

**Annual General Meeting  
Fire & Emergency Services Committee AGENDA  
Best Western Hotel, Cookville  
Wednesday, April 8, 2026 – 7:00 p.m.**

1. **Welcome & Opening Remarks – Mayor Mclean-Wile**
2. **Update from Department of Emergency Management**
3. **Introduction of Committee Members & Councillors**
4. **Approval of Minutes of Annual Meeting – April 9, 2025 ..... 2-5**
5. **Chair’s Annual Report – Fire & Emergency Services Committee ..... 6**
6. **Fire Service Coordinator’s Report ..... 7-13**
7. **Chair’s Report – Lunenburg Regional Fire & Emergency Services ..... To Follow**
8. **Training Strategy Update**
- 8.1. **LRFES Training Committee Report ..... 14-23**
9. **Approved Code of Conduct Overview (Policy 036) ..... 24-33**
10. **Registration Package – to be returned by June 15<sup>th</sup>, 2026**
11. **Appointment for four representatives to Fire & Emergency Services Committee**
- 11.1. **Report of Nominations – Chris Kennedy ..... 34**
12. **New Items**
- 12.1. **Date for 2027 Annual General Meeting – Wednesday April 14, 2027**
13. **Adjournment**

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**Municipality of the District of Lunenburg**

**Minutes of an Annual General Meeting of the Fire & Emergency Services Committee**

Held at Best Western Hotel, Bridgewater

**Wednesday, April 9, 2025 – 7:00 p.m.**

**Attendance:**

Dayspring & District Fire Protection Commission  
Hebbs Cross Fire Department  
Hemford & District Fire Department  
LaHave Fire Department  
Midville & District Fire Department  
Northfield & District Fire Department  
Pleasantville & District Fire Department  
Tri-District Fire & Rescue Services  
Walden Fire Department

District 1 & 2 Fire Commission  
Hebbsville Fire Department  
Italy Cross/Middlewood & District F.D.  
Martins River Fire Commission  
New Germany Volunteer Fire Department  
Oakhill & District Fire Department  
Riverport & District Fire Department  
United Communities Fire Commission

**Council:**

Mayor Elspeth McLean-Wile  
Deputy Mayor Chasidy Veinotte, District 10  
Councillor Morgen Reinhardt, District 1  
Councillor Martin Bell, District 2  
Councillor Wendy Oickle, District 3  
Councillor Pam Hubley, District 4  
Councillor Cathy Moore, District 5  
Councillor Alison Smith, District 6  
Councillor Kacy DeLong, District 8

**Fire & Emergency Services Committee:**

Brian Keizer, District 1 & 2 Fire Commission, Chair  
Deputy Chief Dean Schmeisser, Dayspring & District Fire Department, Vice Chair  
Chief Darren Mulock, Northfield District Fire Department  
Captain Emily Bowers, Hebbville Fire Department  
Herbert Seymour, Member-At-Large  
Patricia Sharpe, Member-At-Large

**Staff:**

Chris Kennedy, Fire Services Coordinator  
Alex Dumaresq, Deputy C.A.O.  
Sandra Challis, Administrative Assistant

**1. CALL TO ORDER**

Mr. Keizer called the meeting to order at 7:00 p.m.

A moment of silence was held in honor of fallen firefighters.

## **2. MAYOR'S WELCOME & OPENING REMARKS**

Mayor Mclean-Wile welcomed all person present and introduced members of Council in attendance.

She thanked-members for the considerable time and effort they dedicate to their departments and communities.

## **3. INTRODUCTION OF COMMITTEE MEMBERS**

Mr. Keizer introduced the Committee members in attendance and Chris Dares, President of Lunenburg Regional Fire & Emergency Services.

Mr. Dares provided a report from LRFES, (attached to the Notes). He reviewed the work to date of the LRFES and acknowledged the collaboration with FESC who has the same shared commitment to safety and wellbeing of firefighters.

The following was noted:

- Modernizing by-laws
- Advancing Level 1 training program
- Empowering the Next Generation
- Fostering Inclusion
- Innovative Strategic Initiatives
- Collaborative Training Opportunities
- Enhancing Communication Through Technology

## **4. APPROVAL of Notes of Annual Meeting**

The notes of the April 10, 2024, Fire and Emergency Services Committee AGM were approved as circulated.

## **5. CHAIR'S ANNUAL REPORT**

Mr. Keizer referenced his annual report, circulated with the agenda adding the following:

- Successful and ongoing collaboration with LRFES
- Looking at ways to improve recruitment and retention of members
- Registration form gathers important information which provides a layperson with an understanding of departments and different community needs.

## **6. FIRE SERVICES COORDINATOR'S REPORT**

Mr. Kennedy gave his Annual Presentation to the Committee.

