



By-law No. 71-2023

Fire Department Regulating Bylaw

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**Consolidated Version** *Revised and Verified* \_\_\_\_, 2023

Revision History:	Passed On:
###-2017 (Original)	[Date Passed]

Consolidated for Convenience Only

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

## Table of Contents

<b>Part I. Short Title and Scope .....</b>	<b>1</b>
Short Title .....	1
Scope .....	1
<b>Part II. Interpretation.....</b>	<b>2</b>
Headings .....	2
References to Applicable Law .....	2
Definitions .....	2
<b>Part III General Provisions .....</b>	<b>3</b>
Establishment .....	3
Approved Services and Programs .....	4
Response Outside the Limits of the Municipality .....	4
<b>Part III Fire Chief Responsibilities and Authority.....</b>	<b>5</b>
Powers.....	6
<b>Part IV Recovery of Costs.....</b>	<b>7</b>
Volunteer firefighter Employment .....	7
<b>Part V Conflict and Transition.....</b>	<b>7</b>
Obstruction.....	7
Offences.....	7
Severability .....	7
Repeals.....	8
Enactment .....	8

# The Corporation of the Township of Woolwich

## By-law No. 71-2023

### A By-law to Establish, Maintain, and Regulate a fire Department for the Township of Woolwich

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WHEREAS *Section 2 of the Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities.

WHEREAS *Section 5 of the Fire Protection and Prevention Act* provides that the Council of a municipality may establish, maintain and operate a fire department for the municipality and that the fire department shall provide fire suppression services and may provide other fire protection services.

WHEREAS *Sections 8 and 11 of the Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide.

WHEREAS *Section 391 of the Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

WHEREAS *Section 425 of the Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence.

WHEREAS *Section 446 of the Municipal Act* provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

WHEREAS on April 5, 2016, the Council of The Corporation of the Township of Woolwich ("Woolwich") passed By-law 24-2016; and

WHEREAS The Council of the Corporation of the Township of Woolwich deems it desirable to amend and update its bylaw to establish and regulate a fire department for the Township of Woolwich.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

#### **Part I. Short Title and Scope**

##### **Short Title**

1. This by-law shall be known as the "Regulating By-law".

##### **Scope**

2. This by-law shall apply to:
  - a. All members of the Woolwich Fire Department

## Part II. Interpretation

### Headings

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

### References to Applicable Law

4. All references to applicable law are ambulatory and apply as amended from time to time.

### Definitions

5. For the purposes of this by-law:
  - a) . Approved means approved by council.
  - b) Automatic Aid means and approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
  - c) Deputy District Fire Chief means the person to act on behalf of the District Fire Chief in the case of absence or vacancy.
  - d) CAO means the Chief Administrative Officer the person appointed by  
Council to act as Chief Administrative Officer for the corporation.
  - e) Corporation means the Corporation of the Township of Woolwich.
  - f) Council means the Council of the Township of Woolwich.
  - g) Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of the Fire Chief.
  - h) District means the defined geographic area of the municipality divided for fire protection services.
  - i) District Fire Chief means the person appointed for each district within the Fire Department.
  - j) Division means a Division of the Fire Department as provided for in this By-law
  - k) Fire Chief means the person appointed by Council as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act (FPPA);
  - l) Fire Department or "The Department" means the Township of Woolwich Fire Department.
  - m) Fire Code means Ontario regulations 213/07, as amended, and any successor regulation.
  - n) Fire Protection Services means a range of programs designed to protect the lives and property of the residents of the fire department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
  - o) FPPA means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* as may be amended from time to time, or any successor legislation, and any regulation made thereunder.
  - p) Limited Service means a variation of service significantly differentiating from the normal service as a result of extenuating circumstances, such as deployment of volunteer firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties. Concurrent calls, limited water supply, impeded access, private roadways, lanes and drives, obstructions, or extraordinary circumstances or unsafe conditions.

- q) Member means any person employed in, or appointed to the Fire Department and assigned to undertake fire protection services and includes full time, part time and volunteer officers and firefighters.
- j) Municipal Act means the *Municipal Act, 2001, S.O. 2001, c. 25* as may be amended from time to time, or any successor legislation, and any regulation made thereunder.
- k) Mutual Aid means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- l) Obstruction means to hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with a person doing anything that the person is authorized to do within this legislation.
- m) Officer means Fire Chief, Deputy Fire Chief, or any other person designated by the Fire Chief to supervise Firefighters.
- n) Volunteer Firefighter means a Volunteer Firefighter as defined by the Fire Protection and Prevention Act and includes an Auxiliary Member.

