



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





Welcome!

Dear Potential Candidates,

Thank you for your interest in an upcoming leadership opportunity with the Township of Selwyn. We are initiating this recruitment in anticipation of the planned retirement of our current Fire Chief. This approach will support a smooth transition by allowing for an overlap with the current retiring Fire Chief, facilitating effective knowledge transfer and training, and continued delivery of high-quality fire protection and emergency services to our community.

The Fire Chief is a key member of the Township's management team and is responsible for providing overall leadership, strategic direction, and operational oversight of the Township's Fire Department. This role includes ensuring compliance with legislative and regulatory requirements, promoting public and firefighter safety, leading emergency responses, and supporting Council and staff with professional advice and community-focused service delivery.

The Township of Selwyn is a progressive, inclusive, and friendly workplace, where employees are committed to delivering innovative, effective, and transparent services that meet and exceed the needs of our community. We recognize that our success depends largely on the talent and dedication of our staff, and as such, we offer competitive compensation, a comprehensive benefits program, and support for ongoing professional development.

We are seeking an experienced and forward-thinking Fire Chief who is enthusiastic about this role and contributing to a planned leadership transition. This position presents a unique opportunity to help shape the future of fire protection and emergency services in a growing and evolving municipality.

I hope you will find this recruitment package helpful as you consider submitting your application. Should you require additional information, please do not hesitate to contact me or our HR Coordinator, Kim Berry.

Sincerely,

Janice Lavalley

Janice Lavalley
Chief Administrative Officer

Janice Lavalley, C.A.O.
Email: jlavalley@selwyntownship.ca
Phone: 705-292-9507 ext.212

Kim Berry, HR Coordinator
Email: kberry@selwyntownship.ca
Phone: 705-292-9507 ext.244



The Township of Selwyn Invites Applications for the Position of Fire Chief

In anticipation of a planned retirement, the Township of Selwyn is seeking a Fire Chief who will, as part of the Management Team, be responsible for the effective and efficient administration 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 and other acts of legislation.

The ideal candidate will possess post-secondary education in Administration, Management or Business 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 with a demonstration of competent leadership and management skills. At a minimum, candidates must have or be able to obtain 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. Candidates must have a demonstrated commitment to ongoing professional development.

The successful individual will demonstrate excellent knowledge of modern firefighting, rescue, and fire prevention practices; NFPA, CSA, ULC, and related standards; and the Municipality, service areas, and departmental apparatus and equipment. Excellent understanding of the Occupational Health and Safety Act, the Fire Protection and Prevention Act, and applicable municipal and departmental policies is required. The proven ability to effectively lead, supervise, and support volunteer firefighters is a must.

The present salary range for this position is \$117,208 - \$142,605 based on a 40 hour work week.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to the undersigned by 12 noon, Monday June 8th, 2026.

Interviews are expected to be conducted the week of June 22nd, 2026.

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Office Location
1310 Centre Line
Phone: 705-292-9507
Email: kberry@selwyntownship.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 May 11 th
Application Period Closes	Monday June 8 th @ 12:00PM, 2026
Interviews	Week of June 22 nd , 2026
References/Qualifications Check	Week of June 29 th , 2026
Anticipated Start Date	Mid-August 2026

Moving Forward!

We invite qualified and motivated fire service professionals to consider this opportunity to join the Township of Selwyn's leadership team during this transition. This role offers the chance to make a meaningful impact on community safety, emergency preparedness and long-term sustainability of fire services in our growing municipality. If you are a collaborative, strategic, and service-oriented leader with experience in rural operations, we encourage you to submit your application and explore how your leadership can contribute to Selwyn's continued success.

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General Information About the Township of Selwyn

The Township of Selwyn is the largest lower-tier municipality in the County of Peterborough. With a population of 18,653 and more than 8,000 households, Selwyn is a large, lively rural community that includes four distinct urban centres: Lakefield, Bridgenorth, Ennismore and Young's Point. Selwyn Township ranks high on the quality-of-life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, it is home to one of Peterborough County's most stable economies.

