

COLLECTIVE AGREEMENT

BETWEEN

CITY OF OTTAWA



AND

THE OTTAWA PROFESSIONAL FIRE FIGHTERS' ASSOCIATION



Association ratification date: March 28, 2025
Employer ratification date: April 16, 2025
Effective January 1, 2024 to December 31, 2028

(Une version française est disponible à la Direction des litiges et des relations de travail)

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Note

In case of discrepancy between the English and French text contained in this Collective Agreement, the English version shall prevail.

Preamble

This agreement is entered into by and between the City of Ottawa and the Ottawa Professional Fire Fighters' Association. It is the purpose of this agreement to maintain harmonious relations between the Employer and the Association, to provide an amicable method of resolving differences, which may arise, and to define the wages, hours, benefits and other conditions of employment.

ARTICLE 1

GLOSSARY OF TERMS

In this Agreement unless the context otherwise requires:

- 1:01 "Department" or "Fire Service" means the Ottawa Fire Service.
- 1:02 "Employee" includes all Fire Fighters, as defined in Part IX of the *Fire Protection and Prevention Act*, 1997, who are Employees of the Ottawa Fire Service, exclusive of volunteers, the Chief and Deputy Chiefs, and those other persons/positions excluded from the bargaining unit by agreement of the parties or through the application of Sections 41 and/or 54 of the Act.
- 1:03 "Probationer" means a new Employee of the Department who shall be deemed to be on probation for the first twelve (12) months of their employment. This time period may be extended with the agreement of the Chief and the Association. It is understood between the parties that the Employer may terminate a probationer for lack of suitability, aptitude, or ability to perform the duties. The Employer will be reasonable and fair in respect to making the decision to terminate.
- 1:04 "Association" means the Ottawa Professional Fire Fighters' Association.
- 1:05 "City", "Corporation" or "Employer" means the City of Ottawa.
- 1:06 "Chief" means the Chief of the Ottawa Fire Service of the City of Ottawa or their designate.
- 1:07 "Deputy Chief" means a Deputy Chief of the Ottawa Fire Service of the City of Ottawa.
- 1:08 Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context so requires.
- 1:09 "Para Trainer" means non-Training Division Employee who has been designated and assigned by the Chief to conduct training and education exercises, after having received specialized training and instruction to conduct training and education exercises.
- 1:10 "Promotion" means when an Employee competes and is successful in the promotional competition process as outlined in article 15 and is appointed from the promotion list.
- 1:11 "Detailing" means:
- When the Employer assigns an Employee from one work location to another work location within their substantive Division; or
 - When the Employer assigns an Employee to alternate duties within their substantive Division; or

- When an Employee accepts an assignment outside of their substantive Division within the bargaining unit in accordance with Article 15:09 (b) or (d); or
- When an Employee accepts an assignment outside of their substantive Division outside the bargaining in accordance with Article 15:09 (c).

1:12 “Transfer” means when an Employee moves within their substantive Division resulting in a work location change and/or work schedule change.

1:13 Definition of 24-hour shift:

The 24-hour shift represents a ten (10) hour day shift from 0700 hours to 1700 hours and a fourteen (14) hour night shift from 1700 hours to 0700 hours, combined.

ARTICLE 2

RECOGNITION & SCOPE

2:01 Bargaining Unit Scope The Association is recognized as the sole bargaining agent for collective bargaining for all Fire Fighters, as defined in Part IX of the *Fire Protection and Prevention Act, 1997*, who are Employees of the Ottawa Fire Service, exclusive of volunteers, the Chief and Deputy Chiefs, and those other persons/positions excluded from the bargaining unit by agreement of the parties or through the application of Sections 41 and/or 54 of the Act.

The City is not restricted from creating Assistant Deputy Chief positions that are substantially managerial, with core duties and responsibilities that are either within the core duties of the excluded Chief and/or Deputy Chief positions or are otherwise managerial, provided that the substantial work of the bargaining unit is not eroded.

2:02 Dues The Employer shall deduct from the bi-weekly pay of present members of the Association and all future Employees represented by the Association, all normal dues chargeable by the Association and shall remit the same to the Treasurer of the Association twice a month.

An Employee who satisfies the Employer to the extent that they declare in an affidavit that they are a member of a religious organization registered pursuant to the Income Tax Act, whose doctrine prevents them as a matter of conscience from making financial contributions to an Employee organization and that they will make contributions to a charitable organization equal to dues, shall not be subject to this Article provided that the affidavit submitted by the Employee shows the registered number of the religious organization and is counter-signed by an official of the religious organization involved.

2:03 Payroll Deduction The Employer agrees to deduct from the bi-weekly pay of all present and future members of the Association such other deductions as may be agreed upon

between the Employer and the Association provided the individual Employee has signed an authorization to have such deduction made.

2:04 Membership in Association

- (a) All Employees of the Ottawa Fire Service who are members of the Association at the date of ratification of this agreement shall remain members of the said Association and all new Employees of the Fire Service covered by this agreement shall become members of the said Association.
- (b) The Association and the City of Ottawa agree that Sub-Section (a) herein shall be read in light of the *Fire Protection and Prevention Act*, 1997, sections 41 (2) and 45 (2).

ARTICLE 3

MANAGEMENT RIGHTS

- 3:01 Subject to the *Fire Protection and Prevention Act*, 1997, and the Regulations there-under as amended, the Association recognizes that it is the exclusive function of the Employer to maintain order, discipline, and efficiency; to plan, direct and control operations; to hire, promote, transfer, and for just cause to suspend, discharge or otherwise discipline Employees. The Employer agrees that its functions, rights and obligations aforesaid will not be exercised in a manner inconsistent with the aforementioned Act or the terms of this Agreement.
- 3:02 Where there are job descriptions for specific positions/classifications, copies will be provided to the Association. Where there are new or revised job descriptions, the Association will be advised, and the details will be explained.

ARTICLE 4

DISCRIMINATION AND COERCION

- 4:01 There shall be no discrimination or intimidation of any Employee on account of the Employee's membership in the Association or by virtue of them holding office therein.
- 4:02 The provisions of this Agreement shall ensure to the benefit of and apply to all Employees without discrimination or reservation.
- 4:03 The parties hereto agree not to discriminate against any Employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), gender identity, gender expression, sexual orientation, age, record of offences, marital status, family status, disability or any other grounds of discrimination provided for in the Human Right Code, RSO 1990.

4:04 Any investigation into allegations of harassment shall be carried out in accordance with Part III of the Occupational Health and Safety Act R.S.O. 1990, as may be amended from time to time.

ARTICLE 5

WORKING CONDITIONS

5:01 Suppression Division and Safety and Innovation Division

(a) The Safety Officers and Suppression Division Employees, except as defined in sub-section (b), shall be required to work as per the chart below consisting of seven (7) 24 hour shifts per 28-day cycle for an average of forty-two (42) hours per week. Notwithstanding the above, the Employees may relieve on a person per person basis up to one (1) hour before the start of the shift with the approval of the Station Officer. Any other arrangements would require the approval of the Platoon Chief.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	B	D	A	B	C	A	C
Week 2	D	A	C	D	B	C	B
Week 3	A	C	B	A	D	B	D
Week 4	C	B	D	C	A	D	A
Note: PLATOONS A – B – C – D							

Beds and mattresses shall be provided by the City in the stations for use on the night shift. The beds may be used between the hours of 22:00 hours and 07:00 hours only.

(b)The hours of work for Employees in Suppression Division assigned to a regular day shift shall be in accordance with Appendix A attached to the Collective Agreement.

5:02 Communications Division Full-time Dispatchers and Communications Supervisors in the Communication Division assigned to rotating shifts shall be required to work a two (2)

platoon system, as per the following chart, consisting of ten (10) hour day shifts (07:00 hours to 17:00 hours) and fourteen (14) hour night shifts (17:00 hours to 07:00 hours) per twenty-eight (28) day cycle for an average of forty-two (42) hours per week.

Notwithstanding the above, the Employees may relieve on a person per person basis up to one (1) hour before the start of the shift with the approval of the Assistant Division Chief or designate. Any other arrangements would require the approval of the Division Chief or designate.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28

Grey represents days (07:00 hours to 17:00 hours)

Black represents nights (17:00 hours to 07:00 hours)

Shift: 2 days/2 nights/5 off; 2 days/ 3 nights/4 off; 3 days/2 nights/5 off

See Appendix E for Day Shift Communications Division

5:03 Fire Prevention, Training, Planning, Maintenance and Mechanical Divisions The hours of work shall be thirty-five (35) hours per week for the Fire Prevention, Training, Planning, Maintenance and Mechanical Division. All work/shift schedules shall be agreed to by the Chief of the Department and the Association. Failing mutual agreement, the hours of work shall be scheduled over eight (8) consecutive hours a day, five (5) days a week Monday to Friday, between 07:00 hours and 17:00 hours.

Flexible working hours and/or compressed workweeks may be implemented with the approval of the Chief. These four-day week arrangements in effect as of September 3, 2008 shall remain in place.

Fire Prevention Officers will be permitted to work a compressed four-day workweek, thirty-five (35) hours per week, to be scheduled over four consecutive days between Monday to Friday inclusive, between 07:00 and 17:00 hours.

5:04 All Other Classifications and Positions Hours of Work For all other classifications and positions, Employees shall work such shift arrangements as agreed to by the Chief and the Association. Failing agreement, for the interim period, the Chief may schedule such hours to meet operational requirements.

5:05 Shift Exchanges Notwithstanding the above, it is understood that the Platoon Chief or Division Chief where applicable, may grant the request of any two Employees to exchange days off. This would only be considered if there is no additional cost to the Employer.

- 5:06 Vacancies It is understood that the number of vacancies in the workforce shall at no time be permitted to exceed twenty-five (25). It is also understood that nothing in this clause establishes a minimum staff complement.
- 5:07 Indemnity The City of Ottawa shall indemnify and save harmless its Fire Fighters in accordance with section 75 of the *Fire Protection and Prevention Act, 1997*.
- 5:08 Employee Parking Free parking shall be supplied by the City for all on-duty Employees of the Department at their place of work, exclusive of Ottawa City Hall.
- 5:09 Job Security/Contracting Out Except to the extent and to the degree agreed upon by the parties, and except to the extent of the current practice as it relates to volunteer Fire Fighters, and except in the case of an emergency, no work customarily performed by an Employee covered by this agreement shall be performed by another Employee or by a person who is not an Employee of the City of Ottawa.

Current practice as it pertains to the use of volunteer Fire Fighters includes both a functional and a geographic component such that volunteers shall perform only the types of work within the areas where they have been utilized, and as provided for in Appendix B with respect to Automatic Vehicle Routing Recommendation (“AVRR”). It is understood that volunteers shall have the full use of the training centres without restriction. (See appendix B attached)

5:10 Staffing and Officers In Charge

Minimum Staffing – Pumps and Aerials/Ladders

- (a) Pumps shall respond with a minimum company of four (4) Fire Fighters.
- (b) Aerials/Ladders shall respond with a minimum company of three (3) Fire Fighters.

The only exception to the foregoing would be an unforeseen emergency such as a Fire Fighter about to leave for an emergency call injuring themselves and no replacement being available. In this case it would be permissible to send the above listed vehicles with less than the required minimum.

Officer in Charge So far as practical, having regard to the absence of Employees from duty, each Pump, Aerial/Ladder and Heavy Rescue Vehicle of the Department shall be in the charge of an Officer when in service. The Employer agrees to consult with the Association when new and different types of vehicles are to be introduced.

So far as practical, each platoon in each station shall be in the charge of a Captain.

- 5:11 Department Regulations All regulations governing the Department shall, from time to time, be compiled and made available to each Employee.

5:12 Division Chief Safety and Innovation This position will be filled in accordance with Article 15:07 and only Safety Officers may compete for the position subject to the seniority and service requirements of Article 15. If the position of Division Chief Safety and Innovation is not filled through the initial competition, then following discussions with the Association, an expedited process will be implemented to determine if there are suitable qualified candidates within the Bargaining Unit who were not eligible under the initial term of the competition. The hours of work shall be in accordance with Article 5:03.

5:13 Fire Protection Engineer Where there is a vacancy to be filled, the position will be filled in accordance with Article 15:07. However, all qualified Bargaining Unit Employees shall be eligible to compete for the position. Should it be deemed that there are no qualified candidates for such a vacancy, the Employer may conduct an expedited external competition in order to fill the position in an appropriate and reasonable manner.

Any Employee hired directly into this position from outside the Fire Prevention Division or the Bargaining Unit may compete for the Division Chief of Fire Prevention subject to completing seven (7) years of service in the Prevention Division as of the effective date of the new Promotion List for the Division Chief of Fire Prevention. Any such Employee shall accumulate seniority credits for such promotional competition after completing seven (7) years of service in the Fire Prevention Division.

The hours of work shall be in accordance with Article 5:03.

This position shall be in the Fire Prevention Division and there will be no requirement for the Employer to assign temporary acting assignments for this position.

5:14 Hours of work for probationary Fire Fighters in initial training At the commencement of their employment, the hours of work for probationary Fire Fighters in Suppression assigned to a regular day shift in initial training shall be from Monday to Friday inclusive from 07:45 to 16:10 hours. Where probationary Fire Fighters in their initial training must work beyond these hours of work article 11:09 shall apply. During their initial training probationary Fire Fighters shall only be allowed to report and depart within fifteen (15) minutes of the commencement and conclusion of their shift. These Employees shall receive a fifteen (15) minute morning break, a thirty (30) minute lunch break, and a fifteen (15) minute afternoon break during their initial training period.

5:15 Public Information Officer shall work a thirty-five (35) our week, scheduled over eight (8) hours a day, five (5) days a week from Monday to Friday. The Fire Chief or designate and the Employee may mutually agree to the start and end times. Failing mutual agreement, the hours of work shall between 07:00 hours and 17:00 hours.

5:16 IT Technician The hours of work shall be in accordance with Article 5:03.

5:17 SCBA Technician The hours of work shall be in accordance with Article 5:04.

- 5:18 Platoon Office Coordinator The hours of work shall be a forty (40) hour work week, Monday to Friday between 07:00 and 17:00. The probationary period for this position shall be six (6) months.
- 5:19 Fire Protection Engineer
- a) The hours of work shall be in accordance with Article 5:03.
 - b) This position shall be in the Fire Prevention Division and there will be no requirement for the Employer to assign temporary acting assignments for this position.
- 5:20 DZ Licence Employees who are required by the Employer to maintain a DZ licence are eligible to be reimbursed the cost of the medical required to obtain or renew their DZ licence up to a maximum of \$150.00 (effective January 1, 2027, up to a maximum of \$175.00). Employees will be required to provide evidence of payment to be eligible for reimbursement.
- 5:21 Where by agreement of the parties or a determination by the Board under Section 54 of the Fire Protection and Prevention Act, 1997, a position that is in the bargaining unit is excluded from the bargaining unit because of the exercise of managerial functions or dealings in confidential matters relating to labour relations, it is agreed that once the agreement or determination is made the contracting out provision in the Collective Agreement would not impact on the transfer of such position and duties outside the bargaining unit.

