

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT FIRE & EMER. SERVICES

1. PURPOSE

- 1.1. This policy is prepared for the use of the Municipality of Argyle and its emergency service providers such as fire departments and others involved in the provision of fire and emergency services. It is intended to facilitate communication and procedures to be followed between the Municipality and emergency service providers.

2. DEFINITIONS

- 2.1. Emergency Services (as defined in the Municipal Government Act) - services related to the provision of emergency services, including fire services, medical first responders, search and rescue, water rescue and assistance and protection for people and property in the event of disasters including, but not limited to, floods, hurricanes, motor vehicle accidents and chemical spills;
- 2.2. Emergency Services Provider - a municipality, village, fire commission, incorporated Society, corporation or other body or organization which provides one or more emergency services;
- 2.3. MGA - Municipal Government Act;
- 2.4. Municipality - Municipality of the District of Argyle;
- 2.5. Primary Emergency Services Provider - Any emergency services provider which is proposed, expected and intended to be called first for the provision of a particular emergency service within the Municipality;
- 2.6. Mutual Aid Emergency Services Provider - Any emergency services provider which responds to a call for assistance and support within a municipality in which it is not located at the request of a primary emergency services provider;
- 2.7. Registered - Registered by the Municipality in accordance with Part X of the MGA and the provisions of this Policy.

3. PRIMARY EMERGENCY SERVICES PROVIDERS

- 3.1. The Municipality acknowledges, and expresses its gratitude – and that of its citizens, property owners and ratepayers – to, the primary emergency services providers including Emergency Management Response, ambulance, volunteer fire brigades and/or other bodies corporate, for the particular emergency services for which such entities are registered.

4. MUTUAL AID PROVIDERS

- 4.1. The Municipality acknowledges, and expresses its gratitude – and that of its citizens, property owners and ratepayers – for the mutual aid and/or support services provided by the

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mutual aid emergency services providers, including Emergency Management Response, ambulance, volunteer fire brigades and/or other bodies corporate located outside its boundaries for the provision of the particular emergency services for which such entities are registered.

- 4.2. The Municipality authorizes primary emergency services providers to request and obtain assistance – where reasonably necessary – from other, unregistered fire emergency services providers that are lawfully authorized primary emergency services providers in another geographic area, municipal unit or jurisdiction.
- 4.3. The Municipality adopts as a mutual aid agreement for purposes of s.302 of the MGA (see attached agreement):
 - a) Each standing mutual aid agreement entered into by a registered primary emergency services provider; and
 - b) Each ad hoc request made by a registered primary emergency services provider for assistance at fires, rescues and other emergencies which results in another emergency services provider responding to assist.

5. FINANCES

- 5.1. Nothing in this Policy authorizes a primary emergency services provider to obligate, or purport to obligate, the Municipality to make cash payments, or any other type of reimbursement, for the provision of mutual aid or assistance.

6. INSURANCE

- 6.1. Registered primary emergency services providers shall pay for public liability insurance, including building and motor vehicle liability insurance through participation in the applicable insurance program established and administered by the Municipality.
- 6.2. Specific insurance coverage for group accidental death and disability for firefighters shall be arranged and paid for by the Municipality.

7. APPLICATION FOR REGISTRATION

- 7.1. Any emergency services provider who will, or may be, providing emergency services within the Municipality must fill out, provide all the information required and sign an application form – a signed copy of which is attached to this policy as Schedule “A”.
- 7.2. Where a mutual aid emergency services provider is applying for registration with the Municipality it is recommended that its own municipality, village or fire commission apply jointly by using the same application form – which would then be signed by both and both would be shown as the named applicants.

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7.3. The Municipality shall register an emergency services provider that complies with the requirements of the MGA and this policy if:

- a) it possesses the basic equipment required to provide the emergency services it offers to provide;
- b) the Municipality is satisfied that the applicant is capable of providing the emergency services it offers to provide;
- c) it meets the insurance requirements outlined herein;
- d) it does not provide emergency services for profit;
- e) the Municipality does not provide, or support others to provide, the same primary emergency services in the same area; and
- f) it has properly completed and signed an application in the form provided by the Municipality.

8. REGISTRATION PROVIDER – MEMBERS OF THE FIRE DEPARTMENT

8.1. To facilitate the coordination and scheduling of training of the firefighters in the Municipality, each firefighter in the Municipality must complete the form “Municipality of Argyle Volunteer Firefighter Form”.

8.2. At which time a member of a fire department ceases to be an active member, resigns, or passes away, the Fire Chief (or his or her designate) will notify the Chief Administrative Officer (or his or her designate) that the member is no longer an active member.

9. REGISTRATION AS AN EMERGENCY SERVICE – GENERAL PROVISIONS

9.1. Registration is effective upon the Chief Administrative Officer (or his or her designate) signing the application form on behalf of the Municipality and shall be for the services for which application is made unless the contrary is indicated by the Municipality when approving the registration.

9.2. Registration continues in effect unless and until revoked by the Municipality for cause or withdrawn at the request of the applicant.

9.3. Any registered emergency services provider in the Municipality shall update the information on its application form if it ever changes the emergency services it feels it is capable of providing or in the event of a change to any other information required on the application form.

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9.4. Failure to comply with this policy may, at the discretion of the Council of the Municipality, constitute one form of cause for the Municipality to revoke the registration of an emergency services provider.

