

Municipality of the District of Clare

Code of Ethics

PURPOSE

- 1.1** It is the policy of the Municipality of the District of Clare to ensure municipal employees are aware of what constitutes a conflict of interest or breach of trust and are aware of the level of conduct and integrity which is expected of municipal employees.

OBJECTIVE

2.1 Objectives of this policy are to:

- Provide Municipality of Clare employees with guidelines for identifying potential conflicts of interest and breaches of trust.
- Help ensure that Municipality of Clare employees do not place themselves, or permit themselves to be placed, in a position which could constitute a conflict of interest or breach of trust.
- Promote high standards of professional conduct and values among Municipality of Clare employees,

RESPONSIBILITIES

3.1 Council will:

- Ensure that the Municipality of Clare has in place a comprehensive Code of Ethics Policy
- Review, amend, and adopt changes to the Code of Ethics Policy

3.2 The Chief Administrative Officer will:

- Implement, administer and promote the Code of Ethics Policy
- Ensure that department heads promote the ethical standards expressed within the Code of Ethics Policy to their employees.
- Recommend amendments to the Code of Ethics Policy to Council.
- Investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action.

3.3 **Directors / Managers will:**

- Ensure that all employees of their service area are familiar with the Municipality's Code of Ethics Policy.
- Advise the Chief Administrative Officer of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action.
- Recommend to the Chief Administrative Officer any changes to the Code of Ethics Policy which are considered appropriate.

3.4 **Municipality of Clare Employees:**

- Municipality of Clare employees are agents of the public whose primary objective is to address the needs of citizens. As such, they are entrusted with upholding the and adhering to the by-laws of the Municipality of Clare as well as all applicable federal and provincial laws. As public servants, they must observe a high standard of professionalism and morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of personal or financial interests.
- **Dedicated service:** All employees of the Municipality of Clare should work diligently to address the needs of its citizens. In the course of their duties, employees should strive to perform at a level which is expected of those who work in the public's interest.
- **Authority:** Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full co-operation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- **Soliciting appointments:** Soliciting members of Council directly or indirectly in order to obtain preferential consideration in connection with any appointment within/to the Municipality of Clare will disqualify the candidate from further consideration for the appointment.
- **Use of public property:** No employee will request of permit the use of municipally-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such privileges are granted to the general public.
- **Obligations to citizens:** No employee will grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens
- **Conflict of Interest:** No employee, whether paid or otherwise, will engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties.

Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. Over and above the provisions below, employees shall follow the conflict of interest provisions found within the Municipal Government Act of Nova Scotia. The following are situations which constitute a conflict of interest for Municipality of Clare employees:

- **Incompatible employment:** No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their official duties or would impair their independence of judgement or action in the performance of their official duties.
- Disclosure of confidential information:
- Gifts and favours:
- Representing private interests before those of the Municipality:

REGISTRATION PROCESS

- 4.1 To provide fire and emergency services within the Municipality of the District of Clare and to receive funding for that service, a fire department or other emergency service provider shall complete the registration form provided by the Municipality of the District of Clare and included herein.

REGISTRATION

- 5.1 The Municipality of the District of Clare shall register an applicant pursuant to the following conditions as established in Sections 294 and 295 of the MGA:
- It is a body corporate, being a registered society under the Societies Act, registered in good standing with annual fees paid in full.
 - The Municipality is satisfied that the fire department or emergency service provider is capable of providing the services it offers to provide
 - The fire department or emergency service provider carries the minimum liability insurance prescribed by the Municipality.
 - The Municipality does not itself provide the same service or the service is not already provided by another service provider.
 - A fire department or other emergency services provider shall provide the Municipality with a list of specific emergency services it will endeavor to provide and the area in which the services will be provided. This list will be provided by March 31, 2018 and updated every two years thereafter or when a fire department or other emergency services provider changes the services it provides.
 - Registration continues to be in force until withdrawn by the Municipality for cause or the fire department or other emergency services provider requests that the registration be revoked.

- The Municipality may grant or lend money to a registered fire department or other emergency services provider for operating and capital purposes, or provide a loan guarantee.
- The Municipality may grant or lend assets, without charge, to a registered fire department or other emergency services provider.
- Registration does not make a fire department or other emergency services provider an agent of the Municipality.
- A registered fire department or other emergency services provider is not a municipal enterprise pursuant to the Municipal Finance Corporation Act (MFCA 1998, Section 295)

EVALUATION

6.1 Each applicant must declare, on the registration form provided, the type and level of service it is capable of providing. The applicant shall rate its ability and competency according to the following types of service listed on the registration form:

- Structural or defensive fire attack
- Medical first responder (registered level of response) or medical assistance only
- Competency attained through education and training to the level of either technician, operations or awareness for the following specialty emergency services:
 - Vehicle rescue
 - Water rescue
 - Ice rescue
 - Building collapse (urban search and rescue)
 - Rope rescue (high angle)
 - Hazardous material
 - Ground Search and Rescue
 - Other (Man made and natural disasters for which the service has the training, equipment and command system to undertake).

