or property saving activity that is unrelated to fire suppression and fire prevention, but includes emergency medical services, dangerous goods response and specialized rescues as approved by Council and specified in Appendix “C” of this by-law.
- 1.28 **“Volunteer Firefighter”** shall mean a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

2. Establishment

The Fire Department for the Township of Zorra and commonly known as Zorra Fire and Emergency Services is hereby established under the direction of the Fire Chief to provide fire protection services and such other approved rescue and emergency services for the Township of Zorra in accordance with Part II, Sections 2.(1), (2) & (3) of the **Fire Protection and Prevention Act, 1997**, and Schedule “A” of this by-law.

3. Fire Department Organization

The Fire Department shall be structured in conformance with the approved Organizational Chart, Schedule “B”, forming part of this by-law. The Fire Department shall consist of a Fire Chief who is the head of the fire department as appointed by and such numbers of Deputy Fire Chiefs, District Chiefs, Deputy District Chiefs, Fire Captains, Training Officers, firefighters and administrative staff as may be authorized or considered necessary from time to time by the Council, in order for the fire department to perform fire protection services, rescue and emergency services for the municipality in an efficient and effective manner.
Amended by By-law No. 46-19

Further, the provision of fire protection services and other rescue and emergency services to any municipality outside the territorial jurisdiction of the Township of Zorra is permissible through Automatic Aid, Mutual Aid, this by-law or any other agreement between said municipality and of the Township of Zorra.

4. Fire Chief Responsibilities and Authority

- a) The Fire Chief shall be the head of the Fire Department and shall report to the **Council** as required by the **Fire Protection and Prevention Act, 1997**, through the Chief Administrative Officer and be responsible for the proper administration and efficient and effective operation of the Fire Department including delivery of the approved Programs and Services and is generally responsible for the following operational matters:
- b) For the care and protection of all property belonging to the Fire Department;
- c) For arranging the provision of necessary and proper facilities, apparatus, equipment and supplies for the Fire Department;
- d) For determining and establishing in conjunction with the Council through the Chief Administrative Officer, the qualification and criteria for employment or appointment and the duties of all officers, firefighters and administrative staff of the Fire Department;
- e) For the conduct and discipline ranging from reprimand to suspension of any officer or member of the Fire Department. Further, the Fire Chief shall make recommendations to Council, through the Chief Administrative Officer, for the dismissal of any officer or member appointed by Council;
- f) For preparing, or upon approval by the Council, coordinating, implementing and maintaining a Master Fire Services Plan and programs for the Municipality, and any other such similar plans required by the **Fire Protection and Prevention Act, 1997**, and any other such Act or Regulation as may be proclaimed by the Government of Canada and the Government of Ontario;
- g) For assisting with any other public official in an emergency declared by the Head of Council, the Premier of Ontario or the Prime Minister of Canada;
- h) For reporting to the appropriate crown attorney, or other prosecutor, or law enforcement officer, 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 an offence has been committed under the **Fire Protection and Prevention Act, 1997**;
- i) For keeping an accurate record, in convenient form for reference, of all fires, inspections, rescues and other emergencies responded to by the Fire Department in a manner consistent with the applicable records management policies of the Township of Zorra;
- j) For keeping such other records as may be required by the Council;
- k) For preparing and presenting the annual business plan and estimates for the Fire Department to the Council through the Director of Finance and for exercising control over the budget approved by the Council for the Fire Department;

