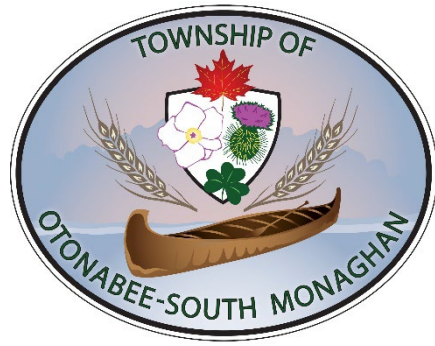




**Recruitment Package for the Position of
Fire Chief/CEMC**





Dear Potential Candidates,

Thank you for your interest in this leadership opportunity with the Township of Otonabee-South Monaghan.

The Township is initiating this recruitment process in anticipation of the planned retirement of our current Fire Chief. By beginning the process in advance, we are supporting a thoughtful and seamless transition that includes the opportunity for potential overlap, mentorship, knowledge transfer, and training. This approach will help ensure the continued delivery of effective fire protection, emergency management, and by-law enforcement services for our residents and community.

The Fire Chief is a key member of the Township's leadership team and plays an important role in supporting the safety, well-being, and resilience of Otonabee-South Monaghan. This position provides strategic leadership and operational oversight for the Fire Department, while also leading the Township's emergency management program and overseeing by-law enforcement services. The Fire Chief is responsible for departmental leadership, emergency preparedness and response, legislative compliance, policy implementation, staff development, and fostering a strong culture of public safety and service excellence.

As a trusted advisor to Council, the Chief Administrative Officer, and the municipal leadership team, the Fire Chief helps shape priorities, provide professional guidance, and ensure services are delivered in a responsive, accountable, and community-focused manner.

The Township of Otonabee-South Monaghan is proud to offer a collaborative, supportive, and forward-looking municipal workplace. Our organization is committed to delivering high-quality public services with professionalism, transparency, and respect for the community we serve. We recognize that our employees are our greatest asset, and we are committed to supporting them through a competitive compensation package, comprehensive benefits, and opportunities for continued learning and professional growth.

We are seeking an experienced, progressive, and community-minded Fire Chief who is ready to lead through this important period of transition and help shape the future of fire protection, emergency management, and by-law enforcement in Otonabee-South Monaghan. This is an exceptional opportunity to make a meaningful and lasting contribution to a municipality that values strong leadership, collaboration, public safety, and responsive local government.

We hope this recruitment package provides the information you need as you consider this opportunity. Should you require any additional information, please feel free to contact me.

Sincerely,
Chief Administrative Officer/Clerk

Heather Scott, C.A.O. / Clerk
Email: cao@osmtownship.ca
Phone: 705-295-6852 ext.223



The Township of Otonabee-South Monaghan

Invites Applications for the Position of Fire Chief

In anticipation of a planned retirement, the Township of Otonabee-South Monaghan is seeking a Fire Chief who, as a member of the Management Team, will be responsible for the effective and efficient administration, leadership, and operation of the Fire Department. This position will perform the statutory duties of the Fire Chief as defined by the Fire Protection and Prevention Act, Establishing and Regulating By-law and will also provide leadership in the areas of emergency management and by-law enforcement, in accordance with applicable legislation, municipal by-laws, and Township policies.

The ideal candidate will possess post-secondary education in Administration, Management, Business, or a related field, or an acceptable combination of education, training, and experience. A minimum of five (5) years of experience in a supervisory capacity within a fire service is required, along with demonstrated leadership, management, and administrative skills. At a minimum, candidates must have, or be able to obtain, NFPA 1001 Firefighter I and II; NFPA 1021 Fire Officer I, II, III and IV; NFPA 1031 Fire Inspector I; NFPA 1033 Fire Investigator; NFPA 1041 Fire Instructor I and II; and NFPA 1521 Incident Safety Officer. Training and/or experience in emergency management, including municipal emergency planning, preparedness, response, and recovery, as well as experience with municipal by-law enforcement, would be considered strong assets. Candidates must demonstrate a commitment to ongoing professional development.

The successful candidate will demonstrate excellent knowledge of modern fire suppression, rescue, fire prevention, emergency management, and public safety practices, together with a strong understanding of NFPA (National Fire Protection Association), CSA (Canadian Standards Association), ULC (Underwriters Laboratory Canada), and related standards. The candidate will have sound knowledge of the Occupational Health and Safety Act, the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act, and other applicable legislation, municipal by-laws, and departmental policies. A thorough understanding of the Municipality, its service areas, and departmental apparatus and equipment is required. The proven ability to effectively lead, supervise, and support volunteer firefighters, coordinate emergency preparedness activities, and administer and enforce applicable municipal by-laws is essential.

