

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW # 2025-28

**BEING BY-LAW TO ESTABLISH AND REGULATE THE MATACHEWAN
VOLUNTEER FIRE DEPARTMENT**


WHEREAS the Municipal Act, R.S.O 1990 c. as amended and the Fire Protection and Prevention Act, S.O. 1997, c. 4 as amended, provides that the Council of a municipality may by by-law establish, maintain and operate a fire department;

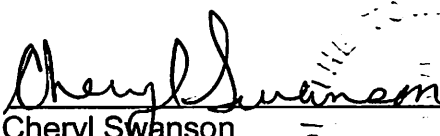
AND WHEREAS it is deemed expedient to establish, maintain and operate a Fire Department for the protection and security of the residents of the Township of Matachewan;

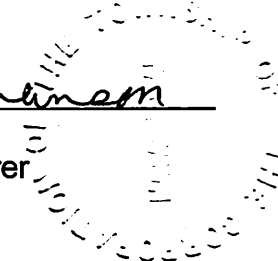
NOW THEREFORE Council of the Corporation of the Township of Matachewan hereby enacts, as follows:

1. The attached Schedules A form part of this by-law.
2. That the CAO/Clerk-Treasurer is hereby authorized to make minor modification 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.
3. That By-Law 2013-18, being a by-law to update the Matachewan Volunteer Fire Department establishing and regulating (E&R) By-Law 76-30, be and the same be hereby repealed.
4. That all previous By-laws and/or motions, or parts thereof, in conflict with or contrary hereto or inconsistent herewith, be and the same are hereby repealed.
5. That this By-law shall come into force and effect upon final passing thereof and remain in force and effect until such time as it is repealed by the Council of the Corporation of the Township of Matachewan.

READ a first, second and third time, and finally enacted and passed in open Council this 20th day of August 2025.


Mike Young
Mayor


Cheryl Swanson
CAO-Clerk-Treasurer



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Schedule A

1. DEFINITIONS

In this by-law, unless the context otherwise requires;

- a) **"Approved"** means approved by the council.
 - b) **"Clerk-Treasurer"** means the person appointed by council to act as Clerk- Treasurer for the Corporation.
 - c) **"Corporation"** means the Corporation of the Township of Matachewan.
 - d) **"Council"** means the Council of the Corporation.
 - e) **"Deputy Chief"** means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of the absence or a vacancy in the office of Fire Chief.
 - t) **"Fire Chief"** means the person appointed by Council to act as Fire Chief for the Corporation.
 - g) **"Fire Department"** means the Township of Matachewan Fire Department.
 - h) **"Fire Protection Services"** includes; fire suppression, fire prevention, fire safety education, 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, rescue and emergency services, communications and support services, training of persons involved in the provision of Fire Protection Services, and the delivery of all those services, and are limited to those detailed in 'Appendix A', forming part of this by-law.
 - i) **"Member"** means any persons employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes officers, full time and volunteer firefighters.
 - j) **"Volunteer Firefighter"** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. A **Fire Department** for the Township of Matachewan to be known as the Matachewan Volunteer Fire Department is hereby established and the head of the Fire Department shall be known as the **Fire Chief**.
3. The **Fire Department** shall consist of the Fire Chief, Deputy Fire Chief(s), senior divisional officers, platoon chiefs, captains, other officers, and any other person as may be authorized or considered necessary from time to time by Council or by the CAO for the Fire Department to perform Fire Protection Services.
4. In addition to the **Fire Chief**, the Council shall appoint a **Deputy Chief**.
5. Persons appointed as **Members** of the **Fire Department** to provide fire protection services shall be on probation for a period of one year, during which period they shall take such special training and examinations as may be required by the **Fire Chief**.
6. If a probationary **member** appointed to provide **fire protection services** fails any such examinations, the **Fire Chief** may recommend to the **Council** that he/she be dismissed.
7. The remuneration of the volunteer **members** shall be as determined by the **Council**.