5. The Fire Chief shall further take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and the management of emergencies within the territorial jurisdiction of the municipality provided that such general orders, policies, procedures, rules, regulations and other measures do not conflict with this by-law or any other by-law of the Municipality, and shall exercise all powers mandated by the ***Fire Protection and Prevention Act, 1997***, and without restricting the generality of the foregoing 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, and
 - c) Recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the ***Municipal Act, 2001*** and the ***Fire Protection and Prevention Act, 1997***.
6. The Fire Chief shall be responsible for the enforcement of this by-law and the development and enforcement of all general orders, policies, standard operating guidelines, procedures, and rules and regulations established for the Fire Department and for the enforcement of any other by-laws of the Municipality respecting the administration and operation of the Fire Department, and shall review periodically such laws and may, for this purpose, establish advisory committees consisting of officers and other persons (including members of the general public) as the Fire Chief may determine necessary from time to time to assist him in the discharge of this duty.
7. The Fire Chief shall periodically review, revise or terminate, as required general orders, standing orders, policies, procedures and rules of the Fire Department.
8. In the case of by-laws, including this by-law, the Fire Chief shall recommend to the Council, through the Chief Administrative Officer, such amendments as the Fire Chief considers appropriate.
9. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the ***Fire Protection and Prevention Act, 1997***, including without limitation the authority to enforce compliance with the Fire Code made under that Act.
10. The Fire Chief shall provide liaison with any association or union representing members of the Fire Department.
11. The Fire Chief shall provide liaison with the Office of the Fire Marshal of Ontario and any other office or organization as required by the Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire department and the effective management of the fire protection services for the Corporation.
12. The Fire Chief may utilize such officers, members and administrative staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of his duties.
13. Where the Fire Chief designates a member to act in the place of himself or another officer in the fire department, such member, when so acting, has all of the powers and shall perform all of the duties of the officer replaced.
14. **Authority to Leave Municipal Limits**

The Fire Department shall not respond to a call with respect to a fire or emergency outside of the limits of the municipality 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 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, to a Municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Ontario Fire Marshal or any other similar reciprocal plan or program,
- 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 his designate.

15. Deputy Fire Chief

The Council may appoint a Deputy Fire Chief. The Deputy Fire Chief shall be the second ranking officer of the Fire Department. When appointed, the Deputy Fire Chief shall be subject to and obey all orders of the Fire Chief and shall perform such duties as are assigned by the Fire Chief, and shall, when the Fire Chief is not available, have the powers and perform the duties of the Fire Chief.

16. Divisional Responsibilities Designated by Fire Chief

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. Supervision of Personnel

The officers, members and other administrative services staff personnel of the Fire Department, while on duty, shall be under the direction and control of the Fire Chief or the next ranking officer.

18. Eligibility for Employment

At the discretion and authority of the Fire Chief, every applicant and every probationary or auxiliary member of the Fire Department shall:

- a) Be at least 18 years of age;
- b) Complete and successfully pass written and verbal examination suitable to the Fire Chief;
- c) Be in good health, physically fit, acquire a medical certificate of good health from a medical practitioner, prior to commencement of employment;
- d) Once employed, possess and demonstrate to the satisfaction of the Fire Chief the ability to safely endure the physical demands typically required for structural firefighting, including such psychomotor skills used for lifting, climbing, dragging, carrying, pulling and crawling in unfavourable

conditions in any meteorological environment by means of a physical abilities evaluation; *Amended by By-law No. 46-19*

- e) Possess or endeavour to obtain within one (1) year of employment at a minimum an Ontario Class D driver's permit with an air brake endorsement (Z endorsement) and continually maintain the same for the duration of employment;
- f) Work and reside within such reasonable proximity to the assigned fire department station in order to respond to the fire station when called so as to efficiently and effectively attend emergent and non-emergent alarms in such a timely fashion, suitable to the satisfaction of the Fire Chief and able to maintain the minimum attendance levels as required by general orders, policies, standard operating guidelines, procedures, rules and regulations; and
- g) Provide proof through certified instrument acceptable to the Fire Chief a record free of any and all conviction for an offence or offences under the Criminal Code of Canada and once employed maintain same or be subject to dismissal.

19. Probationary Period for New Employees

- a) Persons hired as probationary or auxiliary firefighters to the Fire Department shall be on probation for a period of 12 months, during which period they shall take such special training and examinations, as may be required by the Fire Chief.
- b) At the discretion of the Fire Chief, persons hire as probationary or auxiliary firefighters may be placed on an additional probation period of 12 months at the completion of the initial probationary period should circumstances warrant. During this additional probationary period, they shall take such special training and examinations, as may be required by the Fire Chief.

