



The Corporation of the Township of Norwich  
**By-law No. 24-2015**

Being A By-law to Establish a Fire Department  
(Norwich Fire Service)

**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 purpose of exercising its authority under the Act;

**AND WHEREAS** Section 9 of the *Municipal Act*, S.O. 2001, c. 25, as amended 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** Part II, Section 5(0.1) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4 as amended, permits the *Council* of a municipality to establish and regulate a fire department;

**AND WHEREAS** the Corporation of the Township of Norwich has established a fire department commonly known as Norwich Fire Service;

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

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

**“approved”** means approved by the Council of The Corporation of the Township of Norwich.

**“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 effect, those of a single department.

**“Captain”** means an officer that is appointed to assist the District Chief, and act in the position of District Chief in his/her absence.

**“Chief Administrative Officer”** means the person appointed by the Council to act as Chief Administrative Officer for the Corporation.

**“Corporation”** means The Corporation of the Township of Norwich.

**“Council”** means the Council of The Corporation of the Township of Norwich.

**“District Fire Chief”** means the senior officer that is appointed to be responsible for direction of work by/for of members, fire station operations or fire protection area within the Township of Norwich.

**“Fire Chief”** means the person appointed by the Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the *Fire Protection and Prevention Act*.

**“Fire Protection and Prevention Act, 1997 (FPPA)”** means the *Fire Protection and Prevention Act 1997*, S.O. c.4, as amended and any Regulation made under it.

**“fire protection services”** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provisions of fire protection services, rescue and emergency services and the delivery of all those services.

**“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 inaccessible properties, private roads, lanes and drives.

**“member”** means any person employed in, or appointed to the fire department and assigned to undertake fire protection services and includes officers and firefighters.

**“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.

**“non-resident”** means a person who is neither a property owner nor a tenant of property within the Township of Norwich.

**“Officer”** includes the Fire Chief, District Fire Chief(s), Captain(s), Chief Fire Prevention Officer, and any other such person as may be designated an officer from time to time by the Fire Chief.

**“property”** means any public or private real property within the Township of Norwich 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.

**“volunteer firefighter”** means a firefighter who provides fire protection services either voluntarily or for nominal consideration, honorarium, training or activity allowance.

2. A fire department for The Corporation of the Township of Norwich to be known as Norwich Fire Service is hereby established and the head of the fire department shall be known as the Fire Chief.

3. The goals of the Norwich Fire Service shall be as those contained in Appendix "A" of this By-law.
4. The Fire Department shall be structured in conformance with the approved Organizational Chart, Appendix "B", and forming part of this By-law.
5. The Council shall appoint a Fire Chief. In addition, the Chief Administrative Officer/Clerk shall approve the appointment of any other Officers in accordance with the approved Fire Department organizational structure in Appendix "B".
6. A District Chief shall be the second ranking officer of the Department and it shall be his/her responsibility to carry out the orders, policies, standard operating procedures and guidelines of the Department, and in the absence of the Fire Chief, has all the powers and duties of the Fire Chief.
7. The Fire Chief may appoint any qualified person as a member of the Fire Department, subject to the approved hiring policies of The Corporation of the Township of Norwich.
8. Persons appointed as members of the Fire Department to provide fire protection services shall be on probation for a period of 12 months, during which period they shall take such special training and examination as may be required by the Fire Chief.
9. If a probationary member appointed to provide fire protection services fails any such examinations, the Fire Chief may recommend to the Council that he/she be dismissed.
10. The remuneration of the volunteer firefighters shall be as determined by the Council.
11. The Fire Chief is ultimately responsible to the Council, through the Chief Administrative Officer, for the proper administration and operation of the Fire Department including the delivery of approved fire protection services as outlined in Appendix "C" of this By-law.
12. Due to the fire department's reliance on volunteer firefighters, the topographic and geographic configurations of the Corporation, the level and amount of equipment at the department's disposal, and other budgetary constraints, the services listed in Appendix "C", although approved, may be provided as "limited services" as defined in Section 1 of this By-law.
13. Despite Section 12, emergency response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such roads, lane or driveway including:
  - a. The ability of such road, lane or driveway to support and accommodate fire department equipment, vehicles and apparatus, and

- b. The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane or driveway to maintain such road, lane or driveway in a condition that is passable by fire department equipment, vehicles and apparatus;
- c. The Corporation accepts no liability for the delay or inability to supply the services set out in Appendix "C" of this By-law due to the provision of its approved services as limited services or due to the existence of unsafe conditions encountered in route, impeded access to property, and/or environmental factors/constraints.

