

**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

BY – LAW 2017-18

Being a by-law to authorize an agreement with the North Bay Regional Health Centre for the provision of communication (call taking and alerting) services to the Township of Matachewan by the North Bay Central Ambulance Communications Center (CACC)

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

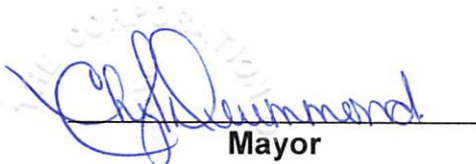
And Whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas the Council for the Township of Matachewan recognizes the importance to have in place an agreement for the provision of communication (call taking and alerting) services to the residents of the Township of Matachewan;

Now Therefore be it resolved that the Council of the Corporation of the Township of Matachewan enacts as follow:

1. That the Mayor and CAO-Clerk-Treasurer are hereby authorized and directed to execute the agreement attached hereto as Schedule "A" and forming part of this by-law.
2. This By-Law shall come into force and take immediately on the passing thereof.
3. That the CAO-Clerk-Treasurer is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a first and second and third time, and finally enacted and passed in open Council this 30th day of November, 2017. Signed, sealed and numbered 2017-18.


Mayor


CAO-Clerk-Treasurer

SCHEDULE A

As per Section 1, the CACC will provide the following on going services:

- Call-taking and call alerting services as per the CACC's Fire Call Taking & Alerting Policy & Procedure.
- Voice recording of telephone and paging communications, if technically possible.
- A pager testing program for the fire department.
- CACC will also continue to work together with the Joint Steering Committee to develop policies and procedures with respect to call-taking, call alerting, and/or dispatching; and other operational issues pertaining to the fire services.
- Train all new staff on how to call-take and alert fire departments and in the Emergency Fire Service Plan and Program of the Township, through local policy.
- Coordinate collection and dissemination of local fire dispatch zone data for incorporation into the CACC dispatch system for the purpose of the contract.
- Responsible for any additional telephone line charges and staffing resources necessary to maintain fire call taking and dispatching services

SCHEDULE B

As per section 3, the Township will provide the following on going services:

- Ensure that the on-going dispatch function is assumed by a fire department as quickly as possible after a fire department has been alerted of a call by CACC.
- Voice recording of radio communications, if technically possible
- Install and maintain a paging system accessible to the CACC
- Install and maintain a radio system at the CACC to communicate with the Fire Service (if required for full dispatching services)
- Ensure that service area maps used by the CACC for call-taking and alerting the Fire Service are updated regularly.
- Assist the CACC with the development of policies and procedures relating to fire call-taking and alerting.
- Maintain a current copy of the Township Emergency Fire Service Plan and Program and provide a copy to the CACC.
- Ensure that the fire service continues to respond to medical assist emergencies where a Tiered Response Agreement exists
- Facilitate, through the Joint Steering Committee, the development of policies and procedures relating to fire call taking, call alerting and/or dispatching.
- Training for all fire departments in the use and protocol of truck radios in communicating with the CACC.

The Fire Chief will:

- Identify issues.
- Make recommendations.
- Make available information and services to improve the provision of fire services within the Township of Matachewan.

SCHEDULE C

Township	<u>Call Taking Only</u>	<u>Call Taking & Alerting</u>	<u>Full Dispatching</u>
Matachewan		X	

<u>Public Access Telephone Number</u>	911
<u>Station</u>	
Station 1	208 Moyneur Ave, Matachewan Township

SCHEDULE D

CACC RATE STRUCTURE

Over 5 year Contract (January 1, 2018 to December 31, 2022)

Administrative Fees for Call Taking / Alerting / Dispatching

**Annual fee payable, in monthly installments billed on the final day of each month.
Established under Section 6 (a) of this agreement subject to adjustment as outlined
In Section 6 (c) of this Agreement **\$ 1200.00****

<u>Township</u>	<u>Annual Fee</u>	<u>Monthly</u>
Matachewan	\$1200.00	\$100.00

Fire Service Call Fees

Fire Service Call Fees for Call Taking/Alerting only \$15.00 per call
(no charge for Ambulance Assist calls) (waived)

Fire Service Call Fees for Dispatching \$20.00 per call
(with CACC also providing call taking and alerting) (N/A)

NOTE – The \$20.00 per call for Dispatching is in addition to the \$15.00 per call for call taking and alerting.

Fees are subject to adjustment as outlined in Section 7(e) of this Agreement.

Schedule E

As per section 9(b), the Township will be responsible for the following initial set up fees:

1. Radio System for Communications between CACC and Fire Service (if required)
2. Install and maintain paging system accessible to CACC.
3. Provide tele-pager numbers and access codes.
4. Notification to Bell to reroute/call forward Fire 911 lines and public access telephone lines to the appropriate lines as designated by North Bay CACC.
5. Notification to Ontario Provincial Police, Northern Communications, Bell 911 and neighboring Fire Services/municipalities of the new contact information for Fire 911 lines.

As per section 9(b), the CACC will be responsible for the following initial set up fees:

1. Install and maintain additional 911 telephone lines to accommodate fire service calls (if required)
2. Local training in fire call taking, call alerting and dispatching
3. Install and maintain additional public access telephone lines and speed dials to accommodate fire service calls.