20. Dismissal - Probationary Employees

If a probationary or auxiliary member employed in, or appointed to, fire protection services fails any such training and examinations or his or her prescribed duties, the Fire Chief may dismiss said member pursuant to corporate policy and procedure.

21. Appointment of Members and Officers

- a) Following the successful completion of the probation term, the Fire Chief may appoint the qualified person as a member of the Fire Department, subject to hiring policies of the Township of Zorra.
- b) In accordance with the promotional policies of the Township of Zorra, the Fire Chief may appoint the qualified person as a company officer (captain) or Deputy District Chief of the Fire Department.
- c) In accordance with the promotional policies of the Township of Zorra, the Fire Chief may recommend to Council through the Chief Administrative Officer, the appointment of the qualified person as a District Chief of the Fire Department.

22. General Duties and Responsibilities

Members shall conduct themselves in accordance with rules and regulations of the Fire Department, established by Schedule "C" of this By-law and shall give their whole and undivided attention, while on duty, to the efficient operation of the Fire Department and shall diligently and faithfully perform the duties assigned to them to the best of their ability.

23. Remuneration, Terms and Conditions of Employment

- a) Working conditions, remuneration and other terms and conditions of employment or appointment of the Fire Chief, Deputy Fire Chief, District Chiefs, Deputy District Chiefs, Officers, Firefighters and members of administrative services shall be determined by the Council.
- b) Every member is subject to a medical examination at such times as required by the Township of Zorra.
- c) All members shall have full attendance at 65% of paid, scheduled practices and 50% attendance at paged emergency calls. The Fire Chief may consider extenuating circumstances regarding a member's attendance.

24. Discipline, Suspension and Dismissal of Members

- a) The Fire Chief may reprimand, suspend or dismiss any firefighter for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this by-law or general orders, policies, standard operating guidelines, procedures, departmental rules or regulations that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.
- b) The Fire Chief may reprimand, suspend or recommend to the Chief Administrative Officer the dismissal of any Captain and Deputy District Chief, for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this by-law or general orders, policies, standard operating guidelines, procedures, departmental rules or regulations that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.
- c) The Fire Chief may reprimand, suspend or recommend to Council through the Chief Administrative Officer the dismissal of any District Chief, for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this by-law or general orders, policies, standard operating guidelines, procedures, departmental rules or regulations that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.
- d) Any member absent from paged emergency calls and scheduled training sessions for a period of six (6) consecutive months is deemed to have resigned from the Township's employment.

25. Written Report to Council

Following the suspension or dismissal of a member, the Fire Chief shall immediately report, in writing, the suspension and where appropriate, any recommendation to the Council through the Chief Administrative Officer.

26. Termination Procedures

The procedures for termination of employment prescribed in the Fire Department's Personnel Policy shall apply to all firefighters. In the absence of such a policy the Township of Zorra's personnel policy applies to all firefighters.

27. Fees for Service

- a) The Council hereby establishes certain fees for service(s) as outlined in the municipality's Fees By-law.

- b) For purposes of determining the origin, cause, or circumstances of any fire or explosion, if it is deemed necessary by the Fire Chief to retain a private contractor, rent/lease heavy and or specialized equipment, specialized services, and associated persons then those costs may be billed to the property owner and collected by the municipality.

28. General

This by-law comes into effect the day it is passed by the Council, in the manner appropriate to the municipality.

29. Repealed

By-law No. 42-1979, as amended, is repealed on the date this by-law is passed by the Council.

30. Schedules

Schedules A, B, & C are deemed to be an integral part of this by-law.

READ A FIRST AND SECOND TIME THIS 7th DAY OF AUGUST, 2019.

READ A THIRD TIME AND FINALLY PASSED TIME THIS 7th DAY OF AUGUST, 2019.