Unmatched for leisure activity and recreation options, the Township is home to several golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. The Township offers entertainment and recreation that caters to all ages – students, young professionals, families and retirees. The Township has a variety of options for enjoying the culture; a night out on the town or a fun-filled day of sports and recreation are just minutes away at one of the Kawartha Lakes. Many residents have lake homes and cottages that serve as peaceful getaways. Fishing, boating, water sports and winter sports are popular activities, as is putting your feet up and watching the spectacular sunset.

There are tangible reasons why Selwyn Township is considered a wonderful place to be, and include an overall low crime rate, clean air and water, a great mix of housing types, schools and medical facilities local to the broader community. In summary, Selwyn boasts a sense of community, a focus on families, solid values, and a genuine concern for others. The Township hums with activity and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, play and work here.

With a combined operating and capital budget of approximately \$28M and close to 100 permanent and part-time staff, the [Township of Selwyn](#) is committed to meeting the needs of residents and the business community by delivering efficient and effective services.

The Township of Selwyn's Strategic Plan

Vision – A pro-active and sustainable community.

Purpose – Leader in advancing effective and efficient municipal services.

Strategic Documents

- [2024 Strategic Plan](#)
- [2025 Report Card](#)



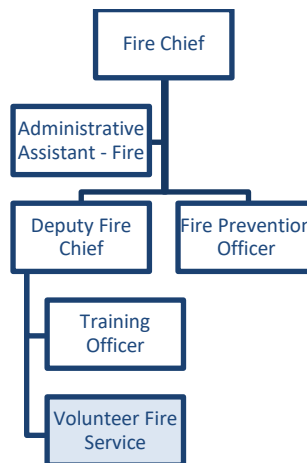
About the Township of Selwyn Fire Department

The Selwyn Fire Department operates five fire halls and is supported by 5 full-time staff members and 90 Volunteer Firefighters. The department has the following equipment:

- 8 pumper trucks
- 1 tanker pumper
- 5 rescue units
- 2 grassfire/water source ¾ ton trucks
- 3 rescue boats
- 2 mobile generators (60 kilowatts each)

Firefighters respond to an average of 1330 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.

Organizational Chart



Fire Department Mission Statement

Members of the Township of Selwyn Fire Department will provide dependable service to Selwyn in a responsive fashion, while showing care and compassion for those in need.

We will protect lives, property and the environment through fire prevention, public education, disaster preparedness, fire suppression, rescue and medical care.

The members of this department, working together will provide a professional and caring environment that is fair, honest, ethical and that treats all individuals with respect and dignity.

We are here to help.



Fire Department Vision Statement

It is the vision of the Selwyn Fire Department to be known as a progressive and innovative Fire Department.

Providing the finest in fire, rescue and emergency services by utilizing the best personnel, training and equipment and creating a work environment that promotes the health and welfare of our members.

We will create a commitment to excellence through professionalism, honesty, integrity and respect for our customers and each other.

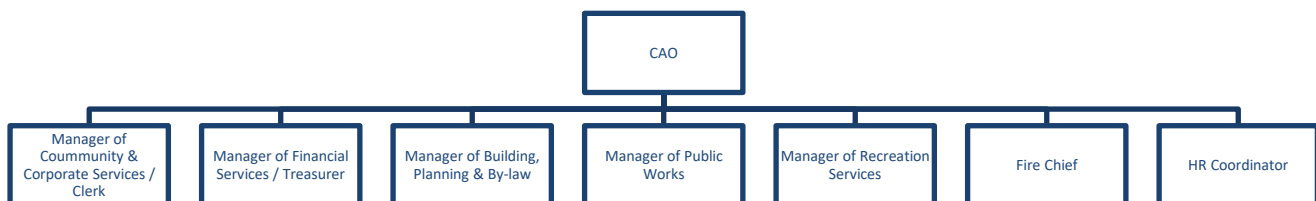
The Benefits of Working with the Township of Selwyn

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)
- Healthy Lifestyle Benefit
- Professional development and training opportunities
- Focus on employee Work/Life Balance

Selwyn Township Organizational Chart

(A full organizational chart is available upon request.)





