

Essentials of Municipal Fire Protection

A Decision-Makers' Guide



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Introduction

Essentials of Municipal Fire Protection: A Decision Makers' Guide

Initiated in 2006 - This was the product of a collaborative project team effort of Office of the Fire Marshal (OFM) staff representatives and a broad group of municipal partners and fire service stakeholders.

The seminar incorporates key information that decision-makers have expressed a need to know: what must they do, what service delivery options they have, how to determine which services to provide in their municipalities, and what tools are available to them. The two and a half hour seminar uses a combination of guidebook, PowerPoint presentations and interactive case studies to deliver key messages.

The guidebook is a reference and companion document to the Essentials Seminar which incorporates key information for municipal decision makers to generally understand municipal responsibilities under the *Fire Protection and Prevention Act*, the Ontario Fire Code, various standards and other related legislations.

The seminar was revised in 2022 and continues to be offered to Municipal Decision Makers through the Advice and Assistance Unit and Field and Advisory Services, OFM.

Contact Information

Enquiries regarding the Essentials of Municipal Fire Protection - A Decision Makers' Guide and Seminar should be directed to the Advice and Assistance Unit, Field and Advisory Services, OFM.

Staff members can be reached by e-mail at OFMEM-FAS-AA@ontario.ca or by calling 1-844-638-9560.

Office of the Fire Marshal

Office of the Fire Marshal

The Office of the Fire Marshal (OFM) is a branch of the Community Safety Division in the Ministry of the Solicitor General. The Fire Marshal is the principal adviser to government on public fire protection policy, and fire safety issues.

The OFM is committed to the delivery of community safety programs and:

- Work with municipal partners to deliver fire safety programs and services
- Share expert advice with local decision-makers
- Support municipal response efforts when called upon in an emergency

The OFM is responsible for the administration of the following provincial legislation that promotes fire protection, fire prevention and public safety in Ontario:

- the *Fire Protection and Prevention Act, 1997* (FPPA)
- the Fire Code, a regulation made under the Act that governs fire safety standards for equipment, systems, buildings, structures, land and premises in Ontario

You can visit the e-Laws website www.ontario.ca/laws to access the [FPPA](#), [Fire Code](#) online.

Promoting Public Safety and Safer Communities

The Office of the Fire Marshal has adopted and utilizes the “Three Lines of Defence” to promote public safety throughout Ontario.

Fire Service: Three Lines of Defence

The introduction of the *Fire Protection and Prevention Act* in 1997 was a transformational event. It established the framework for a fire protection services delivery model that would promote an integrated and balanced approach by utilizing the Three Lines of Defence:

Public Fire
Safety
Education



The principles on which the Three Lines of Defence are founded and outlined by the Honourable John B. Webber in the 1983 report entitled **Report of the Public Inquiry into Fire Safety in Highrise Buildings**, which are still as relevant today as they were in 1983.

Fire protection can be organized based on the Three Lines of Defence, with a focus and emphasis on public safety, fire safety inspections and enforcement, which can help prevent and mitigate fire loss, injury or death from fire and promote firefighter safety.

Fire Safety
Standards and
Enforcement



The first two Lines of Defence are prioritized to focus municipal fire protection services on the proactive activities of educating the public about the hazards and risks associated with fire, fire prevention measures and enforcement of the Fire Code. When fires do occur, the third Line of Defence – Emergency Response – must be available to lessen the impact. Placing a higher priority on public fire safety education and fire prevention transforms the traditional approach in which emergency response was the predominant focus of the provision of fire protection services.

Emergency
Response



Structure of the OFM

Standards, Training and Public Education

Technical Services

- Administers the Fire Code and develops proposals to government for amendments
- Provides expert advice to government on fire safety legislation and regulations
- Develops technical guidelines related to the Fire Code and the FPPA
- Provides assistance to fire services and the public on questions related to Fire Code application
- Administers requests made to the Fire Marshal for reviews of Orders under section 25 of the FPPA and renders decisions in disputes between municipal fire inspectors and aggrieved persons
- Administers the portions of the Fire Protection and Prevention Act that deal with orders and authorizations to close buildings
- Conducts research, technical analysis and provides advice on matters relating to fire investigation, protection, prevention and public education
- Conducts environmental scanning for the purpose of communicating relevant information on new issues and trends to the fire service
- Conducts applied research projects (e.g., product recalls and warnings, smoke alarm technologies, stovetop fire mitigation technologies, wood frame construction, sprinklers, and more)
- Participates on technical committees for the development of national and international codes and standards

Academic Standards & Evaluation

- Develops training programs and evaluation systems to support the Ontario fire service professionalization process
- Develops, administers and manages certification and accreditation programs for the fire service based on NFPA standards
- Develops partnerships and alternative delivery mechanisms for enhancing fire service accessibility to standardized educational and training programs

Ontario Fire College

- In operation since 1949, the Ontario Fire College's primary responsibility is to develop and deliver academically sound educational/training programs to meet the needs of both today's and tomorrow's fire service. The main objective of the Ontario Fire College (OFC) programs and courses is to assist our student-learners to become the best trained and most professional members of the Ontario fire service
- The Ontario Fire College offers training and education programs which are based on the National Fire Protection Association (NFPA) and other related standards. The courses are available to members of any Ontario municipal fire department, whether full-time, composite or volunteer

Public Fire Safety Education

- Assists municipal fire departments to meet their responsibilities under the *Fire Protection and Prevention Act, 1997* by developing public fire safety education programs, initiatives, resources and by providing training, advice and assistance
- Develop, distribute, and deliver evidence-based public education tools, resources, and training for the fire service and the public related to fire safety education
- Provide fire department personnel with the skills and knowledge to design, develop, and deliver effective, evidence-based public education programs and resources in accordance with local identified risks and current best practices
- Provide expert advice on public fire safety education through participation on internal and external committees and working groups
- Collaborate with other ministries, professional fire service associations, and external organizations on strategic initiatives to increase awareness of fire prevention, fire safety and emergency preparedness
- Provide support and guidance to the Fire Marshal's Public Fire Safety Council in the development and delivery of evidence-based fire and life safety programs and related initiatives consistent with identified needs and best practices

Field Services – Fire Investigation Services

Fire Investigation Services

- Investigates fires and explosions & produces Fire investigation reports
- Provides expert testimony in court to support law enforcement
- Provides expert support to police and other stakeholders regarding origin and cause of fires and explosions
- Identifies threats to public safety
- Prepares computer fire simulations
- Provides training as requested to fire and police services on the subject of investigation
- Provides technical support to all agencies involved in fire investigation
- Provides guidance in the roles and responsibilities between OFM, fire and police
- Gathers statistical information on fire investigations

Quality Assurance and Risk Management

- Quality Assurance and Risk Management (QARM) provides internal OFM oversight, quality assurance and risk management services. This includes the review of a wide variety of reports prepared by the OFM, analysis of data, and working collaboratively with OFM sections to support excellence in OFM program delivery.

Emergency Preparedness Response Unit

- The Emergency Preparedness Response Unit (EPRU) leads the provincial Chemical, Biological, Radiological, Nuclear, Explosives / Hazardous Materials / Heavy Urban Search and Rescue Emergency Response Support Program and administers various provincial partnership agreements.
- EPRU liaise between the incident commander and provincial teams under the authority of the Fire Marshal. EPRU Train, support, fund and manage Provincial teams.
- Provincial teams are made up of 6 level 2 teams, which are trained to the Hazmat OPS level, and 3 teams of level 3 made up of Fire/Police/EMS for CBRNE incident responses. Level 3 teams are technicians.

Field Services – Field and Advisory Services

- Provides ongoing assistance and advisory services to municipal officials and fire departments regarding the delivery of fire protection services
- Administers and monitors the Provincial Mutual Aid Plan as well provides related consultation and training
- Assists and supports FAS units and other OFMEM sections
- Provide proactive public relations services on behalf of the Fire Marshal through promotion of OFM fire safety messaging and by actively seeking out opportunities for initiating and enhancing professional relationships with stakeholders and other interested parties
- Performs strategic and operational functions that strengthen the public interest in a fire safe Ontario
- Monitors provincial trends in municipal fire protection, identifies gaps in legislation and provides recommendations for improvements
- Conducts audits and reviews of municipal fire protection services under the authority of the FPPA, 1997, to ensure the municipality’s compliance with legislation, the application of best practices and the provision of effective and efficient fire protection services
- Administers and provides assistance to the Northern Fire Protection Program (NFPP) for compliance with the mandatory requirements under the FPPA
- Delivers and supports Ontario Fire College training, development and administration of records, public education, the Northern/Unincorporated Inspection Program, and Emergency Management in Northern Ontario NFPP communities
- Provides advice and assistance to “territories without municipal organization” in conjunction with the Northern Services Board Act and Local Services Board Act
- Provides logistical support through the assignment of fleet pumpers and response equipment to NFPP departments
- Provides advice and assistance to fire departments and municipal officials responsible for fire safety enforcement activities
- Supports a diverse stakeholder group in conducting fire safety inspection, application of enforcement options under the Fire Protection and Prevention Act, 1997, and prosecutions
- Administers and enforces the Fire Code in unincorporated parts of the province
- Provides assistance to municipal officials, Police Services and fire department officials related to fire safety enforcement and safe remediation protocols for buildings used as illegal marijuana and clandestine laboratories

Administration & Business Support

- Provides corporate support to all OFM divisions
- Maintains fire-related statistics, municipal profiles and services
- Provides library resources for fire stakeholders

For further information please visit the Office of the Fire Marshal website at www.ontario.ca/firemarshal.

Municipal Requirements and Authorities under the Fire Protection and Prevention Act, 1997

Municipal Requirements and Authorities under the Fire Protection and Prevention Act, 1997

This section outlines the municipal requirements for municipalities pursuant to the *Fire Protection and Prevention Act, 1997* (FPPA). This section will cover roles and responsibilities, recommended annual compliance and directives.

Part I, Definitions

Definitions

1 (1) In this Act, “fire protection services” includes:

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e);

1. Roles

i. Municipality

Part II of the *Fire Protection and Prevention Act, 1997*, indicates a municipality's mandated responsibility for fire protection.

Part II, Responsibility for Fire Protection Services

Municipal responsibilities

2 (1) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

This establishes municipal responsibility for fire protection and makes public education and fire prevention mandatory. It serves to clarify the role of municipalities in providing fire protection services.

Although municipalities are mandated to provide fire protection, this does not necessarily mean they must have a fire department. Municipalities have a number of options available to them for the provision of fire protection services. They may:

- a) Establish a fire department or fire departments;
- b) Establish a community fire safety team or officer;
- c) Jointly manage and operate a fire department with one or more municipalities;
- d) Purchase fire protection;
- e) Both b and d together; or
- f) Any combination of a, c, or d (in all or parts of a municipality).

If a community risk assessment indicates that suppression services, in addition to public education and fire prevention, are needed and circumstances are such that the municipality can provide those services, then the municipality should establish a fire department.

If a municipality decides to establish a fire department, the fire department must provide fire suppression services. Subsection 5.(1) of the FPPA.

Furthermore, subsection 6.(1) of the FPPA states that if a fire department is established for the whole or a part of a municipality, or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department.

ii. Fire Chief

The Fire Chief's responsibilities include, but are not limited to: leading and managing the fire department, implementing the fire department's services and providing relevant and timely information to council in matters related to public safety, fire protection services and duties as set out in the FPPA and the Fire Code.

Responsibility to council

6 (3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

Powers of fire chief

6 (5) The fire chief may exercise all the powers assigned to him or her under this Act within the territorial limits of the municipality and within any other area in which the municipality has agreed to provide fire protection services, subject to any conditions specified in the agreement.

Delegation

6 (6) A fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6.

iii. Part III, Fire Marshal

Assistants to the Fire Marshal

11 (1) The following persons are assistants to the Fire Marshal and shall follow the Fire Marshal's directives in carrying out this Act,

- (a) the fire chief of every fire department;
- (b) the clerk of every municipality that does not have a fire department;
- (c) any member of a fire prevention bureau established by a municipality; and
- (d) every person designated by the Fire Marshal as an assistant to the Fire Marshal. 1997, c. 4, s. 11 (1); 2002, c. 18, Sched. N, s. 2 (1).

Persons designated under SS 11. (1) (a) (b) and (c) by virtue of their position is an Assistant to the Fire Marshal. Any other person who requires the authority of an Assistant to the Fire Marshal must be designated by the Fire Marshal under SS 11. (1) (d).

A new **online** course is now available to all assistants to the Fire Marshal. All persons who require the designation under the Act will be required to complete this course prior to receiving the assistant the Fire Marshal designation. Persons who are automatically considered to be an assistant the Fire Marshal under Section 11 of the Act may access this training as an option to enhance their current knowledge.

Fire Marshal's Directives

Directives are issued by the Fire Marshal under the authority of clause 9.(1)(b) in the Fire Protection and Prevention Act, 1997 (FPPA) when there is a need to achieve consistency in the application of certain technical or administrative requirements. Directives are issued to “assistants to the Fire Marshal” designated in subsection 11.(1) of the FPPA and it is the responsibility of every ‘assistant to the Fire Marshal’ to follow Fire Marshal’s Directives.

Source: <https://ontariogov.sharepoint.com/sites/OFMEM/SitePages/Fire-Marshall's-Directives.aspx>

DIRECTIVE	TITLE	PDF	DATE
2022-001	<u>Use of Information on Lightweight Construction to Inform Fire Suppression Pre-Planning Activities</u>	<u>PDF</u>	February 25, 2022
2020-001	Total Evacuation Fire Drills in Schools During COVID-19 Pandemic Note: see Communiqué 2021-07 Fire Drills and the Safe Re-Opening of Schools		September 4, 2020 Revised August 2021 Rescinded August 15, 2022
2019-002	<u>Notification of Fires and Explosions</u>		July 10, 2019
2016-001	<u>Notification Requirements for Serious Fire Risks in Long Term Care and Retirement Homes</u>	<u>PDF</u>	December 14, 2016
2015-002	<u>Reporting of Fires and Explosions Requiring Investigation</u>		July 21, 2015
2015-001	<u>Standard Incident Report (SIR) Filing</u> Note: see Communiqué 2021-05 New Platform for Registry of Vulnerable Occupancies and Standard Incident Report Filing		March 11, 2015 Revised June 2021
2014-003	<u>Inspections Of All Buildings</u>	<u>PDF</u>	January 1, 2014
2014-002	<u>Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations, Fire Safety Inspections</u> <u>Annex A - Fire Drill Scenario</u> <u>Annex B - Annual Inspection Checklist for Care Occupancies, Care and Treatment Occupancies, and Retirement Homes</u>	<u>PDF</u> <u>PDF</u>	January 1, 2014 Revised - April 2022
2014-001	<u>Registry of Vulnerable Occupancies (See Communiqué 2021-05)</u>		January 1, 2014 Revised June 2021
2002-001	<u>Disposal Of Material Or Thing Removed Under Authority Of Clause 15(1)(C) Of The Fire Protection And Prevention Act, 1997, As Amended</u>		December 2, 2002
1998-001	<u>Tubular Core Doors Under Retrofit</u>		February 3, 1998

Part V, Rights of Entry in Emergencies and Fire - Investigations

Entry on adjacent lands by firefighters, etc.

13 (1) A firefighter or such other person as may be authorized by the fire chief, the Fire Marshal or an assistant to the Fire Marshal may, without a warrant, enter on lands or premises,

- (a) that are adjacent to the lands or premises on which a fire or emergency has occurred or is occurring, for the purposes of fighting the fire or of providing rescue or emergency services; or
- (b) that are adjacent to the lands or premises on which there is a serious threat to the health and safety of any person or the quality of the natural environment, for the purpose of removing or reducing the threat.

Entry where fire has occurred or is likely to occur

- 14 (1)** The Fire Marshal or a fire chief may, without a warrant, enter on land or premises if,
- (a) a fire has occurred on the land or premises; or
 - (b) he or she has reason to believe that a substance or device that is likely to cause a fire may be situated on the land or premises.

It is important for the Assistant to the Fire Marshal to note that their powers of entry do not extend to SS 14. (1) to (10) for purposes of conducting an investigation into the cause of a fire or determining whether a substance or device that is likely to cause fire is situated on the land or premises (Unless delegated by the Fire Marshal or Fire Chief, as a delegated authority should be formalized in writing).

Immediate Threat to Life – Rights of Entry

Immediate threat to life

- 15 (1)** If the Fire Marshal, an assistant to the Fire Marshal or a fire chief has reasonable grounds to believe that a risk of fire poses an immediate threat to life, he or she may, without a warrant, enter on any land or premises and, for the purpose of removing or reducing the threat, may,
- (a) remove persons on the land or premises;
 - (b) post a fire watch;
 - (c) remove combustible or explosive material or anything that may constitute a fire menace;
 - (c.1) dispose of any material or thing that was removed under clause (c), in accordance with any directives issued by the Fire Marshal;
 - (d) eliminate ignition sources;
 - (e) install temporary safeguards, including fire extinguishers and smoke alarms;
 - (f) make minor repairs to existing fire safety systems;
 - (g) do any other thing that the Fire Marshal, an assistant to the Fire Marshal or a fire chief has reasonable grounds to believe is urgently required to remove or reduce the threat to life. 1997, c. 4, s. 15 (1); 2002, c. 18, Sched. N, s. 3; 2016, c. 37, Sched. 9, s. 1.

SS 15. (1) (g) provides the Assistant to the Fire Marshal a measure of discretion in deciding what action should be taken. Should the action(s) specified in SS 15. (1) (a) to (f) not be adequate to reduce the immediate threat to life, the Assistant to the Fire Marshal may undertake different work. The measures selected to reduce the immediate threat to life must be in line with the measures specified in the FPPA. Changing locks results in a building closure goes beyond the scope of SS 15. (1) (g).