Marcus Ryan

**MAYOR
MARCUS RYAN**

Karen Martin

**CLERK
KAREN MARTIN**

SCHEDULE "A"
BY-LAW NO. 57-11

APPROVED DELIVERY OF CORE SERVICES
Township of Zorra Fire & Emergency Service

Core Service: Emergency Response				
Number		Service	Status	Comment
ER	01	Basic firefighting, no expected rescue component	Approved	
ER	02	Structural firefighting, including rescue	Approved	
ER	03	Vehicle firefighting	Approved	
ER	04	Grass, brush, forestry firefighting	Approved	
ER	05	Marine firefighting		
ER	06	Automatic aid	Approved	
ER	07	Mutual aid	Approved	
ER	08	Tiered medical response	Approved	
ER	09	Awareness level dangerous goods (Haz-Mat)	Approved	
ER	10	Operations level dangerous goods (Haz-Mat)	Approved <i>Added by By-law No. 46-19</i>	
ER	11	Technician level dangerous goods (Haz-Mat)		
ER	12	Vehicle collisions	Approved	
ER	13	Vehicle extrication	Approved	
ER	14	Transportation incidents involving road vehicles, trains, aircraft and watercraft	Approved	
ER	15	Water and ice rescue, shore based	Approved	
ER	16	Water and ice rescue, water entry	Approved	Only Certified members
ER	17	Water and ice rescue, boat based	Approved <i>Added by By-law No. 46-19</i>	Only Certified members
ER	18	Public assistance	Approved	
ER	19	Emergency Medical Service assistance	Approved	
ER	20	Police assistance	Approved	
ER	21	Public utilities assistance	Approved	
ER	22	Community emergency plan participation	Approved	
ER	23	Urban search and rescue, light		
ER	24	Urban search and rescue, heavy		
ER	25	High angle rescue		
ER	26	Confined space rescue		
ER	27	Farm/ silo rescue		
ER	28	Role as Assistant to Fire Marshal regarding fire suppression	Approved	

Core Service: Fire Preventions & Public Education				
Number		Service	Status	Comment
PE	1	Selection of appropriate programs	Approved	
PE	2	Role of Chief Fire Official	Approved	
PE	3	Role of Assistant to Fire Marshal regarding Fire Prevention	Approved	
PE	4	Input into fire prevention policy development	Approved	
PE	5	Code development input	Approved	
PE	6	Development of Fire Prevention by-laws	Approved	
PE	7	Interaction with Chief Building Official and Building Department	Approved	
PE	8	Interaction with other government agencies	Approved	
PE	9	Inspection practices, including:		
PE	9a	Complaints inspections	Approved	
PE	9b	Conducting routine inspections as per fire prevention policy		
PE	9c	Dealing with code compliance issues (mandated)	Approved	
PE	9d	Enforcing municipal by-laws		
PE	9e	Conducting inspections, preparing reports and issuing written responses to requests	Approved	
PE	9f	Issuing permits	Approved	
PE	10	Public education practices, including:		
PE	10a	Providing routine education programs as per fire prevention policy	Approved	
PE	10b	Facilitating smoke alarm initiatives	Approved	
PE	10c	Providing access for media	Approved	
PE	10d	Delivery of specialized programs	Approved	
PE	11	Fire investigation practices, including:		
PE	11a	Determining fire origin and cause	Approved	Only Certified members
PE	11b	Assessing code compliance	Approved	Only Certified members
PE	11c	Assessing fire suppression effectiveness	Approved	Only Certified members
PE	11d	Determining compliance with building standards	Approved	Only Certified members