ARTICLE 6

VACATION

- 6:01 Entitlement Every Employee of the Fire Department shall be entitled to vacation in accordance with the following formula:

In the year an Employee attains 1 year of service	2 weeks vacation
In the year an Employee attains 3 years of service	3 weeks vacation
In the year an Employee attains 9 years of service	4 weeks vacation
In the year an Employee attains 17 years of service	5 weeks vacation
In the year an Employee attains 24 years of service	6 weeks vacation
In the year an Employee attains 28 years of service	7 weeks vacation

- 6:02 Vacation Scheduling Shall be drawn by individual selection on a system agreed to by the parties, or, in the absence of agreement, as established by the Chief after consideration of such recommendations as the Bargaining Committee of the Association may see fit to make. Vacation will be taken in a minimum of one week draws with one week

representing the period from Monday at 07:00 hours to the following Monday at 07:00 hours. Vacation periods for the foregoing (Section 6:01) will run from January 1st to December 31st of each year.

6.03 Vacation Selection

- (a) Vacations in the Suppression Division and Safety Officers will be scheduled in accordance with Appendix C.
- (b) Vacation in the Communication Division for Full Time Dispatchers and Communications Supervisors will be scheduled in accordance with Appendix F. Full Time Dispatchers and Communications Supervisors in the Communication Division assigned to rotating shift as outlined in Article 5.02 must select vacation week(s) in accordance with the table below:

# of weeks of entitlement	# of selected weeks to include week 3 or 4
3	1
4	2
5	2
6	3
7	3

- (c) Employees not referenced in a and b above will be allowed to book their vacation based on the schedule provided each November to include by Division the number of Employees allowed to be off on vacation for each given week. The current practice for selection of weeks remains in place.

6.04 When an Employee is detailed out of a Division or to an acting position for an extended period of time as agreed by the parties, their selected vacation weeks, where possible, will be returned for re-selection by the remaining Employees of that Division in accordance with the applicable agreements, policies and procedures for vacation selection and the maximum number of Employees allowed off at one time.

6:05 Sick Leave Sick leave may be substituted for vacation leave where it can be established by the Employee, by satisfactory medical confirmation, that the illness or injury occurred while on vacation leave. The medical certification must confirm that the illness or injury significantly impacted the Employee’s vacation leave and restricted planned activities. Re-instatement will be considered for full weeks of vacation only as per the vacation selection process. The re-booking of any affected leave will not impact on other Employees’ annual vacations.

6:06 Rate An Employee who enters the services of the Fire Department shall earn vacation at the rate of seven twelfths (7/12) working days for each completed month of service in the first year of employment. Full week entitlements will be scheduled as vacation leave. Any odd day balances thereafter will be paid as vacation pay.

For the purposes of this clause, as it affects Employees working shifts covering seven (7) days a week, twenty-four (24) hours a day, one (1) week equals three and one half (3.5) days.

- 6:07 Pro-rating In any calendar year an Employee is entitled to vacation in accordance with the formula outlined in Article 6, Section 6:01, subject to the other provisions in Article 6.
- (a) When an Employee retires, they shall be deemed to have accrued vacation leave for the full year in which they retire except where no vacation leave accumulation occurs in accordance with article 6:08. In such circumstances, vacation leave will be pro-rated accordingly.
- (b) Except for reason of death, termination for any other reason will result in pro-rating of an Employee's annual vacation leave.
- 6:08 Absence Should an Employee be absent from work for any periods of leave without pay in excess of thirty (30) consecutive calendar days, or for any periods of sick leave and/or LTD and/or WSIB totaling in excess of nine (9) consecutive months, the Employee shall not accumulate any further vacation leave until they return to duty for at least two (2) calendar weeks. However, in cases of WSIB, this would not apply for any periods that the Employee is in receipt of payments as per article 9:02 (b)
- 6:09 Employees will continue to accrue service for the purpose of movement through the vacation plateaus outlined in this article while on Long Term Disability.
- 6:10 Partial Weeks Employees working a shift covering seven (7) days a week, twenty-four (24) hours a day with less than a full week in their vacation entitlement in that calendar year shall have this partial week paid out as vacation. This payout will take place on the first pay in March of each year and will be based on the Employee's rate of pay in effect at the time of payout. The payout shall be in accordance with 11:03.
- 6.11 Bereavement Leave where during their vacation period an Employee experiences a loss that would otherwise qualify for bereavement leave under Article 9:03(a), the Employee will be entitled to substitute bereavement leave to a maximum of the allowable time under Article 9:03(a) upon the provision of reasonable documentation substantiating the change if so requested by the Chief or designate.

ARTICLE 7

STATUTORY AND DECLARED HOLIDAYS

- 7:01 Entitlement All Employees shall be entitled on a pro-rata basis to fourteen (14) Statutory and Declared Holidays in addition to their annual vacation. In lieu of the Statutory and Declared Holidays, each 24/7 shift Employee in the Fire Fighting and Communications

Division and 24/7 shift Employees occupying positions of Safety Officer shall be credited with fourteen (14) lieu days, on a pro-rata basis where applicable. Such Employees shall be allowed to choose a cash-in-lieu for any days, or elect to take time off. The time off shall be based on the Employee's regular scheduled workday and must be taken at a mutually agreed upon time.

The Statutory and Declared Holidays are as follows:

- | | |
|------------------|-----------------------------------------------|
| 1. New Years Day | 8. Civic Holiday |
| 2. Family Day | 9. Labour Day |
| 3. Good Friday | 10. National Day for Truth and Reconciliation |
| 4. Easter Sunday | 11. Thanksgiving Day |
| 5. Easter Monday | 12. Remembrance Day |
| 6. Victoria Day | 13. Christmas Day |
| 7. Canada Day | 14. Boxing Day |

In addition to those set out in the preceding paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario, shall be a Statutory or Declared Holiday.

The Employee's date for determining their entitlement to payment in lieu of Statutory Holidays shall be the actual date of their appointment to the Fire Department.

7:02 Payment

Employees will only be eligible to request payment of any lieu day(s) after the actual Statutory or Declared Holiday has passed. Request for payment for owed lieu day(s) must be made at least thirty (30) days in advance of when payment is requested. Payment for any outstanding lieu days will be provided on the second pay period of January of each year for the previous calendar year. The daily rate shall be as per 11:03 and at the rate of pay for which the lieu day was earned.

7:03 Work on Statutory Holiday Any Employee required to work on a Statutory Holiday, in addition to their regular salary, shall be credited with one half (1/2) hours pay at straight time for each hour so worked. In the case of a shift exchange, it is the Employee who works the holiday who is credited with one half (1/2) hours pay at straight time for each hour so worked.

For the purpose of this section, the Statutory Holiday shall reflect the twenty-four (24) hour period from 00:01 hours to 23:59 hours inclusively.

Hourly rate shall be calculated by dividing the annual salary by the hours worked in a year.

Payment shall be made to the Employee within thirty (30) days of such holiday.

7.04 Lieu Day Scheduling

- (a) Lieu days in the Suppression Division and Safety Officers will be scheduled in accordance with Appendix D.
- (b) Lieu days in the Communication Division for Full Time Dispatchers and Communications Supervisors will be scheduled in accordance with Appendix G.
- (c) Employees not referenced in a and b above will be allowed to book their lieu days based on the schedule provided each November to include by Division the number of Employees allowed to be off on lieu days for each given week. The current practice for selection of lieu days remains in place.

7:05 Lieu Days

- (a) Employees may use lieu days at any time during the calendar year. If an Employee uses more lieu days than they accrued during the calendar year, recovery of the over usage shall be deducted from their following year's lieu day entitlement. If for any reason that is not possible, the recovery of over usage will be made from the Employee's accumulated overtime bank. If the Employee has an insufficient amount accumulated in their overtime bank to cover the overpayment, pay will be deducted from the upcoming pay(s) of the Employee. In these instances the authorization for such a deduction shall be deemed to have been provided to the Employer by the Employee, pursuant to the *Employment Standards Act, 2000*. Recovery of overpayment from an Employee's pay will be limited to one lieu day per pay. Recoveries will occur from subsequent pays until all monies have been reimbursed.
- (b) The Employer may permit the transfer of lieu days from one Employee to another Employee as stipulated below:
 - (i) The transfer of lieu days shall not incur additional cost to the Employer.
 - (ii) Any request to transfer lieu days is subject to approval by the appropriate Deputy Chief or designate.
 - (iii) Employees may be eligible to transfer unused lieu days up to their annual entitlement each year.
 - (iv) Any transfer of lieu day request for a 24 hour shift will require a transferring of two (2) lieu days.
 - (v) Employees within the Fire Fighter rank may be permitted to transfer lieu days provided they are being transferred to a Fire Fighter at the same or lesser classification.

- (vi) Dispatchers may be permitted to transfer lieu days provided they are being transferred to a Dispatcher at the same or lesser pay step.
- (vii) Communication Supervisors may be permitted to transfer lieu days provided they are being transferred to another Communication Supervisor or acting Communications Supervisor.
- (viii) Platoon Chiefs may be permitted to transfer Lieu Days provided they are being transferred to another Platoon Chief or a District Chief on the promotional list.
- (ix) District Chiefs may be permitted to transfer Lieu Days provided they are being transferred to another District Chief or a Captain on the promotional list.
- (x) Captains may be permitted to transfer Lieu Days provided they are being transferred to another Captain or Firefighter on the promotional list.
- (xi) Safety Officers may be permitted to transfer lieu days provided they are being transferred to another Safety Officer or acting Safety Officer.
- (xii) A transfer of lieu days may involve only two Employees from different platoons. The Employee transferring the lieu day(s) and the Employee working for that Employee.
- (xiii) The transfer and payment of the lieu day will take place only after the Employee has actually worked for the other Employee. The lieu day will not be transferred if the Employee does not work for the other Employee. The transferred lieu day(s) must be from the Employee's current year entitlement.
- (xiv) The transferred lieu day(s) will automatically be paid out. There will be no banking of a transferred lieu day for any reason. The transferred lieu day will be paid out at applicable rate as at the date of the transfer. The applicable rate will be at the rate of the Employee who receives the transferred lieu day(s).
- (xv) In cases where an Employee has agreed to work for another Employee in exchange for a lieu day(s) and fails to report to duty or is required to leave work prior to the end of the shift for reason that would otherwise qualify for sick, bereavement or compassionate leave under Article 9, the Employee shall be eligible to use such leave and the respective leave bank deducted accordingly. Any sick leave used under these circumstances must be certified. The Employee will be required to provide reasonable documentation substantiating usage of bereavement or compassionate leave if so requested by the Chief or designate. Paragraph xvi will apply in

circumstances where sick leave is not certified or reasonable documentation substantiating usage of bereavement or compassionate leave is not provided if so requested

- (xvi) In cases where an Employee has agreed to work for another Employee in exchange for a lieu day(s) and fails to report to duty or is required to leave work prior to the end of the shift for any reason except in circumstances where paragraph xv applies, the Employee who was to receive the lieu day(s) will have their accumulated overtime bank deducted at straight time unless overtime call occurs. In such circumstances, time and one-half will be deducted. If the Employee has no accumulated overtime, pay will be deducted from their upcoming pay at straight time unless overtime call occurs. In such circumstances pay will be deducted at time and one-half and the authorization for such a deduction shall be deemed to have been provided to the Employer by the Employee, pursuant to the *Employment Standards Act, 2000*.
- (xvii) In cases where paragraph xv or xvi apply, the lieu day(s) will be deducted from the Employee who was to transfer the lieu day(s).
- (xviii) In cases where an Employee has agreed to work for another Employee in exchange for a lieu day(s) and fails to report to duty or is required to leave work prior to the end of the shift for any reason, the lieu day(s) will not be transferred. In addition, the lieu day(s) will be deducted from the bank of the Employee transferring the Lieu Day. An Employee who fails to report to work or is required to leave work prior to the end of the shift for any reason except in circumstances where paragraph xiii applies may have their future eligibility to participate in the transfer of lieu days impacted.

An Employee who uses more lieu days than they will accrue during the calendar year as a direct result of the Employer's management decision will be given the option of working their choice days or deducting it from the following year's entitlement.

If the Employee has either used all of their lieu days or has them cashed out on the first pay in December and has unplanned opportunity to take additional lieu days in December of the same calendar year, they may request to take up to a maximum of two (2) days from the allocation for the upcoming calendar year.

ARTICLE 8

COURT TIME

- 8:01 Definition Court time shall be deemed to be time spent by an Employee in their off-duty hours in attendance at any court, civil trial, inquest, inquiry or departmental trial or hearing (excluding such time they are required to spend on such tribunal for personal

reasons) or any time spent as a result of their service to the department in litigation of any description.

8:02 Court Overtime

- (a) When an Employee is required to attend court during their normal tour of duty and is prevented from going off duty at their normal time, time in excess of their normal tour of duty shall be credited at time and one-half (1½).
- (b) When an Employee is required to attend court immediately before their tour of duty, they shall be paid from the time they are required to report for court until they report for duty at the rate of time and one-half (1½).
- (c) When an Employee is required to attend court on their off-duty hours, they shall receive in compensation thereof four (4) hours court time at time and one-half (1½) for each morning, afternoon or evening attendance.
- (d) When an Employee is required to attend an inquest and when the inquest continues past 00:30 hours, the Employee shall be entitled to an additional four (4) hours pay at time and one-half (1½) over and above their entitlement under 8:02 (c) above.

8:03 While on Vacation When an Employee is required to attend court on any occasion during their annual vacation, they shall be granted two (2) extra days leave in compensation thereof for each day or portion thereof for which they may elect to take pay or time off. For Employees working the 24-hour shift schedule, two (2) days would equate to one (1) twenty-four (24) hour shift.

8:04 Fees and Expenses Any fee received by the Employee shall be turned over to the City of Ottawa in lieu of court time as herein defined.

The Employee will be reimbursed for all reasonable expenses associated with their attendance at the court, trial, inquest or inquiry.

8:05 Compensation Where an Employee attends court, in accordance with the provisions of Article 8, the time spent by the Employee shall be compensated either with pay or time off in lieu at the Employee's discretion. Where pay is to be received the hourly rate that is utilized in Sub-Section 11:03 will be applicable.

ARTICLE 9

SICKNESS, WORKPLACE SAFETY & INSURANCE, COMPASSIONATE/BEREAVEMENT/FAMILY LEAVE

9:01 Sickness

(a) Entitlement

- (i) Cumulative Sick Leave Every Employee shall be entitled to one and one-half (1½) days leave with full pay for every completed month of service from the time of their appointment on account of sickness or accident not occasioned by or suffered in the performance of their duty. The unused portions of such leave of absence shall be cumulative.

For Employees working the 24-hour shift schedule, one-day of sick leave is equivalent to a day shift or a night shift.