Part VI, Inspections

Inspectors

19 (1) The Fire Marshal, an assistant to the Fire Marshal or a fire chief is an inspector for the purposes of this Part.

Inspections

(2) An inspector may, without a warrant, enter and inspect land and premises for the purposes of assessing fire safety.

Time of entry

(3) The power to enter and inspect land and premises without a warrant may be exercised at all reasonable times.

Assistance

(4) An inspector who enters land or premises under this section may take with him or her a police officer or such other person as he or she considers advisable to assist.

Identification

(5) On the request of an owner or occupant of the land or premises, an inspector shall identify himself or herself and shall explain the purpose of the entry.

SS 19. (1) identifies the Fire Marshal, Assistant to the Fire Marshal or a fire chief is an inspector for purposes of inspection and may, without a warrant, enter and inspect land and premises for the purpose of assessing fire safety at all reasonable times. SS 19. (2) (3)

Inspection orders

21 (1) An inspector who has carried out an inspection of land or premises under section 19 or 20 may order the owner or occupant of the land or premises to take any measure necessary to ensure fire safety on the land and premises and may for that purpose order the owner or occupant,

- (a) to remove buildings or structures from the land or premises;
- (b) to make structural and other repairs or alterations, including material alterations, to the buildings or structures;
- (c) to remove combustible or explosive material or any thing that may constitute a fire hazard;
- (d) to install and use specified equipment or devices as may be necessary to contain hazardous material on the land or premises and, in the event of a fire, to remove or transport the material;
- (e) to discontinue the manufacturing, production or fabrication of any material, device or other thing that creates or poses an undue risk of fire or explosion;
- (f) to do anything respecting fire safety including anything relating to the containment of a possible fire, means of egress, fire alarms and detection, fire suppression and the preparation of a fire safety plan;
- (g) to remedy any contravention of the fire code.

Inspection Orders are used by Assistants to the Fire Marshal to rectify fire safety issues in circumstances where it is not deemed an immediate fire safety concern. This may include situations where a contravention of the Fire Code exists or where the fire hazard is not specifically addressed in the Fire Code.

Order to Close / Authorization to Close

In situations where a degree of urgency has been demonstrated such that closure of the property is necessary, the inspector may:

Apply the provisions of Part VI SS 21. (2) (a) to order the owner to close the property, or apply the provisions of SS 21. (2) (b) to obtain authorization to close the property by the inspector, until such time as the corrective actions ordered under SS 21. (1) (accompanying Inspection Order) have been completed. In both cases, closure of the property may only occur with the approval of the Fire Marshal or his or her designate.

Same, electrical installations

(3) If, upon an inspection, it is determined that the electrical installations in a building or structure create or pose a risk of fire because of the inadequacy or want of repair of the installations and their wiring, the inspector may order that the electrical installations in the building or structure be inspected by a representative of the Electrical Safety Authority referred to in Part VIII of the Electricity Act, 1998 and that the costs of the inspection be paid by the owner or occupant of the building or structure. 1997, c. 4, s. 21 (3); 1998, C. 15, Sched. E, s. 12.

Offences and Enforcement

Persons designated as an AFM under the provisions of Section 11 must understand their authority as outlined in the FPPA and their resultant designation as a Provincial Offences Officer defined in the Provincial Offences Act (POA);

POA definition - “provincial offences officer” means,... (e) an officer, employee or agent of any municipality or of any local board of any municipality whose responsibilities include the enforcement of a by-law, an Act or a regulation under an Act, while in the discharge of his or her duties.

In circumstances where an Inspection Order has not been complied with or where contravention(s) of the Fire Code or FPPA is observed, the AFM may consider:

- POA Part I Certificate of Offence (ticket) where applicable
- POA Part III Information and Summons in accordance with the provisions of the POA relevant to FPPA Part VII Offences and Enforcement for
 - o Part VII SS 28. (1) (a) to (d) Offences
 - o Part VII Section 29 Offence, removal of posted notice; and
 - o Part VII Section 30 Offence, failure to comply with an Inspection Order

Ontario Court of Justice Order

In circumstances where a person has been convicted of an offence of failure to comply with an inspection order (Section 30); an order of the Fire Marshal (Section 25) or an order of the Fire Safety Commission (Section 26) and has not complied with the order within 30 days of the conviction, an AFM may apply to the Ontario Court of Justice for an order. SS 31. (1) (a)

In circumstances where a person has been convicted of an offence for contravening a provision of the Fire Code and continues to contravene or has failed to remedy a contravention within 30 days of conviction, an AFM may apply to the Ontario Court of Justice for an order. SS 31. (1) (b)

In circumstances where an owner or designate has failed to remedy an Inspection Order under Section 21 or the decision of the Fire Marshal under Section 25 or the decision of the Fire Safety Commission under Section 26, the AFM may exercise the provisions of obtaining a Compliance Order from the Superior Court of Justice as outlined in Part VII SS 32. (1) (a).

In circumstances where it has been determined that an owner or designate is unwilling to remedy a contravention of the Fire Code in a time and manner applicable to the circumstances, the AFM may exercise the provisions of obtaining a Compliance Order from the Superior Court of Justice as outlined in Part VII SS 32. (1) (b).

Fire Safety Commission Order

In circumstances where an owner or designate has failed to comply with an Inspection Order under SS 21. (1); Order to Close under SS 21. (2); order by the Fire Marshal under Section 25 or order by the Fire Safety Commission under Section 26, an inspector may apply to the Fire Safety Commission for an order authorizing the inspector to cause the action to be completed as per the provisions of Part VII Section 33.

Review and Appeals

Review of inspection order by Fire Marshal

25 (1) A person who considers himself or herself aggrieved by an order made by an inspector, other than the Fire Marshal, under subsection 21 (1) or (2) may, within 15 days after the order is served, submit a written request to the Fire Marshal for a review of the order. 1997, c. 4, s. 25 (1).

An application for an extension of time for the review (beyond the 15 days noted above) sent to the Fire Marshal for approval within 30 days after a copy of the Inspection Order and/or Order to Close is served. SS 25. (2)

The Fire Marshal has the powers to confirm, amend or rescind the order or makes such other order, or can refer the matter to the Fire Safety Commission for a hearing as per SS 25. (4). No hearing is required by the Fire Marshal when conducting a review. SS 25. (5)

Lifting of stay

25 (7) The Fire Marshal may, upon request therefor by an inspector, which may be made without notice, order that the stay of the order be lifted if, in his or her opinion, the action is necessary in the interest of public safety. 2002, c. 18, Sched. N, s. 4 (2).

The Fire Marshal may order the lifting of the stay provided he/she is of the opinion the action is necessary in the interest of public safety. SS 25. (7)

Appeal: Fire Safety Commission

Any person who considers himself or herself aggrieved by the order (review decision) of the Fire Marshal for an order under SS 21. (1) (2) or Section 25 (Inspection Order and/or Order to Close) may appeal to the Fire Safety Commission within 15 days after the order is served. SS 26. (1) (2)

The Fire Safety Commission has powers to confirm, amend or rescind the order or make such other order as the Fire Safety Commission deemed appropriate. SS 26. (6)

Lifting of stay

26 (8) The Fire Safety Commission may, upon application therefor by an inspector or the Fire Marshal, which may be made without notice, order that the stay of the order be lifted if, in its opinion, the action is necessary in the interest of public safety. 2002, c. 18, Sched. N, s. 5 (2).

Appeal: Divisional Court

Any party to the hearing before the Fire Safety Commission (Section 26) may appeal the decision of the Fire Safety Commission to Divisional Court under provisions of Section 27.

The Judge who hears the appeal at Divisional Court can refer the matter back to the Fire Safety Commission for reconsideration, confirm or alter the decision of the Fire Safety Commission or make such other order that can include an order that the Fire Marshal or inspector do any act he or she is authorized to do under the FPPA.

The decision of Divisional Court is binding.

Part VIII, Recovery of Costs

Fire Marshal's order to pay costs

- 35 (1)** The Fire Marshal, a fire chief or an assistant to the Fire Marshal may issue,
- a) an order, to any person required by an order made under subsection 21 (1) or (2) or section 25 or 26 to do any thing, to pay the costs incurred by the Province of Ontario or a municipality in doing the thing in accordance with an authorization given under section 33;
 - b) an order, to the owner or the person having control of land or premises, to pay the costs incurred by the Province of Ontario or a municipality in entering the land or premises and doing any thing under section 15; or
 - c) an order, to the owner or occupant of land or premises, to pay the costs incurred by the Province of Ontario or a municipality in doing any thing to cause the land or premises to be closed immediately under clause 21 (2) (b). 2019, c. 7, Sched. 29, s. 5

Please note that an Order to Pay Costs form is not to be used in circumstances where expenses have incurred for carrying out an order made by the Ontario Court of Justice under SS 31. (3) (following conviction). For expenses incurred in these circumstances refer to Recovery of Costs – Municipal Lien.

Expenses incurred for work performed under SS 21. (2) (a) (Order to Close) and (b) (authorization to close) is not recoverable through the FPPA.

An Order to Pay Costs made pursuant to Section 35 includes an appeal process for the person that was served the order to request a hearing by the Fire Safety Commission. A request, in writing, is made within 15 days, to the Fire Safety Commission, after service of the Order to Pay Costs.

An appeal of a decision by the Fire Safety Commission may be made to Divisional Court. An Order to Pay Costs may be filed with the Superior Court of Justice and enforced as if it were an order of the court.

Recovery of Costs - Municipal Lien

Instructions for municipality to recover costs

38 (1) The Fire Marshal, a fire chief or an assistant to the Fire Marshal may inform a municipality as to the amount of any of the following expenses incurred by the municipality or the Province of Ontario that relate to things done in connection with land or premises in the municipality and instruct the municipality to recover the amounts:

1. Expenses incurred in carrying out an order made under subsection 31 (3) that relates to the land or premises.
2. Where an order to pay costs has been issued under section 35 to a person who owns the lands or premises in the municipality,
 - i. expenses incurred in doing anything done in accordance with an authorization given under section 33 to do things to the land or premises, or
 - ii. expenses incurred in doing a thing under section 15 in order to remove or reduce an immediate threat to life on the land or premises. 1997, c. 4, s. 38 (1).

Municipal lien

(2) Upon receiving instructions under subsection (1), a municipality shall have a lien against the land or premises in respect of which expenses referred to in subsection (1) were incurred for the amount of the expenses. 1997, c. 4, s. 38 (2).

Office of the Fire Marshal

The Office of the Fire Marshal (OFM) monitors, reviews and advises on the delivery of fire protection services. This is done by providing recommendations to improve the efficiency and effectiveness of fire protection services.

Part III, Fire Marshal

Powers of the Fire Marshal

9 (1) The Fire Marshal has the power,

- (a) to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services;
- (b) to issue directives to assistants to the Fire Marshal respecting matters relating to this Act and the regulations;
- (c) to advise and assist ministries and agencies of government respecting fire protection services and related matters;
- (d) to issue guidelines to municipalities respecting fire protection services and related matters;
- (e) to co-operate with any body or person interested in developing and promoting the principles and practices of fire protection services;
- (f) to issue long service awards to persons involved in the provision of fire protection services; and
- (g) to exercise such other powers as may be assigned under this Act or as may be necessary to perform any duty assigned under this Act. 1997, c. 4, s. 9 (1).

Duties of the Fire Marshal

(2) It is the duty of the Fire Marshal,

- (a) to investigate the cause, origin and circumstances of any fire or of any explosion or condition that in the opinion of the Fire Marshal might have caused a fire, explosion, loss of life or damage to property;
- (b) to advise municipalities in the interpretation and enforcement of this Act and the regulations;
- (c) to provide information and advice on fire safety matters and fire protection matters by means of public meetings, newspaper articles, publications, electronic media and exhibitions and otherwise as the Fire Marshal considers advisable;
- (d) to develop training programs and evaluation systems for persons involved in the provision of fire protection services and to provide programs to improve practices relating to fire protection services;
- (e) to maintain and operate a central fire college;
- (f) to keep a record of every fire reported to the Fire Marshal with the facts, statistics and circumstances that are required under this Act;
- (g) to develop and maintain statistical records and conduct studies in respect of fire protection services; and
- (h) to perform such other duties as may be assigned to the Fire Marshal under this Act. 1997, c. 4, s. 9 (2)

2. Municipal Responsibilities

a: Recommended Annual Components

Changes to the past compliance strategy known as the Declaration of Annual Compliance in the Municipal Profile - 2.(1)(a), where key fire service components included public education, fire risk assessment, smoke alarm and fire prevention activities, have now been imbedded into recent regulations. These changes have resulted in a revised strategy currently known as Recommend Annual Components.

In addition to the regulations listed below, municipalities are required to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention.

- O. Reg. 378/18 COMMUNITY RISK ASSESSMENTS
- O. Reg. 365/13 MANDATORY ASSESSMENT OF COMPLAINTS AND REQUESTS FOR APPROVAL
- O. Reg. 364/13 MANDATORY INSPECTION - FIRE DRILL IN VULNERABLE OCCUPANCY
- O. Reg. 213/07 FIRE CODE (Carbon Monoxide and Smoke Alarm)

b: Fire Marshal Directives and OFMEM Standards & Guidelines

i. Public Fire Safety Guidelines

Public Fire Safety Guidelines are issued by the Fire Marshal under the authority of the *Fire Protection and Prevention Act, 1997*:

Public Fire Safety Guidelines were first introduced in 1998 to assist municipal councils, administrators and fire chiefs in fulfilling their responsibilities as set out in Part II of the *Fire Protection and Prevention Act, 1997*.

Powers of Fire Marshal

9 (1) The Fire Marshal has the power,

(d) to issue guidelines to municipalities respecting fire protection services and related matters;

ii. Fire Marshal's Directives Relevant to this Section

Directives are issued by the Fire Marshal under the authority of clause 9.(1)(b) in the *Fire Protection and Prevention Act, 1997* (FPPA) when there is a need to achieve consistency in the application of certain technical or administrative requirements. Directives are issued to 'assistants to the Fire Marshal' designated in subsection 11.(1) of the FPPA and it is the responsibility of every 'assistant to the Fire Marshal' to follow Fire Marshal's Directives.

Source: <https://ontariogov.sharepoint.com/sites/OFMEM/SitePages/Fire-Marshall's-Directives.aspx>

c: Reporting of Fires and Explosions Requiring Investigation

Fire Marshal's Directive: 2019-002

Topic: Notification of Fires and Explosions

This directive is issued under the clause 9.(1)(b) of the Fire Protection and Prevention Act, 1997 (FPPA), and supersedes Fire Marshal's Directive 2019-001 issued on May 17, 2019.

Background

It is the responsibility of every assistant to the Fire Marshal to follow the Fire Marshal's directive as set out in subsection 11.(1) of the FPPA.

Under clause 9.(2)(a) of the FPPA, it is a duty of the Fire Marshal to investigate the cause, origin and circumstances of any fire or of any explosion or condition that, in the opinion of the Fire Marshal, might have caused a fire, explosion, loss of life or damage to property. In order to carry out this duty, specified fires must be reported to the Fire Marshal. Clauses 11.(2) and 11.(3) of the FPPA, establish fire reporting duties for Assistants to the Fire Marshal.

Directive

All assistants to the Fire Marshal shall notify forthwith the Provincial Emergency Operations Centre (PEOC) Duty Officer, Office of the Fire Marshal (OFM) at 1-800-461-2281 (toll free) of all incidents that meet or that appear to meet the following criteria[1]:

- Fires or explosions resulting in either a fatality or serious injury requiring person(s) to be admitted as in-patient(s) to a hospital (it is the responsibility of the fire department to make every reasonable effort to confirm the status of injured persons transported to hospital prior to the release of the fire scene).
- Explosions (where the explosion is the primary event).
- Fires or explosions suspected of being incendiary (criminal). Discretion may be used when there is no impact to a building(s) or in circumstances where there is no clear threat to life. These types of fires include dumpster fires, car fires, and wild land fires. All incendiary fires and explosions must also be reported to the Police authority having jurisdiction.
- Fires or explosions where the loss is significant to the community[2].
- Fires resulting in unusual fire/smoke spread.
- Fires or explosions involving circumstances that may result in widespread public concern (e.g. environmental hazard).
- Fires or explosions in multi-unit residential occupancies where fire spread or explosion impact is beyond unit of origin, or where suspected Fire Code violations have impacted on the circumstances of the event.
- Fire or explosions involving clandestine drug operations or marijuana grow operations.

OFM Fire Investigation Services Response:

All notifications involving a fatality, serious injury or explosion will be evaluated 24/7 for determination of investigation requirements, and deployment of fire investigation staff.

All other incidents will be evaluated during regular business hours (7:30 am – 4:00 pm) for a determination of investigative requirements.

When an OFM response is deferred to the next business day, the PEOC Duty Officer will inform the caller that all steps shall be taken to secure the scene and that the OFMEM will be notified of the request at 7:30 a.m. The OFM Duty Manager or Duty Supervisor will determine who will respond to a reported incident.

An OFM manager is available after regular business hours to deal with circumstances that call for direct consultation with the OFM.

Special Consideration – Fires of a Potential Criminal Nature

Part of the mandate of the OFM is to assist the local police in determining whether a fire is criminal in nature. In the event that a scene is potentially criminal in nature, the police are the lead agency and they may liaise directly with the OFM. The OFM will make reasonable effort to advise the local fire service when this occurs.