### **Part III General Provisions**

#### **Establishment**

- 6. The Fire Department is established under this by-law to provide fire protection services for the Corporation and shall be known as the Township of Woolwich Fire Department
- 7. The Mission, Vision and Values of The Woolwich Fire department will form part of this by-law as shown in Appendix "B".
- 8. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
- 9. Each division of the Fire Department shall be the responsibility of the Fire Chief and shall be under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on division activities under their supervision and shall carry out all orders of the Fire Chief,
- 10. The Fire Chief shall have the authority to effect necessary Fire Department operations,
- 11. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
- 12. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Fire Prevention Officers, Training Officers, Health & Safety Coordinators, Officers, Volunteer Firefighters, and other members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
- 13. The Fire Department shall be structured in conformance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.
- 14. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.
- 15. The Fire Department shall adhere to all legislative requirements and applicable standards that may impact the delivery of fire protection services, including, but not limited to the Fire Protection and Prevention Act, the Occupational Health and Safety Act, Ministry of Labour Fire Service

Section 21 Guidance Notes, Ontario Fire Marshal Directives, municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.

16. The general responsibilities of each Woolwich Fire Department position shall be reflected in job descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes. descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes.
17. The Fire Department maintains the authority to carry out necessary department operations to deliver approved fire protection and prevention services as outlined in the Fire Protection and Prevention Act.
18. The Fire Department mission, vision, goals, and objectives are as stated in Schedule "D" attached hereto and forming part of this by-law.

### **Approved Services and Programs**

19. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act and set out in Schedule "B" attached hereto and forming part of this by-law.
20. The delivery of fire protection services shall be guided by a Community Risk Assessment, which shall identify the hazards and risks for the Township of Woolwich.

### **Limited Service**

21. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, limited water supply, adverse climate conditions, topographical and geographical configuration, unposted municipal addresses, concurrent or multiple calls, failure of owners to maintain driveways or other accesses, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
22. Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
  - a) The ability of such road, lane, or driveway to support and accommodate fire apparatus and equipment.
  - b) The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane, or driveway to maintain such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
23. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

### **Response Outside the Limits of the Municipality**

24. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue, or emergency:
  - a. That, in the opinion of the Fire Chief or designate, may threaten 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 or designate, to a municipality authorized to participate 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.

### **Part III Fire Chief Responsibilities and Authority**

- 25. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6 (3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of approved services and programs.
- 26. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 27. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - a. Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
  - b. Reporting to Council as required by the Fire Protection and Prevention Act and Emergency Management and Civil Protection Act.
  - c. Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - d. Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - e. Recommending to Council amendments to this by-law and any other by-law of the Corporation that the Fire Chief considers relevant.
  - f. Developing, establishing, and implementing policies, standard operating guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - g. Periodically reviewing, revising, or revoking as required, all policies, standard operating guidelines, general orders, and rules of the Fire Department.
  - h. Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - i. The proper care and protection of all Fire Department property.
  - j. Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Township and other municipalities.
  - k. Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all members of the Fire Department.

- l. Appointment, subject to approved hiring policies, of any qualified person as a member of the Fire Department.
  - m. The conduct and discipline of all members of the Fire Department, including disciplinary actions which may range from reprimand to dismissal.
  - n. Keeping an accurate record of all incidents responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with records management policies of the Corporation and retaining such records as prescribed by records retention policies and statutory requirements.
  - o. Enforcement of the Ontario Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
  - p. Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
  - q. Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
  - r. Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
28. The Fire Chief shall be responsible for coordinating the Township of Woolwich Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
29. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

### **Powers**

30. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
31. Without limiting the generality of the foregoing, the Fire Chief and his/she designates shall be empowered and authorized to carry out the following:
- a. Enforcement of all municipal by-laws in respect of fire safety and fire prevention, including property standard by-laws.
  - b. Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - c. Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
  - d. Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
  - e. Taking all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act



32. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or member so delegated shall have all the powers and shall perform all duties as delegated.