6.2 The MGA provides the standards by which a municipality is expected to evaluate the types and level of services it may register. That standard is NFPA 1500: Standard for a Fire Fighter Safety and Health Program. It is the source document used to create a registration process and provide municipal units with a common standard to evaluate requests for registration. The Municipality of the District of Clare accepts NFPA 1500: Standard for a Fire Fighter Safety and Health Program as the cornerstone upon which each fire department meets an industry standard of safety, plans, equips, trains, and provides fire and emergency services.

EVALUATION CRITERIA

- 7.1** The Municipality of the District of Clare's evaluation of fire departments shall be based upon the following guidelines established by the Fire and Emergency Services Guide:
- The fire department can establish limits on the level of services they provide.
 - The fire department has the equipment to perform the services they wish to provide.
 - Fire department members meet or exceed the competency requirements including experience to deliver basic fire fighting skills such that they can safely perform all of the services they wish to register with the Municipality. The level of education, training, and experience shall be:
 - NFPA 1001: Professional Qualifications for Fire Fighter – Level 1 Fire Fighter Certificate of Completion based upon an accredited curriculum
 - Medical First Responder: MFR Registration with the Department of Health
 - Medical Assistance: Standard First Aid
 - Vehicle, Ice and Water Rescue: NFPA 1670 Standard on Operations and Training for Technical Rescue
 - Hazardous Materials: NFPA 472 Standard on Professional Competence of Responders to Hazardous Materials Incidents.
- 7.2** The Municipality of the District of Clare shall be satisfied that members from all ranks and positions are capable of providing the services offered based upon education, training, and experience as established by the Fire Services Association of Nova Scotia
- 7.3** The Municipality of the District of Clare's evaluation of ground search and rescue shall be based upon the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.
- 7.4** To assist in the evaluation, the terminology and complete description of competency are described in the MGA Guide Respecting Fire and Emergency Services, March 1999 – Appendix B and those terminologies and descriptions shall apply and form an integral part of this policy.
- 7.5** Attached to this policy is both the registration form and the terminology and complete description of competency, to be used by all fire departments and other emergency services providers.

Application for Registration as a Fire Department or Emergency Services Provider under the Municipal Government Act

Municipal Unit: _____
 Department Name: _____
 Contact/Address: _____
 Incorporated body under: _____
 Required Insurance Held: _____
 Communities or area protected by this registration: _____

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural		Defensive	N/A
1. Fire and Fire Related Emergencies	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Registered First Responder		Medical Assistance	
2. Medical Emergencies	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Technician	Operational	Awareness	
3. Vehicle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural /Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Hazardous Materials
9. Ground Search and Rescue
10. Other: Man made and natural disasters for which the service has the training, equipment and command system to undertake.

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:
12. Does the department have the equipment to perform the services checked above?
13. Does the department have the training or experience necessary to perform the services checked above?

Date: _____

 Signature of Department Representative
 Signature of Related Body Representative
 (such as rural fire district, Town, village, if applicable)

 Signature of Municipal Representative

Please note: Explanation of the terminology used in this registration form is provided in the attached message from the Fire Marshal (Addendum "B"). To register, a department must be incorporated and hold any valid liability insurance that is required by municipal policy. The department must operate on a not-for-profit basis. The registration does not make the department an agent of the municipality. This registration may be modified by notifying the municipality thirty days in advance. The municipality may revoke this registration for cause.

Addendum "B"

Evaluation of Services Provided and Level of Service for Use with Application for Registration as a Fire Department or Emergency Services Provider under the Municipal Government Act

Information from the Office of the Fire Marshal

The registration of a fire department or emergency services provider is a replacement for the fire wards system. The process recognizes that fire departments may carry on a wider variety of services than under the previous Act.

The following is a direct quote from National Fire Protection Association Standard 1500:

Spelling out the specific parameters of services to be provided allows the fire department to plan, staff, equip, train, and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services they can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and that it cannot register the department to deliver.

There are a number of fire departments who have expressed concern that they could be prevented from attending at emergencies in their communities. The registration should not therefor be an all or nothing situation. The responding department may not have the training, equipment or command system to fully handle the situation. The department may, however, be able to provide assistance to the victims until more qualified help does arrive. This level of service can be indicated upon registering, in a letter form or on the registration form, by a note indicating a limit on the level of service to be provided, or by a note stating what, in the definitions provided below, will not be provided.

To assist the fire service and the municipal units, the Office of the Fire Marshal has developed a registration form that includes a check list for services and level of abilities. This check list was developed with the assistance of the Fire Officers Association directors. The use of this form is not compulsory. Each municipality may develop its own registration process in accordance with the Municipal Government Act, although it is noted that it is the desire of the fire service advisory group that there should be one common system rather than 55.