This presentation included:

- Details of long-service awards, and new CVFSA/MODL medals
- The past year's activities of the Fire Services Coordinator
- Highlighted collaborative achievements:

- Approximate \$63,000 saving on insurance costs to the area's Fire Departments (The agent from Gallaghers will be at the May 15<sup>th</sup> LRFES meeting).
- Draft Training Strategy
- Code of Conduct
- Council support for building the reserve for a possible Regional Training Facility
- Resiliency Sessions, CISM and EAP program available for members
- Importance of Fire Departments
  - Provide invaluable service
  - Integral to Community and creating community networks
  - Maintains vital community infrastructure.

## **10. NEW ITEMS**

### **10.1 CODE OF CONDUCT**

Mr. Kennedy discussed the need for an overall Code of Conduct to help with a department's struggle should a chief or senior officer break the department's own Code. LRFES and the FESC are currently working on this matter. Having a Code of Conduct in place protects and reputation and respect of both the Fire Departments and the Municipality.

### **6.1 DRAFT TRAINING STRATEGY**

Mr. Dumaresq presented an overview of the draft discussion paper for a Lunenburg Regional Training Strategy (circulated with the agenda).

The following was noted:

- Level 1 training program is being successfully offered through LRFES.
- FESC wants to work to strategically support LRFES in the endeavour:
  - Supporting training the trainer
  - Stipend for trainers
  - Honorariums for trainees
  - Promotion and administering the program
- Volunteer roles safety.
- Gap in Driver, Operator and Officer training.

He noted that input from membership is needed this year around the Regional Training Facility, as Council has included \$100,000 to the reserve fund for this potential project.

## **7. REGISTRATION PACKAGE – Return June 15<sup>th</sup> 2025**

Mr. Keizer highlighted the items provided with the registration package, and if ratepayers information is needed, Departments need to contact Mr. Kennedy.

Mr. Kennedy gave an overview of the new fillable Fire Department Registration package form included in the registration package. The old registration form was problematic; this new one includes all the previously requested information in a more user-friendly format.

## **8. OTHER ITEMS CIRCULATED/AVAILABLE**

Mr. Kennedy advised the following items were also available to departments, on request.

- 8.1 Updated Civic Maps – Distributed
- 8.2 Updated Maps for Road Map Series (available if required)

## **9. APPOINTMENT OF FOUR REPRESENTATIVES TO THE FIRE & EMERGENCY SERVICES COMMITTEE**

### **9.1 Report of Nominations**

Mr. Kennedy referenced his report, circulated with the agenda, noting that all current members of the Fire & Emergency services have re-offered-for 2025/2026. No other advance nominations had been received, and after three calls, there were no nominations from the floor. There being no additional nominations, Brian Keizer, Chief Darren Mullock, Deputy Chief Dean Schmeisser and Captain Emily Bowers were acclaimed as the fire service representatives to the Fire and Emergency Services Committee.

## **10. NEW ITEMS**

### **10.2 Date for 2026 Annual General Meeting**

The next Annual General Meeting will be held on Wednesday April 8th, 2026, Best Western Cookville.

## **11. ADJOURNMENT**

The meeting adjourned at 7.52 p.m.

**Annual Report**  
**Fire and Emergency Services Committee of the Municipality of the**  
**District of Lunenburg**  
**2025**

I want to first thank all the members of committee, from the Fire Services, the Municipal Council members, and the members at large. The committee structure/membership provides a cross section and together we work to make improvements.

The group worked well together and was able to move forward with the business of the Fire Services. The support staff including the Fire Services Coordinator brought matters to the table and provided background information as required. A Policy was drafted, reviewed and approved regarding code of conduct for Chief Officers (Fire Chiefs, Deputy Chiefs or Assistant Chief or a member acting as the chief officer). We also looked at the Class 3 licence and reviewed the LRFES General Operating Guideline # 301, Qualifications for Apparatus Drivers/Operators and felt it dealt with matters.

The Fire Service Representatives of this committee also attend the Lunenburg Regional Fire and Emergency Services meetings (LRFES). This interaction is vital in understanding the concerns of the Fire Service and ensures matters go forward to the Municipality of the District of Lunenburg (MODL).

For this fiscal year the fire service has been exposed to a report of 40 recommendations from FSANS. There were a multitude of information sessions across the province on this report and further additional information sessions that were designed to find out what we (the Fire Service) felt about the recommendations. It appeared that the FSANS recommendations and draft legislation were all being worked on at the same time. This was all being compressed into a very short time frame. For our MODL fire service providers, the FSANS report and the draft legislation and all the sessions led to many concerns. LRFES members are working on this matter as we move forward.

The Fire service knows things can be made better, but it is best to move slowly and deal with concerns one at a time. We can hope that we can move along with the changes contained in the Legislation to improve the Fire and Emergency services in our communities.

I also wanted to take this opportunity to thank our Fire Services coordinator Chris Kennedy for his assistance to all the fire service groups over the past year whenever they required him.