OFM notification by Police Agencies and or Indigenous Communities

Police agencies and or Indigenous Communities may directly notify the OFM of incidents through the PEOC.

Scene Security

Fire and explosion investigation protocols require that the security of the scene be maintained prior to the arrival of an OFM or police investigator. When a fire investigation is assigned to an investigator, it is the responsibility of the fire department to provide all necessary documents, including, but not limited to, firefighter statements, dispatch chronology, incident commander report detailing suppression and overhaul activities, and fire prevention files as required by the investigator. Any received media requests should be deferred to the lead investigating agency.

Media

In order to ensure investigative integrity for the various investigative agencies that may be involved, assistants to the Fire Marshal are advised that media requests should be coordinated by all respective responsible agencies. Matters that are beyond the authority of the responding fire department should be deferred to the lead investigating agency. OFM fire investigators are experienced on these matters and are available to consult on appropriate communication strategies as required.

Rationale

This directive provides direction to assistants to the Fire Marshal on the reporting of fire incidents in support of the prescribed responsibilities, powers and duties of the Fire Marshal under the FPPA.

Jon Pegg
Fire Marshal
July 10, 2019

[1] This Directive does not affect the ability of Assistants to the Fire Marshal to contact the PEOC for any fire or explosion for which they desire consultation. Further, they may contact the PEOC for fires or explosions of unusual cause, origin, or circumstances which may be of interest to the OFM.

[2] Significant loss is classified as being at least either \$500,000 or **twice the residential average sale price**. The local authority having jurisdiction has the discretion of which method they classify a significant loss.

d: Standard Incident Report (SIR) Filing

Under clauses 9.(2)(f) and 9.(2)(g) of the FPPA, it is a duty of the Fire Marshal to keep a record of all fires reported, to develop and maintain statistical records, and to conduct studies in respect of fire protection services. Subsections 11.(2) and 11.(3) of the FPPA requires that assistants to the Fire Marshal report on fires and other matters related to fire protection as specified by the Fire Marshal, in a form and manner, and within a time period, specified by the Fire Marshal.

Every fire department as defined by subsection 1.(1) of the FPPA, must complete a Standard Incident Report (SIR) for every response made by the fire department. To obtain information on the procedures and on what information is required to complete the Standard Incident Report and the Casualty Report forms, fire departments should contact the OFM by e-mail at OFMStatistics@ontario.ca.

All fire departments are to file incident reports quarterly, no later than the end of the month following the quarter. Reports may be filed either by e-mail in a file format defined by the Office of the Fire Marshal (OFM) or by using the Internet application system developed by the OFMEM. For information on electronic file formats and Internet filing, contact the OFM by e-mail at OFMStatistics@Ontario.ca.

The information collected by the OFM on fire incidents and other fire department emergency calls is vital for the purpose of identifying fire safety issues that affect Ontario residents. Results of our statistical analyses help to shape the content of fire safety programs and are used to identify the need for Fire Code changes and evaluate the success of our programs and legislation. Incident information is also essential to the OFM to assess community fire risks.

For all details refer to Fire Marshal's Directive: 2015-001

Note: Also refer to Communiqué 2021-05: New Platform for Registry of Vulnerable Occupancies and Standard Incident Report Filing

iii. Technical Guidelines and Reports

The Fire Marshal issues guidelines respecting fire protection services and related matters under the authority of clause 9.(1)(d) of the FPPA.

Technical Guidelines are developed to provide the fire service and building owners with options in addressing and mitigating fire safety issues. In some instances, a Fire Marshal's Directive may direct an assistant to the Fire Marshal to refer to a Technical Guideline to meet the requirements of a regulation.

Enforcement of Offences Under the FPPA

Technical Guideline (TG-01-2012) - Fire Safety Inspections and Enforcement

This guideline was developed to assist municipalities and their fire services in meeting their fire safety inspection and enforcement responsibilities in the most effective and efficient way possible, in keeping with the FPPA. To ensure efficient and effective fire safety inspections are carried out, consideration should be given to the compliance options outlined in Section 4.0 (Compliance Options) of the guideline. Enforcement strategies selected should ensure that Fire Code contraventions are dealt with in the most expeditious manner.

The guideline consists of:

- A description of options and analysis processes for effectively and efficiently gaining compliance in the most expeditious manner as provided by the FPPA;
- Tips and discussion points are provided for the assistant to the Fire Marshal to assist in application of the Fire Code; and
- An Enforcement Decision Process Flowchart.
- Information and guidance on commencing enforcement proceedings either by a Part I Certificate of Offence or a Part III Information and Summons.

Source: <https://ontariogov.sharepoint.com/sites/OFMEM/SitePages/Technical-Guidelines-and-Reports.aspx>

GUIDELINE NUMBER	TITLE	PDF	DATE RELEASED/REVISED
TG-02-2019	<u>Community Risk Assessment Guideline</u> -Sample Worksheets -Questions and Answers	PDF	July, 2019 Revised - February 2022
TG-01-2019	<u>Maintenance of Smoke Alarms and Carbon Monoxide Alarms</u>	PDF	February, 2019
TG-04-2016	<u>Fire Drills</u>	PDF	October, 2016
TG-03-2016	<u>Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes</u>	PDF	October, 2016
TG-02-2016	<u>Fire Alarm Audibility in Existing Residential Occupancies</u>	PDF	August, 2016
TG-01-2016	<u>Fire Safety Planning for Industrial Occupancies</u>	PDF	August, 2016
TG-01-2012	<u>Fire Safety Inspections and Enforcement (THIS DOCUMENT IS PRESENTLY UNDER REVIEW)</u>		May, 2012
TG-02-2011	<u>Safe Practices for the Use of Alcohol-Based Hand Rub</u>		July, 2011
TG-01-2011	<u>Handling Flammable and Combustible Liquids in School Laboratories</u>		March, 2011
TG-02-2009	<u>Commencing Proceedings Under Part I of the Provincial Offences Act</u>		June 2009 r1-December 2010 r2-May 2015

GUIDELINE NUMBER	TITLE	PDF	DATE RELEASED/REVISED
TG-03-2007	<u>Outdoor Patio Fire Safety</u>		September, 2007
TG-02-2007	<u>Hotel Retrofit Building Audit (Single Storey Strip Motel/Hotel)</u> (For the Microsoft Word version, please contact The Office of the Fire Marshal at TechnicalServices@ontario.ca)		January, 2007
TG-01-2007	<u>Hotel Retrofit Building Audit (Comprehensive)</u> (For the Microsoft Word version, please contact The Office of the Fire Marshal at TechnicalServices@ontario.ca)		January, 2007
TG-02-2004	<u>Obtaining an Entry Warrant Under the Fire Protection and Prevention Act</u>		December, 2004
TG-04-2002	<u>Assessing Existing Fire Separations and Closures</u>		September, 2002
TG-03-2002	<u>Preparation of a Smoking Policy in Long-Term Care Facilities</u>		March, 2002
TG-01-2002	<u>Use of Schools for Sleeping Accommodation</u>		January 2002 Revised - December 2012
TG-01-2001	<u>Retail Display and Storage of Swimming Pool Chemicals</u>		July 2001
TG-03-2000	<u>Qualifications For Service Company Personnel</u>		November 2000 Revised - February 2016
TG-04-1999	<u>Criteria and Process for Evaluating Programs for Training of Persons Testing, Inspecting and Maintaining Fire Alarm Systems</u>		October 1999
TG-03-1999	<u>Fire Protection Water Supply Guideline For Part 3 Of The Ontario Building Code</u>	<u>PDF</u>	October 1999
TG-02-1999	<u>Fire Safety Planning for Institutional Facilities</u>		August 1999
TG-06-1998	<u>Fire Safety Planning for Recycling Facilities and Waste Processing Operations</u>		September 1998
TG-03-1998	<u>Storage of Wood Chips</u>		October 1998
TG-00-1998	<u>Guidelines for Stairwell Signs in Multi-Storey Buildings</u>		1998
TG-00-1997	<u>Fire Safety Planning Guideline for Residential Care Facilities</u>		1997

Note: Requests for PDF copies of Technical Guidelines may be sent to TechnicalServices@ontario.ca

Recent Amendments to the FPPA

Part VII of the Fire Protection and Prevention Act, 1997 is amended by adding the following section:

Subsequent offence

27.1 For the purposes of section 28 or 29, an offence for a contravention of this Act or the regulations is a subsequent offence if there has been a previous conviction for a contravention of this Act or the regulations, as the case may be, regardless of whether the offence that resulted in the previous conviction is based on a contravention of the same provision as the one on whose contravention the subsequent offence is based.

Subsections 28 (3) and (4) of the Act are repealed and the following substituted:

Penalty, individual

(3) An individual convicted of an offence under subsection (1) is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both.

Same, corporation

(4) A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence.

The following provisions of section 28 of the Act are amended by adding “for a first offence and not more than \$100,000 for a subsequent offence” after “\$50,000” wherever that expression appears:

1. Subsection (5).
2. Subsection (6).

Offence, director or officer of corporation

(5) A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8; 2019, c. 7, Sched. 29, s. 2 (2).

Liability of directors

(6) Despite subsections (1) and (3), every director or officer of a corporation who knowingly commits an offence under subsection (1) is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8; 2019, c. 7, Sched. 29, s. 2 (2).

Section 29 of the Act is amended by striking out “\$2,000” and substituting “\$50,000 for a first offence and not more than \$100,000 for a subsequent offence”.

Offence, removal of posted notice

29 Any person who removes a copy of an order or of a notice posted in accordance with subsection 15 (3), 24 (2), (3) or 31 (4) without the approval of the Fire Marshal, an assistant to the Fire Marshal or a fire chief is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 9; 2019, c. 7, Sched. 29, s. 3.

The Act is amended by adding the following section:

Limitation period

30.1 No prosecution of an offence under this Act shall be commenced more than one year after the facts on which the prosecution is based first came to the knowledge of,

- (a) a firefighter who is employed in, or appointed to, the fire department of a municipality where the offence occurred or is alleged to have occurred; or
- (b) an assistant to the Fire Marshal who is responsible for the area where the offence occurred or is alleged to have occurred.

Subsection 35 (1) of the Act is repealed and the following substituted:

Fire Marshal’s order to pay costs

35 (1) The Fire Marshal, a fire chief or an assistant to the Fire Marshal may issue,

- (a) an order, to any person required by an order made under subsection 21 (1) or (2) or section 25 or 26 to do any thing, to pay the costs incurred by the Province of Ontario or a municipality in doing the thing in accordance with an authorization given under section 33;
- (b) an order, to the owner or the person having control of land or premises, to pay the costs incurred by the Province of Ontario or a municipality in entering the land or premises and doing any thing under section 15; or
- (c) an order, to the owner or occupant of land or premises, to pay the costs incurred by the Province of Ontario or a municipality in doing any thing to cause the land or premises to be closed immediately under clause 21 (2) (b).

Fire Protection Services

Fire Protection Services

A. Municipal Responsibilities

Part II of the *Fire Protection and Prevention Act, 1997*, states a municipality shall determine *other* fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Municipal responsibilities

- 2 (1) Every municipality shall,**
- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
 - (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.**

Methods of providing services

- (2) In discharging its responsibilities under subsection (1), a municipality shall,
- (a) appoint a community fire safety officer or a community fire safety team; or
 - (b) establish a fire department.

Services to be provided

- (3) In determining the form and content of the program that it must offer under clause (1) (a) and the other fire protection services that it may offer under clause (1) (b), a municipality may seek the advice of the Fire Marshal.

B. Determining Municipal Fire Protection Services

In determining fire protection services to be provided, the types, levels, extent and administration of the services should be considered. In addition, OFMEM resources such as guidelines, directives and OFMEM staff are available to provide advice.

- i. Community Risk Assessment,
- ii. Fire Protection Agreements,
- iii. Administration and Governance,
 - a. Establishing and Regulating By-law
 - b. Other Fire-related By-Laws
 - c. Policies and operating guidelines
- iv. Records Management,
- v. Public Fire Safety Education,
- vi. Fire Safety Inspections and Enforcement,
- vii. Emergency Response,
- viii. Communications,
- ix. Fire Investigations,
- x. Training,
- xi. Occupational Health & Safety Section 21 Guidelines.

i. Community Risk Assessment

Assessing fire risks within a community is the process of examining and analyzing the relevant factors that characterize the community and applying this information to identify potential fire scenarios that may be encountered. A community risk assessment includes an analysis of the likelihood of these scenarios occurring and their subsequent consequences. This information serves as the basis for formulating and prioritizing fire risk management decisions to reduce the likelihood of these events from occurring and to mitigate the impact of these events should they occur. The community risk assessment should be reviewed on an annual basis to identify changes in the community.

ii. Fire Protection Agreements

Municipalities may choose to enter into fire protection agreements to receive fire protection services consistent with the Three Lines of Defence (public fire safety education, fire safety standards & enforcement and emergency response) which can assist with meeting their local needs and circumstances. Furthermore, municipalities may choose to enter into fire protection agreements to provide fire protection services to surrounding municipalities.

iii. Administration and Governance

A municipal fire service bylaw is recommended to identify the level of fire protection services it will provide to its community based on local needs and circumstances and approved by municipal council.

“Perhaps the biggest way you can make an impact on your municipality is through your council’s bylaws. The policies established by council will shape the long-term health and well-being of your community for years to come. Most councillors are aware of this role. However, you should also be aware of the various legal limitations on your municipal powers.” (The Municipal Councillor’s Guide 2014, Ministry of Municipal Affairs and Housing (MMAH), p.30)

Municipal bylaws cannot conflict with or frustrate the purpose of federal or provincial statutes, regulations or legislative instruments (section 14, The Municipal Act); (The Municipal Councillor’s Guide 2014, MMAH, p.37)

Other statutes such as the *Building Code Act, 1992* and the *Fire Protection and Prevention Act, 1997* also contain by-law making and enforcement powers. (The Municipal Councillor’s Guide 2014, MMAH, p.47)

Part XII, Miscellaneous

Municipal by-laws superseded, Part XII

79 A regulation, including the fire code, supersedes all municipal by-laws respecting standards for land and premises, as those standards relate to fire safety or the risk created by the presence of unsafe levels of carbon monoxide.

2013, c. 14, s. 5.

a. *Establishing and Regulating Bylaw*

The *Establishing and Regulating By-Law* should state the type and level of fire protection services determined by the municipality. The primary considerations in an *Establishing and Regulating By-Law* may include policy direction in these areas:

- Legislative requirements that may impact the delivery of fire protection services (i.e. *Fire Protection and Prevention Act, Occupational Health and Safety Act, Municipal Act, Environmental Protection Act*)
- Fire Marshal's directives
- Industry best practices (i.e. Ministry of Labour's *Ontario Fire Service Section 21 Committee Guidance Notes*, NFPA standards)
- General functions and core services to be delivered
- Goals and objectives of the department
- General responsibilities of fire department personnel
- Organizational structure
- Authority to proceed beyond established response areas
- Authority to apply costs to property owner for fire investigations
- Authority to effect necessary department operations

b. *Other Fire-related By-Laws*

Municipal councils are also responsible for developing and passing other by-laws that may impact fire protection services within the municipality. These may include by-laws to authorize:

- designation of the fire chief and deputy fire chief positions
- fire access routes
- open air burning
- regulating fire prevention, including the prevention of the spreading of fires
- fees-for-service
- cost recovery (e.g. for marihuana grow operations and clandestine labs for demolition during fires and investigations)
- provisions for the safe handling, storage and sale of fireworks

Consideration for a Cost Recovery for Demolition During Investigations By-Law

Fire investigations are often complex and challenging. OFM fire investigation protocols have been established to ensure that all fires are investigated to a forensically credible level. Fire investigations are often necessary to support criminal investigations, death investigations and fire cause determination in cooperation with the authority having jurisdiction. Notwithstanding the OFM-legislated duties regarding fire investigations, municipal fire services also have a responsibility to support and participate in fire investigations.

Making a fire scene safe for an investigation and taking precautions to ensure the work is conducted safely and in compliance with the *Occupational Health and Safety Act* can often take several days and can include the use of heavy equipment to remove collapse hazards.

In addition to making the workplace safe, heavy equipment is often required to lift and remove large structural elements such as roofs, floors and collapsed equipment in order to provide access to the area of interest of the fire investigation.

Some municipalities have taken steps to enact by-laws for the provision of services and recovery of fees related to the actions of their fire services. A number of these by-laws have included provisions for municipal resources, private contractors and the rental of special equipment to support fire investigations. There is no universal or standard by-law for municipalities to adopt in this area and many are currently not worded in a fashion that allows support to 'non-emergency' functions such as fire investigations.

c. *Policies and Operating Guidelines*

Policies and operating guidelines (OG's) are used by fire departments to ensure that their personnel perform service functions in a specific and routine manner to promote continuity and consistent delivery of public fire safety education, fire safety standards and enforcement activities and emergency response operations.

The creation of policies and guidelines can protect the fire department and municipality from civil lawsuits, enhance safety, training and orientation, ensure consistent levels of performance, and may also be considered as demonstrating due diligence.

iv. Records Management

Management of a fire department's records is critical to meeting its core business needs. Comprehensive record-keeping is a component of the *Fire Service Section 21 Committee Guidance Notes*.

v. Public Fire Safety Education

A municipality's public fire safety education activities should be based on its needs and circumstances, as determined by a current fire risk assessment, fire call data and the results of fire investigations (i.e. the cause, origin and circumstances of fires).

A community risk assessment will allow municipal decision-makers to make informed decisions about the provision of fire protection services. By identifying all fire and life safety risks in the municipality and prioritizing them based on the probability of them occurring and the impact they would have if they occurred, fire departments are able to determine which risks to address and how best to address them.