- (ii) Sick Leave Standing The Employee's sick leave standing in days will continue to be available on the Employer's intranet.
- (iii) Advancement of Credits In the event an Employee has used all of their accumulated sick leave credits, and has no other paid leave of any kind, with the approval of the Chief, such Employee may be advanced future sick leave credits to a maximum of eighteen (18) days. Such sick leave advance will be recovered from immediate future earned credits or the equivalent dollar amount will be recovered in the event of termination of employment. For Employees with less than five (5) years service, additional credits may be advanced under the same conditions.
- (iv) Sick Leave Without Pay An Employee may be granted sick leave without pay for a period up to a maximum of six (6) months where the Employee is unable to return to work at the termination of the period for which sick leave with pay was granted.
- (v) Donated Services In the event that an Employee has used all their accumulated sick leave as herein provided for sickness or accident not occasioned in the performance of their duty, the Executive Board of the Association may, with the approval of the Chief or designate, arrange with other Employees to volunteer their services without pay on their day off so that the affected Employee may continue on the strength of the Department for a period of time.
- (vi) Sick Leave Credit Restrictions Should an Employee be absent from work for any periods of leave without pay in excess of thirty (30) consecutive calendar days, or for any periods of sick leave and/or LTD and/or WSIB totaling in excess of nine (9) consecutive months, the Employee would not accumulate any further sick

leave until they return to duty for at least two (2) calendar weeks. However, in cases of WSIB, this would not apply for any periods that the Employee is in receipt of payment as per article 9.02 (b).

(b) Certification

- (i) A maximum of five (5) days sick leave shall be allowed without furnishing a medical certificate in any one (1) calendar year. For each absence beyond the five (5) days, the Employer may require the Employee to produce a medical certificate. Medical certificate may be required upon return to work or earlier if requested by the Chief or designate. In any event, such medical certificate, if required by the Employer, shall be requested within ten (10) calendar days of the return to duty of the Employee, failing which no certificate shall be required. For Employees working the 24-hour shift schedule, one-day of sick leave is equivalent to a day shift or a night shift.
- (ii) For Employees on extended sick leave, the Employer may require the Employee to produce a medical certificate within the first ten (10) calendar days of absence. The Employer may also require the Employee to renew such certificate(s) every month thereafter. When the Employer requires the production of a medical certificate, as required under this Agreement, and there is a cost for such certificate, it will bear the cost of such certificate to a maximum of fifty (\$50) dollars for each medical certificate.

9:02 Workplace Safety and Insurance

- (a) Every Employee off duty as a result of personal injury by accident arising out of, and in the course of their employment within the meaning of the Workplace Safety and Insurance Act, 1997 shall be provided with free hospitalization and medical care as prescribed by the Workplace Safety and Insurance Board (WSIB).
- (b) During the period off duty where the Employee is receiving temporary loss of earnings benefit from WSIB, the Employee will be paid the allowable loss of earnings benefit as determined by WSIB starting from the date of disability. The Employer shall also pay to the Employee the difference between the allowable loss of earnings benefit as determined by WSIB and the amount equal to the Employee's net pay of their base salary including recognition pay. It is recognized that this top-up is taxable income. In no case will an Employee receive more than their net pay of their base salary including recognition pay under this provision.

An Employee would only be entitled to receive payment under the provisions of this Article during any period(s) where the Employee is in receipt of temporary loss of earnings benefits from WSIB (85% of net salary).

Payment is not provided when the Employee is only in receipt of loss of earnings supplements from WSIB.

- (c) Any Employee who is off work on WSIB and is found by the appropriate medical authorities (pursuant to the practices of the WSIB) to be permanently unable to return to any work, from the date of official notification from the WSIB that they cannot return to work, the Employee will be paid the allowable loss of earnings benefit as determined by WSIB. The Employer shall also pay the difference between the allowable loss of earnings benefit as determined by WSIB and the amount equal to the Employee's net pay of their base salary including recognitions pay as of the date of official notification from WSIB that the Employee cannot return to work. It is recognized that this top-up is taxable income. In no case will and Employee receive more that their net pay of their base salary including recognition pay as of the date of official notification from WSIB that the Employee cannot return to work under this provision. This paragraph does not apply to an Employee that was transferred to direct payment by WSIB prior to June 1, 2021.

Any Employee who is off work on WSIB and is found by the appropriate medical authorities (pursuant to the practices of the WSIB) to be permanently unable to return to any work, will not be entitled to accumulate further sick leave, vacation or Statutory or Declared Holidays from the date of official notification from the WSIB that they cannot return to work. Accumulated sick leave may only be utilized as provided for in Article 10.

- (d) Payments under this article will be discontinued if the WSIB suspends or terminates benefits.
- (e) Payments provided for in paragraph (c) above will cease when the Employee is eligible for a non-reduced pension from OMERS or reaches normal retirement age, whichever occurs first. Should the Employee remain on WSIB benefits, the Employee will be transferred to direct payment by the WSIB and all direct payments by the Employer will cease.
- (f) If the allowable loss of earnings benefit as determined by WSIB is equal to or greater than the Employee's net pay as provided in paragraph (b) or (c) above then the Employee will be transferred to direct payment by the WSIB and all direct payments by the Employer will cease.
- (g) Any Employee who is off on workplace safety and insurance benefits, and whose medical limitations, as determined by proper medical authorities (pursuant to the practices of the WSIB), prevent them from performing the essential duties of their regular job but allow them to perform some duties, may be provided with temporary modified duties in accordance with the applicable legislation and Collective Agreement provisions.
- (h) A pension plan disability waiver may be available to an Employee as early as the first day of the fifth month following the date of disability. Employees are required to

apply for a disability waiver of contribution benefit upon receipt of the disability package from the pension plan (OMERS) and provide any documentation required to complete the application.

- (i) If an Employee is in receipt of WSIB benefits, the benefits provided in articles 12:02, 12:03, and 12:04 will continue until the earlier of when the employee retires or reaches age 65 or mandatory retirement age of 60, as applicable. If an Employee is transferred to direct payment by WSIB, the Employer will pay the Employee's cost share of premiums except for optional insurance. Any optional insurance remains fully paid by the Employee.
- (j) If the Employer has overpaid an Employee under this article, the overpayment may be recovered from the Employee by the Employer. Such recovery will be deemed authorized under the *Employment Standards Act, 2000* to make deductions from the Employee's pay cheque to cover the overpayment provided that the Employee has agreed to a reasonable repayment schedule. Failing agreement, the parties will use an expedited process to determine the repayment schedule.

9:03 Compassionate/Bereavement/Special Leave

The Chief may grant leave of absence with full pay on the following basis:

- (a) Bereavement Leave Death of spouse, child, parent, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, grandchild, up to four (4) working days. For Employees working the 24-hour shift schedule, two (2) working days would equate to one (1) twenty-four (24) hour shift.

Bereavement Leave, for the relationships identified in the paragraph above, is intended to be used at the time of the death and/or to attend the funeral. The Employer recognizes that there may be situations when part or all of an Employee's entitlement may be requested and shall be granted at a later date in order to attend the funeral.

Death of a parent's sibling, a sibling's child, a spouse's grandparent, one (1) working day to be used to attend the funeral or for Employees working the 24-hour shift schedule, (1) twenty-four (24) hour shift to be used to attend the funeral. Employees are only eligible for such leave where the funeral falls on a regularly scheduled working day.

For purposes of definition, parent includes step-parent, child includes step-child, and sibling includes step-sibling. Spouse shall include a person with whom the Employee is married or a person with whom the Employee has been co-habiting as a spousal partner for a minimum of one year.

Any time taken as bereavement leave shall be counted as time taken as Bereavement Leave pursuant to the *Employment Standards Act, 2000*.

(b) Compassionate Leave

In the event of:

(i) unforeseen medical emergency situations dealing with the serious illness/injury of a spouse, child or parent; or

(ii) emergency situations which prevent the employee from reporting for duty,

the Chief may provide time off work with pay up to a maximum of three (3) days in any calendar year. For Employees working the 24-hour shift schedule, two (2) days of compassionate leave would equate to one (1) twenty-four (24) hour shift. Employees who have taken compassionate leave may be required to produce satisfactory evidence.

(c) Quarantine The time shall be designated by the Medical Officer of Health.

(d) Special Leave One (1) day without loss of pay on the day of the birth of their child if the Employee is scheduled to work on that day. Special leave for Employees working the 24-hour shift schedule is one (1) twenty-four (24) hour shift without loss of pay on the day of the birth of their child if the Employee is scheduled to work on that day.

For birth of a child, where the delivery of the child occurs over an extended period of time into their second workday, that additional day would be provided upon proof satisfactory to the Chief. This paragraph does not apply to an Employee working the 24-hour shift schedule.

9:04 Domestic and Sexual Violence Leave

Any employee who qualifies for Domestic or Sexual Violence leave under the *Employment Standards Act, 2000* as amended from time to time, shall be eligible for up to five (5) days of paid leave, non-cumulative, per year in addition to any paid leave provided by the *Employment Standards Act, 2000* for this purpose. Entitlement, application and administration of this leave shall be done in accordance with the provisions outlined in the *Employment Standards Act, 2000*, as amended from time to time.

9:05 The Chief, on written recommendation of any Medical Doctor, may grant leave of absence without pay for a period of not more than one (1) month in any calendar year as an extension of leave of absence provided by Sub-Section 9:03 of this Article.

ARTICLE 10

PAYOUT OF SICK CREDITS

10:01 Payout at Retirement or Death When an Employee dies or retires with accumulated sick leave days to their credit, payment of such accumulated sick leave days shall be made to the estate of the Employee or to the Employee themselves in accordance with the provisions contained in their former respective Collective Agreement for Employees hired prior to October 23rd, 2002 (as per (a) to (d) below). For Employees hired after October 23rd, 2002, and for Employees from the Cumberland and Gloucester Silos who were not covered by the cumulative sick leave system, eligibility will be in accordance with (e) below.

- (a) For Employees from the former Gloucester Silo On retirement or death, there shall be paid to such Fire Fighter or, in the case of death, to their estate, a payment equal to fifty percent (50%) of their accumulated sick day credits at the time of such termination of employment to a maximum of one-half the Employee's annual salary. Such pay out shall be based upon a twelve (12) hour day.
- (b) For Employees from the former Kanata Silo Should a full-time Fire Fighter retire or die with sick pay credits to their account, they or their estate shall receive payment of one-half (1/2) of their accumulated sick leave total, up to a maximum of one-half (1/2) their current salary. For the purpose of calculation, a day's pay shall be based on a day equating to 1/182 of annual salary for all Employees from the former Kanata silo.
- (c) For Employees from the former Nepean Silo On retirement, there shall be paid to such Fire Fighter a payment equal to fifty percent (50%) of their accumulated sick day credits at the time of such termination of employment to a maximum of one-half the Employee's annual salary. In the event of death, there shall be paid to their estate a payment equal to all accumulated sick day credits. Such payouts shall be based on a day equating to annual salary divided by 261 days.
- (d) For Employees from the former Ottawa Silo When an Employee dies or retires with accumulated sick leave to their credit, payment of such accumulated sick leave shall be made to the estate of the Employee or to the Employee themselves to a maximum of one-half (1/2) of the annual salary for the Employee's classification as set forth in the salary schedule of this Collective Agreement. One half of the annual salary is to be equated to 130½ days of pay.

The allowance shall be based on the daily salary or wage of the Employee in effect at the date of severance of employment counting working days only. For the purpose of determining the daily rate applicable to credits of Article X, the annual salary should be divided by 261 days.

(e) For all Employees hired after October 23rd, 2002, as well as Employees from Cumberland and Gloucester previously covered by the IPP Plan. On retirement or death, there shall be paid to such Fire Fighter or, in the case of death, to their estate, a payment equal to fifty percent (50%) of their accumulated sick day credits at the time of such termination of employment to a maximum of one-half the Employee's annual salary (130 days of pay). Such pay out shall be based on a day equating to annual salary divided by 261 days.

For the Employees from Cumberland who previously received a pay out of Sick day credits when their cumulative sick leave system was discontinued, the 130 day maximum will be reduced by the number of days previously paid.

10:02 Payout of Credits at Voluntary Resignation Every Employee who voluntarily resigns from the Fire Department after completing ten (10) years' service shall be paid for fifty per cent (50%) of the accumulated sick leave credits to their credit to a maximum of one-half (½) year's annual salary (130 days). Such pay out shall be based on a day equating to annual salary divided by 261 days.

ARTICLE 11

Salaries

11:01 By Classification

Classification	PS Group		1-Jan-24	1-Jan-25	1-Jul-25
			3.90%	3.27%	1.75%
Group 1		Annual	\$68,124.53	\$70,352.20	\$71,583.37
Probationary Fire Fighter		Bi-weekly	\$2,611.34	\$2,696.73	\$2,743.92
60% of first class fire fighter		Weekly	\$1,305.67	\$1,348.37	\$1,371.96
	GRP01	Hourly (42)	\$31.087	\$32.104	\$32.666
Group 2		Annual	\$79,478.62	\$82,077.57	\$83,513.93
4th Class Fire Fighter		Bi-weekly	\$3,046.56	\$3,146.18	\$3,201.24
Platoon Office Coordinator* (moved to PLTGRP01 - PLTGRP05 as of April 16, 2025)		Weekly	\$1,523.28	\$1,573.09	\$1,600.62
70% of first class fire fighter	GRP02	Hourly (42)	\$36.269	\$37.455	\$38.110
	*GRP02-40	Hourly (40)	\$38.082	\$39.327	\$40.016

Group 3		Annual	\$90,832.70	\$93,802.94	\$95,444.49
3rd Class Fire Fighter		Bi-weekly	\$3,481.78	\$3,595.64	\$3,658.56
80% of first class fire fighter		Weekly	\$1,740.89	\$1,797.82	\$1,829.28
	GRP03	Hourly (42)	\$41.450	\$42.805	\$43.554
Group 4		Annual	\$102,186.79	\$105,528.30	\$107,375.05
2nd Class Fire Fighter		Bi-weekly	\$3,917.00	\$4,045.09	\$4,115.88
90% of first class fire fighter		Weekly	\$1,958.50	\$2,022.55	\$2,057.94
	GRP04	Hourly (42)	\$46.631	\$48.156	\$48.999
Group 5		Annual	\$113,540.88	\$117,253.67	\$119,305.61
1st Class Fire Fighter		Bi-weekly	\$4,352.23	\$4,494.54	\$4,573.20
100% of first class fire fighter		Weekly	\$2,176.12	\$2,247.27	\$2,286.60
	GRP05	Hourly (42)	\$51.812	\$53.506	\$54.443
Group 6		Annual	\$124,894.97	\$128,979.04	\$131,236.17
Communications Supervisor* (moved to Group 7 effective July 1, 2025)		Bi-weekly	\$4,787.45	\$4,944.00	\$5,030.52
Fire Prevention Officer		Weekly	\$2,393.73	\$2,472.00	\$2,515.26
Maintenance Officer	*GRP06-42	Hourly (42)	\$56.993	\$58.857	\$59.887
SCBA Technician	GRP06-35	Hourly (35)	\$68.392	\$70.629	\$71.865
110% of first class fire fighter					
Group 6A		Annual	\$130,572.01	\$134,841.72	\$137,201.45
Lieutenant* (moved to Group 6B effective July 1, 2024)		Bi-weekly	\$5,005.06	\$5,168.73	\$5,259.18
IT Technician		Weekly	\$2,502.53	\$2,584.37	\$2,629.59
115% of first class fire fighter	*GRP6A-42	Hourly (42)	\$59.584	\$61.533	\$62.609
	GRP6A-35	Hourly (35)	\$71.501	\$73.839	\$75.131
Group 6B (assigned to Captain classification effective July 1, 2025)		Annual	\$132,842.83	\$137,186.79	\$139,587.56
Lieutenant		Bi-weekly	\$5,092.10	\$5,258.62	\$5,350.64
117% of first class fire fighter		Weekly	\$2,546.05	\$2,629.31	\$2,675.32
	GRP6B-42	Hourly (42)	\$60.620	\$62.603	\$63.698