14. The Fire Chief shall be responsible for:

- a. Implementing all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and fire department equipment;
- b. Reviewing periodically all policies, orders, rules and operating procedures of the fire department and may establish an advisory committees consisting of such members of the Fire Department as the Fire Chief may determine from time to time to assist in these duties;
- c. Submitting to the Chief Administrative Officer and the Council for approval, the annual budget estimates for the fire department; an annual report and any other specific reports requested by the Chief Administrative Officer or the Council;
- d. For the care and protection of all property belonging to the Fire Department;
- e. For arranging the provision of necessary and proper facilities, apparatus, equipment and supplies for the Fire Department;
- f. For determining and establishing in conjunction with the Council, through the Chief Administrative Officer, the qualifications and criteria for employment or appointment and the duties of all officers, firefighters and administrative staff of the Fire Department;
- g. 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 for the Township of Norwich and as required under the *Fire Protection and Prevention Act, 1997*;
- h. For keeping such other records as may be required by the Council;
- i. 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 under this By-law and for the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and shall review periodically such laws;
- j. Periodical review, revise or terminate, as required, general orders, policies, procedures and rules of the Fire Department; and
- k. In the case of by-laws, including this By-law, recommend to the Council, through the Chief Administrative Officer, such amendments as the Fire Chief considers appropriate.

15. 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.
16. Where the Fire Chief designates a member to act in the place of an officer in the Fire Department, such member, when so acting, has all of the powers and shall perform all duties of the officer replaced.
17. Members shall conduct themselves in accordance with rules and regulations of the fire department, established by 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.
18. The Fire Chief may reprimand, suspend or recommend dismissal of any member for infraction of any provisions of this By-law, policies, general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.
19. The procedures for termination of employment prescribed in the Corporation's Personnel Policy shall apply to all members.
20. Following the suspension or termination of a member, the Fire Chief shall immediately report, in writing, the suspension, or termination, and recommendation to the Chief Administrative Officer and the Council.
21. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires, the protection of life and property, and shall exercise all powers mandated by the *Fire Protection and Prevention Act*, and the Fire Chief shall be empowered to authorize:
  - a. The pulling down or demolishing of 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* and the *Fire Protection and Prevention Act*.
22. The Corporation may establish by By-law fees for services, if as a result of the Fire Department:
  - a. responding to any emergency, including a motor vehicle incident;
  - b. in carrying out any of its duties or functions, the Fire Chief or designate, determines it is necessary to incur additional expenses or services, including but not limited to retaining a private contractor, renting special equipment not normally carried on a fire apparatus, or using more materials than are carried

on a fire apparatus, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment or property owned by the Corporation, or otherwise carry out the duties and functions of the Fire Department.

23. For the purpose of Section 22 of this By-law, “property” shall mean personal and real property.

24. The owner of the property requiring or causing the need for the additional services under Section 22 of this By-law shall be charged the costs to provide the additional services including all applicable taxes. Property shall mean personal and real property.

25. 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:

- a. That, in the opinion of the Fire Chief or designate of the Fire Department, threatens property in the Township or property situated outside the Township that is owned or occupied by the Township;
- 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 Fire Marshal or any other similar reciprocal plan or program; or
- e. On property beyond the Township boundary where the 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 Fire Chief or designate.