Targeted public fire safety education initiatives and programs are most effective at preventing and mitigating these risks and are designed to increase knowledge and to develop or change the attitudes and behaviours of all community residents regarding fire safety in identified risk areas.

vi. Fire Safety Inspections and Enforcement

Based on local needs and circumstances and on legislated requirements, a municipality should determine an appropriate level of fire safety inspection and enforcement activities.

vii. Fire Protection Services/Emergency Response

Based on local needs and circumstances, a municipality is responsible for determining the various fire protection services and programs delivered in their community.

When selecting the types and levels of emergency response services to deliver within a municipality, a community risk assessment of the municipality should be conducted to identify fire and emergency risks, based upon local needs and circumstances.

Other factors to consider include fire department capabilities such as: staffing, training, equipment and response time.

viii. Communications

The following are considerations to assist in determining an emergency communications system:

- Areas of coverage
- Dispatch protocols
- Industry standards

ix. Fire Investigations

Fire investigations can be proactive in assisting with determining, developing and validating current fire protection services as they relate to community needs and circumstances. Information collected by fire department personnel when conducting investigations is a valuable tool in developing an effective fire prevention program for a municipality.

x. Training

Training of fire department personnel is required under the *Occupational Health and Safety Act (OHSA)* as prescribed by the Ontario Ministry of Labour. The Ministry of Labour, in collaboration with fire service stakeholders, develops *Ontario Fire Service Section 21 Committee Guidance Notes*.

The council of a municipality is deemed to be the Employer. As such, council is obliged to ensure that all municipal employees, including members of their fire department, are trained and equipped to provide the council-approved fire protection services.

xi. Occupational Health & Safety Section 21 Guidance Notes

Ontario Fire Service Section 21 Committee Guidance Notes outline recommended equipment and procedures to be used by workers in the fire service to prevent injury or illness, and comply with the intent and provisions as outlined in the OHSA. They are considered in determining if reasonable precautions for the protection of a worker are being taken.

Municipal councils, as employers, and any fire department personnel who perform supervisory work, have a legal responsibility to ensure that staff are trained and competent to conduct the tasks they are assigned.

C. OFM Municipal Fire Protection Services Review

Under the FPPA (Clause 9 (1) (a)), the Ontario Fire Marshal has the authority to monitor, review, and advise municipalities respecting the provision of fire protection services and to further make recommendations to municipal councils for improving the efficiency and effectiveness of those services.

When the OFM initiates a review, OFM staff will formally advise municipal council - in writing - of the intended scope of the review and a timeline for its completion. The review is conducted in consultation with the municipality and its fire service. Where necessary, the review will make a finding as to whether the municipality is meeting its responsibilities under the FPPA and include written recommendations to improve the effectiveness and efficiency of a municipality's fire protection services.

PART III - Powers of the Fire Marshal

9 (1) The Fire Marshal has the power

- (a) to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services;

Components of the Fire Protection Services Review process may include:

- Community Risk Assessment
- Administration and Governance (by-laws, agreements, policies and standard operating guidelines)
- Communications and Interactions
- Records Management
- Public Fire Safety Education
- Fire Safety Inspections and Enforcement
- Emergency Response
- Pre-Incident Planning
- Fire Investigations
- Training

D. FPPA, PART IX Firefighters: Employment and Labour Relations

Consult with the Ministry of Labour for guidance on employment and labour relations as required.

1. Definitions

41 (1) In this Part,

“Board” means the Ontario Labour Relations Board; (“Commission”)

“collective agreement” means an agreement in writing between an employer and a bargaining agent that represents firefighters employed by the employer containing provisions respecting terms or conditions of employment or the rights, privileges or duties of the employer, the bargaining agent or the firefighters; (“convention collective”)

“employer” means a municipality, person or organization that employs firefighters; (“employeur”)

“firefighter” means a person regularly employed on a salaried basis in a fire department and assigned to fire protection services and includes technicians but does not include a volunteer firefighter. (“pompier”)

E. FPPA, Part XII Miscellaneous

Protection from personal liability

74 (1) No action or other proceeding for damages shall be instituted against a firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal, or a person acting under his or her authority, for any act done in good faith in the execution or intended execution of his or her power or duty or for any alleged neglect or default in the execution in good faith of his or her power or duty.

Crown, municipality not relieved of liability

(2) Despite subsection 8 (3) of the *Crown Liability and Proceedings Act, 2019*, subsection (1) does not relieve the Crown or a municipal corporation of liability in respect of a tort committed by a person referred to in subsection (1) to which they would otherwise be subject. 1997, c. 4, s. 74 (2); 2019, c. 7, Sched. 17, s. 77 (2).

Indemnification

75 (1) A firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal or a person acting under his or her authority shall be indemnified for reasonable legal costs incurred,

- (a) in the defence of a civil action, if the person is not found to be liable;
- (b) in the defence of a criminal prosecution, if the person is found not guilty;
- (c) in respect of any other proceeding in which the person's execution of his or her duties is an issue, if the person acted in good faith.

Same

(2) Indemnification under subsection (1) shall be made by,

- (a) in the case of a firefighter, community fire safety officer or assistant to the Fire Marshal who is employed by a municipality, the municipal corporation;
- (b) in the case of a firefighter, community fire safety officer or assistant to the Fire Marshal who is working under an agreement with the Crown or in the case of a fire co-ordinator, a member or employee of the Fire Safety Commission, the Deputy Fire Marshal, the Fire Marshal or a person acting under his or her authority, the Crown.

Regulations under the FPPA

Regulations under the FPPA

This section outlines the regulatory requirements and compliance for owners, Chief Fire Officials and municipalities with the regulations under the FPPA.

1. Fire Code - O. Reg 213/07

The Fire Code, Ontario Regulation 213/07 as amended, is a regulation made under the authority of the *Fire Protection and Prevention Act, 1997* and establishes minimum fire safety requirements for buildings and hazardous processes and activities in the province. It is the responsibility of every individual to comply with the Fire Code. Enforcement powers and penalties for Fire Code contraventions are contained in the *Fire Protection and Prevention Act, 1997* and *Provincial Offences Act, Schedule 17.4*.

Developing and maintaining the Fire Code is a complex and technical undertaking. Recent Fire Code changes encompass a number of priorities including implementation of inquest recommendations, harmonization with the National Fire Code and carbon monoxide safety.

A. Roles and Responsibilities

i. Owner

- The **owner** is responsible for complying with the Fire Code, except where otherwise specified.

Fire Code: Section 1.4.1 Definitions of Words and Phrases

Owner means any person, firm or corporation having control over any portion of the **building** or property under consideration and includes the persons in the **building** or property.

ii. Chief Fire Official

Chief Fire Officials approve provisions and equivalencies contained in Fire Code.

Chief Fire Official means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the **fire department** appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

Approved means approved by the **Chief Fire Official**.

Chief Fire Officials who are responsible for approving a fire safety plan for a building containing care occupancy, care and treatment occupancy or a retirement home must have successfully completed a program or course acceptable to the Fire Marshal.

Division C, Subsection 1.2.4. Qualifications of Chief Fire Officials

Application

1.2.4.1. This Subsection applies to every **Chief Fire Official** who is responsible for **approving** a fire safety plan for a building containing a **care occupancy**, a **care and treatment occupancy** or a **retirement home**.

Qualifications

1.2.4.2. (1) A person referred to in Article 1.2.4.1.

(a) must have successfully completed a program or course acceptable to the Fire Marshal

B. Amendments to the Fire Code - Carbon Monoxide

Ontario Regulation 194/14 was filed on October 14, 2014 and came into force on October 15, 2014. This regulation - made under the *Fire Protection and Prevention Act, 1997* (FPPA) - amends the 2007 Fire Code (Ontario Regulation 213/07). The FPPA was recently amended by the *Hawkins Gignac Act, 2013* [Carbon Monoxide Safety] to allow for the development of requirements related to the presence of unsafe levels of carbon monoxide (CO).

Source - Communiqué 2014-17

i. Testing and Maintenance

The testing and maintenance elements of the regulation came into force on October 15, 2014, while the CO alarm installation and replacement requirements had a phased implementation of 6 months (April 15, 2015) or 1 year (October 15, 2015) from the in-force date, depending on the building size.

Source: Communiqué 2014-17

ii. Resources

A series of technical questions and answers pertaining to Ontario Regulation 194/14 and CO alarm requirements, including questions and answers related to enforcement provisions, is posted on the OFM Web site.

Source: Communiqué 2014-17

For more information about carbon monoxide alarms please visit the [Carbon Monoxide Alarms section of the OFM website](#). This section of the website includes the compliance schedule, legislation, other documents and Qs and As, public education and contact information.

iii. Supporting Technical Guideline OFMEM-TG-01-2019 - Maintenance of Smoke Alarms and Carbon Monoxide Alarms

This document has been prepared by the Office of the Fire Marshal to provide guidance to the general public, building owners, landlords, tenants and other building occupants and fire departments, on smoke alarm and CO alarm testing and maintenance, to ensure operability as required by the Ontario Fire Code (OFC).

Included in the Technical Guideline is a checklist and additional information.

- Smoke Alarm and Carbon Monoxide Alarm Maintenance Checklist
- Smoke Alarm and Carbon Monoxide Alarm Maintenance Information for Tenants and Occupants in Rental Units

2. Mandatory Inspection - Fire Drill in Vulnerable Occupancy - O. Reg. 364/13

Ontario Regulation 364/13, *Mandatory Inspection- Fire Drill in Vulnerable Occupancy* prescribes specific requirements for Chief Fire Officials and other members of the fire department when the Chief Fire Official is notified by the owner of a care occupancy, care and treatment occupancy or retirement home that a fire drill will be carried out under Sentence 2.8.3.2.(6) of Division B of the Fire Code.

Fire Marshal Directives Relevant to this Regulation

- Fire Marshal Directive 2014-001 - Registry of Vulnerable Occupancies
- Fire Marshal Directive 2014-002 - Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations, Fire Safety Inspections (Inspection Checklist)
- Fire Marshal Directive 2014-003 - Inspections Of All Buildings
- Fire Marshal Directive 2011-001 – OFMEM Notification of Fires and Explosions (Reporting Fires in Vulnerable Occupancies)
- Fire Marshal Directive 2016-001- Notifications Requirements for Serious Fire Risks in Long Term Care Homes and Retirement Homes

3. Mandatory Assessment of Complaints and Requests for Approval - O. Reg. 365/13

Ontario Regulation 365/13 was made under the authority of section 78 of the *Fire Protection and Prevention Act, 1997*. It sets out specific obligations for municipal fire chiefs and other prescribed persons responsible to ensure the following:

- an assessment and, if deemed necessary, an inspection is conducted upon receipt of a fire safety *complaint*;
- an assessment and, if deemed necessary, an inspection is conducted upon receipt of a *request* from an owner for assistance to comply with the Fire Code when the approval of the Chief Fire Official is required; and
- required information is filed with the Fire Marshal if the complaint or request for assistance is in regard to a care occupancy, care and treatment occupancy or retirement home.

Fire Marshal Directives Relevant to this Regulation

- Fire Marshal Directive 2014-001 - Registry of Vulnerable Occupancies
- Fire Marshal Directive 2014-002 - Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations, Fire Safety Inspections (Inspection Checklist)
- Fire Marshal Directive 2014-003 - Inspections Of All Buildings

4. Technical Guideline (TG-03-2016) Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes

Ontario's Fire Code requires every *care occupancy, care and treatment occupancy and retirement home* to prepare and implement a fire safety plan that has been approved by the Chief Fire Official. Each of these facilities must appoint, organize and instruct designated supervisory staff to carry out the necessary fire safety duties. There must also be sufficient supervisory staff available to perform these duties.

This guideline is also intended to assist facility administrators and fire officials in establishing an appropriate level of staffing to effectively implement fire safety plans and to carry out an emergency evacuation in care occupancies, care and treatment occupancies and retirement homes. It presents a 'table top' methodology for calculating staffing demands based on probable fire scenarios and occupant mix. It is not intended as a substitute for fire drills prescribed by the Fire Code.

5. Fire Marshal Directive 2016-001 Notification Requirements for Serious Fire Risks in Long Term Care and Retirement Homes

This directive stems from Recommendation 4, of Section 3.09: Long Term Care Home Quality Inspection Report, of Chapter 3: Reports on Value-for-money Audits, of the 2015 Annual Report of the Office of the Auditor General of Ontario, which reads as follows:

To mitigate the risk of fire at long-term-care homes, the Ministry of Health and Long-Term Care should work with the Office of the Fire Marshal and Emergency Management and municipal fire departments to establish a formal protocol to regularly share information with the Ministry on homes' non-compliance with fire regulation...

Assistants to the Fire Marshal shall notify the MOHLTC where the following conditions are encountered in a long term care home:

- Immediate threat to life within the meaning of section 15 of the FPPA;
- Chronic non-compliance with the Fire Code; and/or
- Where significant resistance is experienced on achieving corrective action on major Fire Code deficiencies.

Assistants to the Fire Marshal shall notify the Retirement Homes Regulatory Authority where the following conditions are encountered in a retirement home:

- Immediate threat to life within the meaning of section 15 of the FPPA;
- Chronic non-compliance with the Fire Code; and/or
- Where significant resistance is experienced on achieving corrective action on major Fire Code deficiencies.

6. Community Risk Assessments - O. Reg. 378/18

Mandatory use

1. Every municipality, and every fire department in a territory without municipal organization, must,
 - a) complete and review a community risk assessment as provided by this Regulation; and
 - b) use its community risk assessment to inform decisions about the provision of fire protection services.

What it is

2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.
- (2) A community risk assessment must include consideration of the mandatory profiles listed in Schedule 1.
- (3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

When to complete (at least every five years)

3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.
- (2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence.
- (3) A municipality that exists on July 1, 2019, or a fire department in a territory without municipal organization that exists on July 1, 2019, must complete a community risk assessment no later than July 1, 2024.
- (4) Subsection (3) and this subsection are revoked on July 1, 2025.**

When to review (at least every year)

4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,
 - (a) the day its community risk assessment was completed; and
 - (b) the day its previous review was completed.
- (2) The municipality or fire department must also review its community risk assessment whenever necessary.
- (3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,
 - (a) any significant changes in the mandatory profiles;
 - (b) any other significant matters arising from the review.
- (4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.

Mandatory Profiles

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.
2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.
4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.
5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.
7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.
8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.
9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:
 - 1) The number and types of emergency responses, injuries, deaths and dollar losses.
 - 2) Comparison of the community's fire loss statistics with provincial fire loss statistics.

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

Provincial Mutual Aid

Provincial Mutual Aid

Mutual Aid is most frequently described as providing assistance between groups of people or organizations. The concept of neighbours helping neighbours or others in need is not a new concept and has been practiced for centuries. In Ontario, fire departments have participated in organized assistance through a formalized Mutual Aid Plan since the 1950's.

While instructed by the Office of the Fire Marshal, fire co-ordinators from across the province have assisted, and continue to assist, in the development and revision of the MAP. These individuals represent fire service responders ranging from single- to multi-station fire departments. Large or small, all fire departments in Ontario have a significant role in the operational processes of the MAP. The success of the MAP relies directly on their collaborative contributions and involvement.

Mutual aid plans allow a participating fire department to request assistance from a neighbouring fire department - authorized by council to participate in a plan approved by the Fire Marshal - to respond to large incidents. The program also permits non-municipal participation, such as First Nations and Industry fire departments and brigades.

A. Highlights of the Minimum Conditions for Participating in Provincial Mutual Aid

- The participating fire department must be established and regulated by a municipal by-law.
- A by-law/alternative authorization must be passed by council authorizing its fire department's participation in the MAP. A by-law/alternative authorization is required after a significant revision or change to the MAP or as requested by the OFM.
- A participant and non-municipal participant must have sufficient resources to meet the approved level of service within their own jurisdiction
- The fire co-ordinator and the participating fire departments must agree to the resources that will form part of the MAP
- Participants in the MAP shall adopt and implement the provincial incident management system and implement an incident command system that is fully inter-operable with other participants in the MAP
- The providing and receiving participant and non-municipal participant and the fire co-ordinator, must agree to the help call, backfill, and standby assignments
- Fire chiefs and non-municipal participants shall notify the fire co-ordinator of all significant changes, as they occur, regarding stations, personnel, apparatus and/or equipment and/or their ability to meet the minimum conditions for participation
- MAP assistance is to be provided to participants and non-municipal participants (i.e. no costs involved).

B. Fire Co-ordinators

7 (1) The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).

Duties

- (2) A fire co-ordinator shall, subject to the instructions of the Fire Marshal,
- (a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and
 - (b) perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1.

Fire department personnel appointed by the Fire Marshal, or designate as fire co-ordinators shall fulfill the duties and responsibilities as instructed by the Fire Marshal, or designate (Fire Protection and Prevention Act, 1997, Section 7).

Roles and responsibilities of the fire co-ordinator and, in the absence of the fire co-ordinator, the alternate co-ordinator, for the purposes of the Mutual Aid Plan include:

C. Highlights of the Roles and Responsibilities of Fire Co-ordinators

- In co-operation with the participants and non-municipal participants, develop, review and maintain an up-to-date mutual aid plan, under the instructions of the Fire Marshal or designate
- Submit the plan to the Office of the Fire Marshal for review and acceptance
- Review the mutual aid plan annually or more often if required, with the participants, non-municipal participants and OFM staff and update the plan by April 1 of every year
- Co-ordinate/monitor activations of the mutual aid plan
- Consider requests and recommend to the Provincial Emergency Operations Centre (PEOC) the deployment of provincial and regional assets and/or resources as per the notification process for requesting provincial resources
- Provide advice and assistance to the Fire Marshal or designate upon request
- Provide assistance and guidance to participants and non-municipal participants during mutual aid activations
- Other duties as may be assigned by the Fire Marshal or designate in relation to the support of mutual aid activations

For all duties and responsibilities refer to the Province of Ontario Mutual Aid Plan.