8. If a medical examiner finds a **member** is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the **Fire Department**, **Council** may assign the **member** to other employment in the **Fire Department** or may retire him/her.
9. The **Fire Chief** is responsible to **Council** for proper administration and operation of the **Fire Department** including all **Fire Department** functions and programs.
10. The **Fire Chief** shall implement all **approved** policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the **approved** policies and to ensure the appropriate care and protection of all **Fire Department** personnel and **Fire Department** equipment.
11. The **Fire Chief** shall review periodically all policies, orders, rules and operating procedures of the **Fire Department** and may establish an advisory committee consisting of such **members** of the **Fire department** as the **Fire Chief** may determine from time to time to assist in these duties.
12. The **Fire Chief** shall submit to the **Clerk-Treasurer** and **Council** for approval, the annual budget estimates for the **Fire Department**; an annual report and any other specific reports requested by the **Clerk-Treasurer or Council**.
13. Each division of the **Fire Department** is the responsibility of the **Fire Chief** and is under the direction of the **Fire Chief** or a **member** designated by the **Fire Chief**. Designated **members** shall report to the **Fire Chief** on divisions and activities under their supervision and shall carry out all orders of the **Fire Chief**.
14. Where the **Fire Chief** designates a **member** to act in the place of an officer in the **Fire Department**, such **member**, when so acting, has all of the powers and shall perform all duties of the officer replaced.
15. The **Fire Chief** may reprimand, suspend or recommend dismissal of any **member** for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the **Fire Chief**, would be detrimental to discipline or the efficiency of the **Fire Department**.
16. Following the suspension of a **member**, the **Fire Chief** shall immediately report, in writing, the suspension and recommendation to the **Clerk- Treasurer and Council**.
17. A **Volunteer Firefighter** shall not be dismissed without the opportunity for a review of termination, if he/she makes a written request for such a review within seven working day after receiving notification of the proposed dismissal. A person appointed by the municipality, who is not employed in the **Fire Department**, shall conduct the review.
18. The **Fire Chief** shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the **Fire Protection and Prevention Act**, and the **Fire Chief** shall be empowered to authorize:

- a) Recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act in accordance with Part VIII of the **Fire Protection and Prevention Act**.

19. The **Fire Department** shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:

- a) that, in the opinion of the **Fire Chief** or designate of the **Fire Department**, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality
- b) in a municipality with which an **approved** agreement has been entered into to provide **fire protection services** which may include automatic aid
- c) on property with which an **approved** agreement has been entered into with any person or **corporation** to provide **fire protection services**
- d) at the discretion of the **Fire Chief**, to a municipality authorized to participated in any county, district or regional mutual aid plan established by a fire coordinator appointed by the fire marshal or any other similar reciprocal plan or program
- e) on property beyond the municipal boundary where the **Fire Chief** or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the **Fire Chief** or designate

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Schedule B

Fire Protection Services:

1. Fire suppression means to the corporation:
 - a) Offensive exterior attack with no expectation of interior search and rescue. *

****Explanatory Note: Exterior Attack means: Fire suppression operations from the exterior of the building only and from the interior until such time as the fire effects the structural components of the building or the interior conditions become immediately dangerous to life or health or the Fire Chief determines to withdraw fire suppression operations.***
2. Fire Prevention means to the corporation:
 - a) Responding to complaints or request for code compliance inspection.
3. Fire Safety education means to the corporation:
 - a) Providing information to the residents of Matachewan Township regarding smoke alarms, carbon monoxide alarms, and fire prevention which may include radio messaging newspaper advertisements, municipal website postings, and door to door campaigns.
4. Training/certifications of persons involved with the Matachewan Fire Department shall be as per Ontario Regulation 343/22 Firefighter Certification.
5. Communications:
 - a) The Matachewan Fire Department receives dispatch services from the City of North Bay, who activate the Matachewan Fire Department individual pager system.
6. Rescue and emergency services mean to the corporation:
 - a) Hazardous material response to awareness level.
 - b) Respond to grass, forest and bush fires as per the current MNR agreement.
 - c) Response to scenes requiring auto extrication is limited to securing the scene and cribbing vehicle.
 - d) Provide first aid or advance first aid where necessary at an emergency scene.