PE	11e	Determining effectiveness of built-in suppression features	Approved	Only Certified members
PE	11f	Interacting with OFM Fire Investigations Services	Approved	Only Certified members
PE	11g	Supporting criminal prosecutions	Approved	Only Certified members
PE	11h	Consulting with police and other agencies	Approved	Only Certified members
PE	11i	Providing forensic services		
PE	12	Plans examination and approval practices, including:		
PE	12a	Examining and approving new construction plans	Approved	
PE	12b	Examining and approving renovation plans	Approved	
PE	12c	Reviewing and approving subdivision/development agreements	Approved	
PE	12d	Reviewing and approving site plans	Approved	
PE	12e	Providing on-site inspection of approved plans to determine compliance	Approved	In conjunction with Chief Building Official
PE	12f	Issuing occupancy permits		
PE	13	Preparation for and appearances in court	Approved	
PE	14	Systems checking, testing and approval		
PE	15	Compile, analyze and disseminate functional statistics	Approved	
PE	16	Consultation with architects, engineers, planners, contractors and building trades	Approved	
Core Service: Fire Administration				
Number	Service		Status	Comment
FA	1	Planning & growth practices, including:		
FA	1a	Master planning		
FA	1b	Evaluating programs and services	Approved	
FA	1c	Projecting station locations and reallocations		
FA	1d	Determining staffing levels and assignments	Approved	
FA	1e	Determining resource levels and assignments, including responses	Approved	
FA	1f	Co-ordinating with other emergency services	Approved	
FA	1g	Co-ordinating development with other community departments	Approved	
FA	1h	Co-ordinating with other Counties/Districts/ Regions	Approved	

FA	2	Financial & records analysis practices, including:		
FA	2a	Co-ordinating use of information from suppression activities	Approved	
FA	2b	Co-ordinating use of information from fire prevention activities	Approved	
FA	2c	Transitional adjustments for capital stock	Approved	
FA	2d	Input into level of service issues (based upon available funding)	Approved	
FA	2e	Developing, controlling and monitoring budgets	Approved	
FA	2f	Co-ordinating with department divisions	Approved	
FA	2g	Identifying alternative sources of revenue and fees for services	Approved	
FA	2h	Operating	Approved	
FA	2i	Capital	Approved	
FA	2j	Purchasing	Approved	
FA	3	Records management, including:		
FA	3a	Note taking	Approved	
FA	3b	Records retention	Approved	
FA	3c	Freedom of information management	Approved	
FA	4	Human resources practices, including:		
FA	4a	Recruitment, selection & retention	Approved	
FA	4b	Promotion	Approved	
FA	4c	Performance evaluation	Approved	
FA	4d	Career development & higher education	Approved	
FA	4e	Job classifications	Approved	
FA	4f	Secondary employment	N/A	
FA	5	Client/ customer relation practices, including:		
FA	5a	Preserving local identity	Approved	
FA	5b	Enhancing fire department image	Approved	
FA	5c	Marketing	Approved	
FA	5d	Environmental scanning, anticipating pressures and developing communication strategies	Approved	
FA	5e	Enhancing public perception of access to fire department staff	Approved	
FA	5f	Developing inter-agency relationships	Approved	
FA	6	Health and safety practices, including communicable diseases	Approved	

Core Service: Communications/ Resource Centre				
Number		Service	Status	Comment
RC	1	Dispatch practices, including:		
RC	1a	Liaising with dispatch centres	Approved	Contracted Service
RC	1b	Providing access points for operational supervisors	Approved	Contracted Service
RC	1c	Receiving emergency calls	Approved	Contracted Service
RC	1d	Dispatching of appropriate resources	Approved	Contracted Service
RC	1e	Providing on-going resources to operation during emergency	Approved	Contracted Service
RC	1f	Compiling emergency response data and inputting of information in data bases	Approved	Contracted Service
RC	1g	Sharing data with other department divisions	Approved	Contracted Service
RC	1h	Sharing data with other municipal departments	Approved	Contracted Service
RC	1i	Accessing data from other sources	Approved	Contracted Service
RC	2	Technology issues, including:		
RC	2a	Maintaining and repairing communications systems and components (both routine and emergency)	Approved	
RC	2b	Providing technical support	Approved	
RC	2c	Developing specifications for radios, pagers, telephones, and computers	Approved	
RC	2d	Providing interface capability with other data systems, e.g. assessment, building department, roads department	Approved	
Core Service: Training & Education				
Number		Service	Status	Comment
TE	1	Program development practices, including:		
TE	1a	Developing trainer facilitators	Approved	
TE	1b	Co-ordinating core curriculum	Approved	
TE	1c	Developing specialized staff development programs	Approved	
TE	1d	Suppression	Approved	
TE	1e	Prevention	Approved	
TE	1f	Administration	Approved	
TE	1g	Communications	Approved	
TE	1h	Maintenance	Approved	
TE	1i	Support services	Approved	
TE	1j	Developing succession training programs	Approved	