D. Fire Protection Agreements - Options

A fire protection agreement is a contract between municipalities, other agencies, individuals, or companies that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.

Municipalities may wish to enter into a fire protection agreement for one or more of the following reasons:

- i. a municipality has no fire department
- ii. a municipality has a fire department, but the area requiring protection is too far removed from its fire station(s) to provide effective protection
- iii. a fire department may require assistance in the event of a major emergency
- iv. specialized equipment may not be available through the Mutual Aid Plan
- v. two or more municipalities may wish to jointly operate and manage a fire department
- vi. natural or man made barriers, either permanent or temporary, may block or impede the movement of apparatus from the home fire department
- vii. the provision of communications/dispatch services
- viii. the provision of automatic aid
- ix. the provision of services for hazardous material incidents
- x. the provision of water/ice rescue services
- xi. the provision of medical assistance services and
- xii. the provision of fire prevention and public education

In order to determine the type of agreement necessary, it is essential that the specific needs of the municipality be identified and established. The municipality purchasing fire protection must determine precisely what type and to what extent protection is required. The municipality providing such services must carefully assess these needs to see whether or not it is in a position to provide them, while not jeopardizing the provision of fire protection services to its own municipality.

The *Municipal Act, 2001* provides municipalities with the authority to enter into agreements and the *Fire Protection and Prevention Act, 1997* provides the authority for municipalities to enter into a number of agreements specific to the provision/enhancement of fire protection.

E. Service Delivery Arrangements

Part II, Responsibility for Fire Protection Services

Shared responsibilities

2 (4) Two or more municipalities may appoint a community fire safety officer, or a community fire safety team, or may establish a fire department for the purpose of providing fire protection in those municipalities.

An agreement is negotiated between the participating municipalities with mutually agreeable terms and each participating municipality passes a by-law to authorize the agreed upon terms.

Services outside municipality

2 (5) A municipality may, under such conditions as may be specified in the agreement, enter into an agreement to,

- a) provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- b) receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

F. Automatic Aid

Automatic aid agreements

2 (6) A municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies.

- A municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies to enhance delivery of seamless service on a day-to-day basis. In other jurisdictions, automatic aid is considered as a program designed to provide and/or receive assistance from the closest available resource, irrespective of municipal boundaries, in order to provide the quickest station initial response. The concept has been practiced for many years in Ontario through what has been known as “first response agreements.”
- The obvious advantage of implementing an automatic aid program is that the municipality experiencing the emergency receives fire services from the closest available provider. This provides citizens with seamless service through the elimination of artificial service boundaries. Response times are reduced by dispatching the closest available apparatus and personnel.
- Another potential area for automatic aid is defined, where two or more fire departments could work together to assemble an adequate fire attack team in a timelier manner than possible under existing arrangements. Automatic aid, unlike mutual aid, is not intended to be provided at no charge to the municipality receiving the assistance. A request for day-to-day assistance, as opposed to a request for help at a major fire or emergency, should be provided on a cost recovery basis.

1 (5) A mutual aid plan established under section 7 does not constitute an automatic aid agreement for the purposes of subsection (4). 1997, c. 4, s. 1 (5).

Requesting Provincial (OFM) Resources for Major Incidents

- Municipalities may have to respond to incidents that are beyond the capabilities of the local mutual aid system but that are not defined as “significant emergencies”, such as chemical, biological, radiological, nuclear, explosive (HAZMAT/CBRNE) response teams and heavy urban search and rescue (HUSAR).
- The Office of the Fire Marshal has resources and services available to assist in responding to such incidents where a “provincial” response is not required but assistance beyond the mutual aid system is needed.
- In such circumstances, the local municipality requiring assistance maintains command and control and is responsible for consequence management of the incident, displaced individuals, transportation and community health issues. The role of the OFM is to support municipalities, unorganized communities and fire departments and to maintain responsibility for its own personnel.
- Fire department(s) requesting the resources should contact their Mutual Aid Fire Co-ordinator as their initial contact. The fire co-ordinator will contact the provincial PEOC, which will then forward the request for assistance to the on-call OFM manager responsible for the OFM Emergency Preparedness and Response Unit (EPRU).

Additional Provincial Resources for HAZMAT/CBRNE Response and HUSAR

The following provides guidance on how to access the resources of the hazardous materials; chemical, biological, radiological, nuclear, explosive (HAZMAT/CBRNE) response teams and the heavy urban search and rescue (HUSAR) team operating under memorandums of understanding (MOU) with the Government of Ontario. These teams are available to respond to events beyond the capacity of the local municipality.

In this context, an event is defined as:

- a large-scale or complex natural or human caused hazardous materials; chemical, biological radiological, or nuclear or explosive emergency, or
- a large-scale or complex natural or human caused heavy urban search and rescue emergency

The Mutual Aid fire co-ordinator for the area may contact the Provincial Emergency Operations Centre (PEOC), which will then forward the request for assistance to the on-call OFMEM manager responsible for HAZMAT/CBRNE and HUSAR responses. The OFMEM will determine if, or to what extent, resources – including its own - will respond to the emergency or event. The OFMEM may in turn request specialized technical expertise from its memorandums of understanding partners or other expert sources to assist the fire department.

Note: The municipality does not have to declare an emergency before engaging with the fire co-ordinator or the Province for the purposes of requesting advice or assistance.

Provincial Resources

1. Fire Risk Management Tools

The following risk management tools may be utilized in completing a community risk assessment.

A. *Fire Risk Sub-Model*

Assessing the fire risk within a community is one of the seven components that comprise the *Comprehensive Fire Safety Effectiveness Model*. It is a recognized process for examining and analyzing the relevant factors that characterize a community and applying this information to identify potential fire risk scenarios that may be encountered. The assessment also includes an analysis of the likelihood of these scenarios occurring and their subsequent consequences.

Eight key factors have been identified that contribute to a community's inherent characteristics and circumstances. These factors influence events that shape potential fire scenarios along with the severity of their outcomes:

1. Property Stock
2. Building Height and Area
3. Building Age and Construction
4. Building Exposures
5. Demographic Profile
6. Geography/Topography/Road Infrastructure
7. Past Fire Loss Statistics
8. Fuel Load

B. *Integrated Risk Management (IRM) Web-Tool*

The IRM Web-Tool can be used by all Ontario's municipalities and fire departments to determine building fire risks in their respective communities by taking into account individual building characteristics (Building Factors) as they relate to the Three Lines of Defence:

Three Lines of Defence

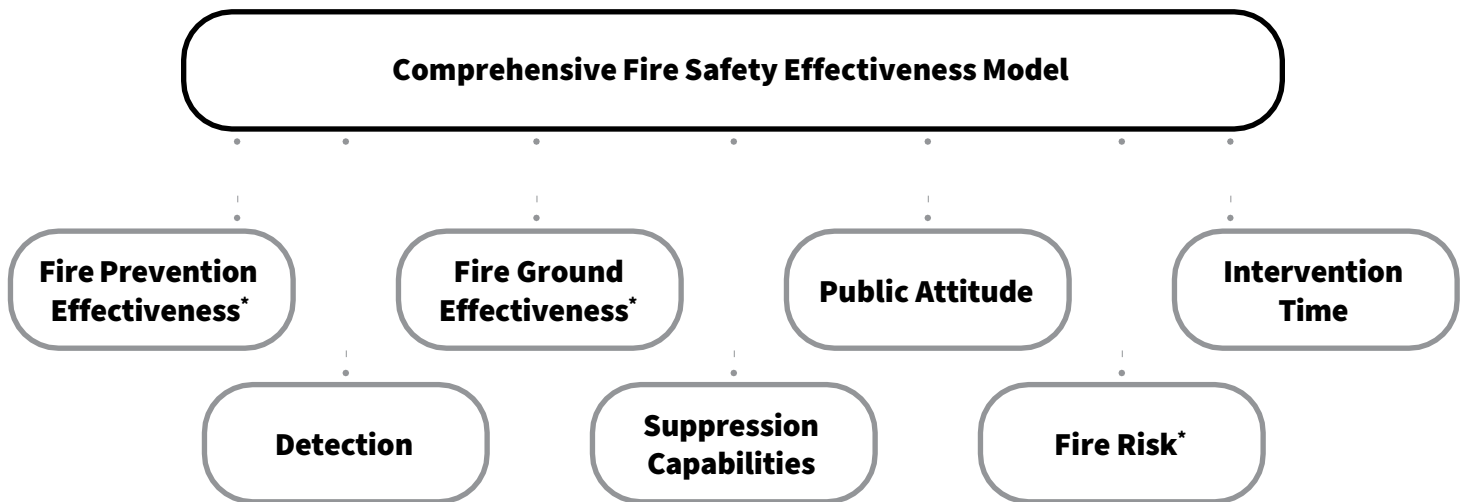
- Line One: Public Fire Safety Education
- Line Two: Fire Safety Standards and Enforcement
- Line Three: Emergency Response

Municipalities and fire departments are reminded not to use the IRM Web tool in isolation to establish or change levels of fire protection services or to conduct a community risk assessment. The IRM Web tool is not a staffing and deployment standard, solution or equation. It does not assess, nor determine the number and type of fire suppression/emergency response resources required in a community.

C. Comprehensive Fire Safety Effectiveness Model

Seven key factors have been identified which affect fire losses in Ontario. Together, these factors have been conceptualized into the *Comprehensive Fire Safety Effectiveness Model*. The completed model can serve as a basis for an objective evaluation of fire protection services in a municipality. Application of the model provides an opportunity to maximize the effectiveness of local fire protection services while ensuring an appropriate level of health and safety for the firefighters. Each of the seven factors will contribute in different degrees to the total level of fire and life safety protection provided to a community, depending on local circumstances.

The *Comprehensive Fire Safety Effectiveness Model* is composed of seven sub models:



*Please note that only the *Fire Ground Effectiveness*, the *Fire Prevention Effectiveness*, and the *Fire Risk* sub-models are available at this time. The remaining sub-models will be added as they become available.

Charts: Application of the Comprehensive Model

Chart 1: This chart shows each of the factors which make up the comprehensive model. Although the chart is divided equally, each factor will in reality contribute differently to the total level of protection provided to a community.

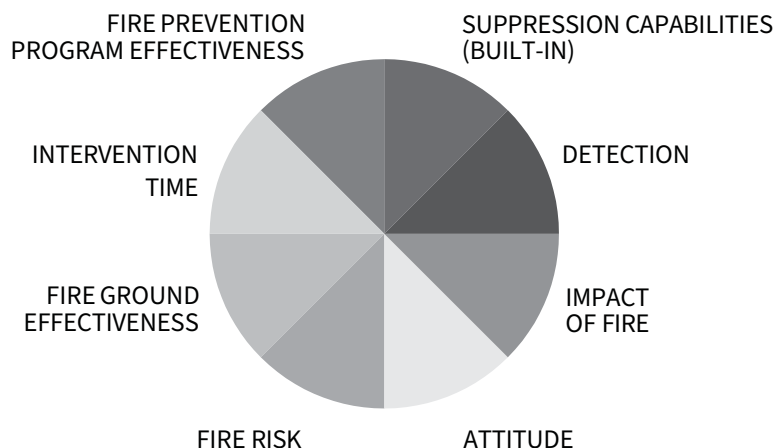


Chart 2: This chart shows how the comprehensive model can be applied to a typical fire department. The “gap” depicts the difference between the existing level of protection and the ideal.

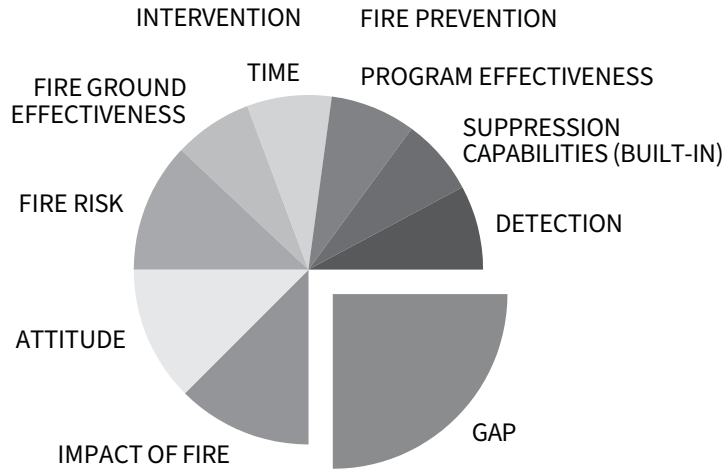
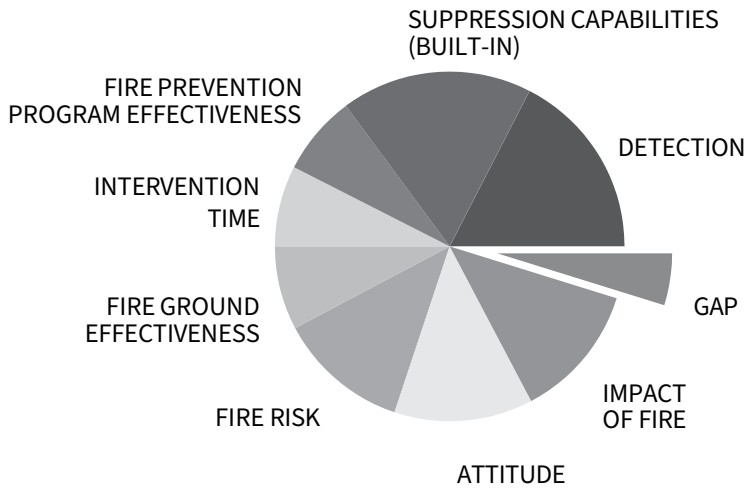


Chart 3: This chart shows how the “gap” can be reduced by strengthening a number of factors in order to increase the overall level of protection provided to the community.



Provincial Resources

2. OFM Web Portal: Care Occupancies, Care and treatment Occupancies, and Retirement Homes

Resources were developed by the Office of the fire Marshal (OFM) to assist owners, operators and staff of care occupancies, care and treatment occupancies, and regulated retirement homes in achieving Fire Code compliance in these facilities. These resources include a set of questions and answers that have been updated recently to clarify a number of applicable Fire Code requirements.

To facilitate access, the resources are consolidated on the OFM SharePoint site under the “Care Occupancies, Care and Treatment Occupancies, and Retirement Homes” link: <https://ontariogov.sharepoint.com/sites/OFMEM/SitePages/Care-Occupancies,-Care-and-Treatment-Occupancies,-and-Retirement-Homes.aspx>

The resources are organized under the following headings:

- Announcements/Communiqués
- Legislation/Directives
- A Road Map to the Fire Code
- Compliance Schedule
- Approved Fire Drill Scenario/Mandatory Inspection
- Guidelines
- Training Materials/Information
- Other Documents
- Questions and Answers
- Contact

Municipal and NFPP Fire Protection Profile Form

Form Instructions:

Form must be submitted electronically by the Chief Administrative Officer or Municipal Clerk.

Do not fax.

E-mail: ofmfdm@ontario.ca

Section A: Community Information

Municipality or Unorganized Territory	Profile Number:
TOWN OF ANYWHERE	2022-999900

1) Community Submission Confirmation

The CAO and/or municipal clerk is required to confirm the information below for municipalities. For NFPP communities, it is the chair of the Local Service Board and/or the fire chief who is required to confirm the details in the community section.

Surname:	First Name	Title	Date (yyyy-mm-dd)
Doe	John	Municipal Clerk	2022-01-01

2) Contact Information

Indicate the mailing address of the municipal office (municipalities) or the Local Service Board (NFPP fire departments).

Mailing Address:	City/Town:	Province	Postal Code
Box 555, 125 Anywhere	Anywhere	ON	P1J - 1J0

Indicate the municipal office or local service board's telephone number and extension as well as a fax number (if applicable).

Business #	Extension	Fax #
(555) 555-5555		(555) 555-5556

3) Recovery of Post Fire Costs

Question	Answer
Does your community have a mechanism to recover post-fire costs such as demolition, fire investigation or scene security?	Yes

4) Agreement Summary

Question	Answer
Does your community have a mutual aid plan?	Yes
Does your community have an automatic aid agreement?	No
Does your community have a fire protection agreement for services purchased?	No
Does your community have a fire protection agreement for services provided?	Yes

5) Fire Suppression Coverage

NFPP: The fire department is a Northern Fire Protection Program fire department.

100% ownership: The municipality owns the fire department in full.

Partial Ownership: The municipality shares ownership of the fire department with other municipalities.

Purchased/Agreement: The municipality receives suppression services from another municipality's fire department

% Land Area Covered	Fire Department	Type of Coverage
75	Anywhere Fire Department	100% Municipal Owners
20	ABC Fire Department	Partial Municipal Owner
5	Anytown Fire Department	Municipal Purchased/Ag

Section B: Fire Department Information

Municipality or Unorganized Territory	Profile Number
TOWN OF ANYWHERE	2022-999900

1) Fire Department Submission Confirmation

The municipality or NFPP community must complete Section B for each of the fire departments that are physically located in the community. The fire chief is required to confirm the fire department's information.

In cases where municipalities jointly operate a fire department, the municipality where the fire department's headquarters is physically located should complete and return the department section.