#### **Part IV Recovery of Costs**

33. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation may recover the costs incurred by the Fire Department for taking such actions from the owners of the property or vehicle as the case may be.
34. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act, the Fire Protection and Prevention Act and Municipal Bylaws in accordance with the fees prescribed by the applicable Fees and Charges By-law 61 -2022, 63-2022 of the Corporation as may be amended from time to time.
35. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law shall be charged interest in accordance with the applicable Fees and Charges Bylaw of the Corporation.
36. If a property owner who is charged a fee under this by-law fails to pay the fee, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Township of Woolwich registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

#### **Volunteer firefighter Employment**

37. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter to maintain a sufficient complement of Firefighters in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this Bylaw, and subject to approved recruitment policies.
38. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

### **PART V Conflict and Transition**

#### **Obstruction**

39. No person shall obstruct, hinder, or interfere with the Fire Chief or any member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

#### **Offences**

40. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

#### **Severability**

41. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such

section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

**Repeals**

- 42. The following by-laws are repealed:
  - a. By-law 24-2016

**Enactment**

- 43. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 21<sup>st</sup> day of November, 2023.

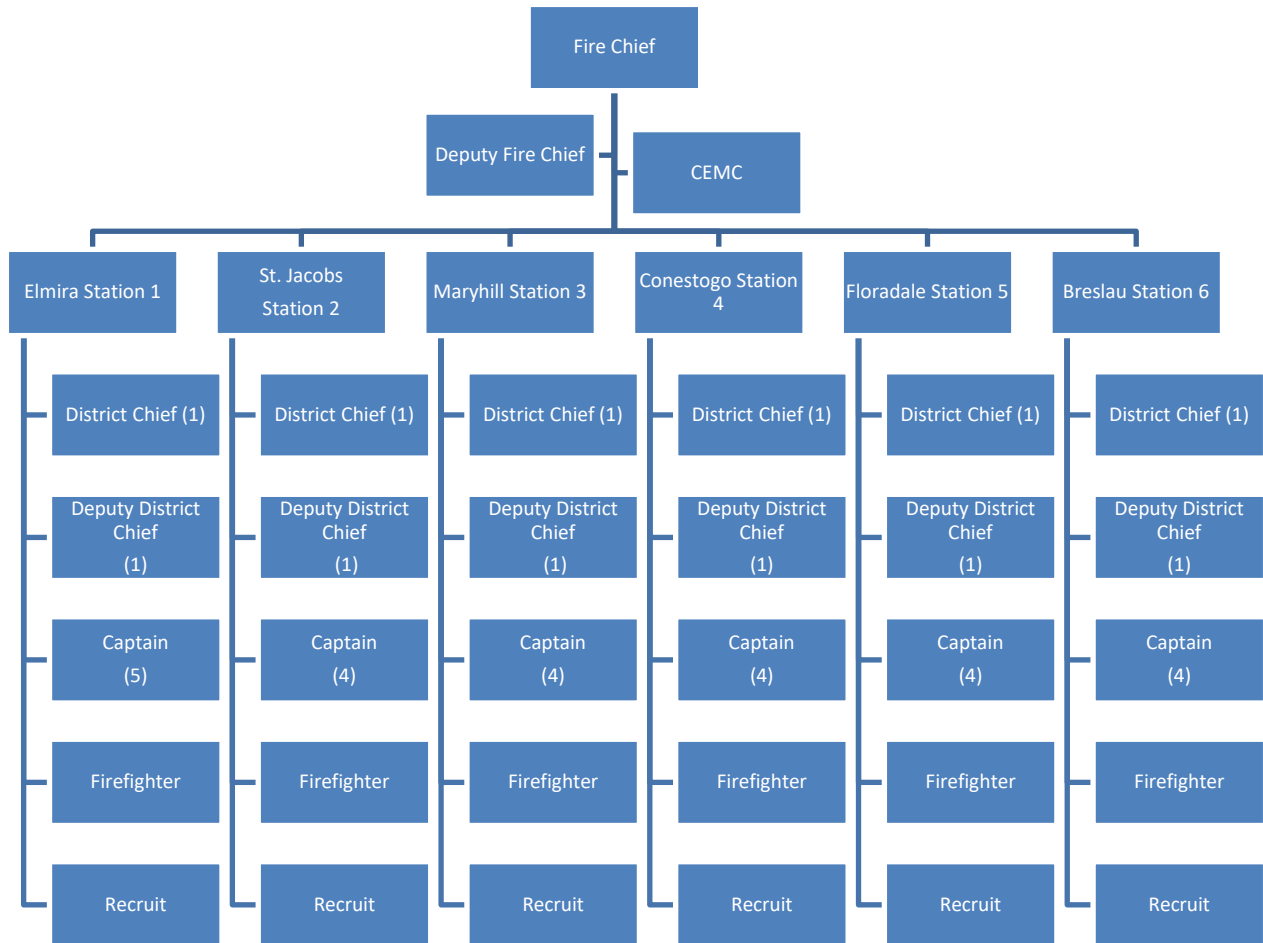
Signature on file \_\_\_\_\_  
 Mayor

Signature on file \_\_\_\_\_  
 Clerk

Schedule "A" By-Law No. 71 -2023

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**WOOLWICH FIRE DEPARTMENT ORGANIZATIONAL CHART**



## Schedule "B" By-Law No. 71-2023

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### **WOOLWICH FIRE DEPARTMENT APPROVED SERVICES AND PROGRAMS**

#### **Emergency Response**

##### **Basic Firefighting Services**

The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

##### **Structural Firefighting Services**

For the purpose of this schedule, "Structural fire Fighting" shall have the same meaning as Structural Firefighting as defined in NFPA 1720, Standard for the Organization and deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

- a. Interior Search and Rescue – shall be provided when possible and as appropriate in accordance with the following:
  - i. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
  - ii. Service shall be provided only when, in the opinion of the Fire Chief or most Senior Officer in charge, all of the following are true:
    - iii. A risk assessment has been completed, and the level of risk reasonably justifies entry into the structure.
    - iv. Building integrity permits entry into the structure.
    - v. Sufficient firefighter staffing is deployed at the fire ground.
    - vi. Reliable water supply with adequate flow can be sustained.
    - vii. Adequate fireground supervision and support is provided.
