



**Fire and Emergency Service Providers  
Registration Policy  
F-048-20**

Effective Date:  
August 26, 2020

### Part 1 Purpose

*The Municipal Government Act (MGA Section 294 and 295)* establishes a registration process for fire departments and emergency service providers. Registered fire departments and emergency service providers are not agents of the *Municipality*. The purpose of this registry is to ensure the *Municipality* knows who is providing fire and emergency services, what fire and emergency services are available in the *Municipality*, and that the provider meets the minimum standard of competency as stated in this policy and in the *MGA*. Fire and Emergency service providers in the *Municipality* of Yarmouth, or who deliver services in the *Municipality* of Yarmouth, must register.

### Part 2 Definitions

- 2.1 **“Body Corporate”** - means the incorporated organization requesting to be registered as a fire and emergency service provider.
- 2.2 **“Emergency services”** - means services related to the provision of emergency services, including fire services, medical first responders, search and rescue, REMO
- 2.3 **“Emergency services provider”** - means a municipality, village, fire commission, incorporated society, corporation or other body or organization which provides one or more emergency services
- 2.4 **“Fire district”** - means a geographical area designated as the catch area for purposes of assessing properties with an annual fire rate for supporting a budget, and recognizes or establishes the geographical boundaries within which the fire department is expected to be the primary responder.
- 2.5 **“MGA”** - means the *Municipal Government Act*
- 2.6 **“Municipality”** - means the *Municipality* of the District of Yarmouth
- 2.7 **“Mutual Aid”** – means any fire or emergency services provider which responds to a call for assistance and support within a fire district in which it is not located at the request of a primary fire or emergency service provider;
- 2.8 **“Rate Payer”** - means the name of the person associated with the property in the fire district that will be assessed with a fire rate.

### Part 3 Registration Process

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- 3.1 Every fire department and emergency service provider who on a regular basis provides services must apply for registration with the *Municipality* using the attached application form (Appendix A).
- 3.2 Once approved, registration continues in force until revoked by the *Municipality* for cause, or the fire department or emergency service provider requests that the registration be withdrawn.
- 3.3 Any changes to the executive or services provided shall be filed immediately with the *Municipality* throughout the year.
- 3.4 All other required forms and documentation, including the annual registration form updates, financial statements, executive, annual meeting minutes from the previous year, list of registered firefighters, rate and grant application forms shall be submitted to the *Municipality* no later than April 15 in order to receive collected fire taxes and grant monies.

**Part 4 Criteria**

- 4.1 The *Municipality* shall register an applicant in accordance with the conditions established in the *MGA (Section 294 and 295)* including, but not limited to:
  - 4.1.1 It is a body corporate, being a registered society under the *Societies Act*, registered in good standing with annual fees paid in full;
  - 4.1.2 The *Municipality* is satisfied that the fire department or emergency service provider is capable of providing the service it offers to provide;
  - 4.1.3 The fire department or emergency service carries insurance in an amount that is approved at a duly called meeting of the members OR complies with any by-law on the books of the society.
  - 4.1.4 The fire or emergency services are not provided for profit;
  - 4.1.5 A fire department or emergency service provider shall provide the *Municipality* with a list of specific emergency services it will endeavor to provide;
  - 4.1.6 A fire department will provide a description that may include a map or detailed list, of its fire district. (For clarity, this does not include areas that may be covered by a Mutual Aid Agreement.)
  - 4.1.7 A fire department or emergency service provider shall provide the *Municipality* with a list of equipment, training, and experience that enables



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it to provide the service.

- 4.1.8 A fire department shall provide the *Municipality* with a list of those other fire departments or emergency service providers with which it has a Mutual Aid Agreement.

**Part 5 Annual Rate Payers' Meeting**


- 5.1 Every registered fire department and emergency services provider must have an annual rate payers' meeting.
- 5.2 All annual rate payers' meetings must be held before April 1 of each fiscal year.
- 5.3 Meeting dates shall be advertised to rate payers a minimum of 14 days prior to meeting.
- 5.4 The purpose of the meeting shall be to:
  - 5.4.1 Approve annual budget and financial statements from previous year
  - 5.4.2 Set annual rate for the following year
  - 5.4.3 Appoint the service providers' executive
- 5.5 Minutes of these meetings must be maintained by the organization.
- 5.6 Every registered fire department and emergency service provider shall have a proposed budget available to rate payers in advance of the meeting
- 5.7 All proposed annual rates shall be supported by the service provider's proposed budget, which is to be presented to the rate payers.
- 5.8 The annual proposed budget and rates should clearly distinguish between operating and capital components where the fire department or emergency service provider is proposing capital expenditures and a corresponding capital rate in the budget year.

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<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider (7 days Min)	August 17, 2020
Date of Passage of current Policy	August 26, 2020
I certify that this Fire and Emergency Service Providers Registration Policy F-046-20 was adopted by Council as indicated above.	
	
Chief Administrative Officer	<u>August 28, 2020</u> Date

**Date last reviewed by Council:**

**Date last amended:**