

Schedule F – Guideline Fire Protection Services Reimbursement for Unincorporated Ontario

Reference No: **2022-UO-V1**

Version Date: 2022/02/09

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1:00 PURPOSE

1:01 To provide clear guidance on the process for municipalities to qualify to receive reimbursement for eligible emergency responses into Unincorporated Ontario.

2:00 SCOPE

2:01 This guideline applies to all parties who have an approved Transfer Payment Agreement (hereafter referred to as “TPA”) regarding requesting reimbursements for the provision of fire protection services into Unincorporated areas of Ontario.

2:02 Only those responses which meet the qualifying criteria as outlined in the (TPA) will be eligible for consideration of payment.

3:00 RESPONSIBILITY

3:01 It is the responsibility of the Municipality to register with the Ontario Government Transfer Payment Ontario (TPON) system: [Get funding from the Ontario government | ontario.ca](https://www.ontario.ca/government). For assistance creating a TPON account, please refer to the bottom of the help section of the link above.

3:02 It is the responsibility of the Municipality to ensure all Transfer Payment Ontario Network (TPON) account information is kept current and all requests for reimbursement submitted meet the qualifying criteria outlined in this guideline and their (TPA).

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- 3:03 It is the responsibility of the participating municipality to submit all requests for reimbursement for services within 30 days of the date of incident.
- 3:04 Exemption – Participating municipalities will be able to submit eligible claims for responses that occurred during the fiscal year (Provincial Government April 1, 2021 – March 31, 2022) up until May 31, 2022.
- 3:05 It is the responsibility of the Office of the Fire Marshal (OFM) to approve and process requests within 30 business days of receipt of the request. If a request is not approved as it does not meet the qualifying criteria or it requires further information, the recipient (Municipality) will be formally notified and will have an additional 30 days from receiving notification, to resubmit the request with any required information.
- 4:00 DEFINITIONS
- 4:01 **Apparatus:** means an emergency response vehicle owned by and provided by the responding municipal fire service; excluding Snowmobiles, Off Road Utility Vehicles, Boats and trailers.
- Agreement:** means this agreement entered into between the Province and the Municipality, commonly referred to as the “Transfer Payment Agreement or TPA”,

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all of the schedules listed, any amending agreement entered into, all of the schedules listed, and any amending agreement entered into;

Request: a request made by the participating municipalities for reimbursement for emergency services provided in Unincorporated Ontario

Call: means any response by a municipality for emergency services into unincorporated Ontario

Call types: means different incidents resulting in emergency service responses

Incident: means an occurrence in unincorporated Ontario that the municipal fire department responds to.

Parties: means the Province and the Recipient

Party: means either the Province or the Recipient

Reimbursement rate: the monetary amount established by the OFM that will be used to calculate the total funds to be reimbursed to a municipality.

5:00 FINANCIAL

5:01 The reimbursement rate for each responding apparatus is \$509.89 for any portion of the first hour of attendance at an incident. Any call that lasts over an hour will be reimbursed in 30-minute increments paid at the rate of \$254.95 per apparatus.

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5:02 Reimbursement rate increases will be based on any increase to service rates the Ministry of Transportation utilizes related to reimbursements for fire department response on provincial highways.

5:03 Approved requests will be processed for payment in accordance with the timelines in the Approved Transfer Payment Agreement.

6:00 ELIGIBILITY

6:01 The following call types may be eligible for payment:

- Motor Vehicle Collisions occurring on roads that are not considered provincial highways by Ministry of Transportation
- Carbon Monoxide
- Hazmat (excluding those calls occurring on roads maintained by the Ministry of Transportation)
- Structure Fires
- False Alarms
- Rescue (defined as an emergency incident that primarily involves activities directed at locating and rescuing endangered persons and removing those persons to a safe location, this could also include but is not limited to the provisions of emergency medical care.

6:02 The following call types are not eligible for reimbursement under the agreement:

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- Any call into an area where an established fire department is responding
- Any mutual aid or automatic aid calls
- Any call to an area or location with a Fire Protection Agreement in place with the municipality making a claim through TPON
- Any call for which another government funded agency has established a separate reimbursement process for responses by the municipality, i.e. responses covered by MNDMNRF (Ministry of Northern Development Mines, Natural Resources and Forestry), MTO (Ministry of Transport) or Hydro One
- Tiered medical response, first response, medical response

7:00 SUBMISSION PROCESS

7:01 Participating municipalities will complete and submit an APPLICATION form available in TPON at:

<https://www.ontario.ca/page/available-funding-opportunities-ontario-government>

with all required sections completed for review and approval by the OFM before reimbursement will be processed through TPON.

7:02 Completed APPLICATION forms and all required documentation must be submitted within the timelines established in 3:02 and 3:03 as applicable.

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- 7:03 The municipal authority shall review and sign the Transfer Payment Agreement and return the document to John Irvine via e-mail at: john.irvine2@ontario.ca **within 14 days of submitting an application.**
- 7:04 The OFM will review the application form and the signed agreement within 30 days.
- 7:05 The APPLICATION form shall be returned by OFM with any additional comments as required to the participating municipality within timelines outlined in section 3:03 if denied and containing the reasoning/ request for additional information as applicable. Resubmissions as applicable, must occur as per timelines specified in 3:03.