26. Every applicant and every probationary member of the Fire Department shall:

- a. Be at least 18 years of age;
- b. Complete and successfully pass written, verbal, and physical examinations as deemed necessary by the Fire Chief;
- c. Be in good health, physically fit, and acquire a medical certificate of good health from a medical practitioner, prior to commencement of employment; and
- d. Once employed, possess and demonstrate to the satisfaction of the 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 unfavorable conditions in any environment.

27. Every member of the Fire Department, once appointed, shall possess at a minimum

- a. A Province of Ontario Class D driver’s license and air brake endorsement, and continually maintain the same.

- b. Certification in first aid (FA), cardio pulmonary resuscitation (CPR), and electronic automated defibrillation (AED) as per the Departments training and certification programs, and continually maintain the same.

28. Every member shall;

- a. be a resident of the Township or reside within the proximity and/or be within the protection area to which a fire station responds;
- b. work and reside within such reasonable proximity to a fire 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 be able to maintain the minimum attendance levels as required by general orders, policies, standard operating guidelines, procedures, rules and regulations made under this By-law, and continually maintain the same.

29. Every member of the Department appointed to carry out fire protection services is subject to a medical examination at such time as required by the Fire Chief.

30. Every member, prior to appointment to the Fire Department, shall 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 such or be subject to dismissal.

31. This By-law comes into force and effect on the day it is passed by the Council, in the manner appropriate to the Township.

32. That By-law No. 48-2010, as enacted, is hereby repealed in its entirety and that any By-law or By-laws, or parts of any By-law or By-laws that are inconsistent with this By-law are hereby repealed.

33. Schedules A, B, and C are deemed to be an integral part of this By-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14<sup>th</sup> DAY OF APRIL, 2015.

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MAYOR  
LARRY MARTIN

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CAO/CLERK  
KYLE KRUGER

## **Appendix “A” Primary Goals of the Fire Department**

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the Corporation, second, to those municipalities requiring assistance through an authorized mutual fire aid plan and program; and third, to those municipalities which are provided fire protection by the Fire Department via authorized agreement.

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

- Identify and review fire protection service requirements of the Corporation,
- Provide administrative processes consistent with the needs of the Department,
- Ensure that fire suppression apparatus, equipment and personnel are available within the Corporation to provide adequate response to a citizen’s call within a reasonable length of time,
- Provide Departmental training to an accepted standard, which will ensure the continuous up grading of all personnel in the latest techniques of fire prevention, fire suppression and control of emergency situations, and to co-operate with other departments of the Corporation with respect to management training and other programs,
- Provide a maintenance program to ensure fire protection apparatus, including allied equipment, is ready to respond to emergency calls,
- Provide an effective fire prevention program to ensure, through inspection and compliance with applicable by-laws, legislation, statutes, codes and regulations, and reduce and/or eliminate fire hazards,
- Develop and maintain an effective public education system and program, with particular emphasis on smoke alarms and fire escape planning,
- Ensure in the event of a major incident in the Corporation, assistance to cope with the situation is available from outside departments and other agencies,
- Develop and maintain good working relationships with all federal, provincial, and municipal departments, and utilities and agencies, related to the protection of life and property,
- Interact with other departments of the Corporation respecting the aspects of fire on any given program,
- Ensure these objectives are not in conflict with any other Department of the Corporation.