The present salary range for this position is \$117,244 - \$127,436 based on a 35 hour work week.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to hr@osmtownship.ca by 4:00 pm Monday, November 9, 2026.

Interviews are expected to be conducted the week of November 23, 2026.

Heather Scott, CAO/Clerk
Township of Otonabee-South Monaghan
Box 70,
Keene, Ontario
K0L 2G0

Office Location
20 Third Street
Phone: 705-295-
Email: cao@osmtownship.ca
Website: www.osmtownship.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection. We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.

Recruitment Timeline

Application Period Opens	Monday, October 5, 2026
Application Period Closes	Monday, November 9, 2026 @ 4:00 pm
Interviews	Week of November 23, 2026
Second Interview	Week of November 30, 2026 (if required)
References/Qualifications Check	Week of December 7, 2026
Anticipated Start Date	End of January 2027

Moving Forward!

We invite qualified and motivated fire service professionals to consider this opportunity to join the Township of Otonabee-South Monaghan's leadership team at an important time of transition. This position offers the opportunity to make a meaningful contribution to community safety, emergency preparedness, by-law enforcement, and the continued strength of fire services in our municipality. If you are a collaborative, strategic, and community-focused leader with experience in rural fire service operations, we encourage you to submit your application and consider how your leadership can support the Township of Otonabee-South Monaghan now and into the future.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to the undersigned by 4:00 pm, Monday, November 9, 2026.

Heather Scott, CAO/Clerk
Township of Otonabee-South Monaghan
Box 70, 20 Third Street
Keene, Ontario
K0L 2G0

Office Location
20 Third Street
Phone: 705-292-9507
Email: cao@osmtownship.ca
Website: www.osmtownship.ca



General Information About the Township of Otonabee-South Monaghan

The Township of Otonabee-South Monaghan is a lower-tier municipality located in the County of Peterborough. With a population of approximately 7,000 and more than 3,050 households, the Township is a rural community known for its scenic landscape, strong sense of community, and strategic location within the broader Peterborough region.

Otonabee-South Monaghan offers residents and businesses the benefits of rural living while maintaining convenient access to nearby urban amenities, services, and transportation corridors. The Township's character is shaped by its agricultural heritage, natural environment, waterfront areas, and established rural settlement patterns. It is a community that values responsible growth, local identity, and quality municipal services.

The Township provides a high quality of life for residents through its combination of natural beauty, recreational opportunities, and welcoming community atmosphere. Outdoor activities such as boating, fishing, hiking, cycling, and winter recreation are enjoyed throughout the year, supported by the Township's proximity to the Trent-Severn Waterway, Rice Lake, the Otonabee River, and the surrounding countryside. Residents and visitors alike appreciate the area's peaceful setting, open spaces, and access to nature.

Otonabee-South Monaghan is also supported by a diverse local and regional economy. Agriculture continues to play an important role in the Township's identity and economic base, complemented by small business, construction, tourism, home-based enterprises, and access to employment opportunities throughout Peterborough County and the City of Peterborough. This mix contributes to the Township's long-term stability and appeal as a place to live, work, and invest.

There are many reasons why Otonabee-South Monaghan is considered an attractive and desirable community. Residents value its safe, family-friendly environment, strong community spirit, and the opportunity to enjoy a rural lifestyle without being far from essential services such as education, healthcare, recreation, and commerce available within the surrounding region. The Township is recognized for its commitment to preserving its rural character while supporting the needs of current and future residents.

The Township of Otonabee-South Monaghan is committed to meeting the needs of residents, businesses, and visitors through the delivery of efficient, effective, and responsive municipal services, supported by its operating and capital budget and a dedicated team of permanent and part-time staff.

The Township of Otonabee-South Monaghan's Strategic Plan

Vision – Otonabee-South Monaghan is the destination of choice to live, play and grow.

Mission – To provide sustainable services & infrastructure that support and enhance the well-being of residents, visitors, heritage and our environment.

Long Term Goals – We will build strong infrastructure, support growth, protect our community, manage costs wisely, and improve services and recreation for everyone.

