The Corporation of the Town of South Bruce Peninsula

By-Law Number 50-2016

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Hiring Procedure for Volunteer Firefighters)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by revising the policy with regard to Hiring Procedure for Volunteer Firefighters.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

1) That policy C.1.4 Hiring Procedure for Volunteer Firefighters be renumbered C.1.6 and be revised as attached hereto and shall hereby be included in the Municipal Policy Manual.

2) That all by-laws and polices inconsistent with this by-law are hereby repealed.

3) That this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 21st day of June, 2016.

Mayor

Clerk
Read a third time and finally passed this 21st day of June, 2016.

Mayor

Clerk
Hiring Procedure for Volunteer Firefighters

Purpose:
To outline the hiring procedure used by the Town of South Bruce Peninsula Fire Department to recruit volunteer firefighters.

Process:

Recruiting
1. If replacement and / or additional volunteer firefighters are required, a notice will be published in a local newspaper and on the Town website.
2. All applicants are required to complete an application form.

Confirmation of Physical Abilities Requirement
3. Applicants may be invited to participate in a physical abilities test supervised by the Fire Department at a location determined by the Fire Chief or designate.
4. Applicants must agree to and sign the “Indemnification Agreement” of the Corporation of the Town of South Bruce Peninsula and its employees prior to engaging in the physical abilities testing.

Interviews
5. Applicants who qualify on the Physical Abilities test may be granted an interview.

Selection
6. A successful applicant(s) will be selected based on their interview, physical abilities test, licensing and other requirements.
7. Each applicant selected will be provided with a written offer, which requires that they pass a medical examination conducted by a physician, and provide The Town of South Bruce Peninsula with a current Criminal Reference Check at their own expense.
8. The name of the selected applicant(s) will be forwarded to the Fire Chief for approval.
Probationary Period

9. The new volunteers will be on probation for a period of one year; during which time, he/she shall take such training and examinations as may be required by the Fire Chief.

Termination or Discharge

10. A new volunteer may be terminated or discharged by the Fire Chief, as circumstances dictate.

Re-Instatement

11. To be eligible for re-instatement to the Fire Department, the applicant must not have been away from the South Bruce Peninsula Fire Department for more than 3 years and must have achieved the rank of 1st class or higher during their previous employment with the Fire Department.

12. Those applicants that are in compliance with the above shall be required to:
   - Submit an application for employment
   - Submit a copy of an MTO equivalent medical examination conducted by a physician (at their own expense)
   - Submit a copy of a current Criminal Reference Check (at their own expense)
   - Be in possession of a valid class DZ driver’s license

13. In addition to the above, successful applicants will be on probation for a period of 6 months, during which time he/she shall take such training and examinations as may be required by the Fire Chief.

Following successful completion of the probationary period, re-instated applicants shall be placed at the rank of 2nd class firefighter and all future promotions shall be in accordance with current policies.