

**THE CORPORATION OF
THE TOWNSHIP OF BONNECHERE VALLEY**

BY-LAW NO. 2023-012

BEING A BY-LAW TO APPOINT A FIRE CHIEF

WHEREAS Section 8 (1) of The Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may govern its affairs as they consider appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 6(1) of the Fire Protection and Prevention Act, 1997, as amended, requires the appointment of a fire chief if a fire department is established for the municipality; and

WHEREAS the Council for the Corporation of the Township of Bonnechere Valley enacted By-Law 2013-017 to establish and regulate the Bonnechere Valley Fire Department;

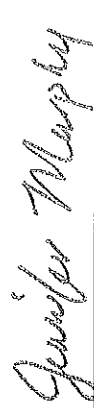
NOW THEREFORE, the Council of the Corporation of the Township of Bonnechere Valley enacts as follows:

1. THAT Darryl Wagner is hereby appointed as Fire Chief for the Township of Bonnechere Valley effective March 10th, 2023;
2. THAT the duties and roles and responsibilities will be according to the Job Description appended hereto as Schedule "A" and as adopted by Council
3. THAT By-Law No. 2015-052 be hereby repealed;

AND THAT This By-Law shall come into force and take effect on the passing thereof.

READ A FIRST & SECOND TIME THIS 7TH DAY OF MARCH 2023

READ A THIRD TIME AND PASSED THIS 7TH DAY OF MARCH 2023



Jennifer Murphy, Mayor



Annette Gilchrist, CAO

Schedule "A"

Job Description

Position:	Fire Chief
Reports to:	Chief Administrative Officer
Department:	Fire Department
Date:	November 2022

Position Summary

Under the direction of the Chief Administrative Officer, the Fire Chief provides manages and oversees the fire department including the planning, co-ordinating, operating and efficiency of the department, firefighting, fire prevention, hazardous materials incidents, auto extrication incidents and rescue. This position is also responsible for all life and property saving functions with which the department may be involved, purchasing, maintenance and budgeting. This position also implements the decisions of Council to facilitate interdepartmental efficiency. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts and is consistent with the Operational policies of the Township of Bonnechere Valley. This position acts in capacity of C.A.O. when required.

Position Responsibilities

- Prepares, presents and administers the fire department budget.
- Plans, co-ordinates and directs the firefighting, fire prevention, rescue and life and property saving functions.
- Reports to and assumes command at major incidents.
- Supervises and assists in the development of fire prevention activities, and training programs.
- Maintains discipline and morale of the department.
- Purchases all major equipment and ensures the maintenance.
- Ensures that all the stations are maintained and kept in good repair.
- Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the department will maintain, and where possible, improve the level of service in the municipality.
- Confers with the fire committee to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.
- Meets regularly with the deputy chief and other officers to ensure that they are following the procedures and goals of the department.
- Supervises the performance appraisal program and conducts regular appraisals of those under his direct supervision.
- Recommends to council the hiring of personnel as required to maintain the manning level as established by council.
- Comments on site plans, re-zonings, subdivision agreements and new buildings.
- Attends department head, area fire chief's, committee and council meetings as required.
- Participates in the public relations programs by speaking to groups and organizations.
- Comments to the fire committee and municipal administrator on present and proposed council and staff policies.
- Supervises the activities of the Fire Department Safety Committee.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Maintains records of fire training for each fireman.

Qualifications

- A minimum of seven (7) years of progressive experience in a fire department
- A minimum of five (5) years of experience as an Officer
- Three (3) years of experience at leading and managing a team
- Grade 12 or equivalent is mandatory
- College and/or University is an asset
- NFPA Firefighter 1 & 2
- Instructor 1 is mandatory and Instructor 2 is preferred
- Fire Officer Designation
- Training at Ontario Fire College or regional fire schools is an asset
- Health and Safety Training/CPR and First Aid is mandatory
- Valid Driver's licence

Core Competencies

- Political/Business Acumen
- Commitment
- Perseverance
- Collaboration
- Client Service Orientation
- Focus on Results
- Team Work
- Time Management
- Organizational
- Problem Solving
- Relationship Building
- Communication
- Judgement
- Interpersonal
- Adaptable
- Decision Making
- Analytical

Stakeholders

Internal:

- Interacts with the Mayor and Council and all department heads for the discussion of Township business and the exchange of information.
- Works with administrative staff in other departments for the purpose of exchanging information.

External:

- Works with various government officials to obtain information on policy and to discuss municipal problems/issues.
- Works with Council members to present recommendations and reports, to respond to questions and to seek approval on issues/resolutions.
- Works with general public in order to provide information regarding tax collection and to respond to queries regarding receipt of tax funds.
- Works with the external auditors and financial institutions.

Additional Competencies

Material Resources

- Ensures the safe maintenance, operation and management of large the department, equipment, vehicles and supplies etc.

Physical Skill and Effort

- Excellent physical condition with ability to handle physical demands and operate machinery.

Decision Making and Judgement

- Judgement is exercised in:
 - Inspecting fire projects to ensure that acceptable standards of quality and efficiency are being met.
 - Supervising the employees of the Fire Department, implementing appropriate training and development programs and evaluating performance of subordinates.
 - Preparing budget estimates and directing fire operations within budgetary constraints.
 - Determining the priority or repair and construction of fire operations.
 - Work is performed under the general direction of the CAO and Council with access to other department heads and to officials of the appropriate ministries for assistance and information. Access is also available to policy and levels of service manuals, Ministry of Environment regulations, etc. for reference as required.
 - Evaluating the effectiveness and cost efficiency of services and formulating appropriate recommendations for new or modified works services.
 - Developing personnel strategies to maximize utilization of staff and to ensure effective training and development systems are in place.

Environment

- Works partly in an office environment. Also subject to physical work and inclement weather conditions.
- Visits outside work sites, service facilities (i.e. Hydro, Bell, Gas, Cable Systems) on a regular basis.

Control over Work Schedule

- Works in excess of normal hours to attend meetings or attend to emergency situations as required.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.