Brian Keizer

Committee Chair

# Fire & Emergency Services & FESC Annual General Meeting

April 8, 2026, 19:00hrs  
Best Western Plus Cookville



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## CVFSA/MODL Medals

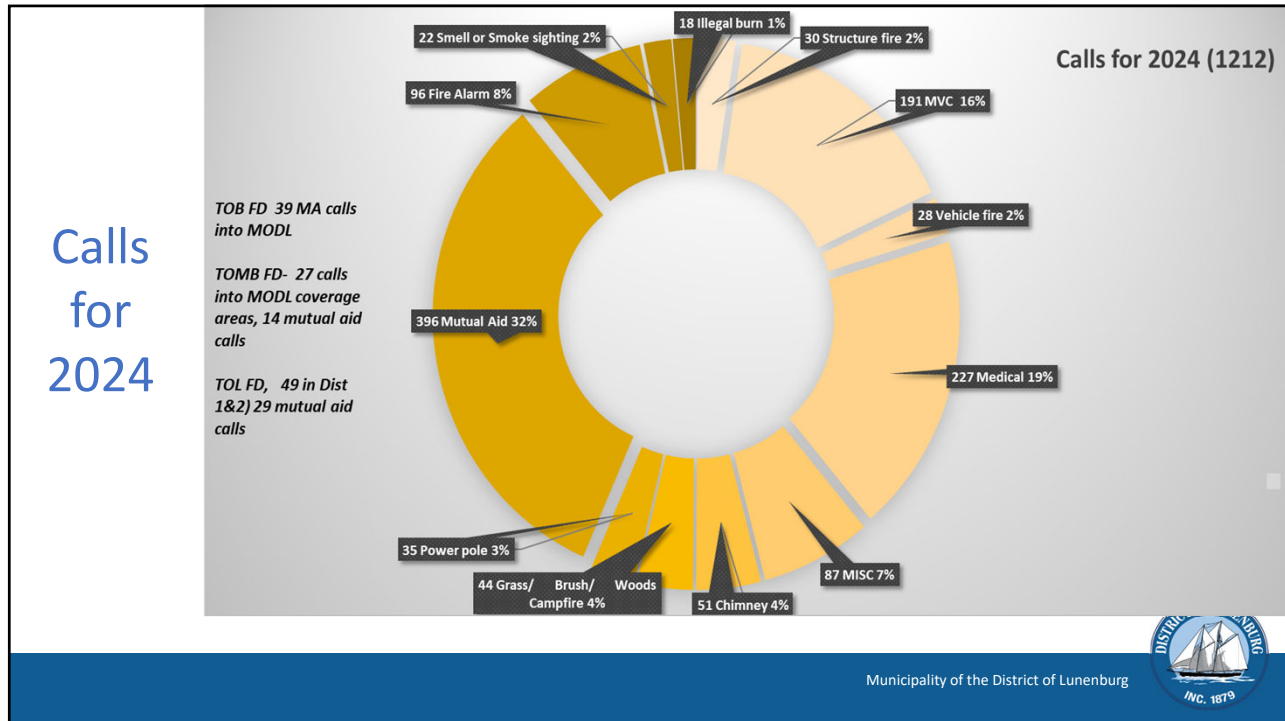
- 6 - 20 yr Firefighter Awards
- 4 - 30 yr Firefighter Awards
- 3- 35 yr Firefighter Awards
- 3 – 40 yr Firefighter Awards
- 1– 45 yr Firefighter Awards
- 3- 50 yr Firefighter Awards
- 10yr Helmet Tri-District fire Rescue
- 60 yr Hemet Dayspring 7 Dist. FD
- 70 yr Helmet Indian Point FD
- 80yr elmet New ermany Vol FD



Municipality of the District of Lunenburg




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## What the Canadian Beaver Symbolizes for Canadian Firefighters

**The Beaver symbolizes, hard work, determination unity and the “industrious” spirit of the work**



Municipality of the District of Lunenburg 

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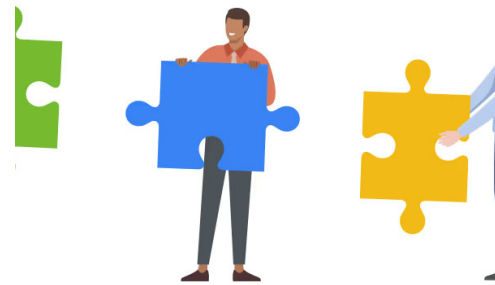
## ON the Lighter Side of Things



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## Achievements Through Joint Collaboration

- Work Plan for Fire Services Coordinator
- Successfully completed Soft Skills Workshop for Firefighters and Leaders one done is 2025, trying for one 2026.
- Resiliency Sessions done with a couple of departments and one on ones
- FEAP for Firefighters
- Attended stations and meetings and one on ones.