TE	1k	Developing self-directed learning programs	Approved	
TE	2	Providing access to training facilities, including:		
TE	2a	Co-ordinating access to facility	Approved	
TE	2b	Delivering of hands-on training to staff	Approved	
TE	3	Station training practices, including:		
TE	3a	Delivery of curriculum specific to discipline's needs	Approved	
TE	3b	Supervisory training skills	Approved	
TE	3c	Providing support and direction	Approved	
TE	4	Development, approval and delivery of incident management and accountability systems and procedures	Approved	
TE	5	Co-ordination, development, approval and distribution of standard operating guidelines for various disciplines	Approved	

Core Service: Maintenance

Number	Service	Status	Comment
MA	1	Fleet and equipment maintenance practices, including:	
MA	1a	Approved	Maintaining fleet and equipment (both routine and emergency)
MA	1b	Approved	Providing annual testing programs
MA	1c	Approved	Mechanical worthiness
MA	1d	Approved	Ministry of Labour requirements
MA	1e	Approved	Pump capacity and certification
MA	1f	Approved	Specification development
MA	1g	Approved	Acceptance testing and approval of new apparatus and equipment
MA	1h	Approved	Maintaining specialized equipment, e.g. SCBA
MA	1i	Approved	Central supply facility
MA	2	Approved	Facilities maintenance, including maintenance of station infrastructure
MA	3	Approved	Providing input regarding design and construction consideration for fire stations