Group 7		Annual	\$136,249.06	\$140,704.40	\$143,166.73
Captain*		Bi-weekly	\$5,222.67	\$5,393.45	\$5,487.84
Safety Officer*		Weekly	\$2,611.34	\$2,696.73	\$2,743.92
Communications Supervisor* (effective July 1, 2025)	*GRP07-42	Hourly (42)	\$62.175	\$64.208	\$65.331
Training Officer	GRP07-35	Hourly (35)	\$74.610	\$77.049	\$78.398
Equip/Mech Coordinator					
Respirator Program Coordinator					
Maintenance Division Coordinator					
Public Information Officer					
Fire Protection Engineer					
120% of first class fire fighter					
Group 7A		Annual	\$141,926.10	\$146,567.09	\$149,132.01
Ass't Division Chief-Prevention		Bi-weekly	\$5,440.28	\$5,618.18	\$5,716.50
Ass't Division Chief-Communications		Weekly	\$2,720.14	\$2,809.09	\$2,858.25
Ass't Division Chief-Training (effective September 1, 2025)	GRP7A-35	Hourly (35)	\$77.718	\$80.260	\$81.664
125% of first class fire fighter					
Group 8		Annual	\$153,280.19	\$158,292.45	\$161,062.57
District Chief *		Bi-weekly	\$5,875.51	\$6,067.63	\$6,173.82
Division Chief Training		Weekly	\$2,937.76	\$3,033.82	\$3,086.91
Division Chief Safety & Innovation	*GRP08-42	Hourly (42)	\$69.947	\$72.234	\$73.498
Division Chief Prevention	GRP08-35	Hourly (35)	\$83.936	\$86.680	\$88.197
Division Chief Communications					
135% of first class fire fighter					
Group 9		Annual	\$164,634.28	\$170,017.82	\$172,993.13
Platoon Chief		Bi-weekly	\$6,310.73	\$6,517.09	\$6,631.14
145% of first class fire fighter		Weekly	\$3,155.37	\$3,258.55	\$3,315.57
	GRP09	Hourly (42)	\$75.128	\$77.584	\$78.942

Classification	PS Group		1-Jan-26	1-Jul-26	1-Jan-27
			1.75%	1.75%	1.74%
Group 1		Annual	\$72,836.08	\$74,110.71	\$75,400.24
Probationary Fire Fighter		Bi-weekly	\$2,791.94	\$2,840.80	\$2,890.23
60% of first class fire fighter		Weekly	\$1,395.97	\$1,420.40	\$1,445.12
	GRP01	Hourly (42)	\$33.237	\$33.819	\$34.408
Group 2		Annual	\$84,975.42	\$86,462.50	\$87,966.94
4th Class Fire Fighter		Bi-weekly	\$3,257.26	\$3,314.26	\$3,371.93
70% of first class fire fighter		Weekly	\$1,628.63	\$1,657.13	\$1,685.97
	GRP02	Hourly (42)	\$38.777	\$39.455	\$40.142
Group 3		Annual	\$97,114.77	\$98,814.28	\$100,533.65
3rd Class Fire Fighter		Bi-weekly	\$3,722.58	\$3,787.73	\$3,853.64
80% of first class fire fighter		Weekly	\$1,861.29	\$1,893.87	\$1,926.82
	GRP03	Hourly (42)	\$44.316	\$45.092	\$45.877
Group 4		Annual	\$109,254.11	\$111,166.07	\$113,100.35
2nd Class Fire Fighter		Bi-weekly	\$4,187.91	\$4,261.20	\$4,335.34
90% of first class fire fighter		Weekly	\$2,093.96	\$2,130.60	\$2,167.67
	GRP04	Hourly (42)	\$49.856	\$50.729	\$51.611
Group 5		Annual	\$121,393.46	\$123,517.85	\$125,667.06
1st Class Fire Fighter		Bi-weekly	\$4,653.23	\$4,734.66	\$4,817.04
100% of first class fire fighter		Weekly	\$2,326.62	\$2,367.33	\$2,408.52
	GRP05	Hourly (42)	\$55.396	\$56.365	\$57.346
Group 6		Annual	\$133,532.81	\$135,869.64	\$138,233.77
Fire Prevention Officer		Bi-weekly	\$5,118.55	\$5,208.13	\$5,298.75
Maintenance Officer		Weekly	\$2,559.28	\$2,604.07	\$2,649.38
SCBA Technician	GRP06-35	Hourly (35)	\$73.122	\$74.402	\$75.696
110% of first class fire fighter					
Group 6A		Annual	\$139,602.48	\$142,045.53	\$144,517.12
IT Technician		Bi-weekly	\$5,351.21	\$5,444.86	\$5,539.60

115% of first class fire fighter		Weekly	\$2,675.61	\$2,722.43	\$2,769.80
	GRP6A-35	Hourly (35)	\$76.446	\$77.784	\$79.137
Group 7		Annual	\$145,672.15	\$148,221.42	\$150,800.47
Captain*		Bi-weekly	\$5,583.88	\$5,681.59	\$5,780.45
Safety Officer*		Weekly	\$2,791.94	\$2,840.80	\$2,890.23
Communications Supervisor* (effective July 1, 2025)	*GRP07-42	Hourly (42)	\$66.475	\$67.638	\$68.815
Training Officer	GRP07-35	Hourly (35)	\$79.770	\$81.166	\$82.578
Equip/Mech Coordinator					
Respirator Program Coordinator					
Maintenance Division Coordinator					
Public Information Officer					
Fire Protection Engineer					
120% of first class fire fighter					
Group 7A		Annual	\$151,741.83	\$154,397.31	\$157,083.83
Ass't Division Chief-Prevention		Bi-weekly	\$5,816.54	\$5,918.33	\$6,021.31
Ass't Division Chief-Communications		Weekly	\$2,908.27	\$2,959.17	\$3,010.66
Ass't Division Chief-Training (effective September 1, 2025)	GRP7A-35	Hourly (35)	\$83.093	\$84.548	\$86.019
125% of first class fire fighter					
Group 8		Annual	\$163,881.17	\$166,749.10	\$169,650.53
District Chief *		Bi-weekly	\$6,281.86	\$6,391.79	\$6,503.01
Division Chief Training		Weekly	\$3,140.93	\$3,195.90	\$3,251.51
Division Chief Safety & Innovation	*GRP08-42	Hourly (42)	\$74.784	\$76.093	\$77.417
Division Chief Prevention	GRP08-35	Hourly (35)	\$89.741	\$91.311	\$92.900
Division Chief Communications					
135% of first class fire fighter					
Group 9		Annual	\$176,020.52	\$179,100.88	\$182,217.24
Platoon Chief		Bi-weekly	\$6,747.18	\$6,865.26	\$6,984.71
145% of first class fire fighter		Weekly	\$3,373.59	\$3,432.63	\$3,492.36
	GRP09	Hourly (42)	\$80.324	\$81.729	\$83.151

Classification	PS Group		1-Jul-27	1-Jan-28	1-Jul-28
			1.76%	1.75%	1.25%
Group 1		Annual	\$76,727.28	\$78,070.01	\$79,045.88
Probationary Fire Fighter		Bi-weekly	\$2,941.09	\$2,992.56	\$3,029.97
60% of first class fire fighter		Weekly	\$1,470.55	\$1,496.28	\$1,514.99
	GRP01	Hourly (42)	\$35.013	\$35.626	\$36.071
Group 2		Annual	\$89,515.16	\$91,081.68	\$92,220.20
4th Class Fire Fighter		Bi-weekly	\$3,431.28	\$3,491.32	\$3,534.97
70% of first class fire fighter		Weekly	\$1,715.64	\$1,745.66	\$1,767.49
	GRP02	Hourly (42)	\$40.849	\$41.563	\$42.083
Group 3		Annual	\$102,303.04	\$104,093.34	\$105,394.51
3rd Class Fire Fighter		Bi-weekly	\$3,921.46	\$3,990.09	\$4,039.96
80% of first class fire fighter		Weekly	\$1,960.73	\$1,995.05	\$2,019.98
	GRP03	Hourly (42)	\$46.684	\$47.501	\$48.095
Group 4		Annual	\$115,090.92	\$117,105.01	\$118,568.83
2nd Class Fire Fighter		Bi-weekly	\$4,411.64	\$4,488.85	\$4,544.96
90% of first class fire fighter		Weekly	\$2,205.82	\$2,244.43	\$2,272.48
	GRP04	Hourly (42)	\$52.520	\$53.439	\$54.107
Group 5		Annual	\$127,878.80	\$130,116.68	\$131,743.14
1st Class Fire Fighter		Bi-weekly	\$4,901.82	\$4,987.61	\$5,049.95
100% of first class fire fighter		Weekly	\$2,450.91	\$2,493.81	\$2,524.98
	GRP05	Hourly (42)	\$58.355	\$59.376	\$60.118
Group 6		Annual	\$140,666.68	\$143,128.35	\$144,917.45
Fire Prevention Officer		Bi-weekly	\$5,392.01	\$5,486.37	\$5,554.95
Maintenance Officer		Weekly	\$2,696.01	\$2,743.19	\$2,777.48
SCBA Technician	GRP06-35	Hourly (35)	\$77.029	\$78.377	\$79.356
110% of first class fire fighter					
Group 6A		Annual	\$147,060.62	\$149,634.18	\$151,504.61
IT Technician		Bi-weekly	\$5,637.10	\$5,735.75	\$5,807.44

115% of first class fire fighter		Weekly	\$2,818.55	\$2,867.88	\$2,903.72
	GRP6A-35	Hourly (35)	\$80.530	\$81.939	\$82.963
Group 7		Annual	\$153,454.56	\$156,140.02	\$158,091.77
Captain*		Bi-weekly	\$5,882.19	\$5,985.13	\$6,059.94
Safety Officer*		Weekly	\$2,941.10	\$2,992.57	\$3,029.97
Communications Supervisor* (effective July 1, 2025)	*GRP07-42	Hourly (42)	\$70.026	\$71.252	\$72.142
Training Officer	GRP07-35	Hourly (35)	\$84.031	\$85.502	\$86.571
Equip/Mech Coordinator					
Respirator Program Coordinator					
Maintenance Division Coordinator					
Public Information Officer					
Fire Protection Engineer					
120% of first class fire fighter					
Group 7A		Annual	\$159,848.50	\$162,645.85	\$164,678.93
Ass't Division Chief-Prevention		Bi-weekly	\$6,127.28	\$6,234.51	\$6,312.44
Ass't Division Chief-Communications		Weekly	\$3,063.64	\$3,117.26	\$3,156.22
Ass't Division Chief-Training (effective September 1, 2025)	GRP7A-35	Hourly (35)	\$87.533	\$89.064	\$90.178
125% of first class fire fighter					
Group 8		Annual	\$172,636.38	\$175,657.52	\$177,853.24
District Chief *		Bi-weekly	\$6,617.46	\$6,733.27	\$6,817.43
Division Chief Training		Weekly	\$3,308.73	\$3,366.64	\$3,408.72
Division Chief Safety & Innovation	*GRP08-42	Hourly (42)	\$78.779	\$80.158	\$81.160
Division Chief Prevention	GRP08-35	Hourly (35)	\$94.535	\$96.190	\$97.392
Division Chief Communications					
135% of first class fire fighter					
Group 9		Annual	\$185,424.26	\$188,669.19	\$191,027.55
Platoon Chief		Bi-weekly	\$7,107.65	\$7,232.03	\$7,322.43
145% of first class fire fighter		Weekly	\$3,553.83	\$3,616.02	\$3,661.22
	GRP09	Hourly (42)	\$84.615	\$86.096	\$87.172

Effective July 1, 2025, the Lieutenant classification will be discontinued, and the existing Lieutenants will be assigned to the Captain classification.

Classification	PS Group		1-Jan-25	1-Jul-25	1-Jan-26
			3.27%	1.75%	1.75%
Platoon Office Coordinator (effective April 16, 2025)					
Step 1 - 60% of first class fire fighter		Annual	\$70,352.20	\$71,583.37	\$72,836.08
		Bi-weekly	\$2,696.73	\$2,743.92	\$2,791.94
		Weekly	\$1,348.37	\$1,371.96	\$1,395.97
	PLTGRP01	Hourly (40)	\$33.709	\$34.299	\$34.899
Step 2 - 65% of first class fire fighter		Annual	\$76,214.89	\$77,548.65	\$78,905.75
		Bi-weekly	\$2,921.45	\$2,972.58	\$3,024.60
		Weekly	\$1,460.73	\$1,486.29	\$1,512.30
	PLTGRP02	Hourly (40)	\$36.518	\$37.157	\$37.808
Step 3 - 70% of first class fire fighter		Annual	\$82,077.57	\$83,513.93	\$84,975.42
		Bi-weekly	\$3,146.18	\$3,201.24	\$3,257.26
		Weekly	\$1,573.09	\$1,600.62	\$1,628.63
	PLTGRP03	Hourly (40)	\$39.327	\$40.016	\$40.716
Step 4 - 75% of first class fire fighter		Annual	\$87,940.25	\$89,479.21	\$91,045.10
		Bi-weekly	\$3,370.91	\$3,429.90	\$3,489.92
		Weekly	\$1,685.46	\$1,714.95	\$1,744.96
	PLTGRP04	Hourly (40)	\$42.136	\$42.874	\$43.624
Step 5 - 80% of first class fire fighter		Annual	\$93,802.94	\$95,444.49	\$97,114.77
		Bi-weekly	\$3,595.64	\$3,658.56	\$3,722.58
		Weekly	\$1,797.82	\$1,829.28	\$1,861.29
	PLTGRP05	Hourly (40)	\$44.946	\$45.732	\$46.532

Classification	PS Group		1-Jul-26	1-Jan-27	1-Jul-27
			1.75%	1.74%	1.76%
Platoon Office Coordinator (effective April 16, 2025)					
Step 1 - 60% of first class fire fighter		Annual	\$74,110.71	\$75,400.24	\$76,727.28
		Bi-weekly	\$2,840.80	\$2,890.23	\$2,941.09
		Weekly	\$1,420.40	\$1,445.12	\$1,470.55