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## Achievements Through Joint Collaboration

- Approved work plan for the Fire Services Coordinator by FESC and Council
- Training Strategy working on implementation and refinement with FESC
- Level 1, officer training ( Strategy & Tactics, Safety officer), Driver operator
- Municipal Council supported FESC request for \$100,000 to be placed in an account for a Regional training facility
- Code of conduct New 2026

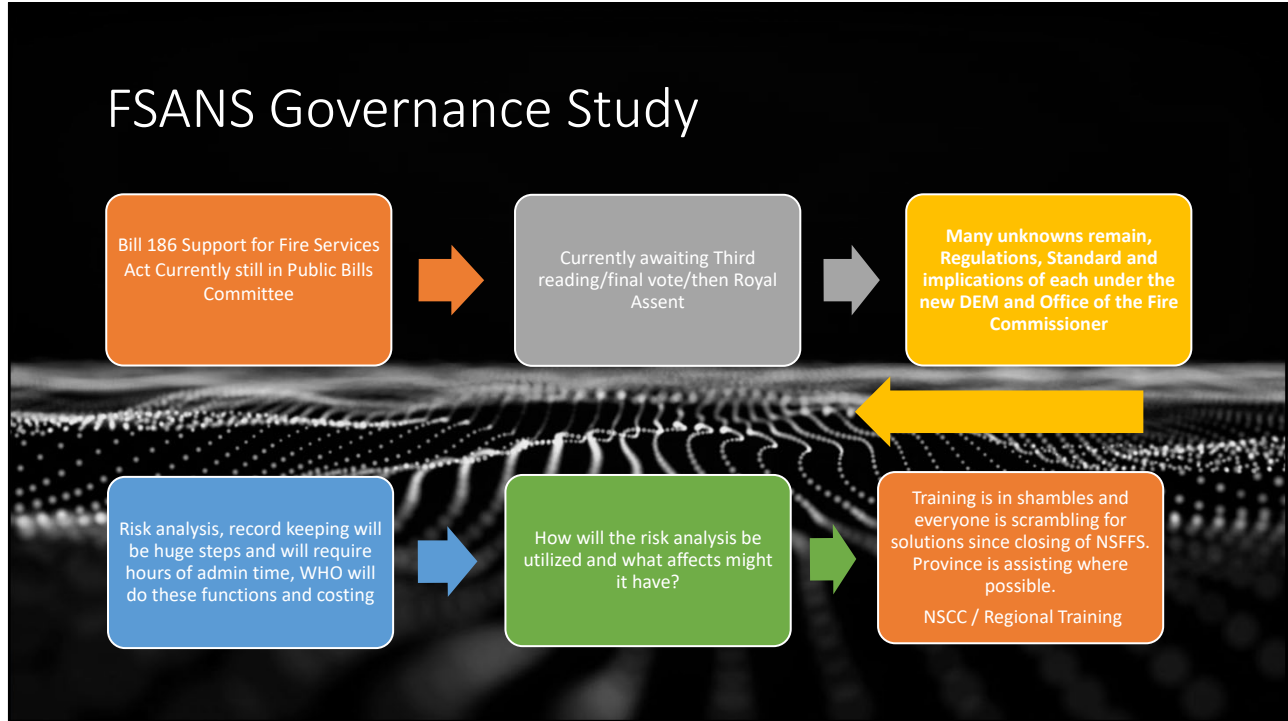


Municipality of the District of Lunenburg

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## Critical Incident Stress Management for the Fire Service in Nova Scotia



**First Responders  
for  
First Responders**  
If you or your Team require  
Assistance Call 24/7:  
**1-800-559-3473**



Municipality of the District of Lunenburg

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**Who We Are**

We are a multidisciplinary community open to all dedicated to the wellbeing of first responders, from traditional roles like fire, police, and paramedics to often-overlooked front-line professionals such as tow truck operators, ER staff, and funeral directors.

Our motto is:  
**"Keeping Strong People Strong"**

**REGISTRATION INFO**

Visit our website:  
<https://firstresponderwellness.ca>



For more information:  
[info@firstresponderwellness.ca](mailto:info@firstresponderwellness.ca)



**2026**  
**April 25, 2026**  
 9:00am - 4:00pm  
 NSCC Kingstec Campus, Kentville

**"Keeping Strong People Strong"**



11



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13

Fire & Emergency Services Committee AGM

Date: April 8, 2026

Item: 8.1

Authorization: Alex Dumaresq

# FIREFIGHTER TRAINING

AN OVERVIEW OF INITIATIVES FOR LUNENBURG REGIONAL FIRE & EMERGENCY SERVICES

# LRFES FIREFIGHTER LEVEL 1

- In 2022, the training program began with 20 students
- That year, 8 received full completion certificates with a 9<sup>th</sup> returning at a later date to complete training
- Completion rates have since improved, in 2025 we enrolled 15 and gave out 13 completion certificates
- Demand for the course in 2026 was our highest yet: we have enrolled 28 students and largely divided the practical sessions into two groups
- Program was and continues to be hybrid, allowing for flexible and affordable learning options