Documents

- Corporate Strategic Plan
- 2025 Annual Report of the Department of Fire & Emergency Services



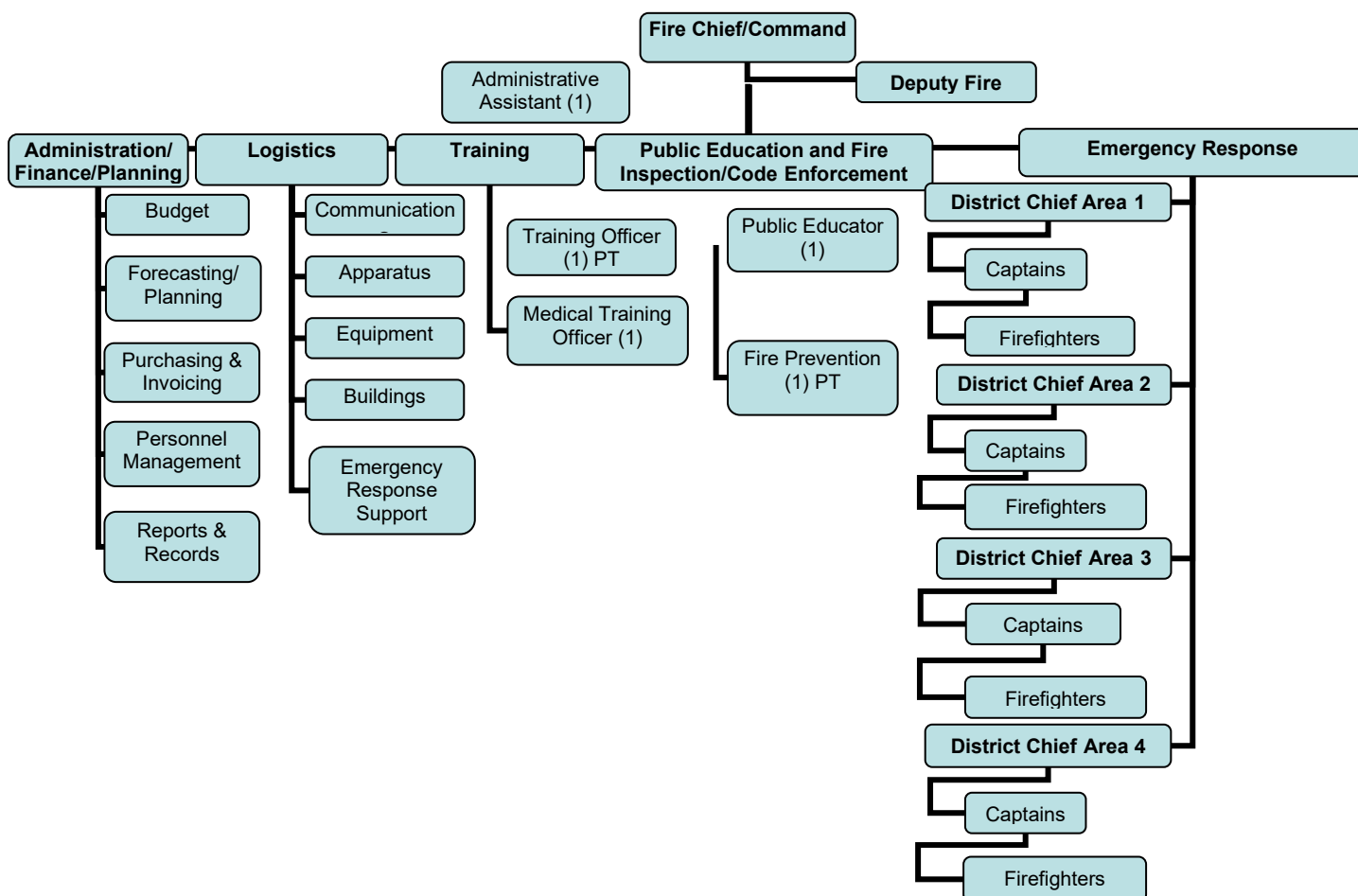
About the Township of Otonabee-South Monaghan Fire Department

The Otonabee-South Monaghan Fire Department operates four (4) fire halls and is supported by 2 full-time staff members and 81 Volunteer Firefighters. The department has the following equipment:

- 4 pumper trucks
- 4 tanker pumpers
- 4 rescue units
- 1 Utility Vehicle trailered ATV and grassfire unit
- 2 rescue boats
- 1 reserve pumper
- 1 Chief Command Vehicle

Firefighters respond to an average of 450 emergency calls each year. These calls cover a large, mostly rural area across the Township. The department also runs strong fire prevention and public education programs to help protect lives and property in the community.