- b. Interior Fire Suppression (Offensive Operations) – Shall be provided when possible and as appropriate in accordance with the following:
  - i. Service shall be provided to contain the fire and prevent further loss of property.
  - ii. Service shall be provided only when, in the opinion of the Fire Chief or most Senior Officer in charge, all of the following are true:
    - iii. A risk assessment has been completed, and level of risk reasonably justifies firefighter entry into the structure.
    - iv. Building integrity permits entry into the structure.
    - v. Sufficient firefighter staffing is deployed at the fireground.
    - vi. Reliable water supply with adequate flow can be sustained.
    - vii. Adequate fireground supervision and support is provided.
- c. Exterior Fire Suppression (defensive Operations) – shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most Senior Officer in charge, in accordance with the following:

- i. There shall be no expected rescue component with this service.
- ii. Service shall be provided to prevent fire spread to adjacent areas.
- iii. Service shall be provided when interior Fire Suppression is not possible or appropriate.
- iv. Service shall be provided as water supply permits.

### **Rural Firefighting Operations**

Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

### **Vehicle Firefighting Services**

Service shall be provided to control and extinguish vehicle fires.

### **Grass, Brush, and Forest Firefighting Services:**

Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildfire Management.

### **Automatic Aid Response Services**

Service shall be provided in accordance with any Automatic Aid Agreement approved by Council.

### **Mutual aid Response Services**

Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within Waterloo Region pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

### **Tiered Medical Assistance Services**

Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between Waterloo Regional Emergency Medical services and the Township of Woolwich.

### **Ambulance Assistance Services**

Service shall be provided to assist Emergency Medical Services with emergency and nonemergency situations with respect to providing access and/or the provision of care to patients.

### **Police Assistance Services**

Service shall be provided to assist Police with emergency and nonemergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

### **Public Assistance Services**

Services shall be provided to assist the public with emergency and nonemergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

### **Public Hazard Assistance Services**

- a. Carbon Monoxide Incidents – response shall be provided to carbon monoxide alarms and emergencies.
- b. Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:

- i. Electrical utility emergencies
- ii. Natural Gas utility emergencies
- iii. Flood emergencies

**Vehicle Accident Services:**

The fire department shall respond to vehicle accidents to provide the following services:

- i. Stabilizing the scene of the accident.
- ii. Stabilizing the vehicles involved in the accident.
- iii. Providing aid to injured or trapped persons.
- iv. Mitigating adverse effects to the natural environment.

**Vehicle Extraction Services:**

Vehicle search and rescue services, including extraction, shall be provided at the Technician Level in accordance with NFPA 1670, standard for Operations and Training for Technical search and Rescue Incidents.