# FIXED FACILITIES

- Bridgewater Fire Department - apparatus bay, training tower, maze, classroom
- Northfield Fire Department – vehicle & trash container fire simulation
- Lahave Fire Department - class A burn building



# PROPS

- Blockhouse Fire Department fire dynamics prop
- Hemford Fire Department ventilation trainer
- Conquerall Bank Fire Department rehab bus



# 2026 DEVELOPMENTS

- Theory curriculum now uses International Fire Service Training Association (IFSTA)
  - Previously used Vector Solutions for theory
- Students use IFSTA's ResourceOne online learning management system
- Follow along narrated PowerPoints and complete quiz after each chapter
- Practical sessions continue to follow IFSTA Essentials curriculum, but we have upgraded to Essentials 8 (faster than some comparable training programs elsewhere in the province)
- Addition of HazMat Awareness 2-day course (non-ProBoard cert)
- Addition of wildland fire scenarios on fire control weekend, in line with IFSTA Essentials 8 JPRs

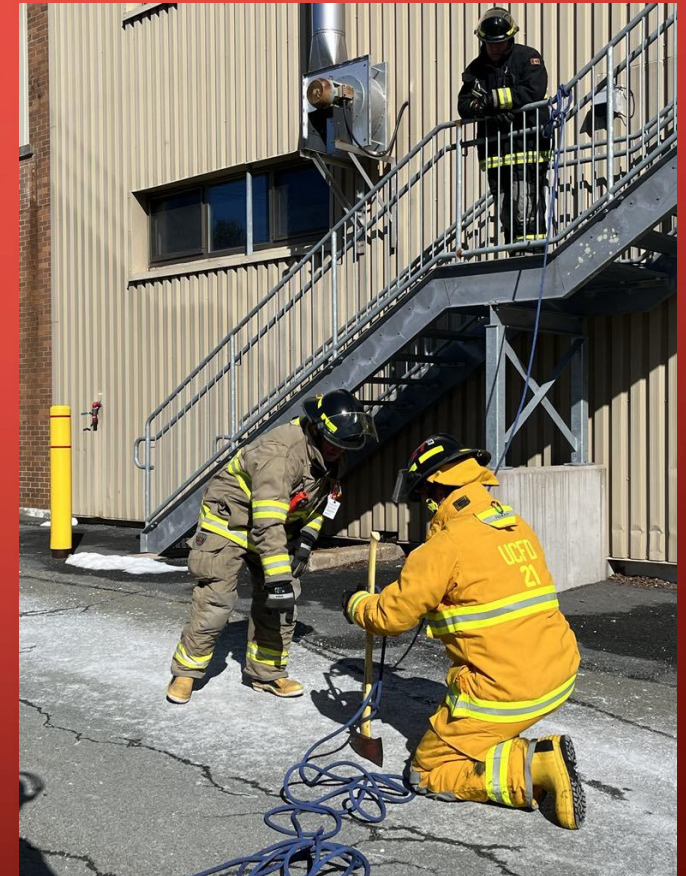


# DEPT. OF EMERGENCY MANAGEMENT FIREFIGHTER I GRANT

- In March 2026, LRFES was awarded a grant for Firefighter Level I training
- The grant will be used to offset most of the cost of instructor and assistant honorariums
- Grant funding included extra for honorarium for administration
- We will continue to take advantage of any future, similar grant opportunities, including possible future provisioning for Essentials 8 textbook

# OTHER TRAINING OPPORTUNITIES

- In 2025, we gained access to a variety of IFSTA courses through the ResourceOne LMS
- LRFES Training undertook an expansion of training offered to departments in order to fill the gap left when the province ended its relationship with NSFS (and removed eligibility for the VILF)
- Courses already completed and planned include:
  - Strategy & Tactics
  - Incident Scene Safety Officer
  - Hazardous Materials Awareness (non-certification)
  - Instructor I (non-certification)
  - Firefighter Level II (non-certification)
  - Fire Officer (non-certification)



# FUNDING

- Outside of DEM grant, funding comes from annual grant provided by MODL to LRFES for training
- Grant size may be increasing for 2026/2027 budget year, based on changing training needs/priorities/abilities to undergo more courses locally
- Departments/groups (i.e. Junior day, Female firefighters networking day) can apply for LRFES funds for training as has always been the case
- Also looking at using a cost-sharing model going forward where departments pay a portion of the training cost, with LRFES (via MODL grant)



