

ORIGINAL

CITY OF COTE SAINT-LUC
PROVINCE OF QUEBEC

BY-LAW NO. 1264

BY-LAW CONCERNING THE ESTABLISH-
MENT OF A FIRE DEPARTMENT IN THE
CITY OF COTE SAINT-LUC

(Not translated)

At an Adjourned Regular Meeting of the Municipal Council of the City of Côte Saint-Luc, held at the City Hall, 5490 Westminster Avenue, on Monday, June 19th, 1972, at which were present:

- His Worship Mayor Samuel Moskovitch, Q.C.,
presiding
- Councillor W. E. Kesler
- Councillor E.J. Kirwan
- Councillor B. Lang, Eng.
- Councillor H. Marcovitz
- Councillor N. Shuster
- Councillor I. Singerman

ALSO PRESENT:

- Mr. J. G. Butler, C.A. City Manager
- Mr. S.P. Olsen, Eng., City Engineer
- Mr. E. T. Ruthman, C.A., City Treasurer
- Mr. A. E. Kimmel, City Clerk and City Notary
acted as Secretary of the Meeting

AND RESOLVED:

THAT IT BE ORDAINED AND ENACTED by By-Law of this City Council, and it is hereby ordained and enacted as follows:

ARTICLE 1. There shall be in the City of Côte Saint-Luc a Fire Department composed of Officers and Firemen.

The Council may, by resolution, appoint a certain number of officers and firemen necessary for the good administration of the Fire Department and make, in said Department,

such promotions and changes as it may deem proper. No officers or fireman for the Fire Department may be otherwise appointed.

ARTICLE 2. Any candidate to the office of fireman or officers shall be a Canadian subject, must hold a certificate of the 11th year studies, successfully completed, or the equivalent recognized by the Department of Education, must not have been convicted in a criminal matter, and shall pass, with success, an oral examination and a written examination which shall establish to the satisfaction of the Fire Director, if this candidate speaks fluently the French and English languages and writes correctly either in French or English.

ARTICLE 3. The Municipal Council of the City of Côte Saint-Luc shall fix the salaries or compensation which shall be paid to Fire Department Officers and Firemen and may from time to time, modify and change them.

ARTICLE 4. The Council shall make regulations for the good administration, the discipline and the efficiency of the Fire Department.

The fire regulations shall prescribe the respective duties of the different officers and firemen in a more express manner than is done by the present By-Law, shall provide for penalties and suspensions, the fine and reprimands which are considered necessary and suitable for the government of the Department.

These regulations shall be in writing, approved by the Council and deposited in the Office of the City Clerk. They shall be obligatory on all the officers and firemen attached to the Department from the time that the latter shall have received notice thereof.

A copy of these shall be delivered to each member of the Fire Department, and copies thereof shall be posted at the City Hall. The distribution or delivery and


posting of the said regulations shall be a sufficient notice to the members of the Department of their having been passed.

ARTICLE 5. All firemen shall be subject to the control of their Officers and all the Officers to the control of their superior Officers; all the members of the Fire Department shall be subject to the orders and to the control of the Fire Department.

ARTICLE 6. The members of the Fire Department shall be held to obey strictly the rules and orders of the Fire Department, as well as those which a superior Fire Officer may give them in his capacity as fireman, and they shall not devote themselves to any other business or occupation during their service.

ARTICLE 7. Only the Fire Director, his duly authorized representative or Fire Inspector shall have the right to enter any premise at any time for the purposes of public safety.

ARTICLE 8. The By-Law shall come into force according to Law.



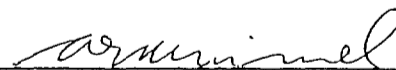
MAYOR OF THE CITY OF COTE SAINT-LUC



CITY CLERK

I, the undersigned City Clerk of the City of Côte Saint Luc, hereby certify ON MY OATH OF OFFICE, that I have posted By-Law No. 1264 for municipal purposes in the office of the City and have inserted it in local newspapers, in both English and French, to the effect that said By-Law was available for examination at my office.