	PLTGRP01	Hourly (40)	\$35.510	\$36.128	\$36.764
Step 2 - 65% of first class fire fighter		Annual	\$80,286.60	\$81,683.59	\$83,121.22
		Bi-weekly	\$3,077.53	\$3,131.08	\$3,186.19
		Weekly	\$1,538.77	\$1,565.54	\$1,593.10
	PLTGRP02	Hourly (40)	\$38.469	\$39.139	\$39.827
Step 3 - 70% of first class fire fighter		Annual	\$86,462.50	\$87,966.94	\$89,515.16
		Bi-weekly	\$3,314.26	\$3,371.93	\$3,431.28
		Weekly	\$1,657.13	\$1,685.97	\$1,715.64
	PLTGRP03	Hourly (40)	\$41.428	\$42.149	\$42.891
Step 4 - 75% of first class fire fighter		Annual	\$92,638.39	\$94,250.30	\$95,909.10
		Bi-weekly	\$3,551.00	\$3,612.78	\$3,676.37
		Weekly	\$1,775.50	\$1,806.39	\$1,838.19
	PLTGRP04	Hourly (40)	\$44.388	\$45.160	\$45.955
Step 5 - 80% of first class fire fighter		Annual	\$98,814.28	\$100,533.65	\$102,303.04
		Bi-weekly	\$3,787.73	\$3,853.64	\$3,921.46
		Weekly	\$1,893.87	\$1,926.82	\$1,960.73
	PLTGRP05	Hourly (40)	\$47.347	\$48.171	\$49.018

Classification	PS Group		1-Jan-28	1-Jul-28
			1.75%	1.25%
Platoon Office Coordinator (effective April 16, 2025)				
Step 1 - 60% of first class fire fighter		Annual	\$78,070.01	\$79,045.88
		Bi-weekly	\$2,992.56	\$3,029.97
		Weekly	\$1,496.28	\$1,514.99
	PLTGRP01	Hourly (40)	\$37.407	\$37.875
Step 2 - 65% of first class fire fighter		Annual	\$84,575.84	\$85,633.04
		Bi-weekly	\$3,241.94	\$3,282.47
		Weekly	\$1,620.97	\$1,641.24
	PLTGRP02	Hourly (40)	\$40.524	\$41.031

Step 3 - 70% of first class fire fighter		Annual	\$91,081.68	\$92,220.20
		Bi-weekly	\$3,491.32	\$3,534.97
		Weekly	\$1,745.66	\$1,767.49
	PLTGRP03	Hourly (40)	\$43.642	\$44.187
Step 4 - 75% of first class fire fighter		Annual	\$97,587.51	\$98,807.36
		Bi-weekly	\$3,740.70	\$3,787.46
		Weekly	\$1,870.35	\$1,893.73
	PLTGRP04	Hourly (40)	\$46.759	\$47.343
Step 5 - 80% of first class fire fighter		Annual	\$104,093.34	\$105,394.51
		Bi-weekly	\$3,990.09	\$4,039.96
		Weekly	\$1,995.05	\$2,019.98
	PLTGRP05	Hourly (40)	\$49.876	\$50.500

11:02 Dispatch Centre

Progression within each of the classifications would be in accordance with the criteria outlined in Section 15:02 (b).

(a) Dispatcher

STEP 1 – 75% of First Class Fire Fighter

STEP 2 – 80% of First Class Fire Fighter

STEP 3 – 90% of First Class Fire Fighter

STEP 4 - 100% of First Class Fire Fighter

11:03 Calculation of Annual & Daily Rates

- (a) Except where otherwise provided in this agreement, the calculation of the hourly rate for Employees in Suppression working the 24/7 shift, and other Employees working the same shift schedule, and Employees in Communications working the 24/7 shift schedule will be determined by dividing the annual salary by 26.088 and then dividing the result by 84. The daily rate shall be determined by multiplying the hourly rate by twelve (12) hours.
- (b) For Employees working a five-day, forty (40) hour week the daily rate will be calculated by dividing the annual salary by 26.088 and then dividing the result by 10. The hourly rate will be calculated by dividing the daily rate by 8.
- (c) For Employees working a five-day, thirty-five (35) hour week the daily rate will be calculated by dividing the annual salary by 26.088 and then dividing the result by 10. The hourly rate will be calculated by dividing the daily rate by 7.

- (d) For Employees working a four-day, thirty-five (35) hour week the daily rate will be calculated by dividing the annual salary by 26.088 and then dividing the result by 8. The hourly rate will be calculated by dividing the daily rate by 8.75.
- (e) The annual rates given are the official rates. For payroll purposes the bi-weekly pay rates will be calculated by utilizing the following formula:

$$\frac{\text{Annual Salary}}{26.088}$$

11.04 Recognition Pay:

Each Employee who has completed eight (8), seventeen (17), or twenty-three (23) years of service shall receive recognition pay based on the chart below:

Completed Years of Service:	8	17	23
	3%	6%	9%

1. Recognition Pay will apply to all forms of hourly salary including, but not limited to, straight time, bank time, overtime, vacation, lieu days, WSIB, pregnancy leave, parental leave, sick leave, other paid leaves, standby pay, payout of sick leave at retirement or death and terminal leave.
2. Recognition Pay will be eligible for OMERS. Recognition Pay will also be recognized for Life Insurance, Accidental Death, and Course of Duty Death as defined under Article 12:02 of the collective agreement.
3. Notwithstanding the group an Employee is working in under Article 11:01, the Recognition Pay will be the relevant percentage of the salary of a First Class Fire Fighter (pay group 5).
4. Recognition Pay will be based on the hourly salary of the Employee as specified in Article 11:03 (a) and (b) and not 11:03 (c) and will be paid bi-weekly with the Employee's regular pay.

11:05 Pay for Acting Rank An Employee detailed or assigned to assume the duties and responsibilities of, or to act in the capacity of and perform the duties normally performed by an Employee of a higher job classification or rank shall be paid acting pay at the rate of that paid to the Employee of higher rank or job classification for all periods in which the Employee so acts.

Para Trainers will be paid as Captains for the periods of time they are detailed and assigned to conduct training and/or education exercises.

11:06 Training Leave and Allowance

- (a) Employees authorized to attend training courses, seminars, and conferences outside of the City where meals and/or accommodations are not provided, shall be reimbursed for such meals as follows: breakfast, eleven dollars (\$11.00); lunch, fourteen dollars (\$14.00);

dinner, thirty dollars (\$30.00). Employees shall be reimbursed a reasonable amount for accommodations when supported by a receipt. They shall also be reimbursed for any other necessary expenses directly related to the training when supported by receipts. Any future increases to meal allowances will be in accordance with the City of Ottawa's Travel Procedures. It is understood that the lunch meal allowance will not be increased until the amount for the lunch meal allowance in the Travel Procedures exceeds the amount provided herein.

- (b) For purposes of coverage under the *Workplace Safety and Insurance Act, 1997*, Employees authorized to attend out of town training courses, seminars or conferences will be covered in accordance with the Act while traveling to and from such training courses, seminars and conferences while in attendance.
- (c) Employees working a night shift immediately prior to their travel to the authorized training course, seminar or conference outside of the City may elect to be free from Fire Services duties for that night shift in lieu of travel time. Employees travelling outside of the City on a day they are scheduled to work a day or night shift, shall be free of all Fire Services duties.
- (d) Employees may elect to attend training courses that are outside their regularly scheduled hours of work in accordance with this section. This does not preclude the Employer from assigning Employees to required training courses for return to work, recertification, or to fulfill the requirements of their position or on duty training. The employee's regular hours of work may be altered in accordance with this section.
 - (i) The daily hours for training course shall be between 07:00 and 17:00 exclusive of travel.
 - (ii) Training course days must be consecutive between Monday and Friday.
 - (iii) Training Courses scheduled in blocks of three (3) days, four (4) days or five (5) days shall represent one workweek.
 - (iv) Training Courses with a curriculum of four (4) days or less, will be scheduled up to eight point seven five (8.75) hours per day and with a curriculum of five (5) days, will be scheduled up to seven (7) hours per day.
 - (v) The hours of work for training courses shall be up to thirty-five (35) hours per week.
 - (vi) Any out of town training courses plus travel time in excess of thirty-five (35) hours that week shall be compensated at overtime rates.
 - (vii) Employees attending one (1) or two (2) day in town training courses outside of their regularly scheduled hours shall be compensated at overtime rates for those hours in attendance in such courses.
 - (viii) Travel time to attend in town training courses is not included in the thirty-five (35) hours and such time shall not be compensated time.

- (ix) Employees scheduled to work a night shift prior to any training day shall be excused from duty for that night with no loss of pay.
- (e) (i) Employees may be required to move from a 24-hour schedule to a day schedule for up to two (2) weeks per year to meet for training in order to fulfill the requirements of their position. The preference for the delivery of this training will be on shift.
- (ii) Additional weeks may be required for but not limited to:
- Certification or recertification of specialized or new training
 - Training of Para-trainers
 - Incremental Increase Courses
 - Officer Development Courses
 - Return to Work Training
- (iii) Where possible or required for Ontario Fire Marshal Emergency Management (OFMEM) certification training, thirty days' notice to move from a 24-hour schedule to a day schedule for training purposes will be provided to Employees. For clarity, such notice does not apply to Return to Work Training.
- (f) With the approval of the Employer, Employees may, at their sole discretion, elect to attend out of town seminars and conferences provided there is no payment of overtime. Seminars and conferences of three to five days including travel time shall replace a workweek. Workweek and daily hourly arrangements will be mutually agreed to between the Employer and the Employee for seminars and conferences of two days or less and for those seminars and conferences scheduled on Saturday and/or Sunday. However, the employee will not work for more than 5 days that week which must be consecutive.
- 11:07 Automobile Allowance Personnel authorized by the Chief to use their privately owned automobiles on City business shall be reimbursed at the City's mileage rate as amended from time to time. In addition, when such authorized Employees use their automobiles on an ongoing basis for business purposes and there is an additional cost for automobile insurance for that business travel, then, at year-end, such Employees shall be reimbursed for the additional insurance amount directly attributable to business travel, when supported by receipts. The Employer retains the right to question any claim that appears unreasonable.
- 11:08 (a) Cleaning Allowance All Employees of the Fire Department required to wear serge uniforms at work on a regular ongoing basis shall receive a cleaning allowance of twenty-five dollars (\$25.00) per month on active duty or part thereof, from the time of entitlement. This allowance is to be paid in a lump sum with the first pay in December of each year.
- (b) The following positions are currently eligible for the cleaning allowance; all Officers designated with Chief status, Officers in the Fire Prevention Division, Officers in the Training Division, the top 12 Captains who qualify to act as District Chiefs, through

promotional examinations, and others who have been designated and detailed by the Chief.

11:09 Overtime

- (a) Regular When an Employee of the Department is required to work additional hours outside of their regular working hours, they shall be paid at the rate of one and one-half (1½) hours for every hour of overtime they are required to perform. However, an Employee not on standby who receives a call-back after returning home requiring the Employee to work additional hours outside of their regular shift shall be guaranteed a minimum of three (3) hours at the overtime rate for the call-back. All overtime worked in excess of an Employee's normal workday or workweek shall be paid within thirty (30) days of the overtime being received by the respective Platoon Chief, Division Chief, or other person designated by the Fire Chief.

When Employees in suppression are to be called-back for regular overtime, except in emergency situations, a rotating callback system shall be used. Effective date of implementation, when Employees in suppression are to be called-back for regular overtime, except in emergency situations, pre-sign up procedures will be used.

When Employees in Communications are to be called-back for regular overtime, except in emergency situations, a pre-scheduling and rotating callback system shall be used.

- (b) Committee Work When an Employee of the Fire Fighting Division is required for committee work after their regular working hours, the Employee shall be provided overtime at the rate of one and one half-hour (1½) for every overtime hour worked. Such overtime shall either be paid to the Employee at one and one half of the Employee's regular hourly rate or credited to the Employee's time off in lieu bank, to the extent of the cap in that bank. Payment will also be provided once the cap has been reached at the rate such overtime was earned and shall be payable within thirty (30) days of the request for payment being received by the respective Platoon Chief, Division Chief, or other person designated by the Fire Chief.
- (c) Overtime and Call-Back In lieu of payment for overtime and/or call-back, an Employee with room in their overtime bank may elect to bank credits in their overtime bank, which shall be capped at one hundred and twenty-six (126) straight time hours. It is understood that the time credited to their overtime bank is to be taken in time off at a mutually agreeable time. If the time off provided requires a replacement, then their overtime bank shall be deducted at one and one-half (1½) hours for each hour taken in time off. An Employee may request at any given time a payout of a portion or all of the hours accumulated in their overtime bank. In the event of death or retirement or termination where the Employee was not able to use all of the banked credits, payment will be provided for any unused credits.

Employees who have in excess of one hundred and twenty-six (126) straight time hours as of November 13, 2002 will be credited with the additional hours in their overtime bank, and will be provided payment for any subsequent overtime worked until the cap is reduced below the one hundred and twenty-six (126) straight time hour maximum.

Overtime accumulated prior to May 1, 2009 shall be based on the Employee's substantive hourly salary group as of May 1, 2009.

Overtime banked after May 1, 2009 and paid out to the Employee shall be paid at the rate of pay at which it is earned.

All time off taken shall be at the Employee's current rate of pay regardless of the rate at which the Time Off in Lieu was earned.

When an Employee utilizes their overtime bank as paid leave the time removed from their overtime bank will be the hours of least value.

- 11:10 Standby Pay Any Employee who is designated and required to standby shall receive two (2) hours pay at straight time rates for nights falling on Mondays through Fridays. Standby pay for each Saturday, each Sunday and each Statutory Holiday shall be at the rate of four (4) hours straight time. Payment will be provided within thirty (30) days of the standby being submitted.

On any call-out from standby, the Employee shall be paid at a rate of time and one-half (1½) over and above their standby time, with a minimum of two (2) hours for each call-out. Such time may be placed in the Employee's Time Off in Lieu Bank as provided for in Article 11:09(c). If payment is requested, it shall be provided within thirty (30) days of the call-out being submitted.

ARTICLE 12

BENEFITS – MEDICAL PLAN, DENTAL PLAN, LIFE INSURANCE, LONG-TERM DISABILITY

- 12:01 Each member coming within the Bargaining Unit shall be entitled to the benefits provided for in this Article and shall apply to the eligible dependants of an eligible Employee. Such dependants are defined as follows:
- (a) An Employee's spouse including a person that although not legally married to the Employee continuously cohabits with the Employee in a conjugal relationship which is recognized as such in the community in which they reside and same sex partner;

- (b) Child: a person who
- a. Is unmarried
 - b. Is a natural child, step-child, legally adopted child or foster child of an Employee or such Employee's spouse
 - c. Is less than twenty-one (21) years old, or, if the child relies upon Employee for support and is in regular attendance at an accredited institute of learning, is less than twenty-five (25) years old, or
 - d. Any mentally or physically handicapped child who was covered up to the maximum age and thereafter, is incapable of self-sustaining employment and totally relies upon the Employee for support and maintenance.
 - e. A child who is attending school outside of Canada will be considered eligible.