# CHALLENGES

- Lack of ProBoard/IFSAC certification in province
- Unclear communication about training priorities in light of provincial fire services review
- Instructor/assistant availability, risk of burnout
- Administration & coordination time
- Questions over meeting department interest/demands/requirements
- Facility limitations (above/below-grade fire attacks, for example)
- Record keeping

# TRAINING OUTSIDE OF LRFES

- Increasing number of private training providers, some offering courses at high costs, with unclear returns on fire department investment
- But many of these courses offer value to departments and education/training opportunities beyond what we can currently provide
- Departments are always be encouraged to pursue their own determined by their training priorities & needs

# QUESTIONS/COMMENTS

- Thank you to the instructors, assistants and other helpers who have worked many, many hours outside of their department responsibilities to make training happen
- Thank you to LRFES and MODL for the ongoing support
- Please reach out if you are interested in knowing more

## Municipality of the District of Lunenburg

Policy Details	
Name	Fire and Emergency Services
Number	036
Legislative Authority	MGA Part X, sec. 296
Effective Date	February 24, 2026

### Preamble

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg.

### Title

1 This Policy is titled the Fire and Emergency Services.

### Definitions

- 2 (1) In this Policy,
- (a) **Fire Department** means the incorporated entity that provides the service, assists others in providing the service or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
  - (b) **Municipality** means the Municipality of the District of Lunenburg.
  - (c) **Rate Payer** means the name(s) of the person assessed for the property.
  - (d) **Registration** means the acceptance of the Municipality to permit a Fire Department to provide fire and emergency services to a prescribed area within the Municipality.
  - (e) **Body Corporate** refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
  - (f) **Incorporated Organization** refers to those organizations that are set up to provide Fire Protection and are incorporated by way of an Act of Legislature, **The Rural District Fire Act**, or the **Societies Act**.
  - (g) **Acts of Incorporation** refer to the organization's Memorandum of Association and/or articles of incorporation and/or by-laws.
  - (h) **Pump Testing** means testing to assess that apparatus pump pressures and flows meet the NFPA/ULC Certification plate affixed to the pump panel or manufacturers requirement for the pump or system type being tested.

(i) **Self-Contained Breathing Apparatus (SCBA) Functional Testing** means testing performed as per NFPA 1852 (chapter 7.1 User maintenance) and manufacturer's requirements, to ensure all SCBA units in service in the department meet all operational specifications and performance parameters.

(j) **Chief Officer** means a department chief, deputy or assistant chief or a member acting as the Chief Officer of a registered volunteer fire department.

(k) **Third Party Investigator** means a person with the qualifications and training to provide investigative services following best practices and industry standards, and who is not directly connected to either the Municipality or fire services.

### Form of Request

- 3 (1) Requests for registration as a fire and/or emergency services provider will be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be obtained from the municipality upon request.
- (2) Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

### Organization Requirements

- 4 (1) An organization applying to be a registered fire and/or emergency services provider must meet the following requirements:
- (a) Body Corporate does not provide the fire and/or emergency services for profit;
  - (b) The Municipality does not provide the same service for the same area;
  - (c) The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000.
- (2) The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.
- (3) The premiums covered in sections 4(1)(c) and (2) are to be deducted from the November fire payments.

## **Fire Protection Requirements**

### **Pump Testing**

- 5 (1) Fire Apparatus pump testing results are required starting on the June 15, 2021, registration cycle and continuing each fiscal year after.
  - (2) Apparatus pumps required to produce fire flows of 250 imp.gal (imperial gallons) per minute and greater, as per ULC/NFPA 1921 sec 5.1, 5.2, 6.1, 6.2. and will also include Compressed Air Foam Systems (CAFS) or high-pressure system types must meet their pumping requirements as per section 2(h) and must be tested annually.
  - (3) Portable pumps may be tested although not a requirement for registration.
  - (4) Pump maintenance and testing must be performed by a certified Emergency Vehicle Technician (EVT).
  - (5) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from pump testing.
  - (6) In the event a pump fails its annual pump testing, registration may remain in effect if the registered fire department does the following:
    - (a) The Department provides the Fire Services Coordinator with a written plan for repairs required to the pump(s); or
    - (b) A temporary replacement apparatus in good standing can be found and is in place.
  - (7) If repairs are extensive and the Fire Department is unable to afford repairs or, on the advice of the EVT, repairs are not cost justifiable due to the condition of the apparatus pump, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use of a pumper/pumpertanker including, but not limited to, structure fires of any kind, motor vehicle fires, wildland fires, and other emergencies as required.
  - (8) Failure to complete a pump test in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful pump test is completed.
  - (9) Where a total disregard for pump testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

(10) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with a satisfactory pump test.