GIVEN UNDER MY HAND, in the City of Côte Saint-Luc, this 21st day of June, 1972.



City Clerk

REGULATIONS
APPLYING TO THE

F I R E D E P A R T M E N T
OF THE
CITY OF COTE SAINT-LUC

1. UNIFORMS

- a) Members of the Department shall report for duty, wearing the uniform of the day, of which due notice shall be given.
- b) Members will wear only uniforms and insignia issued by the Department. Where there is no issue, such as socks, these must be supplied by the member but must be either navy blue or black in colour.
- c) No lapel buttons, badges, tags, etc., may be worn without the permission of the Officer in charge.
- d) Uniforms are to be kept clean and neatly pressed. Shoes and badges will be kept shined, and/or polished.
- e) Members must be properly dressed and clean and tidy of person and clothing while on duty or at any time while representing the City.
- f) Members while travelling to and from the Station, or when on duty in uniform in a public place, are to wear the latest uniform issue. In the Station, however, they are permitted to wear older uniforms.
- g) Incomplete uniforms. No member is permitted, while in uniform, to leave off part of, or any accessory of, the Regulation Uniform when on the street or in any public place while on duty or while travelling to and from a tour of duty. This shall not apply to the wearing of the uniform hat or kepi, while travelling in a personal automobile.

2. WEARING OF UNIFORMS PROHIBITED

- a) Members shall be permitted to wear the uniform only when they are on duty or while travelling to or from a tour of duty.
- b) Members while under suspension are strictly forbidden to wear the uniform or any part thereof except with the permission of the Fire Director.
- c) Members shall not wear any part of issue clothing for any purpose other than the Departmental use, except when permitted to do so by the Fire Director.

3. LENDING OF UNIFORMS

It is strictly forbidden for members to lend any part of the uniform (which includes any item issued by the Department) to any other person, whether that person be a member of the Department or not.

4. SALUTING

All members when in uniform and wearing a cap, will

salute the following City Officials:

The Mayor and Councillors
The City Manager
All Officers of the Police or Fire Departments

All Officers of the Fire Department are obliged to return the salute, if in full uniform or else to acknowledge the courtesy paid them in the normal military way when not in uniform (full) or while wearing civilian clothing.

5. TRAVELLING IN AUTOBUSES

No member in uniform and travelling free of charge on any Montreal Urban Community Transportation Commission autobus, shall occupy a seat while paying passengers are standing.

Members are to refrain from engaging in conversation with the operators of such vehicles. All rules observed by paying passengers on such buses shall be observed by the members of the Fire Department.

6. PLAINCLOTHES

Members wishing to report for duty in plainclothes on occasion for specific acceptable reasons, may do so after having obtained written permission from the Fire Director, and when such permission is granted, the City will not be held responsible for any damage or soiling of personal clothing, either while at a fire scene or performing any other duty in the Station.

7. SMOKING IN PUBLIC WHILE IN UNIFORM

It is strictly forbidden for members to smoke in uniform while on the street or in any public place.

8. DRINKING INTOXICATING BEVERAGES

No member while on duty may, while in uniform, enter any establishment where beer or alcoholic beverage is sold or dispensed, except in the performance of duties connected with this Department.

9. WORKING HOURS

The working hours of the Fire Department shall be those set forth by Council, until such time as they may be determined by any Agreement between the City of Côte Saint-Luc and the recognized Association or duly constituted organization elected by the members to represent them in these matters.

In the case of a member having no relief, that member will report to the Duty Officer, who will arrange for his dismissal from duty. Any member, however, may be required to remain on duty because of manpower shortage.

10. REPORTING FOR DUTY

Members reporting for duty will report immediately to the Floorman who will record the time of reporting for duty.

They will then check with the duty sheet of the day and note their position on the apparatus and any other duties which may be assigned for that day or night. They will then immediately place their fire clothing on the apparatus and all members on reporting for duty, will be then considered as immediately available for duty.

In the event of a fire call while any member is in the Station or on any part of the Station grounds, he will be considered to be "ON DUTY" and will respond to the fire call, and will not leave until properly dismissed.