Fire & Emergency Services Organizational Chart





Fire Department Mission Statement

The mission of the Otonabee-South Monaghan Department of Fire and Emergency Services is to take action for the provision of services to protect the lives, valued property, and the natural environment. Providing an array of services to address threats to public health and safety, including the risk of a fire, if started, that would seriously endanger the health and safety of any person, property or the natural environment and any use that can be made of it.

We are here to help.



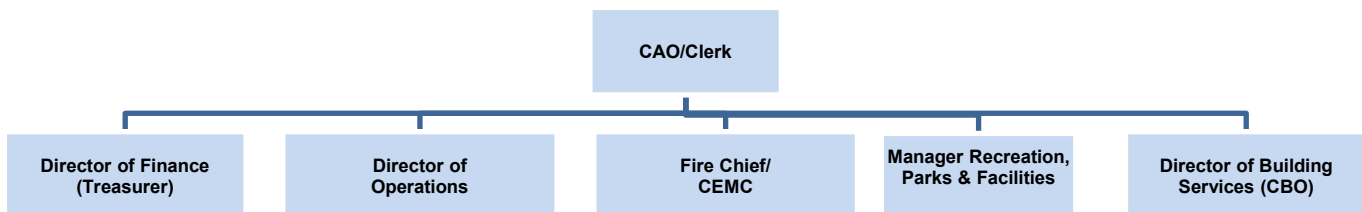
The Benefits of Working with the Township of Otonabee-South Monaghan

There are many benefits to joining our team!

- Competitive annual salaries
- Comprehensive benefits plan including:
 - Life Insurance
 - Long Term Disability coverage
 - Short Term Disability coverage
 - Accidental Death & Dismemberment coverage
 - Dental benefits
 - Health benefits (including but not limited to):
 - Drug Plan
 - Semi-private accommodation in hospital
 - Audio, Medical Items
 - Professional Services
 - Vision
 - Travel benefits
- OMERS Pension Plan
- Employee Assistance Program (EAP)
- Professional development and training opportunities
- Focus on employee Work/Life Balance

Otonabee-South Monaghan Township Organizational Chart

(A full organizational chart is available upon request.)



Fire Chief Job Description

Job Summary:

As part of the Senior Management Team, responsible for the effective and efficient administration and operation of the Fire & Emergency Services Department. To perform the statutory duties of the Fire Chief as defined in by the Fire Protection and Prevention Act (FPPA) and other acts of legislation. Also acts as the Community Emergency Management Coordinator (CEMC) and By-law Enforcement Officer.

At all times the incumbent will ensure compliance with the Ontario Fire Code, the Ontario Fire Protection and Prevention Act (FPPA), Emergency Management and Civil Protection Act (EMCPA), municipal by-laws and procedures, as well as other applicable Provincial and Federal legislation

Key Roles:

1. The incumbent shall be the Fire Chief as designated through an Appointment By-law for the Corporation with all of the duties and responsibilities as set out in the Fire Protection and Prevention Act (FPPA) and, as an Assistant to the Ontario Fire Marshall in accordance with the applicable provisions of the Ontario Fire Code and FPPA. In this role the individual shall be a key advisor to Council and the Chief Administrative Officer.
2. The incumbent shall be the Community Emergency Management Coordinator (CEMC) for the Corporation and as such shall fulfil all responsibilities as set out in the Township's Emergency Management Plan, and the Emergency Management and Civil Protection Act (EMCPA). In this role, the individual will be a key advisor to the Mayor and Chief Administrative Officer.
3. The incumbent will be appointed as a Provincial Offences Officer to provide by-law enforcement duties as required. This will include but not be limited to all Municipal by-laws, excluding the Municipal Zoning By-Law.
4. The incumbent will administer and coordinate and manage the 911 Civic Addressing System for the Corporation. This will include data management and notification for the numbering and identification of approved properties as per municipal by-law.
5. The incumbent shall be the Flood Coordinator for the Corporation. In this role, the individual shall liaise with the Conservation Authority, Trent Severn Waterway and the Ministry of the Environment, Conservation and Parks on flood warnings and during flood events and coordinate with the Chief Administrative Officer the deployment of local resources, Township Departments, public notification and awareness, etc to appropriately respond to flood events

Duties and Responsibilities:

Under the direction of Council and the Chief Administrative Officer, establish and prioritize the Department's overall goals and objectives that will lead to responsive public safety, safety of personnel, and overall Department efficiency and effectiveness in the delivery of tasks.