The Office of the Fire Marshal will not be evaluating fire departments; the registration process is between the municipality and the fire department.

The standards selected are from the National Fire Protection Association 1500 standard for Firefighter Occupational Health and Safety. The key to this standard is that, " no activity is undertaken unless the benefit outweighs the risk", for example, items such as a minimum four

person crew for interior attack should be followed except where a rescue of someone inside the building is possible. The NFPA 1500 document should be the corner stone upon which each fire department attempts to meet the highest standard of safety. There are sections such as physical fitness requirements and recruiting that may require a different approach by the fire department.

Definition of Terms Used in the Registration Form

1. Fire and Fire Related Emergencies:

Structural: means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Departments should have firefighters trained to NFPA 1001, protective personal equipment, down alarms, accountability system, adequate water supply, pumping capacity and an incident command system. Departments should also have the proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard. Shipboard firefighting, if provided, should be carried out following the NFPA standard 1405 1996 Edition Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.

Defensive: means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. Defensive operations are generally performed from the exterior of structures and are based on a determination that the risk to personnel exceeds the potential benefits of offensive actions. Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies. Rescue may be undertaken if the benefit warrants the risk. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.

N/A: means the department does not respond to these calls.

2. Medical Emergencies: response to known medical emergencies.

Registered First Responder: means responders registered with the Department of Health through EHS first responder program and respond to medical calls or provide medical assistance at the scene of an incident.

Medical Assistance: means responders who have standard or emergency first aid and respond to medical emergencies or provide medical assistance at a response incident. Equipment includes a first aid kit.

3. to 7. The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse and high angle rescue:

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 1999. Generally, these terms mean:

Technician: First responders at the technician level are those persons who respond, as either initial call out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention

Operations: First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

Awareness: First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

Refer to Standard 1670, but, for example, these terms mean:

- 3. Vehicle Rescue:** means removal of victims from a vehicle following an accident. This may require elaborate or simple tools and knowledge depending upon the incident. The first responder should be aware of the departments abilities and when it is necessary to request a higher level of service.

Technician: properly maintained complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing etc. and trained as a team to use the equipment, recognize hazards and protect the victim.

Operations: properly maintained hand tools, manual hydraulic tools, air tools and trained as a team to use the equipment, recognize hazards and protect the victim.

Awareness: Does not have the equipment for extrication but does respond to motor vehicle accidents.

- 4. Water Rescue:** means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.

Technician: survival suits, water rescue kit, if diving is provided-- appropriate equipment for conditions, a boat including life jackets. Training to a level for the service provided, either surface rescue or diving. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

Operations: approved life jackets for each rescuer, throw ropes, life ring with rope, a boat. Training should include boating safety. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995

Edition.

Awareness: Responds but does not have the equipment or training.

5. Ice Rescue: Rescue of individuals from extremely cold water or ice

Technician: full ice rescue kit including floatation suit and ice board or equivalent. Training for cold water rescue. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

Operations: approved life jackets for each rescuer, throw ropes, life ring with rope. Trained respecting safety of rescuer and victim. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

Awareness: Responds but does not have the equipment or training.

6. Structural/ Excavation Collapse: rescue of persons for collapsed ditches, etc. or collapsed structures. There are five levels of service--each department should examine the document to determine their own level of ability.

Technician: providing this service should meet the full requirements of NFPA 1670.

Operations: provides a medium level of service in accordance to NFPA 1670.

Awareness: assists visible victims; prevents further collapse.

7. High Angle Rescue: Rescue of persons from building faces, cliffs trees or other locations where individuals must be lowered or raised by the rescuer.

Technician: equipment recommended by and training provided by a recognized high angle rescue organization.

Operations: Ropes and other similar equipment should meet the NFPA Standard, gloves, protective clothing required for the particular incident. Training on knot tying.

Awareness: secures the scene, stabilizes the incident.

8. Hazardous Materials: Response to chemical incidents.

All levels should be in accordance with NFPA 472 1997 Edition Standard on Professional Competence of Responders to Hazardous Materials Incidents. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. There is a wide range of service, from a domestic oil spill to an upset gasoline tanker. The important fact is knowing the departments limitations.

Technician: Hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.

Operations: First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

Awareness: First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.

9. **Ground Search and Rescue:** self explanatory.

Provider: meets the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.

Assistance: members are under the control of a SAR team.

Chief Administrative Officer's Annotation for Official Policy Book

Date of First Reading: February 7, 2018

Date of Passage of Policy: February 21, 2018

I certify that this Policy was adopted by Council as indicated above.


Warden

Feb. 22, 2018
Date


Chief Administrative Officer

February 22, 2018
Date