Each Employee shall report any changes in marital status or increase or decrease in dependants without delay.

Survivor benefits:

Except as otherwise provided for in this agreement, if an Employee dies while still employed, the widow/widower and dependants would retain the same coverage for extended health and dental for one year period from date of death.

Effective August 1st, 2025

Except as otherwise specified in this agreement, if an Employee dies and receives a Line of Duty Death payment, any dependents insured for extended health and dental coverage at the time of the Employee's death will retain the extended health and dental coverage provided for active employees until they no longer qualify as an eligible dependent under the group insurance policy. Health and Dental premiums during this period are 100% paid for by the City. Should the survivor dependent choose to terminate coverage, such termination shall be irrevocable.

If an Employee dies while still employed and does not receive a Line of Duty Death payment, any dependents insured for extended health and dental coverage at the time of the Employee's death will retain the extended health and dental coverage provided for active employees for a one-year period from the Employee's date of death or until they no longer qualify as an eligible dependent under the group insurance policy, whichever occurs first. Health and Dental premiums during this period are 100% paid for by the City.

Should any of the following events occur, Survivor Benefits for the surviving spouse will terminate on the earliest of one of the following events:

- The last day of the month in which the surviving spouse reaches the age of 65;
- The last day of the month in which the surviving spouse remarries; or
- The date the surviving spouse passes away.

Coverage for the eligible dependent children is not affected by the surviving spouse experiencing one of the above events.

12:02 Health Plan: The City shall provide and pay 100% of the premiums for a Health Plan, which will include the following Eligible Expenses:

- (a) Semi-private room and board hospitalization.
- (b) Charges for the purchase and fitting of prescription glasses or elective contact lenses, as well as repairs or elective laser vision correction procedures up to the maximum of \$550.00 per person every 2 calendar years when prescribed by an ophthalmologist, optometrist or oculist. Effective January 1, 2026, charges for the purchase and fitting of prescription glasses or elective contact lenses as well as repairs (vision care) up to the maximum of \$650.00 per person every 2 calendar years when prescribed by an ophthalmologist, optometrist or optician. Charges for elective laser vision correction procedures up to a maximum of \$500.00 per eye. There will be no allowable claims for vision care for a period of 48 months from the date of successful eye surgery. One eye exam every 2 calendar years to a maximum of \$80.00. This is separate from vision care and the elective laser vision amounts.
- (c) Chronic care of up to \$3 per day for not more than 120 days per person in any 12 consecutive months.
- (d) Drugs which legally require a prescription by means of a "Pay Direct Drug Card", with the lowest cost generic equivalent product that can legally be used to fill the prescription, as listed in the Provincial Drug Benefit Formulary. If there is no generic equivalent product for the prescription drug or medicine, the amount covered is the cost of the prescribed product. Exclusions are drugs, biologicals and related preparations which are intended to be administered in hospital or on an in-patient or out-patient basis and are not intended for a patient's use at home; sexual dysfunction drugs and fertility drugs.
- (e) Non-generic drugs will be covered if:
 - a. There is no generic substitute; or
 - b. There are no generic substitutions readily available from the pharmacy of the Employee's choice; or
 - c. Generic drugs are the same cost or more expensive; or
 - d. The Employee's doctor stipulates that the generic substitution would not be medically appropriate for the Employee or dependent concerned by writing no substitution on the prescription.
- (f) Life sustaining drugs if they have a Drug Identification Number.
- (g) Charges for injectable medications except for the administration of the same.
- (h) Anti-smoking drugs will be eligible subject to a lifetime maximum of \$400 per person.
- (i) Oral contraceptives.
- (j) Diabetic supplies including standard syringes, needles and diagnostic aids if required to treat diabetes but not cotton swabs, alcohol, automatic jet injectors and similar equipment.

- (k) The following services will be payable from the first visit to an annual maximum of \$600 per person per calendar year: chiropractor (including x-rays), osteopath, podiatrist, chiropodist, naturopath, speech therapist, massage therapy, and acupuncture. (Effective August 1, 2025, increase annual maximum to \$700 per person per calendar year: chiropractor (including x-rays), osteopath, podiatrist, chiropodist, naturopath, massage therapy and acupuncture. Effective January 1, 2028, increase annual maximum to \$750 per person per calendar year: chiropractor (including x-rays), osteopath, podiatrist, chiropodist, naturopath, massage therapy, and acupuncture). A per visit limitation of \$80 per visit for physiotherapist (Effective August 1, 2025, increase the per visit limitation for physiotherapist to \$100 per visit). Annual maximum for Speech Therapy to \$1000.00 per person per calendar year. A written medical recommendation is required by a physician for speech therapist and a written medical recommendation is required by a physician every consecutive twelve (12) months for massage therapy.
- (l) The services of a psychologist, psychotherapist, or social worker (MSW) to a maximum of \$3500 (effective August 1, 2025, to a maximum of \$5000) per person per calendar year.
- (m) When recommended by a physician or podiatrist stock-item orthopaedic shoes and modifications or adjustments to stock-item orthopaedic shoes or regular footwear. Charges for custom-made orthopaedic shoes which are constructed by a certified orthopaedic footwear specialist required because of a medical abnormality that, based on medical evidence, cannot be accommodated in a stock-item orthopaedic shoe or a modified stock-item orthopaedic shoe. Stock item orthopaedic shoes and modification or adjustments are subject to a maximum of \$1,200 per person per calendar year and up to 2 pairs per person per calendar year.
- (n) Charges for casted custom-made orthotics which are recommended by a physician or podiatrist up to a maximum of 2 pairs and \$400 (effective August 1, 2025, \$500) per pair per person per calendar year.
- (o) Surgical stockings up to a maximum of \$400.00 per person per calendar year.
- (p) Surgical brassieres up to 6 pairs per calendar year when required as a result of a mastectomy.
- (q) Once per lifetime wigs or hairpieces for patients with temporary hair loss as a result of medical treatment. Effective August 1, 2025, one (1) every twelve (12) months wig or hairpiece for patients with temporary hair loss as a result of a medical treatment.
- (r) During the first 60 days out-of-province/country coverage for emergency treatment for Employees and their dependants subject to a \$5,000,000 lifetime maximum.
- (s) The cost of ileostomy, colostomy and incontinence supplies, oxygen, medicated dressings and burn garments.
- (t) The Employer agrees to provide coverage under Extended Health Benefits to Employees, spouses and eligible dependants for Microscopic and other diagnostic tests and services rendered in a licensed laboratory that are not covered under the individual's provincial health care plan, such as Blood Analysis, Urinalysis,

Heavy Metal and exposure screening, Pulmonary Evaluation, Aerobic/Cardiovascular Evaluation, Cancer Screening, Immunizations, Hepatitis A, Hepatitis B, Tetanus/Diphtheria, Pertussis, Influenza, MMR, Polio and Human Papillomavirus (HPV), Pneumovax, Infectious Disease Screening and Titer Tests. This coverage will be to a combined maximum of \$1000 for a spouse or eligible dependents per calendar year and to a combined maximum of \$2000 for the Employee per calendar year.

Any claim must be submitted to the insurer in accordance with their prescribed procedure. The Employer may not, in any manner or proceeding, request, or in any way demand medical information available as a result of such testing, nor can the Employer demand a release from the Employee for information as a result of any testing done under this provision.

- (u) The treatment of accidental injuries to the natural teeth or jaw due to a force or blow external to the mouth for which treatment commenced within 90 days of the accident.
- (v) Private duty nursing provided in the home or hospital by a registered nurse to a maximum of 90 eight-hour shifts per person per calendar year.
- (w) Licensed Ambulance service, plus air ambulance.
- (x) Rental of, or when approved by the insurance carrier, the purchase of mobility equipment such as crutches, canes, walkers, and wheelchairs as well as durable medical equipment such as manual hospital beds, respiratory and oxygen equipment and other durable equipment usually only found in hospitals. If medically required and recommended in writing by the attending physician electric hospital beds.
- (y) Artificial eyes, limbs and breast prostheses. If a myoelectric or sport prosthesis is purchased the amount eligible will be limited to the amount that would otherwise have been paid for standard-type artificial limbs.
- (z) Corrective prosthetic lenses and frames once only following cataract surgery or when the person lacks an organic lens.
- (aa) Charges for braces (other than foot braces), trusses collars leg orthosis, casts and splints.
- (bb) Hearing aids covered to a maximum of \$500 per person every 3 consecutive calendar years.
- (cc) Benefits coverage will include coverage for medical assistive devices (wheelchair ramps, TENS unit, extremity pumps and patient lifters)
- (dd) The Employer shall be responsible for the dispensing fee charge by pharmacies up to a maximum of \$10.50 (effective August 1, 2025, \$12.00) per prescription. The Employee will be responsible for any portion of the dispensing fee which exceeds \$10.50 (effective August 1, 2025 \$12.00) per prescription.

Reasonable and Customary Fee Schedules are developed by the benefits carrier by comparing and studying the range of charges for comparable services in the same geographic area (Ontario). Published fee schedules and surveyed responses from practitioners are utilized in establishing these amounts. The Reasonable and Customary Fee Schedule is updated annually by the benefit carrier.

Should the Employer Health Tax be discontinued and replaced by a form of premium payment for Medicare coverage, the City would pay 100% of such premiums, with Employees residing in Quebec eligible for the equivalent payment if not covered elsewhere.

12:03 Life Insurance The City shall provide coverage for basic life insurance for all Employees at 2x salary, plus coverage for an additional 2x salary for AD&D. In addition, further coverage of 2x salary will be provided in the event the Fire Fighter is killed in the course of duty. The life insurance premiums shall be 100% Employer paid. In determining course of duty death, WSIB criteria will be the determining factor.

12:04 Dental Plan The Employer shall provide Employees a dental plan covering:
Level 1 Basic Services at 100% coverage.
Level 2 Supplementary basic services at 100% coverage.
Level 3 Dentures at 80% coverage with \$1,100 annual maximum.
Level 4 Major Restorative Services at 50% coverage with a \$1,100 annual maximum.
Level 5 Orthodontic services at 50% coverage with a \$4000 lifetime maximum.

Coverage shall be the current ODA schedule Fees for General Practitioners as of January 1st of each year. Recalls will be on a nine (9) month basis. The premiums of this plan shall be shared with the Employer paying 85% and the Employee paying 15%.

12:05 Long Term Disability The City will provide and pay 100% of the premiums for a long-term disability plan which will provide payment at 75% of regular salary after a waiting period of the later of; the expiry of the Employee's sick leave credits, or seventeen (17) weeks.

Where an Employee returns to work from long-term disability, is subsequently off work due to illness and medically unable to return to alternate/modified duties, and where it is anticipated that such Employee will be approved for LTD following the waiting period, and where such Employee has no remaining sick credits, advanced future sick leave credits to cover the waiting period for LTD will be provided by agreement of the parties. Such sick leave advance will be recovered from immediate future earned credits or the equivalent dollar amount will be recovered in the event of termination of employment.

Employees who are in receipt of long-term disability benefits shall continue to be covered by the extended health, dental, and life benefits specified in 12.01, 12.02, and 12:03, for a period of two (2) years from commencement of receipt of the benefit. This coverage may be further extended by agreement of the parties.

12:06 Insurance Carrier The Employer has the right to change its insurance carrier for the benefit plans at any time so long as the benefits at changeover are at least equal to the plans being replaced, and the Association has been notified in writing at least thirty (30) days prior to such change taking place.

- 12:07 Restrictions and Limitations It is understood that the Employer's obligation under this Article is restricted to contracting with the insurer(s) for the coverages specified herein and payment of its portion of the premiums necessary to provide the Employees the specific benefits and entitlements set out in this Article.
- 12:08 The Employer will provide the Association with a copy of the master agreement(s) with the carrier(s) annually or whenever it is amended and any other documents or materials that may exist from time-to-time that would provide for any limitations on coverage.
- 12:09 EI Premium Rebate In consideration of the insured benefits provided by the Employer, it is agreed the Employees' EI premium rebate will be provided to the Employer.

Upon request, the Employer shall advise the Association of the amount of this rebate.

ARTICLE 13

GRIEVANCE PROCEDURES

- 13:01 Definition A grievance is a complaint in writing arising from a difference between the parties over the interpretation, application, administration or alleged violation of the Collective Agreement including any question as to whether a matter is arbitral, per section 53(1) of the *Fire Protection and Prevention Act*, 1997.
- 13:02 Grievance Committee The Association shall appoint a grievance committee (hereinafter referred to as the Grievance Committee). The Association shall give the City written notice of the appointment of each such member of the Grievance Committee and written notification of any change in the personnel of the Grievance Committee, as soon as it is known.
- 13:03 Initiating a Grievance If the Grievance committee considers a grievance to be justified it shall forward a copy of the grievance to the Fire Chief (with a copy to the Employment and Labour Law designate) within fourteen (14) calendar days of becoming aware of the incident giving rise to the grievance. The grievance shall identify the individual grievor(s), the reason(s) for the grievance, the article (s) alleged to be violated and remedy sought.
- 13:04 Step 1 Upon receipt of such grievance, the Fire Chief or designate shall meet with the representative(s) of the Grievance Committee within ten (10) calendar days and shall render a decision in writing within seven (7) calendar days of the meeting.
- 13.05 Referral to Mediation: If after exhausting the steps of the grievance procedure of this agreement, a difference arising between the Parties remains, the parties may mutually agree to a mediation process. Compensation and expenses of the mediator will be borne equally by the Parties of the agreement. Any matters discussed at mediation will be

without precedent and prejudice. If mediation is not successful, the matter will be referred to the next available arbitration date under 13.06.

- 13:06 Referral to Arbitration If there is no satisfactory resolve to the grievance after exhausting Step 1 of the grievance process, either party may notify the other party in writing of its desire to submit the grievance to arbitration. Such notification must be given within ten (10) calendar days of receipt of the decision at Step 1 of the grievance process. Notification by the Association will be to the Fire Chief and the Employment and Labour Law designate.

The Association and the Employment and Labour Law designate shall, by mutual agreement, establish a list of “agreed to” arbitrators as amended from time to time. The Association and the Employment and Labour Law designate agree to meet annually in order to review the “agreed to” list.

The parties agree to pre-book annually two (2) arbitration dates each with two (2) arbitrators from the “agreed to” list.

- 13:07 Employer Grievances In the event the Employer wishes to submit a grievance alleging the violation of the Collective Agreement, the grievance may be submitted by the Employment and Labour Law designate to the Grievance Committee within fourteen (14) calendar days of them becoming aware of the incident giving rise to the grievance.

The Grievance Committee shall meet with the Employment and Labour Law designate within ten (10) calendar days of receipt of such grievance and shall render a decision within five (5) calendar days of the meeting.

In the event the decision of the Grievance Committee is not accepted, then the matter may be referred to arbitration in accordance with the process outlined in the “Referral to Arbitration” Section above. Notification would be to the Chairperson of the Grievance Committee.