Leadership

1. Prepare administrative reports and policy recommendations for Council's consideration in consultation with the Chief Administrative Officer.
2. Responsible for ensuring good asset management practices are in place for capital items within the Fire & Emergency Services Department.
3. Develop, manage and continuously improve administrative systems and processes in support of Fire Services functions and operating standards.
4. Advocate a continuous improvement process through identifying and analyzing trends and technological advances in the fire service as well as identifying and implementing standards, benchmarks and performance measures.
5. Remain apprised of statutory and regulatory enactments and amendments and, make recommendations to the Chief Administrative Officer where new programs, service levels, training or capital items may be required.
6. Schedule and attend regular Meetings of the Officers and overall Department personnel to ensure strong communication, awareness, education and to support and foster team building.
7. Provide strong leadership, working closely with direct reports and all other Township Departments, motivating and directing the members of the Fire & Emergency Services Department.
8. Represent the Corporation in working relationships with relevant governmental and regulatory agencies, regional and local municipal officials and mutual aid partners.
9. Attend Council Meetings and Committee Meetings to provide professional advice, guidance and general information as requested.
10. Participate in various Staff Committee roles and provide corporate technical and strategic advice as requested.
11. Maintain positive public relations by building strong relationships with the community, local businesses, media, local boards and authorities, Hiawatha First Nations and Provincial and Federal Governments.
12. Carries out the delivery of the Department's Business Plan in accordance with Council approval and direction.
13. Attend significant emergency incidents as part of a regular work day as well as after hours and serves as the Senior Officer on-call. Act as the Incident Commander if required.
14. Perform other duties as assigned by the Chief Administrative Officer.

Policies / Programs / Service Delivery

1. Promote fire prevention and education.
2. Develop, plan, implement and manage a fire prevention inspection program.
3. Ensure implementation and compliance with applicable legislation, regulations, policies, procedures and standards including, but not limited to, Corporat Policies

Policies, Occupational Health & Safety Act, Fire Safety Plans, Municipal Act, etc

1. Update and maintain the Township's Emergency Management Plan and acts as the Community Emergency Management Coordinator (CEMC).
2. Liaises and coordinates with the Conservation Authority on flood awareness initiatives, flood warnings and during flood events in the role as the Flood Coordinator. Develops informational documents and education / awareness campaigns to assist the public in preparing for flood events.
3. Work closely and cooperatively with other Township Departments, Emergency Management Ontario, Office of the Fire Marshall, the Mutual Aid System and other emergency services operating within the Township.
4. Respond to inquiries, complaints and problem situations when required.
5. Maintain the highest standards of confidentiality and integrity at all times. Handle sensitive information regarding Fire Service personnel, including illness, return to work, pay rates and performance assessments. Additionally, manage confidential inquiries from the Police and other agencies related to fire causes, investigations, inspections and arson charges.
6. Driver Certification Program – monitor and ensure compliance with the DCP program and support staff conducting the program.

Financial Management

1. Effectively manage the Fire and Emergency Services Department approved operating and capital budgets. On an on-going basis identify and respond to areas of variance and provide advice to the Chief Administrative Officer, the Director of Finance/Treasurer and Council regarding the Department's Operating & Capital Budget requirements.
2. Develops and prepares of the annual and long-range Budgets and financial plans applicable to the Department in consultation with the Chief Administrative Officer and the Director of Finance/Treasurer.
3. Develops and updates annually a ten (10) year Capital Forecast for the Department for inclusion in the annual Budget submission to Council in consultation with the Chief Administrative Officer and the Director of Finance/Treasurer.
4. Provides relevant information to the Chief Administrative Officer & Director of Finance/Treasurer pertaining to the Department's facilities, equipment and rolling

stock as part of the continual evaluation and development of the financial strategy associated with the Township's asset management program.

5. Administer tenders, RFPs, RFQs and purchases for the Department within approved budgets and in accordance with the Township Procurement Policy, in coordination with the Chief Administrative Officer and Director of Finance/Treasurer.
6. Participates in the preparation of documents to apply for funding from various Provincial, Federal Ministries and NGO's.
7. Ensure the timely preparation and submission of the Fire Services time and activity reports of volunteer (part-time) personnel in accordance with the pay cycle.