10. ANNUAL MEETING

10.1. An annual meeting shall be held, in relation to the services provided by each registered primary emergency services provider, within the territory for which it is registered in order to report to, and answer questions from, the public concerning fire response and/or emergency services. Such annual meeting shall be:

10.2. organized and conducted by the registered primary services provider when that provider is located within the Municipality; and

10.3. advertised a minimum of fourteen (14) days ahead by the organizers by flyers posted in a minimum of three (3) conspicuous places within the boundaries of the Municipality.

10.4. As many fire departments do so already, the ideal method of communication is delivery of flyers in each mailbox of the fire district.

10.5. The purpose of the annual meeting shall be, at a minimum to:

- a) approve annual budget and/or present and approve the financial statement from the previous year;
- b) review and approve volunteer membership; and
- c) appoint the emergency service provider's executive, unless stated otherwise in the emergency service provider's by-laws.

11. CHANGES TO EXECUTIVE

11.1. As each emergency service provider is required to notify the Chief Administrative Officer (or his or her designate) of changes to its members' list (see point 16), it shall also inform the Chief Administrative Officer (or his or her designate), within fourteen (14) days, of any change of positions of its executive (chief, deputy, etc.).

12. SPECIAL AREA RATE MEETING

12.1. The roles and responsibilities of setting an area rate for fire services is defined by separate policy: "Policy Statement on Fire Area Rates".

12.2. The Council of the Municipality shall approve all fire area rates recommended by the emergency service provider.

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- 12.3. An emergency service provider that desires to have an area rate set in their area is responsible for organizing and properly advertising a Special Area Rate Meeting. To hold an area rate meeting, the following requirements stated below must be met:
- 12.4. advising Council and the Chief Administrative Officer (or his or her designate) of planned meeting for an area rate, a minimum of thirty (30) days in advance of scheduled meeting; and
- 12.5. give a minimum of 14 days' notice to the public in the communities of the area covered by the requesting emergency service provider by:
 - a) sending a flyer to all taxable commercial, residential or resource property and occupancy assessments in the area; and
 - b) posting posters in a minimum of three (3) conspicuous places within the boundaries of the fire district.
- 12.6. If the majority of those in attendance of the Special Area Rate Meeting agree having an area rate, the emergency service provider may then submit to Council a written recommendation with minutes of the ratepayers meeting by April 30th of that year to be included; therefore, the area rate may be included on the following fiscal year's tax bill.
- 12.7. If Council does not see necessary or appropriate to set an area rate, it may decline the recommendation.

13. EMERGENCY SERVICES RISKS

- 13.1. All emergency services providers shall, to the best of their abilities and judgment, refrain from undertaking any activity unless the benefit of the activity appears at the time to outweigh the risks, including any risks arising from deficiencies or limitations of trained personnel, command and equipment at the site.

14. REGISTRY

- 14.1. The Municipality shall establish a registry and assign, by motion of Council, the task of administering same to the Chief Administrative Officer (or his or his designate) – wherein is to be kept and maintained all records of applications, insurance policies, Council reports and financial reports, and other materials related to this policy.
- 14.2. For its purpose, the Municipality reserves the right to request from an emergency service provider for copies of their inventory and other similar information.

15. TRAINING AND OTHER EXPENSES COVERED BY THE MUNICIPALITY

- 15.1. The Municipality allots funds from its annual budget to the Argyle Municipal Firefighters' Association (AMFA). The AMFA mandates funds for annual training of fire

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departments. Training that will be covered by this budget is:

- a) Level 1 Training;
- b) First Aid and CPR;
- c) Hazmat;
- d) Live Fire;
- e) Traffic Control (Flagging Course); and
- f) Fire Investigation Level 1 (a maximum of 2 members per fire department).

15.2. The Municipality will also cover approved expenses in attending conferences and other workshops. Through the AMFA, the Municipality will cover expenses for:

- a) Maritime Fire Chiefs' Association Convention (MFCA);

15.2.a.1. Travel only.

- b) Fire Department Information Conference (FDIC); and

15.2.b.1. Registration and travel.

- c) Meetings/Conferences for Fire Service Association of Nova Scotia.

15.2.c.1. Travel only.

15.3. For costs to be covered for additional or other training, courses, workshops, meetings and/or conferences, not specified above, an emergency service provider must request approval through the Chief Administrative Officer (or his or her designate) by completing the "Training Approval Request" form (attached) which outlines the following information: date, location, transportation and registration fees, etc.; and submitting it to the Chief Administrative Officer (or his or her designate) for approval at least twenty (20) days prior to event's date(s).

15.4. The Municipality will not cover expenses for:

- a) training for committees or sub-organizations of emergency service providers such as Ladies' Auxiliaries;
- b) meals and beverages taken during training, courses, workshops, meetings and/or conferences;
- c) travel expenses not included in s.32 of this policy; and

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d) expenses for spouses of event participating member, unless also a qualified attending member of event.

15.5. The Municipality will set participation limits to training, courses, workshops, meetings and/or conferences as deemed appropriate or subject to budget allocations.

15.6. The Municipality shall coordinate a training calendar with the executive of the fire committee, outlining major training opportunities that the Municipality shall organize and fund. The Municipality encourages all fire departments to work collectively to schedule training for volunteers across the district, rather than focusing only on one department.

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: September 27, 2011

Date of Passage of Current Policy: October 11, 2011

I certify that this Policy was adopted by Council as indicated above.

Aldus B. Sturmont
Warden

Dec. 16/14
Date

[Signature]
Chief Administrative Officer

Dec 16, 14
Date