### **Self-Contained Breathing Apparatus (SCBA) Functional Testing**

- 6 (1) The SCBA function test results will be required starting on June 15, 2025, registration cycle and continuing each fiscal year after.
- (2) The test must be performed by certified technician trained in the maintenance of the SCBA type being tested.
- (3) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from SCBA functional testing.
- (4) In the event that an SCBA fails or needs repairs during testing, resulting in the inability to perform the required fire firefighting activities, registration may stay in place if the registered fire department does the following:
- (a) The Department provides the Fire Services Coordinator with a written plan for repairs / replacement required to the affected SCBA.
- (b) Temporary replacement SCBA in good standing can be found and is in place.
- (5) If repairs are extensive and the Fire Department is unable to afford repairs or on the advice of the certified technician, repairs are not cost justifiable due to the condition of the SCBA, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use SCBA.
- (6) Failure to complete the SCBA functional testing in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful SCBA functional test is completed.
- (7) Where a total disregard for SCBA functional testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.
- (8) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with satisfactory SCBA functional testing.

## **Registration**

- 7 (1) The Municipality, if satisfied by all categories of Sections 4 to 6, must register the Body Corporate as a fire and emergency services provider. This registration must continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.
- (2) Annual updates of the registration form will be submitted to the Municipality no later than June 15 annually.
- (3) Any changes to the services provided by the Body Corporate must be filed immediately with the Municipality throughout the year.
- (4) All other required forms and documentation, including the annual registration form, financial statements, officer information, rate and grant forms must be submitted to the Municipality no later than June 15 annually, in order to receive collected fire taxes and grant monies.
- (5) All fire tax payments must be made available to approved fire and emergency service providers 30 days from the due date of municipal taxes upon meeting section 7(4) above.

## **Notification**

- 8 The Municipality must advise in writing of Council's approval to register as a new Body Corporate for Fire and Emergency Services as per sections 7 of this Policy.

## **Rate Payers Meeting**

- 9 (1) Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained and available upon request.
- (2) Fire Service providers must have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget must be linked to the service levels being provided.
- (3) Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service.
- (4) All proposed fire tax rates must be supported by the service provider's budget, which is presented to the ratepayers at the annual ratepayers meeting.

- (5) Ratepayers must have the opportunity to discuss service level expectations during ratepayer meeting.
- (6) Ratepayers cannot request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision.
- (7) The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement must include the following:
  - (a) fire service provider name
  - (b) date of meeting
  - (c) location of meeting
  - (d) contact name and phone number; and
  - (e) where proposed budget documents may be viewed.
- (8) For the departments that are required to have an annual ratepayer's meeting to set their fire tax rate, this information must be clearly identified in the notice.
- (9) All annual ratepayer's meetings must be conducted before June 15<sup>th</sup> of the following fiscal year.
- (10) Requests must be made to the Municipality for appropriate rate payer's list a minimum of two (2) weeks prior to the meeting date.
  - (a) This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting.
  - (b) The Municipality will also provide upon request a property civic report to help the department locate properties.
  - (c) Fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions, but the seconder must be a ratepayer.
  - (d) Once the question has been called, only ratepayers can vote on the motion. 50% + one of the ratepayers **in attendance** at the meeting in favor of the motion will be required to pass a motion.
  - (e) Voting may be done by secret ballot.

(11) All fire tax requests by a registered fire and emergency services provider must be provided to the Municipality on the approved registration package forms received at the Annual Fire Services meeting held in April of the current year or can be requested electronically following the Annual meeting.

(12) For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality will approve the rates.

(13) For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

## WCB

10 The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.

## Recognition

11 The Municipality recognizes the value and commitment of the fire services and will provide recognition for both individual departments and members for years of service to the Municipality.

## Code of Conduct for Chief Officers

12 (1) This Code of Conduct is to establish clear standards of professional behavior for all Volunteer Fire Chief Officers, ensuring integrity, accountability, transparency, trust and respect within the fire service and the community.

(2) The code is intended to guide decision-making, interactions, and leadership actions. This Code applies to all Fire Chief Officers, Deputy Chiefs, Assistant Chiefs, and interim or acting Chief Officers.

(3) The code governs conduct of Chief Officers during emergency response, training, administration, public representation, meetings, and interactions with municipal partners and the public. The code applies to both on-duty and off-duty actions when those actions affect the reputation or functioning of the fire service.

## Principles of Conduct

13 (1) Chief Officers must:

- (a) Operate transparently, avoid deception, declare conflicts, and uphold truthfulness in reporting, documentation, and communication. They must not misuse authority for personal interest.
- (b) Treat all individuals with dignity regardless of background, identity, or role. They must actively support an inclusive environment free from harassment, discrimination, or retaliation.
- (c) Behave in a manner that maintains public trust and departmental integrity, modelling safety and professionalism on emergency scenes and respectful interaction with members and the public while conducting department business. Chief Officers will also refrain from engaging in behaviour on social media that negatively impacts the reputation of the department.
- (d) Refrain from attending scenes, meetings, training, or public events while under the influence of alcohol or other intoxicants. They must enforce impairment-related policies and act when a member is suspected of impairment, prioritizing safety.
- (e) Chief Officers have a duty to report violations of the code by other Chief Officers using the process outlined below.

