



DEPARTMENT OF COMMUNITY AND GOVERNMENT SERVICES (CGS)

PUBLIC FIRE SAFETY AND COMMUNITY FIRE DEPARTMENT CONTRIBUTION POLICY

POLICY STATEMENT

The Government of Nunavut (GN) under the authority of the *Financial Administration Act* may provide financial contributions to municipal fire departments, for the fire chief stipend and financial awards to schools. It is anticipated that the GN will receive long-term benefits by reducing fire losses, promoting public awareness and supporting our volunteer fire departments through programs that increase their capacity and professionalism in delivering fire prevention programs in Nunavut communities.

PRINCIPLES

This policy is based on the following principles:

1. The GN in support of the *Nunavut Fire Protection Strategy* recognizes that the Department of Community and Government Services, Department of Education and the communities take a direct role in delivering fire safety education to Nunavummiut.
2. The GN is committed to reducing fire losses by supporting programs that create fire safety awareness and hazard recognition amongst citizens.
3. The GN is committed to Inuit Societal Values (ISV) of Piliqatigiinniq/Ikajuqtiigiinniq (working together for a common cause), Qanuqtuurniq (being innovative and resourceful), Pilimmaksarniq/Pijariuqsarniq (development of skills through practice, effort and action). Building the capacity of communities to strengthen Nunavut.
4. In accordance with Inuit Societal Values, it is important to recognize the value of self-reliance and optimism through education and training for elders, families, youth, schools and community learning centres.
5. In accordance with Inuit Societal Values, programs and services, which are fair, understandable, easy to access, encourage public participation and create accountability should be supported and encouraged.
6. The GN is committed to abide to the *Fire Safety Act* regulations and reducing fire losses by integrating Fire Protection with the development of strong Fire Departments in Nunavut communities.

APPLICATION

This policy applies to all Nunavut communities as recognized under the *Hamlets Act* and *Cities, Towns and Villages Act* participating in the delivery of fire safety education programs and presentations in their communities as approved by the Office of the Fire Marshal. It also applies to all Nunavut schools and the Municipal Training Organization participating in the fire safety

education contest sponsored by the Office of the Fire Marshal as part of the Annual Fire Prevention Week promotion. As well, it applies to all Nunavut Community Fire Departments.

DEFINITIONS

Contribution – A conditional transfer payment made to a recipient for whom the government will not receive any goods or services. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

Transfer Payment – Any expenditure in the form of a transfer, action or service or goods made to or on behalf of another party. These contributions are conditional and subject to reporting requirements.

Community – A body of people living in the same locality and governed by a municipal corporation incorporated under the *Hamlets Act*, the *Cities Towns and Villages Act*, or recognized as a settlement under the *Settlements Act*.

ROLES AND RESPONSIBILITIES

1. Minister

The Minister of Community and Government Services (CGS):

- a) Is accountable to the Cabinet for the implementation of this policy;
- b) Table annually in the Legislative Assembly a summary report for all contributions awarded by the Office of the Fire Marshal. The report will include the amount of each contribution, the type of initiative being supported, and the name of the community benefiting from the funding.

2. Deputy Minister

The Deputy Minister of Community and Government Services (CGS):

- a) is responsible for the administration of all contributions pursuant to this policy
- b) may approve contributions subject to the condition outlined in this policy;
- c) may, through a letter of instruction, delegate to the Fire Marshal, the authority to approve contributions specified by this policy;
- d) measures the achievement of the program compared to the expectations.

3. Fire Marshal

The Fire Marshal:

- a) may administer, review and approve funding under this policy;
- b) measures the achievements of the proposals compared to the expectations;
- c) is responsible for ensuring that appropriate documentation is provided;
- d) is accountable for reviewing annual contribution amounts based on available budget funding.

PROVISIONS

Eligibility

The eligibility requirements for funding contributions, as set out in the Schedules of this policy, apply to all communities and to elementary, middle and high schools in the Territory, all Community Fire Departments and the MTO.