- 13:08 Group Grievances Where the same grievance involves more than one Employee or where there are grievances of an identical nature, these shall be deemed to be a group grievance and processed as such.
- 13:09 Policy Grievances Where a difference arises directly between the Association and the Employer relating to the interpretation, application or administration of this agreement, it will be deemed a policy grievance, and the Grievance Committee shall file this grievance directly at Step 1 of the grievance process within fourteen (14) calendar days of becoming aware of the incident giving rise to the grievance. These Step 1 Policy Grievances will be submitted to the Employment and Labour Law designate rather than the Fire Chief.
- 13:10 Grievances Regarding Suspensions or Discharges Where a grievance relates to a suspension or discharge, the Grievance Committee shall file the grievance at Step 1

within ten (10) calendar days after the Employee has been notified of the suspension or discharge. In cases of discharge, a copy of the discharge notice shall be forwarded to the Association (Grievance Committee) immediately after it has been given to the Employee.

In any discharge or discipline grievance, the arbitrator shall have the power to resolve the grievance by any arrangement, which in their opinion is just and equitable.

- 13:11 Time Limits The time limits specified in the grievance process outlined herein may be extended by written mutual agreement of both parties.

ARTICLE 14

DISCIPLINE AND DISCIPLINARY PROCEDURES

- 14:01 Personnel File Any notice of disciplinary action which may have been placed on the personnel file of an Employee shall be removed after not more than twenty-four (24) months have elapsed since the disciplinary action has been taken provided that no further disciplinary action or non-disciplinary letters of expectation have been recorded.

Any non-disciplinary letters of expectation which may have been placed on the personnel file of an Employee shall be removed after not more than twenty-four (24) months have elapsed since the non-disciplinary letter of expectation was issued provided that no further disciplinary action or any non-disciplinary letters of expectation has been recorded.

- 14:02 Access to Personnel File An Employee shall have the right upon ten (10) days written notice to the Chief of the Department to have access to their personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. An Employee will have the right to have an Association representative accompany them.

- 14:03 Disciplinary Procedure Except in emergency situations, whenever the Chief or designate calls a member to a meeting involving disciplinary action, the following procedure will be followed:

- (a) The Chief or designate will inform the accused Employee in writing of the time and date of the scheduled meeting, the nature of the disciplinary matter and that they are entitled to have a representative of the Association in attendance. The Employee will also be advised of the particulars including details as to time and place, to ensure the Employee has no misapprehensions regarding the allegations against them. The Employer shall provide the Employee with at least forty-eight hours notice for the meeting. With the consent of the accused Employee, the Employer will create an audio recording of the investigatory meeting with the accused Employee.
- (b) Prior to or at the meeting, the accused Employee shall be allowed to give in writing any explanation, which they may wish to offer.

- (c) When the Employee is advised of the action to be taken by the Chief or designate, they shall be notified that they can resort to the grievance procedure under Article 13 if they believe they have been unjustly dealt with.
- (d) An Employee who is facing criminal charges will not be terminated solely on account of the criminal charges but may be placed on unpaid leave of absence until the conclusion of the criminal process. The Employer reserves the rights to discipline, where appropriate, for behaviour related to the workplace subject to the Association's right to grieve and the provisions of this article.
- (e) The Association will be provided with a copy of any disciplinary letter.
- (f) Whenever an Employee is discharged by the Chief or designate, the latter shall notify the Association of their action(s) and the reasons thereof and the Association shall have reasonable opportunity of making representations thereon to the Chief or designate. It is understood that the release of this information will only be made with the approval of the affected Employee.

14:04 Complainants and Witnesses With the consent of the complainant or witness, the Employer will create an audio recording of the meeting with the complainants and/or witnesses.

ARTICLE 15

SENIORITY AND PROMOTIONS

15:01 Seniority

- (a) Calculation of Seniority For bargaining unit seniority purposes, unless provided for herein, an Employee's length of service shall be calculated from the date the Employee commenced employment with the Ottawa Fire Service, and shall include previously recognized service with the Fire Departments of the Cities of Cumberland, Gloucester, Kanata, Nepean, and Ottawa, as well as any other required seniority recognition provisions under the City of Ottawa Act, 1999, and/or the Public Sector Labour Relations Transition Act, 1997.
- (b) Loss of Seniority An Employee shall not lose seniority rights if they are absent from work because of sickness, accident, or a leave of absence approved by the Employer. An Employee shall lose their seniority in the event of:
 - (i) Discharge for cause and not reinstated.
 - (ii) Termination of employment for any other reason.
- (c) Seniority Lists

- (i) Seniority List - The Employer will provide the Association with a seniority list in January of each year, indicating names, classifications, date of birth, seniority and the date of hire of each Employee in the bargaining unit. The list will be compiled as of December 31st each year. A copy of the list, without the date of birth, will be posted in a digital folder to which all employees shall have access.
 - (ii) Promotion Seniority List - The Employer will provide the Association with a seniority list for promotion purposes in January of each year, indicating names, classifications, date of birth, Division specific seniority and the date of hire of each Employee in the bargaining unit. The list will be compiled as of December 31st each year.
- (d) Accumulation Of Seniority - An Employee shall continue to accumulate seniority if they are absent from work because of LTD, sickness, accident, or a leave of absence approved by the Employer with the following provisos:
- (i) Leave without pay – Seniority shall continue to accumulate for leaves of absences for the first year of the absence only.
 - (ii) Pregnancy/Parental Leave – Seniority shall continue to accumulate for all periods of approved pregnancy/parental leaves.

15:02 Promotions

(a) Probationary to First Class Fire Fighter (Suppression Division)

- (i) Rank Progression: Progression through the range from Probationary Fire Fighter to 1st Class Fire Fighter is based on satisfactory service of one year in each classification with qualifications. Progression shall take place as a result of a satisfactory work performance evaluation by their supervisor in the previous twelve (12) months and by the successful completion of a course as outlined below in which the Employee achieves a minimum of seventy percent (70%) coordinated by the Ottawa Fire Service Training Division.
 - (a) The Probationary Fire Fighter must successfully complete the Pump Operations Course, which includes a written examination and practical demonstration of defined expectations, in order to be promoted to the 4th Class Fire Fighter classification.
 - (b) The 4th Class Fire Fighter must successfully complete the Aerial Operations Course, which includes a written examination and practical demonstration of defined expectations, in order to be promoted to the 3rd Class Fire Fighter classification.

- (c) The 3rd Class Fire Fighter must successfully complete the Fire Dynamics Course, which includes both a written examination and practical demonstration of defined expectations, in order to be promoted to the 2nd Class Fire Fighter classification. Effective June 4, 2021, the 3rd Class Fire Fighter must successfully complete the NFPA 1041 Instructor Course, in order to be promoted to the 2nd Class Fire Fighter.
 - (d) The 2nd Class Fire Fighter must successfully complete the Fire Prevention Course, which includes both a written examination and practical demonstration of defined expectations, in order to be promoted to the 1st Class Fire Fighter Classification.
- (ii) All Employees shall be advised in writing of the date, time, and location of their course no less than three (3) months prior to the date of the course. The notification shall confirm the date of the applicable course and content of any necessary examination subject material and pre-course material if applicable.
- (a) The course will be conducted by Training Officer(s), Acting Training Officer(s) and/or Para-Trainer(s) prior to the Employee's anniversary date, when possible, but no later than two (2) months after the Employee's anniversary date or a mutually agreed upon date by the Association and Fire Chief or designate.
 - (b) The subject material for all examinations will be drawn from the most current Ottawa Fire Service Training Center curriculum in the above-noted areas.
 - (c) Subject material that is not part of a course identified in (ii) above, that has been amended less than two (2) months prior to the testing date of the applicant will not be examinable.
- (iii) The date of increase of the Employee's annual salary for Employees who advance to the next classification shall be the anniversary date of the Employee's hiring except in the circumstances outlined below.
- (a) In the event an Employee is unable to participate due to illness or accident (confirmed by a medical certificate), they will be permitted to participate in the next scheduled course. Such Employee shall be advised of the date, time, and location of the course at least one week in advance. It is understood that if the Employee successfully completes the course that they will have their pay and classification backdated to their anniversary date. In the event the illness is of a prolonged nature, the parties will meet to discuss alternatives.
 - (b) In the event that an Employee does not achieve the necessary scores set out in 15:02 (a) (i) above, they will be permitted the opportunity to participate in the

next scheduled course from the date of the notice of failure of the initial course. Such notice will be in writing and will outline the details of the new course. If there is no such course within six (6) months the Employee, upon successful completion of that course, shall have their pay adjusted effective six (6) months after the conclusion of the course the Employee did not achieve the necessary scores for.

- (iv) It is understood that if an Employee does not achieve the rank progression requirements their pay and classification shall remain unchanged. However, such Employee will not have their next increment date changed as a result thereof.
- (v) Notwithstanding anything in this Article 15:02 (a) to the contrary, an Employee may be allowed the opportunity to attend courses outside the usual timelines in the interest of having full classes for the courses outlined in 15:02 (a) (i) (a) to (d). Should an Employee successfully complete a course at any point before their expected requirement, they will automatically have their pay increased on their anniversary date provided they meet all the requirement outlined in paragraph 15:02 (a) (i).
- (b) Communications & New Divisions It is agreed that the annual progression through each step of the salary range for dispatchers in the Communication Division shall take place as a result of the successful completion of a written examination, and a satisfactory work performance. The examination will be objective in nature to test the Employees knowledge and ability to do the job, and will require a mark of at least sixty-five percent (65%) to progress from probationary and seventy percent (70%) for all others.

Employees will be advised of the subject material for the examination at least two (2) months in advance at an informal information session.

In the event that it is necessary to determine a progression mechanism for any other Division in the Department, the parties agree to negotiate such terms as may be required.

- (c) Service Eligibility to compete for entrance level Officer positions (except Suppression Division)
 - (i) To be eligible to apply for entrance level Officer positions in Safety and Training Divisions, an Employee must have a minimum six (6) years as a 1st Class Fire Fighter (at least ten (10) years in Suppression) before the effective date of the new Promotion List and Acting List in the year of the competition, and must be attached to Suppression for the one (1) year period immediately before the competition.

- (ii) To be eligible to apply for entrance level Officer positions in Fire Prevention, Mechanical, Maintenance an Employee must have a minimum five (5) years of service before the effective date of the new Promotion List and Acting List in the year of the competition.
 - (iii) To be eligible to apply for entrance level Officer positions in Communications, an Employee must have a minimum five (5) years of service as a full-time Dispatcher with the Communications Division before the effective date of the new Promotion List and Acting List in the year of the competition.
 - (iv) To be eligible to apply for the SCBA Technician position an Employee must have a minimum ten (10) years of service.
 - (v) All qualified employees shall be eligible to compete for the Fire Protection Engineer positions. Should it be deemed that there are no qualified candidates for such a vacancy, the Employer may conduct an expedited external competition in order to fill the position in an appropriate and reasonable manner.
 - (vi) The Service Eligibility for Public Information Officer shall be five (5) years of Ottawa Fire Services experience within the bargaining unit before the effective date of the new Promotion List and Acting List in the year of the Competition. There is no requirement to be attached to a specific Division.
 - (vii) If any position is not filled through the initial competition except as outlined in (v) above, then following discussions with the Association, an expedited process will be implemented to determine if there are any suitably qualified candidates within the bargaining unit, who were not eligible under the initial terms of the competition.
- (d) Service eligibility to compete for all other Officer positions (except for Suppression Officers)
- (i) After the initial promotion to Officer rank, an Employee must have two (2) years in the attained rank before the effective date of the new Promotion List and Acting List in the year of the competition before being eligible to write for a promotion to the next highest rank, and must be attached to the applicable Division for the one (1) year period immediately before the competition.
 - (ii) The SCBA Technician is only eligible for promotion to the position of Respiratory Program Coordinator.
 - (iii) Any Employee hired directly into the Fire Protection Engineer position from outside the Fire Prevention Division or the Bargaining unit may compete for the Division Chief of Fire Prevention subject to completing seven (7) years of service in the Prevention Division as of the effective date of the new Promotion List for the Division Chief of Fire Prevention.

- (iv) The Communications Supervisors and IT Technician are eligible for promotion to the position of Assistant Division Chief, Communications.

15:03 Officer Vacancies

All Officer vacancies shall be filled as follows:

- (a) Where a Promotion List exists, and where there is a vacancy that is to be filled, the appointment shall become effective within thirty (30) days of such vacancy. In such instance, for seniority purposes only, the effective date of the promotion will be considered the date the position to be filled became vacant.
- (b) Where there is no Promotion List in effect, and where there is a vacancy that is to be filled, the appointment shall become effective within ninety (90) days of such vacancy. In such instances, for seniority purposes only, the effective date of the promotion will be considered the date the position to be filled became vacant.
- (c) Promotions shall be made from the respective promotion list.

15:04 Part 1 – 2020 to June 30, 2025– Promotions

15:04 Details for promotions to Officer positions below the rank of Platoon Chief (Suppression). This Article takes effect January 6, 2020 and expires on July 1, 2025

- (a) Fire Fighters to be eligible for placement on the Lieutenant promotion list the first Monday in January 2020 and annually thereafter must:
 - (i) Meet the service eligibility requirements:
 - (a) 10 years of suppression service; and
 - (b) 6 years as a 1st class Fire Fighter; and
 - (c) Attached to the Suppression Division for one year prior to the date of placement on the promotion list.

AND

- (ii) Successfully complete:
 - (a) The following courses in this order by year: the Supervisor 101, Fire Technology, NFPA Instructor, Company Officer 401, Emerging Leaders course or academic equivalent as determined by the Employer.

Effective January 1, 2022, the following courses in this order by year: Supervisor 101, NPFA 1521 Safety Officer, NFPA 1041 Instructor, NFPA 1021 Fire Officer Level I and NFPA 1021 Fire Officer Level II;

Effective January 1, 2025, the following courses in this order by year:
Supervisor 101, NFPA 1521 Safety Officer, NFPA 1041 Instructor and
NFPA 1021 Fire Officer Level 1;

Effective January 1, 2030, the following courses, in this order by year:
Supervisor 101, NFPA 1521 Safety Officer, and NFPA 1021 Fire Officer
Level 1; and

- (b) Strategy and Tactics for Company Officers in the calendar year prior to placement on the promotion list; and
 - (c) The calendar year an Employee is completing the Strategy and Tactics for Company Officers course they must apply for the IMS 200 course to be completed the following calendar year when placed on the Lieutenant Promotion List. This is a requirement to remain on the Lieutenant Promotion List. Subject to 15:06 (a) (vi), all Employees currently on the Lieutenant Promotion Lists must apply for and complete the IMS 200 course commencing in 2022 unless previously completed.
- (b) Lieutenants to be eligible for placement on the Captain promotion list the first Monday in January 2020 and annually thereafter must:
- (i) Meet the service eligibility requirements:
 - (a) Attached to the Suppression Division for one year prior to the date of placement on the promotion list.
- AND
- (ii) Successfully complete or have successfully completed:
 - (a) Strategy and Tactics for Company Officers; and
 - (b) All Employees currently on the Captain Promotion List must apply for and complete the IMS 200 course commencing in 2022.
- (c) Captains to be eligible for placement on the District Chief promotion list the first Monday in January 2020 must:
- (i) Meet the service eligibility requirements:
 - (a) Be attached to the Suppression Division for one year prior to the date of placement on the promotion list.
- AND
- (ii) Successfully complete:
 - (a) The following courses: OBEM/IMS200 and Empowering Leaders or academic equivalent as determined by the Employer; and

- (b) Strategy and Tactics for Chief Officers in the calendar year prior to placement on the promotion list; and
 - (c) District Chief Mentorship program.
- (d) Captains that were added to the bottom of the District Chief Promotion list the first Monday in January 2021 must :

- (i) Meet the service eligibility requirements:
 - (a) Be attached to the Suppression Division for one year prior to the date of placement on the promotion list.