**Transportation Incidents involving Vehicles, Trains, and Aircraft**

Response shall be provided to large scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

**Highway Incident Services**

- a. Fire Protection services shall be provided to provincial highways.
- b. Costs associated with fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

**Hazardous Materials Response Services**

- a. Service shall be provided at the Operations Level in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, and services by Operations Level Responders that require mission specific competencies with respect to product control.
- b. Hazardous materials response services at NFPA 472 Technician level shall be provided by the Fire Department Hazmat Response Team.

**Water and Ice Rescue Services**

- a. Surface Water Rescue – Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- b. Swift Water Rescue – Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- c. Ice Rescue - Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- d. Recovery services to retrieve animals, property, of human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department unless, a risk assessment has been completed and, in the opinion of the Fire Chief or Senior Officer in charge, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.

**Urban Search and Rescue Services**

- a. The Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been constructed in advance of rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Urban Search and Rescue service requiring structural collapse search and rescue at the Technicians Level shall not be provided by the Fire Department.

**Rope Rescue Services**

- a. Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Rope Rescue services at the Technician Level shall not be provided by the Fire Department.

**Confined Space Rescue Services**

- a. Confined Space Rescue Service shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Confined Space Rescue Services at the Technician Level shall not be provided by the Fire Department.

**Trench Rescue Services**

- a. Trench Rescue Service shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Trench Rescue Services at the Technician Level shall not be provided by the Fire Department.

**Farm and Silo Rescue service**

- a. Farm and Silo Rescue Service shall be provided at the Awareness Level, and Operations Level that involve rope rescue and/or confined space rescue services, where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Farm and Silo Rescue Services that involve rope rescue and/or Confined Space Rescue at the Technician Level shall not be provided by the Fire Department.

**Industrial and Machinery Rescue Services**

Industrial and Machinery Rescue Service shall be provided at an Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

## **Community Emergency Plan Response**

Community Emergency Plan Response services shall be in accordance with the approved Township of Woolwich Emergency Management Program.

## **Assistant to the Fire Marshal Services**

The Duties of the Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

### **Fire prevention and Public Education**

#### **Fire Prevention Services**

- a. Conducting complaint, request, routine and licensing inspections.
- b. Conducting vulnerable occupancy inspections and fire drills.
- c. Systems checking, testing and approval.
- d. Fire Code compliance, laying orders and/or charges prescribed by the Fire Protection and Prevention Act, supporting any prosecutions, including court appearances.
- e. Municipal By-law enforcement.
- f. Preparing file searches, reports, and Permits

#### **Public Education Services**

- a. Providing fire and life safety public education programs
- b. Facilitating Smoke Alarm and Carbon Monoxide Alarm initiatives.
- c. Distributing public safety messaging to the media.
- d. Delivery of specialized training programs.

#### **Fire Investigation Services**

- a. Determining cause and origin of fire and explosions.
- b. Assessing Fire Code compliance.
- c. Interacting with Police, OFM fire investigators and other agencies.
- d. Supporting criminal prosecutions including court appearances.

#### **Plans Examination Services**

- a. Reviewing and approving fire safety plans.
- b. Reviewing and providing comment on subdivision and development agreements.
- c. Reviewing and providing comments on site plans.
- d. Reviewing and providing comments on consent and minor variance applications.
- e. Inspecting sites of approved plans to determine compliance.

#### **Risk Assessment services**

- a. Conducting community fire risk assessments
- b. Compiling, analysing and disseminating functional statics.
- c. Selecting appropriate fire service programs.

#### **Consultation Services**

- a. Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
- b. Consulting with architects, engineers, planners and builders.
- c. Interacting with the building department.
- d. Interacting with other government agencies
- e. Proving input into fire prevention policy development.



## **Emergency Planning**

### **Pre-Incident Planning Service**

Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, standard for Pre-incident Planning.

### **Community Emergency Management Planning Service**

Collaborating with the development, review, revision and implementation of the approved Township of Woolwich Emergency Plan.

## **Fire Department Administration**

### **Planning and Development Services**

- a. Strategic Planning
- b. Evaluating Fire Department programs and services
- c. Projecting station locations and reallocations
- d. Determining staff levels and assignments
- e. Developing policies, procedures and standard operating guidelines.
- f. Coordinating with other emergency services.
- g. Coordinating with other municipal departments

### **Financial Services**

- a. Coordinating with Finance Department for financial services.
- b. Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c. Providing input into levels of service based on available funding.
- d. Developing and administering operating and capital budgets.
- e. Identifying alternative sources of revenue and fees for service.
- f. Initiating cost recovery measures.
- g. Purchasing.