Core Service: Support Services *(shared municipal/ fire department functions)*

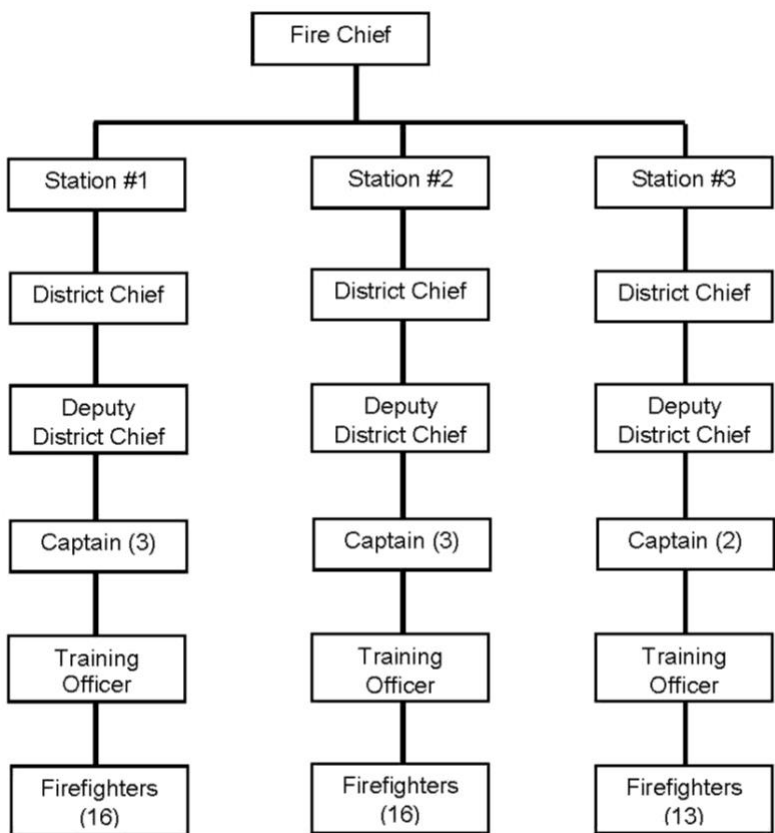
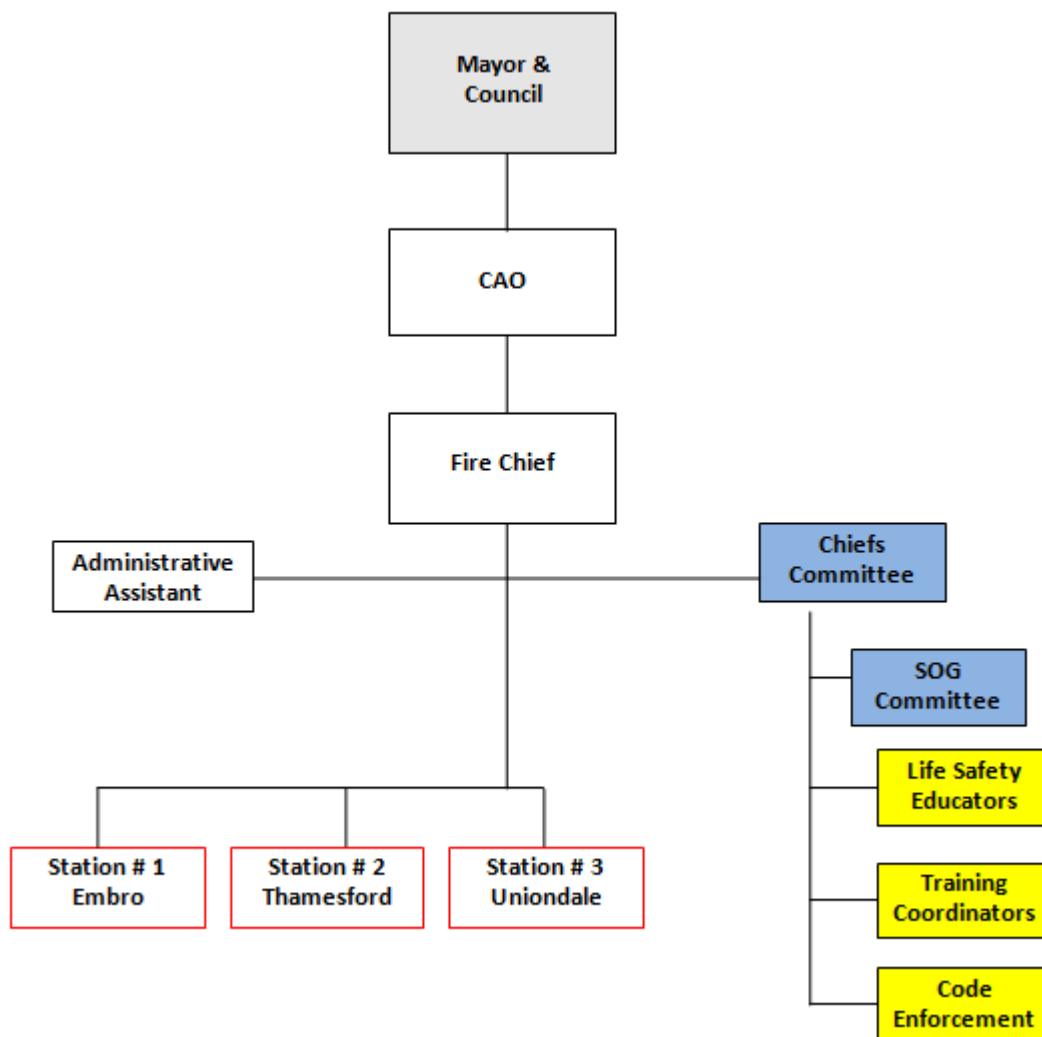
Number	Service	Status	Comment
SS	1	Purchasing practices, including:	
SS	1a	Approved	Bulk purchasing through local and area organizations
SS	1b	Approved	Developing standardized specifications for all apparatus and equipment