Communities must qualify for funding based on eligibility criteria for each program funding area, and accept all terms and conditions detailed within the *Public Fire Safety Awareness Contribution Policy* and its schedules.

Fire departments may prepare the proposals, but the request for funding must be made officially by the municipality. All proposals must be approved by the Office of the Fire Marshal prior to holding the event. No funding will be provided without prior approval.

Financial Conditions

All financial conditions, as set out in the Schedules of this policy, shall apply to payments administered under the *Public Fire Safety Awareness Contribution Policy*. Transfer payments will be made to communities that qualify for contribution funding under this program.

If a recipient ceases to be eligible during the term of the agreement, the recipient shall repay any unexpended funds.

An audited financial statement will not be required, provided the department is satisfied with year-end reports and financial statements. The Government of Nunavut reserves the right to conduct a program and/or financial audit if required.

This program is administrated on an annual basis, with a reporting period from April 1st, to March 31st of each fiscal year.

FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval and on the availability of funds within the Office of the Fire Marshal's Nunavut Fire Protection Strategy budget.

PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall, in any way be construed to limit the prerogative of the Cabinet to make decisions or take action respecting the *Public Fire Safety Awareness Contribution Policy*.

SUNSET:

This policy will be in effect from the date of signature until April 30, 2023.

SCHEDULE 1 - COMMUNITY PUBLIC EDUCATION SEMINARS

Purpose:

The Office of the Fire Marshal, in accordance with the Fire Safety Act, identifies community public education seminars as a tool that can assist in raising public awareness of fire safety and prevention techniques at home and in the community. Funding may be provided to communities who demonstrate an interest in conducting community public education seminars on fire safety-related topics.

Eligibility:

All Nunavut communities as recognized under the *Hamlets Act* and *Cities, Towns and Villages Act* participating in fire safety education programs and presentations in their communities as approved by the Office of the Fire Marshal.

Review:

Once the proposal is received, the Office of the Fire Marshal will review it and, if it is within the guidelines of the policy, may approve the proposal subject to the availability of funds.

Supporting Data:

Prior to the event, a request shall be submitted by the Community to the Office of the Fire Marshal for funding, either electronically or in hard copy. The proposals shall include the following:

- Name of community/fire department
- Date of the proposed fire prevention seminar and an alternate date if cancelled
- Target audience (children, adults, seniors, etc.)
- Estimated size of audience expected
- Venue where the seminar will be held
- Proposed topic(s)
- Length of time for proposed seminar
- How the seminar is going to be presented (power point presentation, flip charts, videos, firefighter demonstrations, open format)
- What the funding is going to be used for (food and beverages, equipment or facility rental, etc.)
- Possible giveaways (promotional items)
- Amount requested

Accountable Requirements:

Following the public education seminar, the following shall be provided to the Office of the Fire Marshal:

- A short report and pictures of the seminar and the outcomes achieved
- Copies of receipts for expenses for which funding was received and used, within 30 days of the event.
- Any other receipts or financial statements required by the Office of the Fire Marshal as part of a financial or program audit.
- Funding will not be issued to communities until all receipts are received in full.

Requests for support under this schedule in subsequent years will be denied until such time as the information required above is provided.

Amount:

Funding to a maximum of \$1,000.00 per community public education seminar, to a maximum of \$2000 per fiscal year, will be payable by direct transfer to a community.

Method of Payment:

After completion of the fire prevention seminar, the community will submit within 30 days all receipts related to the original approval. The Office of the Fire Marshal will review the submission for compliance to this policy and, if approved, will proceed with payment as outlined in the original approval from the Office of the Fire Marshal.

Term:

This program is based upon a fiscal year (April 1st to March 31st). If approval is granted it is a grant/contribution only for that specific fiscal year.

SCHEDULE 2 - FIREFIGHTER UNIFORMS

Purpose:

Professional attire is an essential requirement for firefighters who assist in delivering fire safety presentations and act as leaders and ambassadors in their communities. In accordance with the *Public Fire Safety Awareness Contribution Policy*, firefighters are eligible to access funding to purchase uniforms that will be used when acting as a public representative in community events.