### **Records Management Services**

- a. Documenting Fire Department activities.
- b. Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c. Complying with all applicable freedom of information legislation, including the Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990, c.M45, as amended or successor legislation.

### **Department Human Resources Services**

- a. Recruitment, selection, promotion, and retention of staff.
- b. Performance evaluation.
- c. Career development.
- d. Job Classifications.
- e. Performance reviews.

### **Customer Relations Service**

- a. Environmental scanning, anticipating pressures and developing communication strategies.
- b. Enhancing public image of the Fire Department and its staff.
- c. Developing and maintaining inter agency relationships.

### **Health and Safety Services**

- d. Implementing a fire Department health and safety program

- e. Implementing a joint health and safety committee for the Fire Department.
- f. Implementing an occupational exposure program.
- g. Establishing a Designated Officer program with respect to communicable disease regulations.
- h. Coordinating a Post Traumatic Stress Disorder (PTSD) prevention program.

### **Legal Services**

- i. Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes, and regulations.
- j. Prosecuting offenses under applicable by-laws and statutes.
- k. Coordinating the service of solicitors and legal counsel.

### **Communications**

#### **Dispatch**

- a. Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- b. Liaising with dispatch centres.
- c. Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d. Monitoring Fire Department dispatch centre performance and resolving any service issues.

#### **Technology**

- e. Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- f. Developing specifications for Fire Department radios, communications devices and systems, and computers.
- g. Arranging for interface capabilities with other data systems.

### **Training and Education**

#### **Training Program Standards:**

- a. Providing a training program for firefighters that conforms to NFPA 1001, Standard for Fire fighter Professional Qualifications.
- b. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/operator Professional Qualifications.
- c. Providing a training for technical rescue operations that conform to NFPA 1006, Standard for technical Rescuer Professional Qualifications
- d. Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications
- e. Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners
- f. Providing a training program for fire investigators that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- g. Providing a training for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and juvenile Fire Setter Intervention Specialists.

- h. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- i. Providing a training program for incident safety officers that conforms to NFPA 1571, Standard for Fire Department Safety Officer Professional Qualifications.
- j. Providing a training program that conforms to NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications for Firefighters who provide approved hazardous materials response services.

**Providing Access to Training Facilities:**

- a. Coordinating access to appropriate training facilities
- b. Delivering hands on training to staff.

**Providing Station Training**

- a. Delivering curriculum specific to operational and strategic needs.
- b. Providing supervisory training drills.

**Program Development Services:**

- a. Developing trainers.
- b. Coordinating core training curriculum.
- c. Providing officer training and development.
- d. Developing specialized staff development programs.

**Maintenance**

**Fleet and Equipment Maintenance Services:**

- a. Maintaining fleet and equipment (both routine and emergency)
- b. Providing periodic inspection and testing programs.
- c. Complying with requirements of provincial requirements.
- d. Providing annual pump capacity and certification testing.
- e. Providing annual aerial device capacity and certification testing.
- f. Developing specifications for new apparatus and equipment.
- g. Acceptance testing of new apparatus and equipment.
- h. Maintaining, testing, and calibrating specialized equipment.

**Facilities Maintenance Services:**

- a. Providing routine cleaning and housekeeping of the fire stations.
- b. Arranging for maintenance and repair of fire station infrastructure.
- c. Providing input regarding design and construction of fire stations.

## Schedule "C" By-Law No. 71-2023

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### **WOOLWICH FIRE DEPARTMENT VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT**

The employment of Volunteer Firefighters shall be governed by the following:

#### **Employment Requirements**

1. The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c.H19, as amended.
2. To be eligible for appointment of the position of Volunteer Firefighter, every candidate shall, to the satisfaction of the Fire Chief:
  - a. Be at least 18 years of age.
  - b. Be medically fit to perform the duties of a Firefighter and provide a medical evaluation report from a qualified medical practitioner which attests to the candidates' ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Firefighters, when requested.
  - c. Be physically fit to perform the duties of a Firefighter and successfully complete a physical ability test, when requested.
  - d. Provide a police record check which includes a Vulnerable Sector Check indicating no record of conviction or exceptional disclosure of non-conviction information of any specified offence set out in Section 1 of Ontario regulation 350/18 enacted under the Police Record Checks Reform Act, 2015, S.O. 2015, c.30.
  - e. Possess a valid Ontario Class "G" drivers' licence with a driving record that indicates responsible and safe driving behavior and provide a current Ministry of Transportation drivers abstract, and willing to obtain a "DZ" driver's licence within 3 – 5 years of becoming a firefighter.
  - f. Reside and /or work in the Township or within proximity acceptable to the Fire Chief to a fire station and able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
  - g. Complete and successfully pass all written, oral and physical examinations, including certification a Firefighter I and Firefighter II in accordance with NFPA 1001, Standard for Firefighter Professional Qualifications (applies to all firefighters starting after the date this law is enacted).
  - h. Have the ability to meet the attendance requirements for emergency responses, training, and other required activities as prescribed by the Fire Department Attendance Policy.
3. Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months wherein he or she shall successfully complete all training and examinations and shall meet all attendance and performance expectations as may be required by the Fire Chief.
4. At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional probation of 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.

5. Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified member of the Fire Department in accordance with approved recruitment policies.
6. The Fire Chief may dismiss any Probationary Firefighter who fails to successfully complete any required training or examinations, fails to meet any requirement of the Fire Department or any obligations as may be agreed upon. Or whose attendance or performance is otherwise unsatisfactory.
7. The Fire Chief may promote, from time to time, any qualified member in order to maintain a sufficient complement of Officers in accordance with the approved Fire Department Organizational Chart in accordance approved promotional policies.
8. In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a firefighter, the recognition under the Workplace and Insurance Act, 1997 as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
  - a. Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
  - b. Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming his/her fitness to perform the duties of firefighter.
  - c. Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a physical ability test starting at an age determined by the Fire Chief and periodically thereafter.
9. Every Volunteer Firefighter who is required to carry out any Emergency Response program or service as set out in Appendix "B" of the By-Law to Establish and Regulate a Fire Department shall be medically and physically fit to perform the duties of Firefighter and shall submit to a medical examination and /or a physical ability test a such times as the Fire Chief may reasonably require.
10. If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions if deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporations duty to accommodate pursuant to the Ontario Human Rights Code.

### **Remuneration**

1. The rate of remuneration for Volunteer Firefighters shall be established by Council in accordance with annual Fire Department Budget Process.
2. The rate of remuneration of Volunteer Firefighters shall be adjusted each year in accordance with annual increases (if any) to wage rates negotiated by the Corporation from time to time.
3. When called out to respond to an emergency call, Volunteer Firefighters shall be paid a minimum of one (1) hour call-out pay and on-half (1/2) hour for every one-half hour or part thereof worked beyond the initial one (1) hour call out.
4. Volunteer Firefighters shall be paid a minimum of one (1) hour for attending training and attending other nonemergency Fire Department activities approved by the Fire Chief or delegate and shall be paid one-half (1/2) hour for every one-half (1/2) hour or part thereof worked beyond the first hour.

5. In accordance with the Employment Standards Act, 2000, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.
6. In accordance with the regulations enacted under the Employment Standards Act, 2000, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/bi-weekly rest periods shall not apply to Volunteer Fire Fighters.

### **Employment Insurance (EI)**

Hours Worked as a Volunteer Firefighter are generally not deemed to be insurable under the Employment Insurance act and are exempt from Employment Insurance premium deductions.

### **Canada Pension Plan (CPP)**

Hours worked as a Volunteer Firefighter are generally not deemed to be pensionable under the Canada Pension Act are exempt from Canada Pension Plan contribution deductions.

### **Ontario Municipal Employees' Retirement System (OMERS)**

Volunteer Firefighters are not eligible to enroll in the OMERS Pension Plan.

### **Workplace Safety and Insurance Board (WSIB) Coverage**

1. For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
2. The Corporation shall, maintain coverage for Volunteer Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety Insurance Board from time to time.

### **Attendance**

1. All Volunteer Firefighters shall meet the attendance requirements for emergency responses, training, and other required activities prescribed by the Fire Department Attendance Policy as established by the Fire Chief.
2. The attendance of every Volunteer Firefighter shall be reviewed periodically in accordance with the Fire Department Attendance Policy.
3. In the case that a Volunteer Firefighter's attendance does not meet the requirements of the Fire Department Attendance Polic, the following attendance management steps shall apply and be documented:
  - 1<sup>st</sup> Step: The Firefighter shall attend a Coinciding Meeting with the Deputy Fire Chief and their District Chief to identify the attendance deviancy, discuss available assistance, and determine appropriate corrective action.
  - 2<sup>nd</sup> Step: Upon a subsequent failure to meet attendance requirements within two (2) years of Step 1, the Firefighter shall attend a Counselling Meeting with the Deputy Fire Chief and their District Chief and shall be issued a Written Notice.
  - 3<sup>rd</sup> Step: Upon a subsequent failure to meet attendance requirements after Step 2 and within two (2) years of the Step 1 Counselling Meeting, the Fire Chief shall review the circumstance and may take appropriate action up to and including termination.
4. Failure to meet the attendance requirements set out by the Fire Department attendance Policy, except in accordance with a statutory leave of absence or a voluntary leave of absence approved by the Fire Chief, shall constitute breach of the terms of the volunteer Firefighter Service Agreement between the Volunteer Firefighter and the Corporation.
5. In the case that a Volunteer Firefighter has no subsequent failures to meet attendance requirements within two (2) years of Step 1 Counselling Meeting,