Fire Chief Job Description

Job Summary:

As part of the Management Team, responsible for the effective and efficient administration and operation of the Fire Department. To perform the statutory duties of the Fire Chief as defined by the Fire Protection and Prevention Act and other acts of legislation.

Duties and Responsibilities:

1. Responds to emergency incidents and supervises the emergency scene to ensure that the Officers and Firefighters operate in a manner consistent with established standard operating guidelines, the Occupational Health and Safety Act and accepted emergency management methods. Responsible to take charge on scene as required.
2. Aids in cause determination of fires in conjunction with other Officers and Agencies and ensures that the reports are completed.
3. Ensures that information is accurately communicated to the C.A.O. and Township Council and down the chain of command.
4. Responsible for developing and implementing programs for public education and fire prevention.
5. Investigates and resolves requests and concerns from taxpayers to ensure the necessary action is taken.
6. Responsible for developing, maintaining and implementing an effective system for fire suppression.
7. Responsible for the development of an effective firefighters training program. Attends and participates in training sessions as required and reviews records of firefighters for attendance at training exercises, response to emergency incidents and hall duties as per the Department Policy and Procedure.
8. Responsible for the preparation of the operational and capital budgets for the Fire Department. Ensures accurate administration and monitoring of related expenses.
9. Adheres to legislation of various Provincial and Federal ministries and agencies and Township policies.
10. Keeps apprised of any condition that may alter or modify their response to an alarm, ie. Streets, hydrants, static water sources and other features of the Township and ensure that this information is communicated to the firefighters.
11. Prepares reports and provides recommendations regarding the Fire Department to Council for its information and discussion. Acts as a resource person to Council with respect to Fire Department related matters.
12. Produces and maintains any forms, records, reports and correspondence as required.



13. Recommends to the CAO the appointment, promotion, dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
14. Prepares cost estimate, tender, quotation and proposal documentation as required for consideration by Council.
15. Assists with maintaining an inventory of equipment, supplies and material required for the department.
16. Maintains ongoing maintenance programs for vehicles and equipment to ensure reliability and safety.
17. Oversees a Fire Safety Inspection Program so that the premises meet an acceptable degree of life safety.
18. Ensures all revenues and invoicing information is submitted to the Finance Department in an accurate and timely manner.
19. Verifies and submits all payroll information, billings for sales and service to the Finance Department in an accurate and timely manner.
20. Attends meetings as required. Represents the municipality at various functions or circumstances as required.
21. Demonstrates a commitment to personal and professional development so to remain current with new legislation, standards, techniques and procedures, personal development is enhanced, departmental fire safety standards are met and professional competency is maintained.
22. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act and any other applicable legislation.
23. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and to ensure that employees under his/her supervision adhere to the same.
24. Performs other duties and carries out special projects as assigned.

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 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 or rescue event.

Working Conditions:

Exposure to hazards and inclement weather. May be required to work unusual hours in order to handle emergency situations.

Regularly required to attend meetings outside of normal office hours.

Job Knowledge:

Degree or diploma in a discipline such as Administration, Management or Business is preferred or acceptable combination of education, training and experience.

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.

Minimum of five (5) years' related experience in a supervisory role within a fire service and has demonstrated competent leadership and management skills.

A demonstrated commitment to professional development. Membership with OAFCA, Peterborough County Chiefs Association, County SRU and EOETA.

Requires certification in CPR, defibrillation, first aid and oxygen therapy.

Excellent knowledge of modern firefighting rescue and fire prevention principles.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Excellent knowledge of the NFPA, CSA, ULC and other standards as they apply to apparatus, equipment and procedures of the Fire Department.

Excellent knowledge of the Municipality and surrounding areas protected by agreements and of the Department's apparatus and equipment.

Excellent knowledge of the Occupational Health and Safety Act, the Fire Prevention and Protection Act, Municipal and Department Policies and Procedures and Operating Guidelines.

Requires a valid Class "D" License with "Z" endorsement.

Proven ability to supervise volunteer firefighters, maintain discipline, have sound judgement and be resourceful.



Key Competencies:

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