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| <b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND<br/>ADMINISTRATION MANUAL</b> |   | <b>POLICY 118</b> |
| <b>ADMINISTRATION</b>   | <b>Fire and Emergency Services Registration</b> |                   |

**1. GENERAL**

This policy is referred to as the “**Fire and Emergency Services Registration Policy.**”

**2. AUTHORITY FOR POLICY**

*Municipal Government Act* (Sections 294 and 295) establishes a process for bodies corporate to register as fire departments and emergency service providers.

Section 296 of the *Municipal Government Act* enables municipal councils to make policies respecting volunteer fire departments and emergency service providers.

**3. DEFINITIONS**

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

**4. PURPOSE**

The purpose of registration is to ensure that the Municipality:

- (a) is aware of all fire and emergency service providers; and
- (b) knows what emergency services are available; and
- (c) is satisfied that the provider is capable of providing the services it offers to provide.

**5. REQUIREMENT TO REGISTER**

Fire and emergency service providers located in or providing services in the Municipality of the County of Annapolis (the Municipality) must register with the Municipality.

Registered fire departments and emergency service providers are not agents of the Municipality.

No fire department or emergency service provider shall receive funding from the Municipality unless it has been duly registered.

**6. REGISTRATION PROCESS**

On or before **May 1<sup>st</sup>** each year, the Municipality will provide an application form to all bodies corporate interested in registering with the Municipality as a fire department or emergency service provider.

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The registration form must be filled out by the Fire Chief or other senior authorized representative of the service provider on or before **July 1<sup>st</sup>** of each year.

**7. REGISTRATION REQUIREMENTS**

Bodies corporate wishing to register / continue to be registered as fire or emergency service providers shall provide to the Municipality (at least annually):

- (a) a list of specific emergency services it will endeavour to provide; and
- (b) a description or map of its service district; and
- (c) a complete list of department members and their current levels of training and certification; and
- (d) a current inventory of all apparatus to be used to provide the services the body corporate has indicated it intends to provide.

**8. REGISTRATION CRITERIA**

The Municipality shall not refuse to register a body corporate if:

- (a) the body corporate is a registered society under the *Societies Act*, registered in good standing with annual fees paid in full or incorporated under a Private Act; and
- (b) satisfied that the body corporate is capable of providing the services it proposes to provide; and
- (c) the body corporate carries a minimum of **\$5,000,000** in liability insurance for the vehicles it owns or operates and a minimum of **\$5,000,000** in liability insurance; and
- (d) it does not provide fire response and emergency services for profit; and
- (e) in the case of applicants seeking to register as primary service providers, the Municipality does not otherwise provide or support others to provide the same primary service for the same territory; and
- (f) it has completed and signed an application in the form provided by the Municipality, and where a Fire Commission exists pursuant to statutory authority, the Commission and the entity providing the service have both signed the application.

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**9. WITHDRAWAL OF REGISTRATION**

The Municipality may withdraw, in whole or in part, the registration of a fire department or emergency service provider if:

- (a) the Chief Administrative Officer is no longer satisfied that the body corporate is capable of providing the services covered by its registration; or
- (b) the department fails to comply with the requirements of this policy.

**10. REPEAL**

*AM-1.4.2.1 Fire and Emergency Services Policy*, adopted by Municipal Council of the County of Annapolis on May 21, 2024, is hereby repealed.

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| <p>Municipal Clerk’s Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i> ..... <b>July 9, 2024</b></p> <p><i>Council Approval</i> ..... <b>July 16, 2024</b></p><br><div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b><i>Carolyn Young</i></b></p> <p>Municipal Clerk</p> </div> <div style="text-align: center;"> <p><b><i>July 16, 2024</i></b></p> <p>Date</p> </div> </div> <p style="text-align: center;"><i>At Annapolis Royal Nova Scotia</i></p> |  |
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