the records of attendance management steps shall be removed from the Firefighter's file.

### **General Duties and Responsibilities**

All Volunteer Firefighters shall conduct themselves in conformance with the By-Establish to establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

### **Discipline and Discharge**

1. The Fire Chief may take disciplinary action up to and including dismissal of any Volunteer Firefighters of misconduct, including an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Fire Department.
2. In case of misconduct by a Volunteer Firefighter, the following progressive stepson disciplinary action shall apply and shall be documented in the Firefighter's employment records, except in cases of serious misconduct wherein one or more steps may be omitted at the discretion of the Fire Chief:
  - 1<sup>st</sup> Step: Verbal reprimand by the Fire Chief or Deputy Fire Chief
  - 2<sup>nd</sup> Step: Written letter of reprimand by the Fire Chief or Deputy Fire Chief
  - 3<sup>rd</sup> Step: Suspension for up to sixty (60) days by the Fire Chief or Deputy Fire Chief
  - 4<sup>th</sup> Step: Termination of Employment
3. Any record of verbal or written disciplinary reprimand shall be removed from the Firefighter's employment records after a period of eighteen (18) months in which there have been no further disciplinary action(s).
4. Any Volunteer Firefighter found guilty by court having jurisdiction of any specified offence set out in Section 1 of Ontario Regulation 350/18 enacted under the Police Checks Reform Act, 2015, S.O. 2015, c.30 shall be discharged.
5. Any Volunteer Firefighter who does not complete the probationary period may be discharged.
6. In case that a Volunteer Firefighter who has completed the probationary period is discharged for just cause, the Firefighter shall be advised in writing by the Township of the reason for such discharge.

### **Leaves of Absence**

1. Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.
2. A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to six (6) months, and such requests shall be unreasonably denied.
3. All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive the notice period.
4. A request for a second or subsequent leave of absence within twelve (12) months a previous leave of absence shall be evaluated on a case-by-case basis.

### **Termination**

The employment relationship between a Volunteer Firefighter and the Township may be terminated in the following ways:

- a. Resignation: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or Designate.
- b. Termination with Cause: The Township may terminate the employment of a Volunteer Firefighter for just cause without notice or payment in lieu of notice at any time during employment.
- c. Termination without Cause: The employment of a Volunteer Firefighter may be terminated without cause at any time by the Township, at its sole discretion for any reason, by providing the Volunteer Firefighter with a minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which he or she is entitled under the Employment Standards Act, 2000. In addition, the Township shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the Employment Standards Act, 2000.



## Schedule "D" By-Law No. 71-2023

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### **Mission, Vision, Values Statement**

#### Our "Mission"

Without hesitation, we will meet or exceed the needs of our community with unwavering pride, dedication, and excellence! We will achieve outstanding service during times of emergency. We will carry out our duties with the highest levels of integrity. Commitment, teamwork, and community engagement.

#### Our "Vision"

We are a responsive and progressive part of the community we serve.

We commit to excellence and professional accountability through practical training, technology, and industry best practices.

We will continually adapt to the changing needs and diversity of our community.

We will remain a respected organization by our citizens and colleagues.

We will anticipate and respond to their ever-changing requests for service promptly and professionally.

We will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.

#### Our "Values"

We value the life and property entrusted to us for protection throughout our community.

We value character, integrity, and honesty and require personal and organizational accountability.

We value dedication, reliability, and each member's passion for achieving excellence in all areas of service. Including training, emergency response, and community service.

We value progressive leadership, teamwork, communication, innovation, collaboration, and initiative.

We value diversity while being respectful, courteous, and inclusive of talents and needs of all our stakeholders while focusing on the positive social impact we have as an organization and as individuals.