Human Resources Management/ Organizational Effectiveness

1. Assesses future staffing needs and recommends staffing complement changes and the Department's organizational structure changes to the Chief Administrative Officer.
2. Monitors the performance and conducts regular performance reviews of Department personnel. Makes recommendations to the Chief Administrative Officer on the recruitment, appointment, promotion, dismissal, and suspension of Department personnel when required.
3. Mentors Department Staff and develops internal / external training and educational opportunities to enhance their abilities.
4. Ensure all Fire Service personnel receive on-going training in operating procedures, safety protocols and legislative requirements, with certifications and training records consistently up to date. Additionally, oversee the professional development of personnel in their respective areas, ensuring adequate training is provided in accordance with approved budget allocations.
5. Identifies, conducts and ensures due diligence of all health and safety matters, including but not limited to, training, risk assessments, development of procedures and policies, all designed to ensure the safe and efficient operation of the Department.
6. Ensure all personnel that are assigned roles in accordance with the Township's Emergency Management Plan receive on-going training to be able to discharge their duties during the enactment of the Plan.
7. Attends Council Meetings as required
8. Establish and maintain a working environment which promotes positive morale and teamwork
9. Conduct fire prevention and public education duties.

Supervision:

This position requires the incumbent to supervise and direct the work of all personnel assigned to the Fire Department.

Contacts:

Internal: With Council and its Committees and the Senior Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

With the Chief Administrative Officer and all Township departments for the purpose of obtaining and sharing information to complete work assignments.

External: With various Municipal/Provincial/Federal agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

With the media to provide information in regard to a specific fire, rescue or emergency event.

Working Conditions:

1. Required to frequently perform work at a desk, to view a computer screen daily; answer and respond to phone calls.
2. Exposure to hazards and inclement weather. May be required to work unusual hours in order to handle emergency situations.
3. Attention to detail to ensure accuracy of data and information.
4. Frequent intermediate periods of focused attention required.
5. Regularly required to attend meetings outside of normal office hours.
6. Required to be physically capable of safely performing the essential on-site duties of the position.

Job Knowledge:

1. Degree or diploma in a discipline such as Administration, Management or Business is preferred or acceptable combination of education, training and experience.
2. Requires or must be able to attain a minimum NFPA 1001 Firefighter I and II, NFPA 1021 Fire Officer I and II, III and IV, NFPA 1031 Fire Inspector I, NFPA 1033 Fire Investigator, NFPA 1041 Fire Instructor I & II and NFPA 1521 Incident Safety Officer.
3. Requires EM 200 Basic Emergency Management, IMS 100 and IMS 200.
4. Community Emergency Management Coordinator (CEMC) Certification
5. Minimum of five (5) years' related experience in a supervisory role within a fire service and has demonstrated competent leadership and management skills.

6. A demonstrated commitment to professional development.
7. Requires certification in CPR, defibrillation, first aid.
8. Excellent knowledge of modern firefighting rescue and fire prevention principles.
9. Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).
10. Excellent knowledge of the NFPA, CSA, ULC and other standards as they apply to apparatus, equipment and procedures of the Fire Department.
11. Excellent knowledge of the Municipality and surrounding areas protected by agreements and of the Department's apparatus and equipment.
12. Excellent knowledge of the Occupational Health and Safety Act, the Fire Prevention and Protection Act, Municipal and Department Policies and Procedures and Operating Guidelines, bylaw enforcement procedures.
13. Requires a valid Class "D" License with "Z" endorsement.
14. Proven ability to supervise volunteer firefighters, maintain discipline, have sound judgement and be resourceful.
15. Experience with emergency Management planning, training and deployment of an Emergency Management Plan.

Job Competencies:

- Leadership
- Customer Focus
- Decision-Making
- Job Knowledge
- Interpersonal Skills
- Integrity / Honesty

Working Conditions:

1. Combination office, field, and emergency response environment.
2. Regularly required to attend meetings outside of normal office hours.
3. Frequent travel throughout the municipality and occasional travel outside the municipality.
4. Availability for after-hours, weekend, holiday, and emergency call-out response.
5. Exposure to weather, traffic, rural properties, uneven terrain, and potentially hazardous or confrontational situations.
6. Interaction with the public in sensitive, complaint-driven, and enforcement-related matters.
7. Requirement to attend emergency scenes, inspections, investigations, and court/proceedings as needed.
8. Moderate physical activity including walking, standing, climbing, and site attendance in varied conditions.
9. High level of independence, judgment, confidentiality, and ability to manage competing priorities.