Eligibility:

All Nunavut communities as recognized under the *Hamlets Act* and *Cities, Towns and Villages Act* participating in fire safety education programs and presentations in their communities as approved by the Office of the Fire Marshal.

Review:

Once the proposal is received, the Office of the Fire Marshal will review it and if within the guidelines of the policy, may approve the proposal subject to the availability of funds.

Supporting Data:

Communities will not be reimbursed if they proceed to purchase any uniforms prior to written approval being granted by the Office of the Fire Marshal. Prior to purchasing firefighter uniforms, a request for funding shall be submitted by the Community to the Office of the Fire Marshal, either electronically or in hard copy. The request shall include:

- Number of uniforms required
- Estimated cost per uniform

Accountable Requirements:

Following the purchase of firefighter uniforms, the following shall be provided to the Office of the Fire Marshal:

- Copies of receipts for preapproved uniforms purchased, sent within 30 days of the purchase.
- Any other receipts or financial statements required by the Office of the Fire Marshal as part of a financial or program audit.
- Funding will not be issued to communities until all receipts are received in full.

Requests for support under this schedule in subsequent years will be denied until such time as the information required above is provided.

Amount:

The maximum allowable amount per fire fighter is \$300 over a two year period and to a maximum of \$4,500 per community per fiscal year, subject to the following restrictions (per fire fighter):

Firefighters:

- | | | |
|-----------------------------------|-----------|------------------------------------|
| 2 - Long-sleeved dark navy shirts | <u>or</u> | 2 - Short-sleeved dark navy shirts |
| 1 - Dark navy tactical pants | <u>or</u> | 1 - Dark navy dress pant |
| 1 - Black Hand tie | <u>or</u> | 1 - Black clip on tie |
| 1 - Belt & Buckle | | |
| 2 - Slip-on rank epaulettes | | |

Officers: May choose to go with the same uniform as firefighters or:

- | | | |
|------------------------------|-----------|-------------------------------|
| 2 - Long sleeved white shirt | <u>or</u> | 2 - Short sleeved white shirt |
| 1 - Dark navy dress pants | <u>or</u> | 1 - Dark navy tactical pant |
| 1 - Black Hand tie | <u>or</u> | 1 - Black clip on tie |
| 1 - Belt & Buckle | | |
| 2 - Slip-on rank epaulettes | | |

Method of Payment:

After receiving uniforms, the community will submit within 30 days a copy of the invoice for the uniforms to the Office of the Fire Marshal for approval and submittal for payment. The Office of the Fire Marshal will review the submission for compliance to this policy and, if approved, will proceed with payment as outlined in the original approval from the Office of the Fire Marshal.

Term:

This program is based upon a fiscal year (April 1st to March 31st). If approval is granted it is a grant/contribution only for that specific fiscal year.

SCHEDULE 3 - FIRE PREVENTION GIVEAWAYS

Purpose:

Giveaways are a tool that can aid in increasing interest in community fire prevention seminars, as a standalone promotional tool for fire prevention and awareness activities. Giveaways could include promotional gifts (“swag”) or other items used to promote fire awareness, as authorized by the Office of the Fire Marshal. Promotional items will be purchased by the Office of the Fire Marshal as giveaways and provided to eligible communities for giveaways as they relate to fire safety-related topics.

Eligibility:

All Nunavut communities as recognized under the *Hamlets Act* and *Cities, Towns and Villages Act* participating in fire safety education programs and presentations in their communities as approved by the Office of the Fire Marshal.

Review:

Once the proposal is received, the Office of the Fire Marshal will review it and if within the guidelines of the policy, may approve the proposal subject to the availability of materials.