**APPENDIX “C”  
NORWICH FIRE SERVICE  
APPROVED CORE SERVICES**

The following chart identifies the approved core services for Norwich Fire Service		
<b><i>Emergency Response:</i></b>		
1	Basic Firefighter – no expected rescue component	Approved
2	Structural firefighting including rescue	Approved
3	Vehicle firefighting	Approved
4	Grass, brush, forestry	Approved
5	Marine firefighting	N/A
6	Automatic aid	Approved
7	Mutual aid	Approved
8	Tiered medical response: a) Cardiac Arrest b) Respiratory Arrest c) Vital Signs Absent (VSA) d) Unconscious/Unresponsive e) Uncontrolled Bleeding f) As Requested by the Paramedics on scene.	Approved
9	Awareness level hazardous materials	Approved
10	Operations level hazardous materials	N/A
11	Technician level hazardous materials	N/A
12	Vehicle accidents	Approved
13	Vehicle extrication	Approved
14	Transportation incidents involving vehicles, trains, and aircraft	Approved
15	Water and ice – shore based	Approved
16	Water and ice – go entry	N/A
17	Water and ice – boat	N/A
18	Public assistance	Approved
19	Ambulance assistance	Approved
20	Police assistance	Approved
21	Public utilities assistance	Approved
22	Community Emergency Plan participation	Approved
23	Urban search and rescue (light and heavy)	N/A
24	Rope Rescue – Technician Level	Approved
25	Confined space rescue – Technical Level	Approved
26	Farm/silo rescue	Approved
27	Role of Assistant to Fire Marshal re suppression	Approved
<b><i>Fire Prevention and Public Education</i></b>		
1	Selection of appropriate programs	Approved
2	Role of Chief Fire Official	Approved
3	Role of Assistant to Fire Marshal re prevention	Approved
4	Input into fire prevention policy development	Approved
5	Code development input	Approved
6	Development of fire prevention by-laws	Approved
7	Inter-action with building department(s)	Approved
8	Inter-action with other government agencies	Approved

9	Inspection practices including:	
	- complaint inspections	Approved
	- complaint inspections	Approved
	- conducting routine inspection per fire prevention policy	N/A
	- legislative requirements (as mandated)	Approved
	- enforcing municipal by-laws	Approved
	- conducting inspections, preparing reports and issuing written responses to requests	Approved
	- issuing permits	Approved
10	Public Education including:	
	- providing routine education programs as per fire prevention policy	Approved
	- facilitating smoke alarm initiatives	Approved
	- providing access for media	Approved
	- delivery of specialized programs	Approved
11	Fire investigation practices, including	
	- determining probable cause and origin	Approved
	- assessing code compliance	Approved
	- assessing fire suppression effectiveness	Approved
	- determining compliance with building standards	N/A
	- determining effectiveness of built-in suppression features	N/A
	- interacting with OFM investigator	Approved
	- supporting criminal prosecutions	Approved
	- consulting with police and other agencies	Approved
	- providing forensic services	N/A
12	Plans examination and approval practices, including:	
	- examining and approving new construction plans	N/A
	- examining and approving renovation plans	N/A
	- reviewing and approving subdivision/development agreements	N/A
	- reviewing and approving site plans	N/A
	- providing on-site inspection of approved plans to determine compliance	N/A
	- issuing occupancy permits	N/A
13	Preparation for and appearances in court	Approved
14	Systems checking, testing and approval	Approved
15	Compile, analyze and disseminate functional statistics	Approved
16	Consultation with architects, engineers, planners, contractors and building trades	Approved
<b>Fire Administration:</b>		
1	Planning and growth practices, including:	
	- strategic planning	Approved
	- evaluating programs and services	Approved
	- projecting station location(s) and re-location(s)	Approved
	- determining staffing levels and assignments	Approved
	- coordinating with other emergency services	Approved
	- coordinating development with other	Approved

	community departments	
	- coordinating with other Counties/Districts/Regions	Approved
2	Financial & records analysis practices, including:	
	- coordinating use of information from suppression activities	Approved
	- coordinating use of information from fire prevention activities	Approved
	- transitional adjustments for capital stock	Approved
	- input into level of service issues (based on available funding)	Approved
	- developing, controlling and monitoring budgets	Approved
	- coordinating with department divisions	Approved
	- identifying alternative sources of revenue and fees for services	Approved
	- operating expense projections	Approved
	- long term capital projections	Approved
	- purchasing equipment, etc.	Approved
3	Records management, including:	
	- note taking	Approved
	- records retention	Approved
	- freedom of information legislation	Approved
4	Human resources practices including:	
	- recruitment, selection and retention	Approved
	- promotion	Approved
	- performance evaluation	Approved
	- career development and higher education	Approved
	- job classifications	Approved
	- secondary employment	N/A
5	Client/customer relations practices, including	
	- preserving local identity	Approved
	- enhancing fire department image	Approved
	- marketing	Approved
	- environmental scanning, anticipating pressures and developing communication strategies	Approved
	- enhancing public perception of access to fire department staff	Approved
	- developing inter-agency relationship	Approved
6	- health and safety practices, including communicable diseases	Approved
<b>Communications/Resource Centre:</b>		
1	Dispatch practices, including	
	- liaising with dispatch centres	Approved
	- providing access points for operational supervisors	N/A
	- receiving emergency calls	N/A
	- dispatching of appropriate resources	N/A
	- providing on-going resources to operation during emergency	N/A
	- compiling emergency response data and inputting of information in data bases	Approved
	- sharing data with other department	Approved