Surname:	First Name	Title	Date (yyyy-mm-dd)
Doe	Jane	Fire Chief	2022-01-01

2) Fire Department Information

- Choose "FT" for "Full-Time" when all firefighters, in all divisions of the fire department, are full-time.
- Choose "C" for "Composite" when there is at least one full-time member and any combination of part-time and/or volunteer firefighters
- Choose "V" for "Volunteer" when all firefighters, including the fire chief, in all divisions, are part-time and/or volunteer

Fire Department Name	Fire Department Type
Anywhere Fire Department	C

If the name differs from what is displayed, please update the fire department's name in the space provided.

New Fire Department Name (if applicable)

Provide the complete mailing address (street, box, unit number, city and postal code) and email address for the fire department. Indicate Yes or No if the fire department has access to high speed internet.

Mailing Address:	City/Town:	Province	Postal Code
Box 5	AnyTown	ON	P0J-1J0

Email Address	High Speed Internet
jdoe@anytown.ca	Yes

Provide the physical address of where the fire department's head office/main station is located as well as the coordinates for the physical location that is listed.

Physical Address	GPS Coordinates
50 Anystreet, Anytown, ON	

Provide the address intended for courier delivery.

Courier Address
50 Anystreet, Anytown, ON P0J 1J0

Provide the address intended for courier delivery.

Type of Phone Number	Phone Number	Extension
Business # (fire department's main line):	(555) 555-5555	
Fax #:	(555) 555-5556	
Satellite Phone #:		
Dispatch Contact # (communication dispatch centre):	(555) 555-5551	

Choose the type of software utilized by the emergency dispatch centre.

Computer Aided Dispatch Software	CAD Provider Name	Address
No		

Identify the radio frequency used by the fire department (using an 8 digit format ###.####) for the following:

- Paging – 1 frequency can be identified
- Operating (Working, Operating, Tactical) – Up to 3 frequencies can be identified

A trunked radio system is a specialized repeater system with one or more towers, and multiple frequencies, which allows channelized, semi-private conversations between many more groups of users than it actually has allocated RF channels; this is an example of statistical multiplexing. There are many different implementations of trunked business and public-safety radio, using different trunking protocols (like P25 CAI, LTR and Smartzone) and different audio modulations (like FM, NFM, and P25), but they all function in similar ways, and current generation scanners can receive most of them.

Radio Frequencies	Frequency Number	Trunked
Paging	999.99999	No
Working	999.99999	Yes
Talk Around		
Other Tactical		

3) Staffing Breakdown

Identify all fire department staff employed including administrative and communications staff. In the event a firefighter is assigned more than one position, such as a fire prevention officer and training officer, count the individual only once by indicating in the column where this individual spends majority of their time.

- Full-time describes firefighters who are regularly scheduled, salaried and employed at least 35 hours per week.
- Part-time describes firefighters who work scheduled hours but less than 35 hours per week.
- Volunteer describes those firefighters who are paid an hourly rate, some other form of remuneration, or none, but nevertheless do not work on any type of fixed or regular schedule.

Category	# Full-time	# Part-time	# Volunteer
Fire Chief	1.0	0.0	0.0
Deputy/Assistant Chief	0.0	0.0	3.0
Administration	0.0	0.0	0.0
Suppression	0.0	0.0	70.0
Prevention	1.0	0.0	0.0
Training	1.0	0.0	0.0
Communications	0	0.0	0.0

4) General Information

Indicate the number of non-unionized personnel holding management positions with the department/service.

If the fire department has volunteer staff, indicate whether the volunteer firefighters are organized and covered by a collective agreement between the employer (municipality) and the bargaining agent (union).

Question	Answer
# Non-union Management Positions	1
Collective Agreement with Volunteer Firefighters (Yes/No)	No

5) Vehicle Summary

Please only include vehicles that are in active service. **Do not include** vehicles that are retired from active service and are now used for historic reference and parade duty.

Where a vehicle serves multiple roles, classify based on the primary function of the vehicle. Do not count a vehicle twice.

Year Grouping	Pumper	Tanker	CAFS System	Elevating Device	Rescue Unit	HazMat	Mobile Command Post	Rehab
1971-1975	0	0	0	0	0	0	0	0
1976-1980	0	0	0	0	0	0	0	0
1981-1985	0	0	0	0	0	0	0	0
1986-1990	1	0	0	0	0	0	0	0
1991-1995	0	0	0	0	1	0	0	0
1996-2000	0	0	0	0	0	0	0	0
2001-2005	1	0	0	0	0	0	0	0
2006-2010	0	0	0	0	0	0	0	0
2011-2015	1	1	0	0	0	0	0	0
2016-2020	0	0	0	0	1	0	1	0
2021-2025	0	0	0	0	0	0	0	0

Pumper:

A vehicle with a minimum fire pump rating of 3000L/m, carrying not less than 1135 L, usually equipped as triple combination (ladder, hose, and pump).

Tanker:

A vehicle capable of carrying a minimum of 4000L, it may have an onboard pump to discharge water, or may be gravity discharged

Compressed Air Foam System:

A vehicle that is equipped with a Compressed Air Foam System (CAFS System) that is supported by a tank of water.

Elevating Device:

A fire apparatus with a permanently mounted, power-operated elevating device (including aerial ladders, aerial ladder platforms, telescoping aerial platforms, articulating aerial platforms, and elevating water delivery systems).

Rescue Unit:

Specialized, multi-use vehicles such as those with auto extrication, hi-rise or limited hazardous material capabilities and equipment without pump or water capacity.

Hazardous Materials Vehicle:

A vehicle whose primary purpose is to respond to hazardous materials incidents with staff, equipped with personal protective equipment, decontamination equipment, tools & resource material that would be required for the level the fire department is trained to.

Mobile Command Post:

A vehicle whose purpose is to provide a mobile, identifiable, secure self-contained command and communications post; usually equipped to provide a communications and work area, galley/rest area and a command and conference area for command staff.

Rehab:

A vehicle whose purpose is equipped to provide emergency responders with immediate medical attention including rehydration, treatment of smoke inhalation, and prevention of life-threatening conditions as heatstroke and heart attack.

6) Resources and Equipment Summary

Resources	Quantity
Fire Stations: List number of active fire stations.	2
Mobile Light Unit: A unit on the vehicle whose specific purpose is to carry lighting, cable and generator equipment to light up a large-scale incident scene.	0
Mobile Air Unit: A unit on the vehicle that contains a cascade system or compressors to refill self-contained breathing apparatus at the scene of an emergency.	2
Fire Boats: Number of boats dedicated to fire.	0
Water Rescue Boats: Number of boats dedicated to water rescue.	0
HazMat Trailer: A trailer used to respond to hazardous materials incidents, equipped with PPE, decontamination equipment, tools and resource material.	0
Portable Generators: Number of portable electricity generators.	6
Portable Pumps: Number of portable water pumps.	6
Utility Terrain (UTV) and/or All Terrain Vehicles (ATV): Used for emergency services.	0

Indicate the number of self-contained breathing apparatus.

SCBA	Quantity
MSA	18
Draeger	0
Scott	36
Survivair	0
Interspiro	0
Other	0
If Other, Specify Type	

Indicate the number of spare cylinders.

Spare Cylinders	Quantity
2216 psi	71
4500 psi	2

Equipment	Yes/No
Extrication Equipment (hand): Hand-powered rescue tools such as cutters, spreaders, door busters, etc.	Yes
Extrication Equipment (power): Equipment with engine-powered rescue tools.	Yes
Air bags: Used to lift heavy objects up to help victims who are trapped under objects.	Yes
Fixed Air Fill Stations: A station that provides for the refill of cylinders.	No
High Volume Water Supply: The fire department has at least 500' (150 cm) of 4" (100 mm) or 5" (130 mm) hose.	Yes

7) Tanker Shuttle Accreditation Details

	Answer
Tanker Shuttle Accreditation (Yes/No)	No
Accredited Flow Rate (GPM or LPM)	
Was apparatus from other municipalities used to obtain the accredited flow rate? (Yes/No)	No
If NO accreditation, what is the estimated continuous Flow Rate (with strictly your municipal apparatus) (GPM or LPM)	

Continuous flow rate is the minimum flow rate that the fire department can sustain for a period of not less than 4 hours.

8) Core Services (if YES, complete associated columns)

Services provided under contract: the fire department purchases, through agreement or contract from a source other than themselves (public or private).

	Yes/No	Level (select from list)	Services Provided Under Contract (Yes/No)
HazMat	Yes	Awareness	No
Water Rescue	Yes	Water	No
Ice Rescue	Yes	Water	No
Urban Search & Rescue (USAR)	No	n/a	No
Fire Suppression	Yes	Full interior attack & rescue	No
Confined Space Rescue	No		No
High Angle Rescue	No		No
Auto Extrication	Yes		No
Emergency Medical Responses	No		No

Hazmat Levels:

- **Awareness** – requires completion of the Terrorism/Hazardous Materials Awareness Self-Study Course for First Responders in Ontario
- **Core operations** – this is section 31 of the fire fighter curriculum and requires completion and passing of the hazmat test 4.
- **Operations “plus”** (mission specific) – successful completion of OFC course and IFSAC test
- **Technician** – successful completion of OFC course and IFSAC test

Water Rescue / Ice Rescue Levels:

- **Shore** – all operations are conducted from the shore with no personnel entering the water, entering a boat, or utilizing a rescue platform
- **Boat** means utilizing a motorized boat capable of carrying personnel, equipment and those being rescued. It does not include rescue platforms, i.e. Polar 75, Fortuna.
- **Water** means trained and equipped for rescue personnel to enter the water. This generally could include the use of a boat or rescue platform



Office of the Fire Marshal and Emergency Management
Community Contacts Verification Report



TOWN OF ANYWHERE

Anywhere
Municipal

Location Code:9999-00

Do not make amendments directly on this report. Please submit changes using the Staff Contact Information Form.

Community Contacts

Surname: **Doe** Business:

First Name: **Joe** Business is also residence number: **No**

Initial:

Rank (if applicable): -

Title: **Municipal Clerk** Extension:

Email Address: **johndoe@anywhere.ca** Cell: **(555)555-5559**

Fax:

Pager:

Community Profile: **TOWN OF ANYWHERE** Role(s) or Function(s): to

Fire Department (if applicable): **[None selected]** **Clerk**

Surname: **Doe** Business: **(555)555-5555**

First Name: **Jane** Business is also residence number: **No**

Initial: -

Rank (if applicable): **Fire Chief** Extension:

Title: **Fire Chief / CEMC** Cell: **(555) 555-5558**

Email Address: **jdoe@anywhere.ca** Fax: **(555) 555-5551**

Pager:

Community Profile: **TOWN OF ANYWHERE** Role(s) or Function(s): to

Fire Department (if applicable): **Anywhere Fire Department** **Fire Chief**

Community Emergency Management Coordinator (CEMC)



Core Services Checklist

Consider what you need to deliver this service safely and effectively?

Core Service	
Authority	Is this service listed in your E&R bylaw? Do you have a copy of this document?
Risk Assessment	Has a risk assessment been done relative to this service? Do you have documentation that describes the risk? Risk Priorities:
Legislation	List Applicable Legislation Federal Provincial Municipal Bylaws
Standards	List Applicable Standards

Based on the above identify, required and existing capabilities			
	Required Capabilities	Existing Capabilities	Is there a Gap?
Equipment			
Apparatus or vehicles			
Training			
# of Personnel			
Operating Guidelines	Written Accessible Understood Practiced	Written Accessible Understood Practiced	

If there is a Gap, consider options to address this gap and cost for each option?

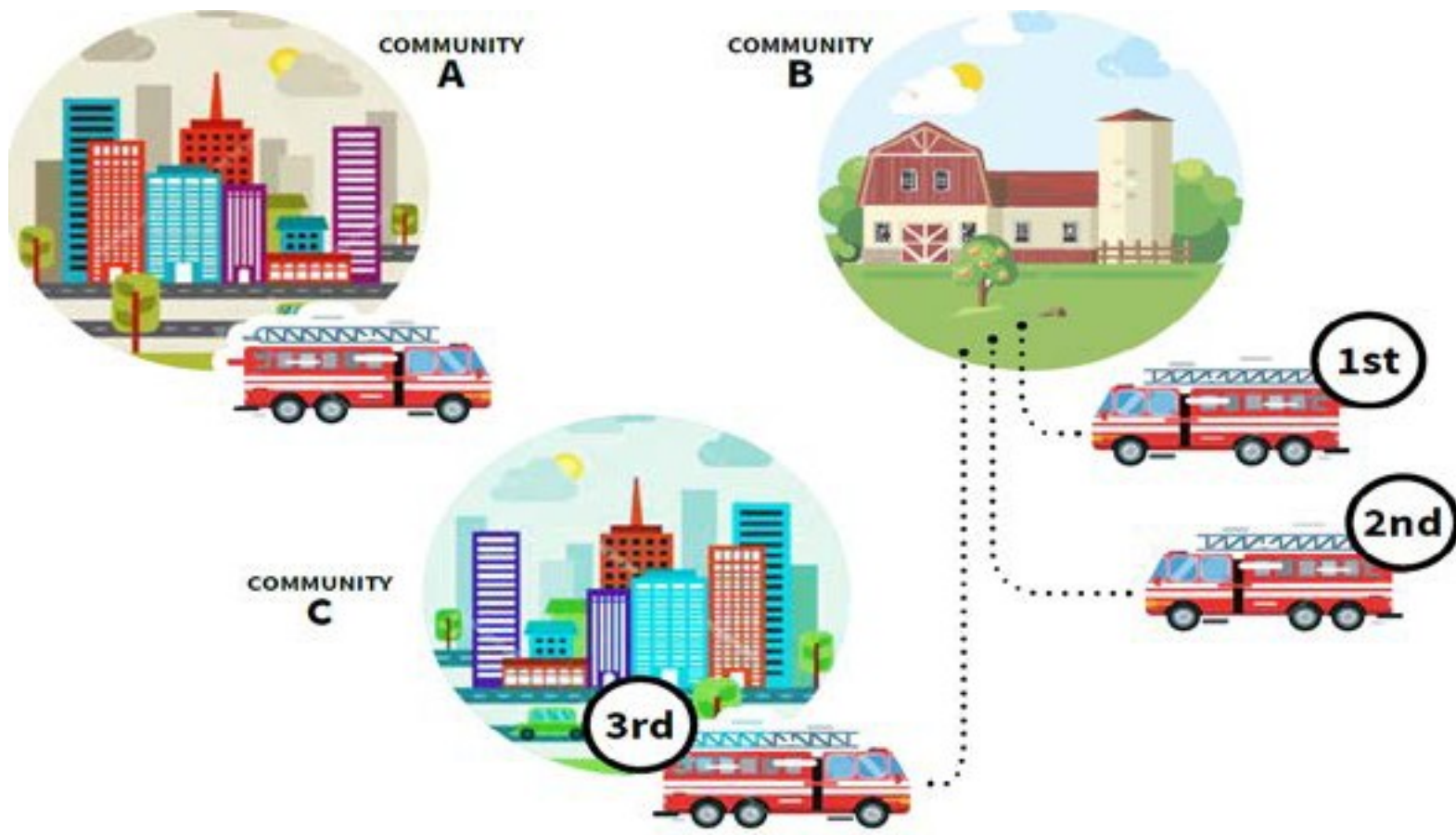
Benefits, Consequences, Human, Capital, Operating, Maintenance, Time Costs

Apply the Comp Model

What prevention, education, agreements can assist to deliver the same level of service?

