



BY-LAW NO: 24-15

**Being a bylaw to adopt the Recruitment and Termination of Volunteer Firefighters Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Recruitment and Termination of Volunteer Firefighters Policy;

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

1. That the Recruitment and Termination of Volunteer Firefighters Policy attached hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Recruitment and Termination of Volunteer Firefighters Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 20th DAY OF MARCH 2024.


Tony Moor, Mayor


Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:		SUBJECT:
Recruitment and Termination of Volunteer Fire Fighters		Operational Guideline
POLICY SECTION:		POLICY NO:
F		1
EFFECTIVE DATE:	February 18, 2008	ENACTED BY: By-law 08-12 Schedule A
AMENDED DATE:	March 6, 2024	Resolution, By-Law 24-15

1.00 Purpose

The purpose is to establish a guideline for the recruitment and termination of fire fighters of the Township of the North Shore Fire Department.

2.00 Scope

This guideline outlines the recruitment of volunteer fire fighters of the Fire Department mandated by the Corporation of the Township of the North Shore by-laws. Hiring and termination of volunteer fire fighters from their responsibilities with the Fire Department is outline.

3.00 Recruitment for the Fire Department

3.01 The Township of The North Shore Fire Department must maintain a minimum staffing to respond to emergencies within the Township municipal boundaries. The minimum staffing required for this purpose is ten (10) and a maximum number of twenty (20) members.

3.02 The Fire Department participates in the *District of Algoma Mutual Aid Plan*. Participation in the district mutual aid plan allows additional resources of labour or equipment to be obtained during a large emergency from the neighbouring communities on a mutual basis without compensation between the municipalities.

3.03 Members of the Fire Department, Township of The North Shore Council, public notices in the community newsletter and official bulletins shall be used to recruit prospective members. The prospective member shall be invited to observe fire department training prior to deciding to apply for membership as a fire fighter.

3.04 The minimum requirements for a new recruit are within the range of 18 to 65 years of age (over 65 at the discretion of the Fire Chief), willing to participate in the training and respond to emergencies within the municipality or the neighbouring municipalities as required in the *District of Algoma Mutual Aid Plan*.

3.05 New fire department recruits would preferably reside in the municipality on a permanent or semi-permanent basis such as work outside the community on alternate weeks. Fire fighters may be retained on the active membership list while living outside the municipality, in order to maintain the required staffing with the approval of the council.

3.06 New recruits or current fire fighters may be employed by the Township of the North Shore or serve term(s) with the Township of The North Shore Council. The fire fighter shall be required to complete the same attendance at training and emergency response as other fire fighters without prejudice to their other work assignments with the Township of The North Shore.

3.07 The new recruit will complete *Fire Department Application for Employment* to join the fire department for submission to the Fire Chief for comment and approval. The Fire Chief shall forward all applications to the Township of The North Shore Council for approval or rejection based on the information within the application and knowledge of the applicant. The Fire Chief shall be notified of the approval of a new recruit pending a medical examination.

3.08 The new recruit will be requested to complete a medical examination by a qualified medical professional to ensure the applicant meets the physical demands for a fire fighter OR join the fire department with medical restrictions. The Fire Chief in consultation with the Township of The North Shore Council shall determine the medical restrictions applicable to the new recruit. The Township of The North Shore shall compensate the applicant for the medical examination, whether successful or not, for joining the Fire Department. The new recruit will also be requested to provide a current drivers abstract and a vulnerable sector check of which the cost will be reimbursed.

3.09 The successful recruit shall be required to sign a confidentiality agreement and will be required to complete a six (6) month probationary period to ensure the person meets the minimum requirements for training and adherence to the Fire Department operating guidelines. The recruit will be expected to attend a minimum of 50% of the fire department meetings.

3.10 The inclusion of a new recruit in the emergency scene operations will be minimized and at the discretion of the Officer-in-Charge based on any medical restrictions and the completion of the necessary training during the routine training sessions which are held twice a month in the evening, with the dates to be decided at the discretion of the Fire Chief.

4.00 Termination from the Fire Department

4.01 Termination of a fire fighter from the fire department will be initiated by the Fire Chief based on performance issues or at the request of the fire fighter.