10. LEAVING OF FIRE DEPARTMENT BUILDING

No member, after having reported for duty, may leave the Fire Department building without first having obtained permission from a responsible Officer in charge.

11. REPORTING SICK OR LATE

In the event that any member is unable to report for duty due to illness or for any other reason such as being late in reporting for duty, he must arrange to have the Officer in charge notified of the situation over the official Fire Department telephone. Firemen receiving such calls are to refer them to the Officer in charge.

Any person who has been off duty for three consecutive days, or for one day prior to his days off and one day after his days off, shall bring with him a doctor's certificate certifying that he is fit for duty. This certificate must be taken to the Medical Officer of Health before the employee may resume his duties.

12. VISITING OF ABSENT MEMBERS

Members absent because of illness or injury due to an accident, may be visited by the Medical Officer of Health or an Officer of the Department.

13. INJURED ON DUTY

Any member who is injured on duty will complete an injured-on-duty report, as soon as is possible. This order applies to all forms thereto connected.

14. ACCIDENTS WHILE ON DUTY

When an employee of the Fire Department is injured while on duty and any amount is paid by the Department for salary, hospital or any other expenses, no settlement shall be made or action taken with respect to claim for any damages arising out of any such injury, without consultation with the Fire Director.

15. CHECKING OF VEHICLES

Drivers will check their vehicles immediately upon coming on duty for damage, missing equipment, etc. They will also check the contents of the various compartments. All other members on such vehicles will also check them. All members must be thoroughly familiar with the equipment in order to be able to tell at a glance whether equipment is missing or

damaged, All irregularities must be reported to the Officer in charge at once.

Drivers will report the condition of the vehicles to the Officer in charge as soon as possible after coming on duty.

16. NOTICE BOARD

All members coming on duty shall read the Notice Board as soon as they come on duty, taking note of all changing circumstances such as orders posted, defective hydrants, etc.

17. DRESS

All members must be properly dressed when responding to fire calls and also when returning from fire calls. All parts of the fire clothing will be worn except for chauffeurs of apparatus who may put on the hose key and belt when they have arrived at a fire call. Chauffeurs may remove this equipment (hose key and belt) in order to drive the vehicle back to the station when the order to return is given. All other personnel will adhere to this order.

18. CAUTION

Chauffeurs will adhere to rules of extreme caution when driving to and from fire calls and at all other times. Vehicles must be under control at all times. Traffic laws apply to fire apparatus and while toleration will be shown when responding to calls, the opposite is also true when returning from calls, i.e., all traffic rules are to be obeyed and no exceptions to this rule will apply.

19. SIRENS

The sirens of the apparatus will be used only when responding to fire calls and this in the prescribed manner, but when returning from calls, the sirens are not to be used at all.

20. RETURN FROM CALLS

On return to Station, the apparatus is to be thoroughly checked and any missing equipment such as hose or small tools are to be replaced immediately in order that the vehicle may be ready for another emergency at once. There is no exception to this rule and every member is bound to abide thereby.

21. DRIVING OVER FIRE HOSE

No vehicle of any kind is to be permitted to drive over a fire hose, unless permission is granted by the Officer in charge.

22. SMOKING ON APPARATUS

Smoking while on fire apparatus is forbidden at all times.

23. ACCIDENTS

All accidents whether they occur in the Station or on the

street, no matter how slight they may be, must be reported to the Police Department and the Officer in charge.

24. BACKING UP

No vehicle is to be backed up at any time unless there is another person at the rear of the vehicle making sure that the way is clear.

25. VALUABLES FOUND AT THE SCENE OF A CALL

All valuables such as money and jewellery found at the scene of the calls will be turned over to the Officer in charge who will turn these over to the Police Department for custodial and identification purposes. A receipt for these will be obtained from the Police Department.

At no time will valuables found on the scene and removed from the premises be turned over to the owners except through the offices of the Police Department.

26. CONFIDENTIAL INFORMATION

No member shall disclose any confidential information whatsoever to anyone other than the City Council or City Manager, unless authorized to do so by a superior officer of the Fire Department, or a witness before a legally constituted court or other tribunal.