	Option 1	Option 2	Option 3
Equipment			
Apparatus or vehicles			
Training			
# of Personnel			
Operating Guidelines			
<p>What will you do if the service is not viable?</p> <p>Consider the “comp model”</p>	<p>Who do you have to notify if the type and level of service changes?</p> <p>How will you notify them?</p>		

Service Delivery Arrangement - Scenario 1



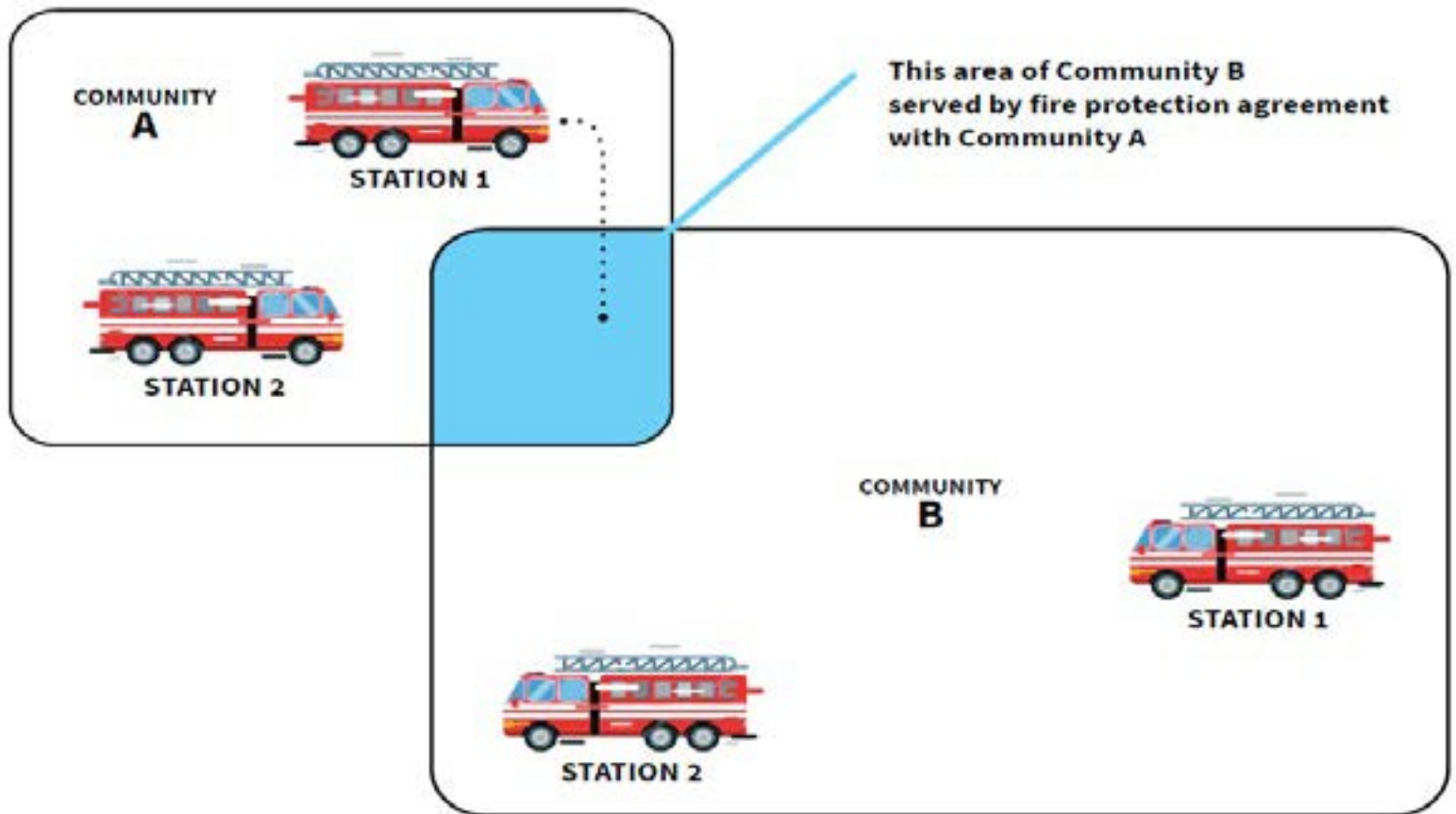
Mutual Aid

Components of a mutual aid plan: Fire Call to a large livestock farm building

Community "A", "B" and "C" are all part of a mutual aid.

- Community "B" provides initial and second response, however requires additional assistance.
- **Incident Commander** from Community "B" asks for Community "C" to assist (This is a Mutual Aid activation, Community "C" (**responding Officer**) is required to notify the Fire Coordinator of MAP activation).
- Community "A" may respond to assist Community "B" if additional assistance is summoned by Community "B" **Incident commander** (additional Mutual Aid request becomes a Significant Event; Two + You).
- Alternatively Community "A" may be asked by the Fire Coordinator to provide backup coverage in Community "C" Physically move (additional Mutual Aid request), or
- Community "A" can also be asked by the Fire Coordinator to be on Stand-by (not an additional Mutual Aid request).
- No cost.

Service Delivery Arrangement - Scenario 2



Fire Protection Agreement

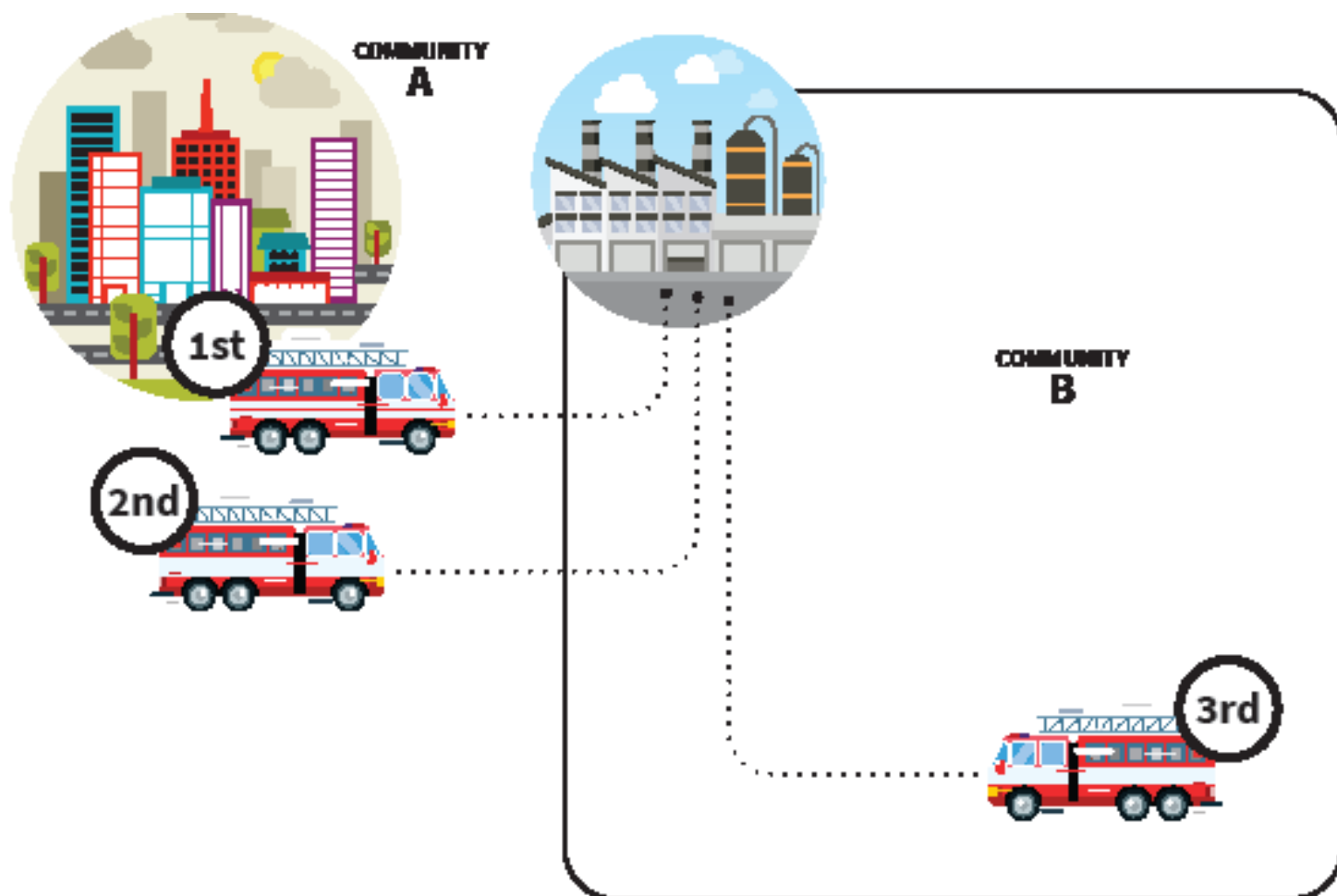
Components of Fire Protection Agreements

Community “B” has a large geographic area of its municipality without fire stations close by, whereas Community “A” has a station that is significantly closer to that same area in Community “B”.

A fire protection agreement is formed between both communities where Community “A” provides fire protection to a specified area in Community “B”.

Cost may be a factor.

Service Delivery Arrangement - Scenario 3



Fire Protection Agreement

Components of Fire Protection Agreements

Coverage of specific areas/properties Community "B" (Rural) has a large industrial complex located close to Community "A" (Urban).

In the event of an incident, the 1st and 2nd alarms would go to Community "A" Fire Department, with the 3rd alarm going to Community "B" Fire Department.

The benefits of a fire protection agreement in this case would be:

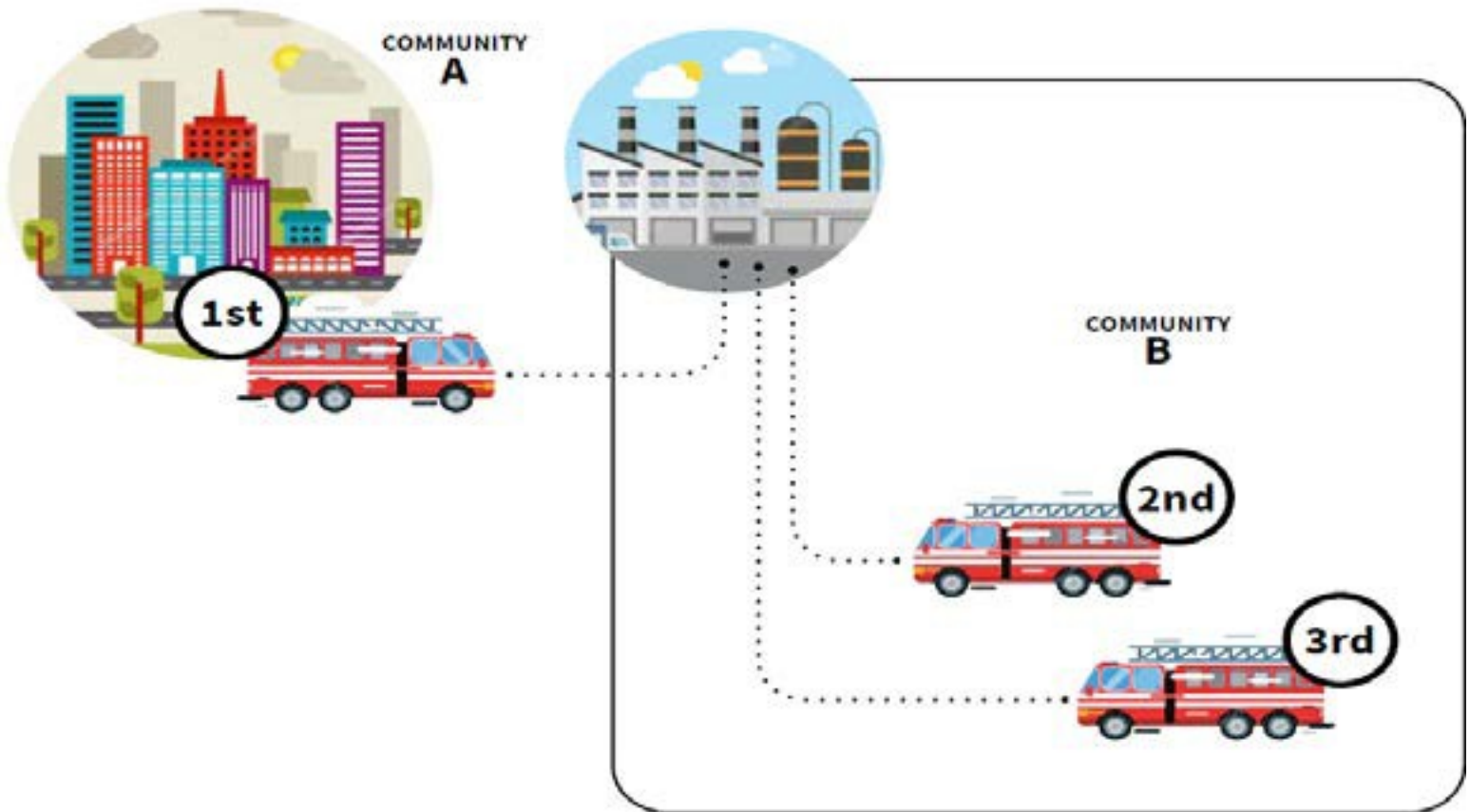
Community "A" can provide a quicker response to the area/property;

Community "A" has the specialized resources required to handle a serious incident at this complex;

Community "B" cannot sufficiently staff an incident at the industrial complex while simultaneously protecting the rest of the municipality.

Cost may be a factor.

Service Delivery Arrangement - Scenario 4



Automatic Aid Agreement

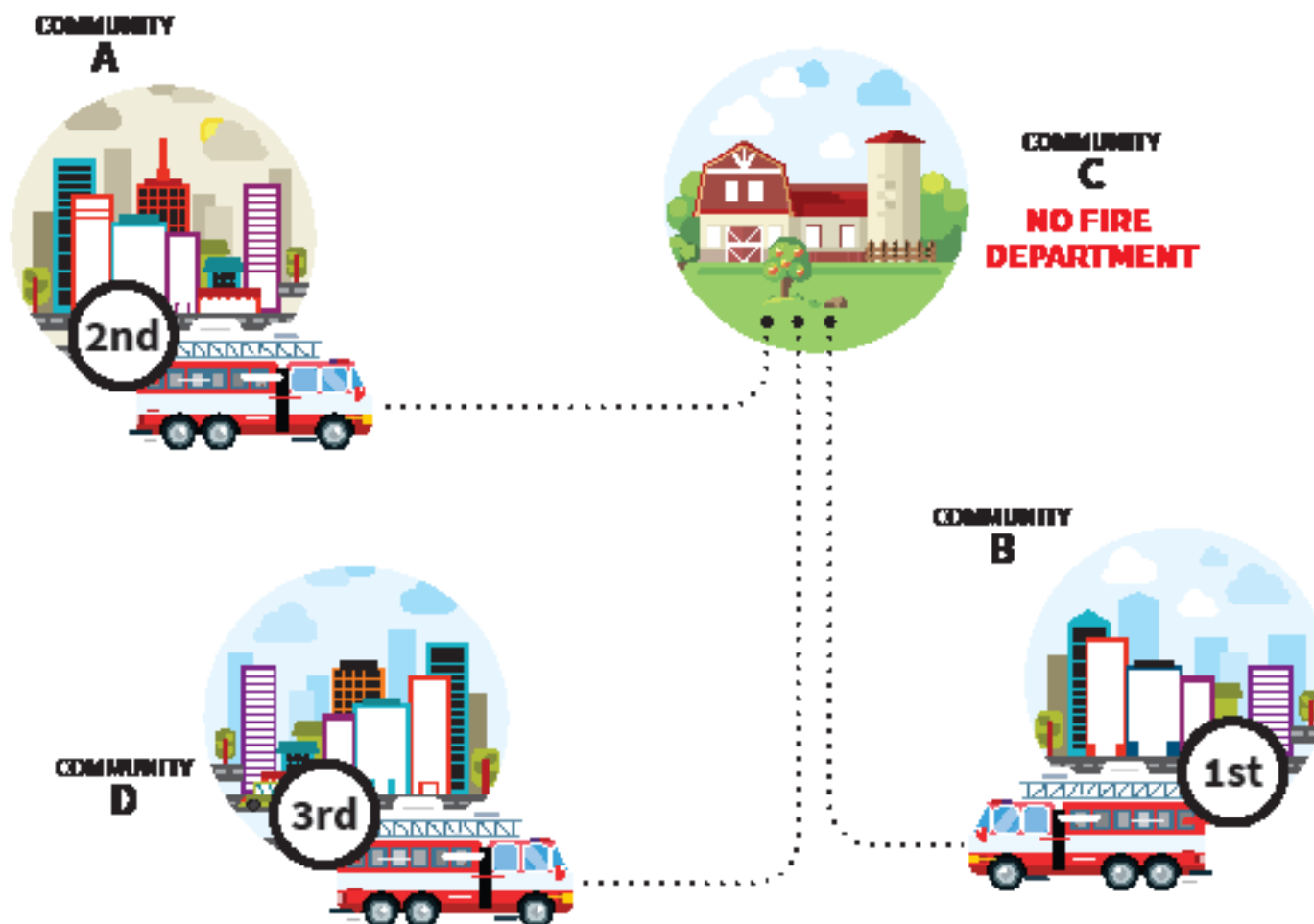
Community "B" has a large industrial complex located close to Community "A"

An automatic aid agreement establishes that the alarm goes to both Community "A" Fire Department and Community "B" Fire Department with Community "A" providing the quickest initial response.

Note: If Community "B" asks Community "A" to stay and help, this becomes a Mutual Aid call. Community "A" must report the Mutual Aid call to fire coordinator.

Cost may be a factor.

Service Delivery Arrangement - Scenario 5



No Fire Department in Community

Community "B" provides initial response to Community "C" under a fire protection agreement.

Additional assistance if required.

Community "A" may send equipment to support and assist in Community "C" based on the request of Community "B".

Mutual Aid – no cost; Fire protection agreement – cost may be a factor.

Community "D" may provide backup coverage in Community "B," if directed by the fire co-ordinator.

Mutual Aid – no cost; Fire protection agreement – cost may be a factor.

Community "C" should ensure that adequate agreements are in place to handle their own normal emergency response needs.

References to Other Legislation, Regulations & Standards

References to Legislation, Regulations & Standards

A municipality is governed by provincial and federal legislation, regulations and other standards. It is important that municipal decision makers, emergency management personnel and fire service leaders are knowledgeable about all related legislation, regulations and standards that pertain to municipal responsibilities and the delivery of fire protection services and emergency management.

Note: For further detailed information please refer to the applicable authority.

Ontario e-Laws lets you search and browse official electronic copies of Ontario's statutes and regulations.

Site: <http://www.ontario.ca/laws>

Canada Justice Laws Website is an online source of the consolidated Acts and regulations of Canada.

Site: <http://www.laws.justice.gc.ca/>

1. Provincial Legislation & Regulations

Fire Protection and Prevention Act (FPPA), 1997 & Fire Code

Ministry of the Solicitor General

Emergency Management and Civil Protection Act

Ministry of the Solicitor General

Emergency Management and Civil Protection Act – Ontario Regulation 380/04 – Standards

Ministry of the Solicitor General

Occupational Health and Safety Act

Ministry of Labour

Overview of Occupational Health and Safety Act

The main purpose of the Occupational Health and Safety Act (OHSA) is to protect workers from health and safety hazards on the job. It sets out duties for all workplace parties and rights for workers. It establishes procedures for dealing with workplace hazards and provides for enforcement of the law where compliance has not been achieved voluntarily.

