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**Policy Title: Use of Fire Stations for Special Projects**

**Policy Number: 05-01-02**

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**Section: Property and Facilities**

**Effective Date: December 14, 2011**

**Approved by:**

**Council**

**Subsection: Use of Public Property**

**Last Review Date: January, 2025**

**Owner Division/Contact:**

**Fire and Emergency Services**

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## Policy Statement

Fire stations may be used to assist community groups and public safety organizations with special projects of benefit to the residents of the City of Mississauga, provided the project does not interfere with safe and efficient operations and appropriate approvals have been secured.

The City of Mississauga endorses the Canadian Red Cross policy that collection of in-kind donations (tents, clothing and medical supplies) to be transported to the region of a natural disaster is not an effective means of providing relief. The City encourages groups interested in disaster relief to contact the Red Cross to discuss alternatives.

## Approval

All requests are considered by the Fire Chief. Approval is dependent on the following conditions:

- The project will not interfere with the safe, efficient operation of the department
- The request is submitted in writing at least four weeks in advance of the proposed start date
- The request is made by a recognized community based charitable organization or public safety organization that can demonstrate, in writing, a plan of action and necessary resources
- The duration of the project will not exceed two weeks and daily hours are agreed to by the Fire Chief (Note: The Fire Chief may grant a duration of greater than two weeks.), and
- If the project involves a collection, the requesting group must identify the specific items to be accepted and these must be approved by the Fire Chief

## Responsibilities

### Requesting Group

The requesting group must accept responsibility for all logistics and promotion associated with the efficient execution of the project, as determined by the Fire Chief, including the following:

- Distribute adequate storage boxes to each fire station at least two days in advance of the project start date
- Ensure that items are picked up daily from each fire station for the duration of the project and, if necessary, weekly for three weeks following the project
- Dispose of any donation which is unsuitable, and
- Include the duration, daily hours and specific project details in all promotional initiatives

### **Fire and Emergency Services**

When a request is approved, the Fire Chief will:

- Notify the requesting group of its responsibilities
- Notify all fire stations of the project and any special tasks associated with it, and
- Notify the Mayor, Members of Council and the City Manager of the project

### **Strategic Communications & Initiatives Division**

The Strategic Communications & Initiatives Division of the City Manager's Office may assist with communication and promotion if deemed appropriate by the Director, Strategic Communications & Initiatives.

### **Revision History**

<b>Reference</b>	<b>Description</b>
AF-346-90 1990 10 09	N/A
October 19, 2016	Scheduled review. Admin change - the Fire Chief may grant projects more than a 2 week duration
July 29, 2019	Scheduled review. Housekeeping update to Communications Division name.
February 10, 2022	Scheduled review. Minor edit for clarity; housekeeping to reflect org change.
January 09, 2025	Scheduled review. No revisions.