

Municipality of the District of Lunenburg POLICY

Title: Fire and Emergency Services	
Policy No. MDL-36	
Effective Date: September 11, 2007	Amended Date: Feb. 12, 2008, Oct. 13, 2009, Feb. 8, 2011, Jan. 28, 2014, May 9, 2017, Feb. 27, 2018

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg:

1.0 Definitions:

- 1.1 "Fire Department" means the incorporated entity that provides the service, assists others in providing the service, or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- 1.2 "Municipality" means the Municipality of the District of Lunenburg.
- 1.3 "Rate Payer" means the name(s) of the person assessed for the property.
- 1.4 "Registration" means the acceptance of the Municipality to permit a "Fire Department" to provide fire and emergency services to a prescribed area within the Municipality.
- 1.5 "Body Corporate" refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- 1.6 Incorporated organization refers to those organizations that are set up to provide Fire Protection and are incorporated by way of; an Act of Legislature, The Rural District Fire Act, or the Society's Act.
- 1.7 Acts of Incorporation refer to the organizations memorandum of Association and/or articles of incorporation and/or by-laws.

2.0 Form of Request

Requests for registration as a fire and/or emergency services provider shall be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be found on the Municipality's website **[amended Feb. 27, 2018]**. Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

3.0 Considerations for Approval

- 3.1 The Municipality must be satisfied that the body corporate is capable of providing the services it has applied to provide.
- 3.2 The Body Corporate carries liability insurance in the minimum amount of \$10,000,000.00 **[amended Jan.28, 2014]**
- 3.3 The Body Corporate does not provide the fire and or emergency services for profit.
- 3.4 The Municipality does not provide the same service for the same area.
- 3.5 The Body Corporate carries accident and sickness insurance or workers' compensation coverage for all its members. **[amended Feb. 8, 2011]**

4.0 Registration

The Municipality, if satisfied by all categories of Section 3, shall register the Body Corporate as a fire and emergency services provider. This registration shall continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.

- 4.1 Annual updates of the registration form shall be submitted to the Municipality no later than June 15th of each year; **[amended Jan. 28, 2014]**
- 4.2 Any changes to the services provided by the body corporate shall be filed immediately with the Municipality throughout the year; **[amended Jan. 28, 2014]**
- 4.3 All other required forms and documentation, including the annual registration form updates, financial statements, officer, rate and grant forms shall be submitted to the Municipality no later than June 15th, in order to receive collected fire taxes and grant monies; **[amended Jan. 28, 2014]**
- 4.4 All fire tax payments shall be made available to fire service providers 30 days from the due date of municipal taxes. **[amended Jan. 28, 2014]**

5.0 Notification

The Municipality shall advise any new Body Corporate, by providing a letter stating approval as a registered Fire and Emergency Services provider as per sec 4. **[amended Feb. 27, 2018]**

6.0 Rate Payers Meeting

Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings **[amended Feb. 27, 2018]** must be maintained in the minute books of the organization.

- 6.1 Fire Service providers shall have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget shall be linked to the service levels being provided; **[amended Jan. 28, 2014]**
- 6.2 Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service; **[amended Jan. 28, 2014]**

- 6.3 All proposed fire tax rates shall be supported by the service provider's budget, which is to be presented to the ratepayers at the annual ratepayers meeting. **[amended Jan. 28, 2014]**
- 6.4 Ratepayers shall have the opportunity to discuss service level expectations during a ratepayer meeting. **[amended Jan. 28, 2014]**
- 6.5 Ratepayers shall not request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision. **[amended Jan. 28, 2014]**
- 6.6 The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement shall include the following:
- fire service provider name;
 - date of meeting;
 - location of meeting;
 - contact name and phone number; and
 - where proposed budget documents may be viewed. **[amended Jan. 28, 2014]**

For the departments that are required to have an annual ratepayer's meeting to set the fire tax rate that must be specified as well.

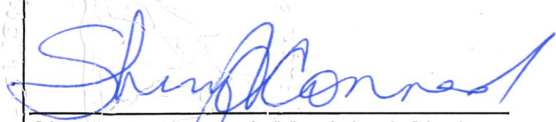
- 6.7 All annual ratepayer's meetings must be conducted before June 15th of the following fiscal year.
- 6.8 Requests shall be made to the Municipality for appropriate rate payer's list a minimum of (2) weeks prior to the meeting date.
- This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting. **[amended Jan. 28, 2014]**
 - The Municipality will also provide upon request a property civic report to help the department locate properties **[amended Jan. 28, 2014]**
 - Since fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions but the seconder shall be a ratepayer.
 - Once the question has been called, only ratepayers can vote on the motion. 50 % + one of the ratepayers in attendance at the meeting in favor of the motion shall be required to pass a motion.
 - Voting may be done by secret ballot. **[amended Oct. 13, 2009]**
- 6.9 All fire tax requests by a registered fire and emergency services provider shall be provided to the Municipality on the approved registration package forms found on the Municipal website no later than June 15th of the current year. **[amended Jan. 28, 2014 & Feb. 27, 2018]**
- 6.10 For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality shall approve the rates.

For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

Annotation for Official Policy Book

Date of Adoption:	September 11, 2007
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	January 21, 2014
Date of Passage of Amendments:	January 28, 2014
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	April 27, 2017
Date of Passage of Amendments:	May 9, 2017
Date of Notice to Council Members of Intent to Consider:	February 13, 2018
Date of Passage of Amendments:	February 29, 2018

I certify that the amendments to this the "Fire and Emergency Services Policy" was adopted by Council as indicated above.


Sherry A. Conrad, Municipal Clerk


Date