	divisions	
	- sharing data with other municipal departments	Approved
	- accessing information from other sources	Approved
2	Technology issues including:	
	- maintaining and repairing communications systems and components (both routine and emergency)	Approved
	- providing technical support	N/A
	- developing specifications for radios, pagers, telephones, and computers	Approved
	- providing interface capability with other data systems, e.g. Assessment, building department, roads departments	N/A
<b>Training &amp; Education:</b>		
1	Program development practices, including:	
	- developing instructors	Approved
	- coordinating core training standards	Approved
	- developing specialized staff development programs	Approved
	- suppression	Approved
	- prevention	Approved
	- administration	Approved
	- communications	Approved
	- maintenance	Approved
	- support services	Approved
	- developing succession training programs	Approved
	- developing self-directed learning programs	Approved
2	Providing access to training facilities, including:	
	- coordinating access to facilities	Approved
	- delivering hands-on training to staff	Approved
3	Station training practices, including	
	- delivery of curriculum specific to Department needs	Approved
	- supervisory training scenarios	Approved
	- providing support and direction	Approved
4	Development, approval and delivery of incident management and accountability systems and procedures	Approved
5	Co-ordination, development, approval and distribution of standard operating guidelines for various disciplines	Approved
<b>Maintenance</b>		
1	Fleet and equipment maintenance practices, including:	
	- maintaining fleet and equipment (both routine and emergency)	Approved
	- providing annual testing programs	Approved
	- mechanical worthiness	Approved
	- Ministry of Labour requirements	Approved
	- pump capacity and certification	Approved
	- specification development	Approved
	- acceptance testing and approval of new apparatus and equipment	Approved

	- maintaining specialized equipment e.g. SCBA	Approved
	- central supply facility	N/A
2	Facilities maintenance, including:	
	- maintenance of station infrastructure	Approved
3	Providing input re design and construction considerations for fire stations	Approved
<b><i>Support Services (Shared municipal/fire department functions):</i></b>		
1	Purchasing practices, including:	
	- bulk purchasing through local and area organizations	Approved
	- developing standardized specifications for all apparatus and equipment	Approved
2	Financial practices, including	
	- financial analysis	Approved
	- liaising with other area departments	Approved
	- coordinating day to day financial services	Approved
	- arranging long term funding	N/A
3	Risk management practices, including:	
	- assessing changing risk	Approved
	- operationalizing risk management into every function	Approved
	- providing insurance	Approved
	- Prevention planning	Approved
	- risk avoidance	Approved
	- loss control	Approved
	- loss reduction	Approved
	- separation and diversification of losses	Approved
	- risk transfer	Approved
4	Human resources practices, including:	
	- developing recruitment and retention programs	Approved
	- specializing in fire service legislation and related issues	Approved
5	Co-ordination with other agencies for shared infrastructure including:	
	- maintenance and access to water supply	N/A
<b>LEGEND</b>		
Approved	Presently trained, equipped, and providing service	
Not Applicable (N/A)	Service not required in the geographical boundaries of the Township of Malahide	

**APPENDIX “B” – NORWICH FIRE SERVICE ORGANIZATIONAL CHART**