4.02 The fire fighter resignation process will preferably be a written notice to the Fire Chief. The reason for leaving the Fire Department (personal reasons or issues within the Fire Department) should be discussed with the Fire Chief to improve retention of future recruits.

4.03 Termination or temporary suspension of a fire fighter from the Fire Department shall be a multi-step process dependent on the circumstances.

4.03.1 A serious offence that may compromise safety for the fire fighter, other members of the Fire Department or members of the public may result in immediate suspension. Termination from the Fire Department will be made with approval of the Township of The North Shore Council as recommended by the Fire Chief.

4.03.2 Less serious infractions of Fire Department safety guidelines, lack of attendance at fire department training, personal conflict with Fire Department officers or other

fire fighters may result in a verbal or written reprimand followed by a temporary suspension.

4.03.3 Termination of a fire fighter as a culmination of a series of minor offences shall be done only with the approval of the Township of The North Shore Council.

4.04 A temporary leave of absence for a fire fighter shall be granted for absence from the area due to work, education or personal reasons. The temporary leave of absence will be honoured for a period of time not to exceed two (2) years. A longer absence will require a new application to the Fire Department.

5.00 Responsibility

It is the responsibility of all fire fighters to recruit new fire fighters to the Fire Department. The Fire Chief and Township of The North Shore shall be responsible to approve new recruits. The Fire Chief and other department officers are responsible for safety and good management at the scene of an emergency and while carrying out the duties of the Township of The North Shore Fire Department. Actions that would compromise safety or cause unnecessary damage to public or private property shall not be condoned and may result in demotion of responsibilities or dismissal from Fire Department active duty.

**THE TOWNSHIP OF THE NORTH SHORE
NORTH SHORE FIRE DEPARTMENT
POINT SYSTEM DISTRIBUTION**

The North Shore Fire Department will adhere to the following rules for the distribution of points.

1. FALSE ALARMS, FIRES AND EMERGENCY RESPONSES

- a. Points will start when the member reports for duty.
- b. Points will stop when the member is dismissed or excused from duty.
- c. 1 point will be allotted to all members reporting for duty when a general alarm has been sounded and it is a false alarm.
- d. No member is entitled to any points unless he reports to the officer in charge.
- e. Each member reporting for duty is entitled to: 3 points for the first 2 hours, or any portion thereof, plus 1 point for each hour after the first 2 hours, or any portion of an hour.

2. MEETING/PRACTICE

- a. Fire practice unless otherwise stated will be 2 hours.
- b. All members are required to report to the officer in charge when ready for duty.
- c. Each member who attends practice for the full 2 hours is entitled to 2 points.
- d. Each member who attends less than 2 hours will be entitled to 1/2 point for each full 1/2 hour during the practice period.
- e. Any member who attends more than 2 hours shall be entitled 1/2 point each full 1/2 hour.
- f. Any member who desires to leave practice shall request permission from the officer in charge.

3. EXTRA DUTY

- a. Each member will be entitled to 1/2 point for each 1/2 hour or portion thereof for authorized duties which are necessary for the proper operation of the Fire Department.

4. OFFICERS

- a. Fire Chief and Deputy Fire Chief do not earn or participate in the point system.
- b. Captains and Assistant Captains earn points, at the same distribution as members, for false alarms, fires and emergency call outs only.
- c. Training Officers earn points, at the same distribution as members, for meetings/practices in which they are the training officer in charge.
- d. Other Officers earn points, at the same distribution as members, for authorized duties under extra duty (i.e. - Equipment Officers, Health and Safety Officer, Fire Prevention Officer).

5. SUMMARY

<u>RESPONSE</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
False Alarm	Reporting for duty	1 point
Fire, Emergency	First 2 hours or part thereof	3 points
	Each hour or part thereafter	1 point
Meeting/Practice	Full practice attendance of 2 hours	2 points
	For each 1/2 hour if not full attendance	1/2 point
	For each 1/2 hour over full attendance	1/2 point
Extra Duty	For each 1/2 hour	1/2 point