



**FIRE AND EMERGENCY SERVICES
REGISTRATION**

POLICY PURPOSE

- 14.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for the registration of fire and emergency service providers servicing the Municipality.

POLICY DETAILS

- 14.2 Any emergency services provider who will, or may be, providing emergency services within the Municipality shall complete an application form, attached to this Policy as Schedule "A".
- 14.3 Registration is effective upon approval of Council.
- 14.4 Registration continues in force until withdrawn at the request of the applicant or revoked by the municipality for cause. Examples of cause include, but are not limited to, the following:
1. The applicant proves incapable of providing the services it offers to provide;
 2. The applicant's liability insurance, as required by the municipality, lapses;
 3. The applicant provides fire services for profit;
 4. The applicant, through its Board or Chief, makes a material misrepresentation to the Municipality;
 5. The applicant fails to substantially comply with its bylaws;
 6. The applicant's not-for-profit status is revoked;
 7. A financial audit reveals malfeasance with respect to the applicant's finances;
and
 8. The applicant materially breaches the terms of any Fire Services agreement it has with the Municipality;
- 14.5 Any registered emergency service provider in the Municipality shall apply to the Municipality immediately for a change in registration status, if information provided on the application form changes.
- 14.6 Registered emergency service providers shall arrange and pay for public liability insurance, including motor vehicle liability insurance through:
- a. Participation in the insurance program administered by the Municipality; or

- b. Making arrangements for its own policy of comprehensive general liability insurance, acceptable to the Municipality, providing coverage for a limit of not less than five million dollars (\$5,000,000) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly from the acts or omission of the registered emergency service provider.

- 14.7 Each registered emergency service provider shall register its year-end date as March 31st with the Registry of Joint Stock Companies.
- 14.8 Each registered emergency service provider shall provide a Notice to Reader formatted financial report, example attached as Schedule “B”, for the preceding fiscal year, confirmation of liability insurance (if not included in the Municipal insurance program) and confirmation of good standing with the Registry of Joint Stock Companies, to the Municipality no later than June 30th of each year.
- 14.9 Failure to comply with this Policy may, at the discretion of Council, constitute one form of cause for the Municipality to revoke the registration of an emergency service provider.

REPEAL

- 14.10 Fire and Emergency Services Policy adopted by Council of the Municipality of the District of Shelburne on the 27th day of October, 2014, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fire and Emergency Services on the 27th day of March, 2017.

SIGNED this ____ day of _____, 2021,

Warden Penny Smith

CAO Trudy Payne

Approved by Council: March 27, 2017

Effective Date: April 1, 2017

Amended Date: July 27, 2020 (S. 14.4 amended to expand on cause for revocation of registration)

Amended Date: April 12, 2021 (S. 14.6 (b) amended to expand liability coverage from \$2M to \$5M)