27. PRESS AND OTHER NEWS MEDIA

No information shall be released to the press or other news media except through the offices of the Fire Director.

28. SENIOR FIREMAN

In the event that an Officer is absent for any reason, the Senior Fireman will assume command, and all other ranks will accord him the same respect and obedience as if he were an Officer.

29. SUBVERSIVE ACTIVITIES

No member of the Côte Saint-Luc Fire Department shall be affiliated with, support, or render assistance to any organization which is known to have subversive tendencies.

30. CANVASSING OF THE PUBLIC

No member shall represent himself as an employee of the Côte Saint-Luc Fire Department for the sale of subscriptions, calendars, magazines, tickets or in any other manner to canvass the public without first having obtained the authorization of the City Manager through the Office of the Fire Department.

31. PAYMENT OF JUST DEBTS

Members of the Department shall promptly pay just debts, and shall not incur liabilities which they are unable or unwilling to discharge.

32. CARE OF EQUIPMENT

Members are responsible for all equipment issued to them and in the event of any piece of equipment being lost through negligence, they will be required to replace same at their own expense. No member is to wear or to interfere with the equipment of another member for any reason whatsoever except with the express permission of the Officer in charge.

33. USE OF TITLES

All members shall address Officers of all departments by their titles.

34. BREACHES OF DISCIPLINE

Infractions by members of the following articles shall constitute breaches of discipline:

- a) Conduct unbecoming a member of the Department;
- b) Immoral conduct;
- c) Intoxication;
- d) Keeping of intoxicating beverages on City property;
- e) Entering while in uniform any establishment where alcoholic beverages are dispensed except in the performance of his duties;
- f) Neglect of duty;
- g) Absence from duty without having obtained prior permission;
- h) Leaving a post of duty without first having been properly relieved;
- i) Disobeying or disregarding lawful orders without having a lawful excuse;
- j) Insubordination to a superior officer or senior fireman;
- k) Knowingly making a false official report;
- l) Failure to turn over all property recovered by him as a member of the Department;
- m) Driving or permitting to be driven, Departmental vehicles in an imprudent manner;
- n) Malingering (laziness, false, sick, absence, etc.);
- o) Contravention by the member of any of the provisions of the present By-Law.

35. PROCEDURE WHEN DISCIPLINE IS NECESSARY

All infractions noted are to be recorded in writing without delay, addressed to the Fire Director, following the proper chain of command.

The Fire Director will assess the seriousness of the charge and will determine whether a reprimand or a formal charge is required.

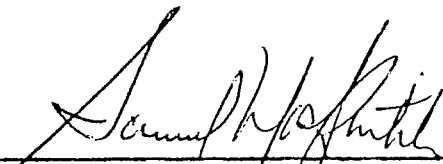
Should the Fire Director determine that a formal charge is in order, the person making the charge will sign the charge form.

On the laying of such a charge, a full hearing will be held by the Fire Director who will apply discipline or under gross circumstances, set a further hearing before the City Manager.

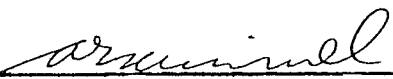
A record of all complaints and the disposition thereof shall be made and shall be kept in the personnel files of all members of the Department so disciplined.

36. RIGHTS OF PERSONNEL IN CASES OF DISCIPLINE

Should any member on whom discipline has been meted out feel dissatisfied with the treatment which he has received through such disciplinary action, he will have the right of appeal to the City Manager and through him to Council if necessary, provided that such appeal is made in writing to the Fire Director within 48 hours of notification of such disciplinary action meted out by the Fire Director.



MAYOR OF THE CITY OF COTE SAINT-LUC



CITY CLERK

CITY OF COTE SAINT-LUC

PROVINCE OF QUEBEC

BY-LAW NO. 1264

BY-LAW CONCERNING THE ESTABLISHMENT
OF A FIRE DEPARTMENT IN THE CITY OF
COTE SAINT-LUC.

ADOPTED ON: *June 19th, 1972.*

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