### **Complaint and Investigation Process**

- 14 (1) A structured, transparent process ensures fairness, accountability, and public trust. Complaints may come from members, the public, or the Municipality and will be addressed as follows:
- (a) A confidential complaint form is filed with the Fire Service Coordinator (FSC).
  - (b) The complaint will be referred to a third-party investigator selected from the municipality's approved investigator list. The investigator may seek clarification as required to determine whether a full investigation is warranted.
  - (c) If a complaint is dismissed at this stage the fire services coordinator and the complainant will be notified by the investigator.
  - (d) If there is sufficient reason for investigation, the third party investigator may review documents, conduct interviews, and take other reasonable steps to decide on the matter.

- (e) report with the investigator's findings will be submitted to the FESC Advisory Board. The investigator may also recommend referral to the relevant policing agency if there is the possibility of criminal activity.

### **FESC Advisory Board Role**

- 15 (1) The FESC will appoint a three (3) member Board to review the investigator's report. The members must consist of a Fire representative, a Municipal council representative, and a member-at-large representative. Advisory Board members cannot be affiliated with anyone involved in the complaint.
- (2) The Board must review the investigative findings, and may consult with the Municipal Solicitor, and provide direction in camera to council on whether there was a breach of the code and possible remedies if there is a breach.
- (3) Council will make a final determination on breaches and corrective actions required.


### **Breach of the Code**

- 16 (1) If it is determined that a Chief Officer breached the Code Council may require any one of, or combination of the following:
- (a) an apology to the individuals harmed by the breach;
  - (b) corrective coaching,
  - (c) suspension or removal from the position of Chief Officer.
- (2) If a department fails to comply with the requirements of council following a breach, Council may de-register the department and consider options for alternative fire service coverage until such time as corrective actions have been taken.

### **Acknowledgement**

- 17 (1) As part of the annual registration process Chief Officers must confirm they understand their obligations and agree to comply with this Code.

<b>Policy Adoption</b>	
<b>Date of Original Passage</b>	May 14, 2024
<b>Date of Notice of Intent to Amend</b>	February 10, 2026
<b>Date of Council Approval</b>	February 24, 2026
<b>Date of or Effective Date</b>	February 24, 2026

<b>I certify that this Policy 036 Fire and Emergency Services was amended by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b> 	<b>Date</b> February 24, 2026

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	<b>Fire and Emergency Services Policy</b>	Sep 11, 2007
<b>V2</b>	Amended Annual Registration Form, Schedule A	Feb 12, 2008
<b>V3</b>	To allow option for secret ballot at rate payers meeting	Oct 13, 2009
<b>V4</b>	Require Accident and sickness insurance or workers compensation	Feb 8, 2011
<b>V5</b>	Added deadline for registration forms to be submitted, and for cheques to be distributed, added SCBA and pump testing to annual form, along with clarity of service levels, and procedure for public transparency and accountability at rate payer meetings.	Jan 28, 2014
<b>V6</b>	Amendments to the Annual Registration Form	May 9, 2017
<b>V7</b>	Removed Schedules and reference to schedules (registration application form)	Feb 27, 2018
<b>V8</b>	Added definition of “pump testing” and new section for requirements of conducting pump tests, premiums for WCB covered by municipality, and clarified accident and sickness insurance coverage for activities that are non-firefighting related, renumbering.	Apr 13, 2021
<b>V9</b>	Addition of flow rate for pump apparatus	Oct 12, 2021
<b>Repeal &amp; Replace</b>	Added definition of “SCBA” and new requirements for testing, new WCB and Recognition section, updated pump requirements, plain language and accessible formatting.	May 14, 2024
<b>V2</b>	Added definitions of Chief Officer and Third Party Investigator; added new sections for Code of Conduct, Principles of Conduct; Breach of Conduct; and Acknowledgement.	Feb 24, 2026

Fire & Emergency Services Committee AGM  
Date: April 8, 2026  
Item: 11.1  
Authorization: Alex Dumaresq



## Memorandum

**To:** Fire & Emergency Services Committee (FESC)  
**From:** Chris Kennedy, Fire service Coordinator  
**Date:** April 8, 2026  
**Re:** Annual General Meeting, Fire Service Representatives

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### Current Members of the FESC

The four fire service members currently servicing on the FESC have been contacted by the Fire Service Coordinator and are willing to let their names stand as members of the committee for another year.

They are as follows.

1. Brian Keizer, District 1&2 Fire Commision
2. Emily Bowers, Hebbville F.D.
3. Darren Mulock, Chief, Northfield & District F.D.
4. Dean Schmeisser, Deputy Chief, Dayspring & District F.D.