For more information visit the Ministry of Labour website - <http://www.labour.gov.on.ca/english/hs/index.php>

i. Firefighters – Protective Equipment - O. Reg. 714/94

This regulation was made under the Occupational Health and Safety Act and outlines requirements specific to personal protective equipment and fire apparatus.

Firefighter's Guidance Notes

Firefighter's guidance notes are a form of assistance for workplace parties regarding health and safety issues. The notes serve as a useful resource for employers to consider in identifying hazards that are unique to fire services and determining how to protect workers and prevent injury and illness to workers in the fire service.

Latest firefighter guidance notes:

- [Exposure to noxious weeds](#)
- [Hydrogen sulphide chemical suicides](#)
- [Working at heights](#)
- [Medication and drug exposure](#)
- [Considerations for working alone](#)
- [Carbon dioxide hazards](#)
- [Hygiene and decontamination](#)
- [Active attacker events](#)
- [Ground ladder training](#)

You can find older notes on the website of the [Ontario Association of Fire Chiefs](#).

Provincial Offences Act, 1990

Ministry of the Attorney General

Overview of Provincial Offences Act

The *Provincial Offences Act* is a provincial statute that sets out procedures for the prosecution of offences under other provincial statutes and regulations and municipal by-laws. Under a *Memorandum of Understanding (MOU)*, municipalities are responsible for the administration of courts hearing *Provincial Offences Act* (POA) matters and the prosecution of certain POA cases on behalf of the Attorney General.

Municipal Act, 2001

Ministry of Municipal Affairs and Housing

Overview of Municipal Act

Source: <http://www.mah.gov.on.ca/Page184.aspx>

Effective January 1, 2007, the *Municipal Act, 2001* (the Act) has been significantly amended by the *Municipal Statute Law Amendment Act, 2006* (Bill 130). Further, there is now a separate municipal statute for Toronto, the *City of Toronto Act, 2006*.

The *Municipal Act, 2001* came into force on January 1, 2003. It consolidated dozens of acts related to municipal governance or powers and shifted the *Municipal Act* from a prescriptive to a more permissive approach by including natural person powers and spheres of jurisdiction to allow municipalities to administer and organize their affairs and deliver services. The review that preceded the enactment represented the first comprehensive review and revision of the original *Municipal Act* since its passage in 1849. The *Municipal Act, 2001* recognizes the importance of ongoing consultation with municipalities on matters of mutual interest by recognizing the memorandum of understanding (MOU) between the province and Association of Municipalities of Ontario (AMO) in the legislation.

For further additional information please see the *Ministry of Municipal Affairs and Housing Municipal Councillor's Guide 2014* - <http://www.mah.gov.on.ca>

Building Code Act, 1992 & Building Code, 2012

Ministry of Municipal Affairs & Housing

Important Points

- a) The *Building Code Act, 1992* requires that the following individuals and firms responsible for activities regulated under the Act be qualified and registered:
 - Building officials (chief building officials, supervisors, managers, plans examiners, inspectors - including on-site sewage system inspectors, fire protection inspectors)
 - Certain classes of designers
 - On-site sewage system installers
 - Registered Code Agencies (private companies hired by municipalities to conduct inspections)
- b) The *2012 Building Code* contains specific requirements in order to enhance fire protection of large and small buildings.

For further information please visit the [Ministry of Municipal Affairs & Housing 2012 Building Code Overview webpage](#) .

Highway Traffic Act

Ministry of Transportation

Important Points

- Licensing
- Green lights
- Traffic control

Forest Fire Prevention Act

Ministry of Natural Resources and Forestry

Important Points

- *Forest Fire Prevention Act* - Fire Regions
- Municipal Fire Protection Agreements with Ministry of Natural Resources and Forestry

Day Nurseries Act, 1990, Reg. 262

Ministry of Community and Social Services

Important Points

- Fire Safety and Emergency Information

27. (1) Every operator of a day nursery shall ensure that in respect of each day nursery operated by the operator,

- (a) a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of each day nursery in the event of a fire;

Technical Standards and Safety Act, 2000

Important Points

- Fuels: Propane

Ministry of Government and Consumer Services

Overview of Technical Standards and Safety Act

The Technical Standards and Safety Authority enforces Ontario's *Technical Standards and Safety Act, 2000* covering industry sectors such as amusement devices, boilers and pressure vessels, elevating devices, natural gas, petroleum, propane and other fuels and equipment, operating engineers and upholstered and stuffed articles.

Technical Standards and Safety Authority (TSSA) Fuels

TSSA's Fuels Safety Program regulates the transportation, storage, handling and use of fuels as to ensure conformance to the *Technical Standards and Safety Act, 2000*, and applicable regulations, codes and standards. These fuels include natural gas, propane, butane, hydrogen, digester gas, landfill gas, fuel oil, gasoline, and diesel. TSSA licenses fuel facilities, registers contractors and certifies tradespersons who install and service equipment.

Additionally, TSSA reviews and approves facility plans for sites licensed by TSSA, and performs custom equipment approvals and inspection services to ensure fuel is handled and used safely.

For further information please visit TSSA website - <https://www.tssa.org/en/index.aspx>

i. Propane Storage and Handling- O. Reg. 211/01

This regulation pertains to Risk and Safety Management Plans and their application to propane transfer facilities with a total capacity of 5,000 USWG or less. Fire services must be provided with the opportunity to review Emergency Response and Preparedness Plans (a component of the risk and safety management plan).

Please visit the OFMEM website (Risk & Safety Management Plans for Propane Facilities - RSMP) for additional information.

Environmental Protection Act, 1990

Ministry of Environment and Climate Change

Important Points

- Fire department personnel to report environmental impacts and spills to the Ministry of Environment and Climate Change.

Dangerous Goods Transportation Act, 1990

Ministry of Transportation

Important Points

- Governs the transportation of dangerous goods.

Development Charges Act, 1997

Ministry of Municipal Affairs and Housing

Important Points

- Governs the process, use and limitations of development charges

Coroners Act, 1990

Ministry of the Solicitor General

Important Points

- Authorizes Coroners' inquests and makes inquest recommendations.

Employment Standards Act, 2000

Ministry of Labour

Important Points

- Employment standards set out in this Act apply with respect to an employee and his or her employer

Human Rights Code, 1990

Ontario Human Rights Commission

The *Code* prohibits actions that discriminate against people based on a protected *ground* in a protected *social area*. Protected grounds are:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation.
- Protected social areas are:
 - Accommodation (housing)
 - Contracts
 - Employment
 - Goods, services and facilities
 - Membership in unions, trade or professional associations.

Source: <http://www.ohrc.on.ca/en/ontario-human-rights-code>

Municipal Freedom of Information and Protection of Privacy Act, 1990

Information and Privacy Commissioner of Ontario

Important Points

- Local government institution's protection of privacy of an individual's personal information existing in government records.

Pesticides Act, 1990

Ministry of Environment and Climate Change

Important Points

- Oversees the sale, storage, use, transportation and disposal of pesticides.
- Fire department notification (O. Reg. 63/09: General).

Workplace Safety and Insurance Act, 1997

Workplace Safety and Insurance Board, Ministry of Labour

Important Points

- Reporting of workplace incidents.
- WSIB Presumptive legislation.

2. Federal Legislation & Regulations

Criminal Code

Department of Justice

Important Points

- Establishes criminal charges for negligent acts in the workplace by directors, officers or corporate decision makers.

Canada Shipping Act

Transport Canada

Important Points

- Registration and crew training requirements.

Transportation of Dangerous Goods Act

Transport Canada

Important Points

- Duty to report the release of dangerous goods.

Canadian Charter of Rights and Freedoms (Constitution of Canada)

Department of Justice

Other Industry Standards

Other industry standards are considered best practices and are important in making Ontario a safer place to live and work. The following are organizations and associations with fire related standards and references.

The National Fire Protection Association (NFPA)

NFPA is an international scientific and educational organization that looks at the causes, prevention and control of fire and develops standards accepted by the fire service throughout North America and beyond. They have developed a number of standards that are commonly used by the fire service, such as:



- NFPA 1001 – Fire Fighter I
- NFPA 1002 – Fire Fighter II
- NFPA 1404 – Fire Department Training and Use of Respiratory Protection Equipment
- NFPA 1500 – Fire Department Occupational Safety and Health Program
- NFPA 1932 – Fire Department Ground Ladders, Use, Maintenance Service Testing

In Ontario, the National Fire Protection Association Professional Qualifications Standards (NFPA Pro Quals Standards) are the basis for our competence-based training practices.

Further, O.Reg 343/22 “Firefighter Certification” states:

(2) The certification must be,

(a) provided by the Fire Marshal; or

(b) an accreditation from the International Fire Safety Accreditation Congress (IFSAC), or a Pro Board seal, that is recognized by the Fire Marshal as equivalent to the certification provided by the Fire Marshal.

Other Standards include:

- Canadian General Standards Board (CGSB)
- Canadian Standard Association (CSA)
- Underwriters’ Laboratories Canada (CAN/ULC)

Manufacturer’s Recommendations

These are referenced to ensure that equipment and apparatus is used, inspected, replaced and repair as they were intended.

Association Advisory Notes

Peer groups such as the Ontario Association of Fire Chiefs will often publish and distribute advisory notes to their membership with regard to best practices and considerations for issues related to public fire safety and firefighter safety.

**SMOKE ALARM AND CARBON MONOXIDE ALARM
MAINTENANCE CHECKLIST**

Address/Suite Number: _____ Date: _____

Type of Alarm: Smoke Alarm CO Alarm Combination Smoke/CO Alarm

Alarm has been tested as a result of:

<input type="checkbox"/> Routine test and maintenance	<input type="checkbox"/> Change to electrical circuitry
<input type="checkbox"/> Annual test and maintenance	<input type="checkbox"/> Complaint
<input type="checkbox"/> Change of tenancy	<input type="checkbox"/> Other (e.g. extended absence) _____
<input type="checkbox"/> Change of battery	_____

A. ROUTINE TEST AND MAINTENANCE

YES NO

(1) Alarm is securely fastened to the wall, ceiling, or receptacle (<i>if applicable</i>).	<input type="checkbox"/>	<input type="checkbox"/>
(2) Alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation openings on the alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Alarm signal sounds when the alarm is tested using the test button	<input type="checkbox"/>	<input type="checkbox"/>
(5) (<i>if applicable</i>) Strobe illuminates when the alarm is tested using the test button	<input type="checkbox"/>	<input type="checkbox"/>

B. ANNUAL TEST AND MAINTENANCE

YES NO

(1) Alarm is securely fastened to the wall or ceiling, or receptacle (<i>if applicable</i>).	<input type="checkbox"/>	<input type="checkbox"/>
(2) Alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation openings on the alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
(5) Alarm is powered by: <input type="checkbox"/> AC wiring; <input type="checkbox"/> standard battery; <input type="checkbox"/> long life battery; AC wiring with: <input type="checkbox"/> standard battery backup <i>or</i> <input type="checkbox"/> long life battery backup that expires in the year _____. For standard battery-operated alarms: Battery has been replaced and securely connected. Battery is of _____ type as recommended by the manufacturer. Battery terminals are free of corrosion and signs of leakage.	<input type="checkbox"/>	<input type="checkbox"/>
(6) Alarm signal sounds when the alarm is tested using the test button.	<input type="checkbox"/>	<input type="checkbox"/>
(7) (<i>if applicable</i>) Strobe illuminates when the alarm is tested using the test button.	<input type="checkbox"/>	<input type="checkbox"/>

C. SERVICING AND REPLACEMENT (Complete this section if "No" is checked in sections A or B.)

Alarm has been serviced as follows: _____

Alarm has been replaced as a result of:

<input type="checkbox"/> Failure to sound alarm during test	<input type="checkbox"/> Frequent false alarms
<input type="checkbox"/> Physical damage	<input type="checkbox"/> Battery leakage
<input type="checkbox"/> Painted exterior case	<input type="checkbox"/> Age
<input type="checkbox"/> Excessive stains, grease or dirt accumulations	<input type="checkbox"/> Other _____

Name and Title (please print): _____

Agency (please print): _____

Signature: _____

SMOKE ALARM AND CARBON MONOXIDE ALARM MAINTENANCE INFORMATION FOR TENANTS AND OCCUPANTS IN RENTAL UNITS

The Ontario Fire Code (OFC) requires that every place of residence have smoke alarms installed and kept in working condition. The OFC also requires that every place of residence containing a: fuel burning appliance; fireplace; or attached garage, has carbon monoxide (CO) alarms installed and kept in working condition. Both alarms are very important for the safety of you, your family and your neighbours as they give early warning of a fire or elevated levels of CO. Your landlord is responsible for installing smoke alarm and CO alarms and keeping the alarms in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke and CO alarm.

Your residence has been provided with a smoke alarm(s) that is:

Battery-operated Hardwired

Hardwired with battery back-up

Your residence has been provided with a CO alarm(s) that is:

Battery-operated Hard Hardwired

Plug-in Hardwired with battery back-up

**Your residence has been provided with a combination
smoke/CO alarm(s) that is:**

Battery-operated Hardwired

Hardwired with battery back-up

A summary of the main features and the operation of the smoke alarm and CO alarms have been prepared by the landlord and are attached.

For your protection, you are encouraged and required to take part in ensuring that the smoke alarms and CO alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance.

SMOKE ALARM AND CARBON MONOXIDE ALARM MAINTENANCE INFORMATION FOR TENANTS AND OCCUPANTS IN RENTAL UNITS

Here are some steps that you can take:

- ◆ Notify the landlord when the low battery signal is activated so that the landlord can make arrangements for replacement of the battery.
- ◆ Notify the landlord when the “end of life” signal is activated so that the landlord can make arrangements for replacement of the unit.
- ◆ Notify the landlord if the “power on” indicator goes out so that the landlord can arrange for appropriate repairs or replacement of the unit.
- ◆ Notify the landlord if the smoke alarm or CO alarm is damaged so that the landlord can make arrangements for the repair or replacement of the unit.
- ◆ When you have been absent for seven or more days (such as vacation), arrange for the smoke alarm and CO alarms to be tested by the landlord to ensure that they are operable (on battery-operated smoke alarms and CO alarms only).
- ◆ Notify the landlord of any electrical problems that may affect the operability of electrically wired smoke alarms and CO alarms.

Contact your local fire department if you have serious concerns about the effective operability of your smoke alarms or CO alarm that are not rectified through dealing with your landlord.

The Ontario Fire Code specifies that “**No person shall disable a smoke alarm**” and “**No person shall disable a carbon monoxide alarm**”. A tenant or any other person who disables a smoke alarm or CO alarm is guilty of a provincial offence and may be subject to a fine, or imprisonment, or both.

Contact Information

OFM - General Inquiries

- OFM: 1- 647-329-1100
1-800-565-1842
askofmem@ontario.ca
- Field Advisory Services Toll Free Number: 1-844-638-9560
OFMEM-FAS-AA@ontario.ca
- Public Safety Education: 1- 647-329-1100
ofm.pubed@ontario.ca
- Technical Services: 1- 647-329-1100
FireSafetyStandards@ontario.ca
- Ontario Fire College: 1- 647-329-1100
AskOFC@Ontario.ca
- Academic Standards and Evaluation: 1- 647-329-1100
OFMtestingandcertification@ontario.ca
- Administration and Business Services: 1- 647-329-1100
askofmem@ontario.ca
- Provincial Emergency Operations: 1- 416-314-0472
or toll free: 1-800-461-2281
- After-Hours PEOC: 1-800-461-2281
PEOCDO01@ontario.ca



Essentials of Municipal Fire Protection

A Decision Makers' Guide

[https://www.surveymonkey.com/r/ 0 FMEssentials](https://www.surveymonkey.com/r/0_FMEssentials)

Participant Seminar Evaluation

Date: _____ **Location:** _____

Please take a moment to provide us with feedback on this seminar. We value your comments and suggestions, as these will help ensure the program remains responsive to the needs of municipal decision makers.

Instructions:

In consideration of your role as a municipal decision maker, please indicate your level of agreement with the statements below by checking the appropriate box under each statement.

Part 1 - Learning Value

1. This seminar provided me with relevant information relating to the Fire Service:

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
a) Legislation-Fire Protection and Prevention Act (FPPA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Municipal Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Fire Chiefs' Roles and Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Risk Management and Due Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Core Services and Service Delivery Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Recommended Annual Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Fire Service Resources and Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) What other subject areas would you like covered?					

- 2. I have a better understanding of where to find the topics and acquire additional information as a result of referring to the guidebook throughout the seminar.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 3. I believe the information in the guidebook and handouts provided are valuable reference tools.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 4. This seminar was logically organized and easy to follow.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 5. I liked the one-day intensive format and feel it provided sufficient time to learn the information.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 6. There were an appropriate number of slides and table top exercises used to explain the topics.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 7. The seminar facilitators were well prepared and knowledgeable.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 8. The seminar facilitators communicated clearly and in terms with which I was familiar, and/or clarified any terms or acronyms that were used.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

- 9. The facilitators ensured that the seminar was delivered on time and target with the agenda.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

Part 5 - Facilities and Preparation

10. The facilities were suitable for the Seminar and its participants (classroom space, acoustics, lighting, outside noise level, temperatures, etc).

D	D	D	D	D
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

Part 6 - General

11. Overall I found the seminar to be a useful and enriching experience for municipal decision makers and I would recommend this seminar to:

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
a. My peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. New councillors, clerks, CAOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. I had ample opportunity to ask questions and express my thoughts/ideas.

D	D	D	D	D
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

Part 7 - Background Information (Required)

Position/Title: _____

Municipality: _____

Additional Comments: _____

Thank You