Supporting Data:

Prior to the event, a request shall be submitted by the community to the Office of the Fire Marshal for assistance with the giveaways, either electronically or in hard copy. The proposals shall include the following:

- Name of community and/or fire department
- Amount/type of fire prevention giveaways requested
- Date of the giveaway or proposed fire prevention seminar and alternate date if cancelled
- Proposed topic(s)
- Target audience (children, adults, seniors, etc.)
- Estimated size of audience expected
- Where the giveaway or seminar will be held
- Length of time for proposed giveaway or seminar
- How the giveaway or seminar is going to be presented (PowerPoint presentation, flip charts, videos, firefighter demonstrations, open format)

Accountable Requirements:

Following the giveaway, the following shall be provided to the Office of the Fire Marshal:

- A short report and pictures of the giveaway and the outcome
- Any other receipts or financial statements required by the Office of the Fire Marshal as part of a financial or program audit.

Requests for support under this schedule in subsequent years will be denied until such time as the information required above is provided.

Amount:

At the discretion of the Office of the Fire Marshal, the amount of product provided for giveaways will be to a maximum of \$300 per give away event to a maximum of \$600 per fiscal year.

Method of Payment:

If approved, the giveaway products will then be provided to the community and/or fire department.

Communities must notify the Office of the Fire Marshal of any surplus or unused giveaway products, and receive approval from the OFM to reallocate any unused giveaway products prior to their distribution.

Term:

This program is based upon a fiscal year (April 1st to March 31st). If approval is granted it is a grant/contribution only for that specific fiscal year.

SCHEDULE 4 - Financial Incentive Awards Contribution

Purpose:

Provide contributions to winning schools that participate in the selected activities related to the National Fire Prevention Week contests. Contests are to promote public awareness on fire prevention especially targeting students, but also involving Educational staff and family members.

The results of the Contest are used to produce the annual Fire Prevention Calendar.

Eligibility:

All elementary, middle and high schools throughout Nunavut. Winning schools are determined by a judging committee established by the Fire Marshal.

Review:

Department of Community & Government Services Office of the Fire Marshal in collaboration with the Finance Section are accountable for annually reviewing the contribution amounts based on available budget funding.

Supporting Data:

A completed contest program description is provided by the Department of Community & Government Services Office of the Fire Marshal. Description includes annual theme, objectives, suggested activities for families and communities, contest activities for students per grades, submission process, schools monetary prizes and individual material prizes, timelines, judging committee and criteria. Assistance from the Department of Education is provided for circulation of information. Winners will be announced through emails to school & news release.

Amount: The maximum amount for monetary prizes is \$7000 for student activity programs and \$1800 for personal student prizes. Distribution, throughout Nunavut, is as follows:

Student Activity Programs	Student Personal Prizes
4 - 1st prizes of \$1000	4 – 1 st prizes of \$200 (Gift Certificate)
4 - 2nd prizes of \$500	4 – 2 nd prizes of \$150 (Gift Certificate)
4 - 3rd prizes of \$250.	4 – 3 rd prized of \$100 (Gift Certificate)

The 4 Categories are:

Kindergarten - Grade 1	Coloring Templates
Grade 2 - Grade 3	Coloring Templates
Grade 4 - Grade 6	Coloring Templates or create fire safety message
Grade 7 - Grade 9	Create their own fire safety message

The winning entries will be used to put together the annual Office of the Fire Marshal Fire

Prevention Calendar. The cost on an annual basis for the Calendar is between \$15,000 and \$20,000.

Method of payment:

Contributions are allocated in a lump sum to the respective District Education Authority (DEA) to be used for a “Student Activity Program” at each winning school. In addition, the small personal prizes to each individual winning student will be sent to the respective school.

Accountability:

An audited financial statement will not be required, provided the department is satisfied with year-ends reports and financial statements.

Term:

This program is administrated on an annual basis, with a reporting period from April 1st, to March 31st of each fiscal year.

SCHEDULE 5 - FIRE CHIEFS STIPEND CONTRIBUTION POLICY

Purpose:

Provide contributions as financial incentive to Nunavut Fire Chiefs that produce monthly fire reports. Statistics reporting and data collection are recognized as an important performance measurement system.

Eligibility:

All Nunavut Volunteer Fire Chiefs.