SS	2	Financial practices, including:		
SS	2a	Financial analysis	Approved	
SS	2b	Liaising with other area departments	Approved	
SS	2c	Co-ordinating day to day financial services	Approved	
SS	2d	Arranging long term funding	Approved	
SS	3	Risk management practices, including:		
SS	3a	Assessing changing risk	Approved	
SS	3b	Operationalizing risk management into every function	Approved	
SS	3c	Providing insurance		
SS	3d	Prevention planning	Approved	
SS	3e	Risk avoidance	Approved	
SS	3f	Loss control	Approved	
SS	3g	Separation and diversification of losses		
SS	3h	Risk transfer		
SS	4	Human resources practices, including:		
SS	4a	Developing recruitment and retention programs	Approved	
SS	4b	Specializing in fire service legislation and related issues		
SS	5	Co-ordination with other agencies for shared infrastructure, including:		
SS	5a	Municipal water system development	Approved	
SS	5b	Maintenance and access to water supply	Approved	
SS	5c	Maintenance and access to emergency incidents via municipal and county roads	Approved	
SS	5d	Co-ordinating road closures and detour routes with appropriate works department and roads department	Approved	

SCHEDULE "B"
BY-LAW NO. 57-11

APPROVED ORGANIZATIONAL CHART
Township of Zorra Fire & Emergency Service

Amended by By-law No. 46-19



SCHEDULE "C"
BY-LAW NO. 57-11

GENERAL DUTIES AND RESPONSIBILITIES
Township of Zorra Fire & Emergency Service

Fire Chief

In addition to the roles and responsibilities established by this By-law, the Fire Chief will act in accordance with all policies and procedures as established by the Council, and is responsible for the general competencies and performance outcomes for the position of Fire Chief as outlined in the Ontario Fire Chief Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service, unless otherwise determined to be not applicable by the Council.

The Fire Chief reports to the Municipal Council through the Chief Administrative Officer.

Deputy Fire Chief

In addition to the roles and responsibilities established by this By-law, and all general orders, policies, standard operating guidelines, and rules and regulations of the Fire Department established under the authority of this By-law and any other duties assigned by the Fire Chief, the Deputy Fire Chief is responsible for the general competencies and performance outcomes for the position of Deputy Fire Chief as outlined in the Ontario Deputy Fire Chief Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service unless otherwise determined to be not applicable by the Fire Chief.

The Deputy Fire Chief reports to the Fire Chief.

District Chief

In addition to the roles and responsibilities established by this By-law, and all general orders, policies, standard operating guidelines, and rules and regulations of the Fire Department established under the authority of this By-law and any other duties assigned by the Fire Chief, the District Chief is responsible for the general competencies and performance outcomes for the position of Senior Officer as outlined in the Ontario Senior Officer Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service, unless otherwise determined to be not applicable by the Fire Chief.

The District Chief reports to the Fire Chief.

Deputy District Chief

In addition to the roles and responsibilities established by this By-law, and all general orders, policies, standard operating guidelines, and rules and regulations of the Fire Department established under the authority of this By-law and any other duties assigned by the Fire Chief, the Deputy District Chief is responsible for the general competencies and performance outcomes for the position of Senior Officer as outlined in the Ontario Senior Officer Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service, unless otherwise determined to be not applicable by the Fire Chief.

The Deputy District Chief reports to the District Chief.

Captain (Company Officer)

In addition to the roles and responsibilities established by this By-law, and all general orders, policies, standard operating guidelines, and rules and regulations of the Fire Department established under the authority of this By-law and any other duties

assigned by the Fire Chief, the Captain (Company Officer) is responsible for the general competencies and performance outcomes for the position of Company Officer as outlined in the Ontario Company Officer Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service, unless otherwise determined to be not applicable by the Fire Chief.

The Captain reports to the Deputy District Chief.

Firefighter

In addition to the roles and responsibilities established by this By-law, and all general orders, policies, standard operating guidelines, and rules and regulations of the Fire Department established under the authority of this By-law and any other duties assigned by the Fire Chief, the Firefighter is responsible for the general competencies and performance outcomes for the position of Firefighter as outlined in the Ontario Firefighter Standard established by the Professional Standards Setting Body (PSSB) of the Ontario Fire Service, unless otherwise determined to be not applicable by the Fire Chief.

The Firefighter reports to the Captain (Company Officer).