Review:

Once the proposal is received, the Office of the Fire Marshal will review it and if within the guidelines of the policy, may approve the proposal subject to the availability of funds.

Supporting Data:

Monthly reports will be audited by the Assistant Fire Marshal of each region for accuracy and then forwarded to the Deputy Fire Marshal. Each report is to be submitted TO THE Assistant Fire Marshals by latest the 15th following each month end.

Accountability:

The Hamlets and Municipalities will provide proof of distribution of the Contributions received from CGS – to the Volunteer Fire Chief(s) under their charge.

An audited financial statement will not be required, provided the department is satisfied with the supportive documentation submitted by the Hamlets and Municipalities.

Amount:

\$100.00 will be allocated to each Volunteer Fire Chief for each monthly report submitted that meets the criteria established.

Method of Payment:

Contributions will be allocated as lump sums to each Hamlet and Municipality on a quarterly basis for distribution to Volunteer Fire Chiefs.

Term:

This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.

SCHEDULE 6 - COMMUNITY FIRE DEPARTMENT CONTRIBUTION POLICY

Purpose:

Provide assistance to Nunavut Community Fire Departments to develop, deliver and maintain competent and efficient fire protection and prevention services.

Eligibility:

Eligibility for this policy is restricted to the Nunavut Community Fire Departments and the Municipal Training Organization, for training purposes.

Review:

Once the proposal is received, the Office of the Fire Marshal will review it and if within the guidelines of the policy, may approve the proposal subject to the availability of funds.

Supporting Data:

The Office of the Fire Marshal shall send out forms to be completed by each Community Fire Department or when necessary, OFM staff on a yearly basis will conduct audits of the fire departments equipment. Allocation of new equipment will be on a priority needs basis.

The Office of the Fire Marshal shall negotiate a training schedule with the Municipal Training Organization (MTO) and MTO shall provide full cost details.

Goods and Services are restricted to items identified by the Office of the Fire Marshal as a necessary part of a fire department inventory and services required to provide an acceptable level of emergency fire responses to a community.

- Services are restricted to emergency repair of fire trucks, community fire alerting systems, breathing air compressor, storage and recharge systems.
- Goods are the following:
 - Firefighter protective clothing;
 - Self-contained breathing apparatus and spare cylinders;
 - Breathing air compressors, air storage and recharging systems;
 - Portable generators;
 - Rescue and entry equipment which include electric or gasoline powered saws, ventilation fans, ladder axes, pike poles, wrecking bars, ladders, lifelines, handheld and portable devices;
 - Fire hose, fire hose wrenches, double and single fire hose adaptors, portable water storage tanks, fifty gallons of Class A foam;
 - Fire nozzles and adaptors;
 - A portable gasoline powered fire pump, and;
 - Other related equipment approved by the Fire Marshal to support firefighting.
- Fire training courses delivered by the Municipal Training Organization (MTO) to members of Nunavut Community Fire Departments.

- The MTO, in cooperation with the OFM, will conduct firefighting courses using a combination of OFM regional staff and contracted instructors where required. This training will be identified in conjunction with the OFM Fire Training Officer and delivered in accordance with an agreed upon estimated budget and delivery schedule.

Accountability:

All provisions contained in the *Financial Administration Act* and the Government of Nunavut's *Financial Administration Manual* shall apply to the financial administration of all contributions issued by the Office of the Fire Marshal.

Prior to issuing payment, the recipient(s) of a contribution shall sign a Contribution Agreement, which contains the maximum amount that will be contributed, goals and objectives for the proposal, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

Where full financial accounting or reporting requirements are not submitted, the recipient(s) will not be considered for further funding until required financial statement indicating the contribution was expended according to their proposal is received, or the amount unaccounted for is repaid.

The recipient(s) of a contribution must provide an accounting of expenditures within 60 days of the end of the project or the GN's fiscal year.

Amount:

\$900.000 is provided to MTO to administer the costs of the training schedule

Method of Payment:

Contribution agreement with MTO to administer training schedule.

Term:

Fiscal year – April 1st to March 31.