AND

- (ii) Successfully complete:
 - (a) The following courses: OBEM/IMS200 in 2022 or 2023 or academic equivalent as determined by the Employer; and
 - (b) Strategy and Tactics for Chief Officers in 2022. If such Employee has already completed this course, they must indicate on their 2021 course application any one of the following:
 - a. Their course selection if they elect to re-take the course
 - b. Their course selection only to determine their examination date, which will be last day of course, if they elect not to take the course and only the scored practical demonstration
 - c. Use their previous Strategy and Tactics score and not apply for any course; and
 - (c) District Chief Mentorship program.

- (e) Employees promoted to Captain between 2021 and 2023 as well as Captains who were added to the bottom of the District Chief Promotion List in 2021 who have not completed the requirements in (d) above, in order to be eligible for placement on the District Chief Promotion List must:

- (i) Meet the service eligibility requirements:
 - (a) Be attached to the Suppression Division for one year prior to the date of placement on the Promotion List.

AND

- (ii) Successfully complete:
 - (a) Strategy and Tactics for Chief Officers in the calendar year prior to the placement on the Promotion List; and

- (b) The calendar year an employee is completing the Strategy and Tactics for Chief Officers course, they must apply for the IMS 300 with Introduction to EOC & Duty Officers (former OBEM) course to be completed the following calendar year when placed on the District Chief Promotion List. This is a requirement to remain on the District Chief Promotion List; and
 - (c) The District Chief Mentorship Program.
- (f) Employees promoted to Captain in 2024 and annually thereafter, in order to be eligible for placement on the District Chief Promotion List must:
 - (i) Meet the service eligibility requirements:
 - (a) Be attached to the Suppression Division for one year prior to the date of placement on the Promotion List.

AND

 - (ii) Successfully complete:
 - (a) The NFPA 1021 Fire Officer Level II Course, with the application made the calendar year after the date of promotion to Captain; and
 - (b) Strategy and Tactics for Chief Officers in the calendar year prior to the placement on the Promotion List; and
 - (c) The calendar year an employee is completing the Strategy and Tactics for Chief Officers course, they must apply for the IMS 300 with Introduction to EOC & Duty Officers (former OBEM) course to be completed the following calendar year when placed on the District Chief Promotion List. This is a requirement to remain on the District Chief Promotion List; and
 - (d) The District Chief Mentorship Program.
- (g) Promotions and Acting Assignments – 2020 and annually thereafter
 - (i) The first Monday of each year eligible Employees that have met all the promotional requirements the preceding calendar year shall be placed on the bottom of the relevant promotion list.

(ii) The order of placement on the Lieutenant, Captain and District Chief Promotion lists will be in the order of the Employees seniority credits in their current rank, subject to (vii) below.

(iii) Where two (2) or more eligible Employees are tied in seniority credits

(a) Tied employees will be ranked by their score on the Strategy and Tactics course.

Effective January 1, 2022, for Fire Fighters to be promoted to Lieutenant; Employees in the 2009 course stream and later; tied Employees will be ranked by adding their score on the required NFPA certified courses in place in 2022 and onward, plus the Strategy and Tactics course required for promotion to Lieutenant with the highest score first in the ranking. The scores referenced herein shall be percentages.

Effective January 1, 2025, Employees promoted to Captain in 2021, 2022, and 2023 to be promoted to District Chief; tied Employees will be ranked by their score on the Strategy and Tactics courses required for promotion to District Chief, with the highest score determining first in the ranking. The scores referenced herein shall be percentages.

Effective January 1, 2026, for Employees promoted to Captain in 2024 and later to be promoted to District Chief; tied Employees will be ranked by adding their score on the NFPA 1021 Level II course plus the Strategies and Tactics course required for promotion to District Chief, with the highest score determining first in the ranking. The scores referenced herein shall be percentages.

(b) If ties remain after (a) above names shall be drawn to determine order of placement on the Promotion List. Under these circumstances for seniority credit purposes only; these Employees will have their promotion date back-dated to the same date as to when the first of these tied Employees was promoted. Effective June 4, 2021, if ties remain after (a) above names, the highest Suppression seniority credits in rank immediately before the rank in which the Employee is tied shall determine the order of the remaining tied Employees. If necessary and applicable, a further comparison of the Employees' seniority credits in successive former Suppressions ranks shall

determine the order of tied Employees. This further comparison will cease once a tie has been broken.

- (c) Effective June 4, 2021, if ties remain after (a) and (b) above names shall be drawn to determine order to placement on the Promotion List. Under these circumstances for seniority credit purposes only; these Employees will have their promotion date backdated to the same as when the first of these tied Employees was promoted.
- (iv) Effective January 6, 2020, the Promotion Lists will be used for all acting assignments however Employees who have met all the promotional requirements may act in the next highest rank based on their seniority credits in their current rank until the first Monday of each year when Promotion lists are updated. The Promotions Lists will be posted in the workplace.
- (v) Suppression Employees for promotion to Lieutenant only:
 - (a) Must complete the designated courses in a specific order by year.
 - (b) Unless otherwise mutually agreed, these designated courses must commence in the Employees tenth year of suppression service with the exception of the 2003 and 2004 hire groups which will commence in their eleventh year of service.
 - (c) Except as provided in Course Selection in article 15:06 (a) an Employee who does not apply to a designated course in the calendar year offered shall have their promotional progression interrupted by the number of years they elect not to participate.
 - (d) Employees may not move ahead by taking designated courses in advance.
 - (e) These designated courses must be offered with sufficient capacity and frequency for all eligible Employees to receive such training.
- (vi) Employees promoted to Captain 2020 and annually thereafter for promotion to District Chief only:
 - (a) Must complete the designated courses in a specific order by year.

- (b) Except as provided in Course Selection in article 15.06 (a) an Employee who does not apply to a designated course in the calendar year offered shall have their promotional progression interrupted by the number of years they have elected not to participate.
- (c) Employees may not move ahead by taking designated courses in advance.
- (d) These designated courses must be offered with sufficient capacity and frequency for all eligible Employees to receive such training.
- (vii) Seniority Credits Seniority credits for Fire Fighters will commence from the effective date of promotion to First Class Fire Fighter. Seniority Credits for Officers will commence from the effective date of promotion to the higher rank.
- (viii) Work Performance To be eligible to compete in any competition, the Employee must have at least a satisfactory work performance over the most recent two (2) year period. To remain on the Promotion List the Employee must retain that work performance. No Employee will be declared ineligible for a competition or to act or removed from a Promotion List because of unsatisfactory work performance without the approval of the Fire Chief. In such cases an explanation will be provided in writing to the Employee explaining the reasons for the less than satisfactory work performance rating. An Employee will be eligible to compete unless they have been advised in writing of the unsatisfactory work performance. Such notice will be given as soon as administratively possible after that determination has been made.
- (ix) Responsibility It is recognized that the Chief of the Fire Department has the final responsibility for the selection of a member of the Department for promotion. If promotions are not made in accordance with the Promotion List, the Fire Chief will give their reasons in writing to the candidates concerned at the candidates' request. The candidate by-passed in terms of promotion will have the right to appeal through the normal grievance procedure as laid down within this Agreement.
- (x) Return to Former Rank Except as provided in Article 15:09 (b), for an initial twelve (12) month period, upon written request to the Fire Chief, any Officer wishing to return to their former rank may be granted this request at the first available opportunity. Employees returning to their former rank will be removed from the existing Promotion List.
- (xi) Ability to decline Transfer The top twelve (12) candidates on the official Lieutenant and Captain Promotion Lists may, subject to the operational requirements, have the ability to decline a transfer and remain on their current

platoon. This applies to transfers for acting purposes only and does not apply to promotions.

- (xii) Illness or Injury In the event an Employee is unable to participate in the evaluation because of illness or injury, they shall advise the Fire Chief or designate at the earliest reasonable opportunity of their inability to participate. If the Employee wishes to continue with the evaluation process, they must submit within one (1) week after providing the above-mentioned notification, a medical certification of their inability to participate and written notification indicating their desire to compete to the Fire Chief or designate. The Fire Chief or designate shall then immediately notify the Division Chief Training. The Employee's next evaluation will be conducted as soon as reasonable and practical.
- (xiii) Challenges Employees may challenge their evaluation score of the Strategy and Tactics practical assessment. They shall do so in writing to the Fire Chief no later than the one week following the completion of their Strategy and Tactics practical assessment. The Employee shall indicate their name and rank, the rationale for the challenge. The Fire Chief shall immediately submit all challenges to the Division Chief Training.
- (xiv) Review Board A Review Board comprised of two (2) representatives of the Employer and two (2) representatives of the Association will be established within two weeks following the completion of all the Strategy and Tactics practical assessments for that year to review any challenges that may arise regarding the practical assessments. Adjustments will be made when there is a consensus of the Review Board. The decision of the Review Board shall be final, and the results will be reflected on the Promotion Lists.

15:04 Part 2 – July 1, 2025, and onward – Promotions

15:04 Details for promotions to Officer positions below the rank of Platoon Chief (Suppression). This Article takes effect July 1, 2025

- (a) Fire Fighters to be eligible for placement on the Captain promotion list the first Monday in January 2026 and annually thereafter must
 - (i) Meet the service eligibility requirements:
 - (a) 10 years of suppression service; and
 - (b) 6 years as a 1st class Fire Fighter; and
 - (c) Attached to the Suppression Division for one year prior to the date of placement on the promotion list.

AND

(ii) Successfully complete:

(a) The following courses in this order by year: Supervisor 101, NFPA 1521 Safety Officer, NFPA 1041 Instructor and NFPA 1021 Fire Officer Level 1;

Effective January 1, 2030, the following courses, in this order by year: Supervisor 101, NFPA 1521 Safety Officer, and NFPA 1021 Fire Officer Level 1 ; and

(b) Strategy and Tactics for Company Officers in the calendar year prior to placement on the promotion list; and

(c) The calendar year an Employee is completing the Strategy and Tactics for Company Officers course they must apply for the IMS 200 course to be completed the following calendar year when placed on the Captain Promotion List. This is a requirement to remain on the Captain Promotion List.

(b) Captains to be eligible for placement on the District Chief promotion list the first Monday in January 2020 must:

(i) Meet the service eligibility requirements:

(a) Be attached to the Suppression Division for one year prior to the date of placement on the promotion list.

AND

(ii) Successfully complete:

(a) The following courses: OBEM/IMS200 and Empowering Leaders or academic equivalent as determined by the Employer; and

(b) Strategy and Tactics for Chief Officers in the calendar year prior to placement on the promotion list; and

(c) District Chief Mentorship program.

(c) Captains that were added to the bottom of the District Chief Promotion list on the first Monday in January 2021 must:

(i) Meet the service eligibility requirements:

(a) Be attached to the Suppression Division for one year prior to the date of placement on the promotion list.

AND

(ii) Successfully complete:

- (a) The following courses: OBEM/IMS200 in 2022 or 2023 or academic equivalent as determined by the Employer; and
- (b) Strategy and Tactics for Chief Officers in 2022. If such Employee has already completed this course, they must indicate on their 2021 course application any one of the following:
 - a. Their course selection if they elect to re-take the course
 - b. Their course selection only to determine their examination date, which will be last day of course, if they elect not to take the course and only the scored practical demonstration
 - c. Use their previous Strategy and Tactics score and not apply for any course; and
- (c) District Chief Mentorship program.

(d) Employees promoted to Captain in between 2021 and 2023 as well as Captains who were added to the bottom of the District Chief Promotion List in 2021 who have not completed the requirements in (c) above, in order to be eligible for placement on the District Chief Promotion List must:

(i) Meet the service eligibility requirements:

- (a) Be attached to the Suppression Division for one year prior to the date of placement on the Promotion List.

AND

(ii) Successfully complete:

- (a) Strategy and Tactics for Chief Officers in the calendar year prior to the placement on the Promotion List; and
- (b) The calendar year an employee is completing the Strategy and Tactics for Chief Officers course, they must apply for the IMS 300 with Introduction to EOC & Duty Officers (former OBEM) course to be completed the following calendar year when placed on the District Chief Promotion List. This is a requirement to remain on the District Chief Promotion List; and
- (c) The District Chief Mentorship Program.

(e) Employees promoted to Captain in 2024 and annually thereafter, in order to be eligible for placement on the District Chief Promotion List must:

(i) Meet the service eligibility requirements:

(a) Be attached to the Suppression Division for one year prior to the date of placement on the Promotion List.

AND

(ii) Successfully complete:

(a) The NFPA 1021 Fire Officer Level II Course, with the application made the calendar year after the date of promotion to Captain; and

(b) Strategy and Tactics for Chief Officers in the calendar year prior to the placement on the Promotion List; and

(c) The calendar year an employee is completing the Strategy and Tactics for Chief Officers course, they must apply for the IMS 300 with Introduction to EOC & Duty Officers (former OBEM) course to be completed the following calendar year when placed on the District Chief Promotion List. This is a requirement to remain on the District Chief Promotion List; and

(d) The District Chief Mentorship Program.

(f) Promotions and Acting Assignments

(i) The first Monday of each year eligible Employees that have met all the promotional requirements the preceding calendar year shall be placed on the bottom of the relevant promotion list.

(ii) The order of placement on the Captain and District Chief Promotion lists will be in the order of the Employees seniority credits in their current rank, subject to (vii) below.

(iii) Where two (2) or more eligible Employees are tied in seniority credits

(a) Effective January 1, 2026, for Fire Fighters to be promoted to Captain; tied Employees will be ranked by adding their score on the required NFPA certified courses in place in 2022 and onward, plus the Strategy and Tactics course required for promotion to Captain with the highest score first in the ranking. The scores referenced herein shall be percentages.

Effective January 1, 2025, Employees promoted to Captain in 2021, 2022, and 2023 to be promoted to District Chief; tied Employees will be ranked by their score on the Strategy and Tactics courses required for promotion to District Chief, with the highest score determining first in the ranking. The scores referenced herein shall be percentages.

Effective January 1, 2026, for Employees promoted to Captain in 2024 and later to be promoted to District Chief; tied Employees will be ranked by adding their score on the NFPA 1021 Level II course plus the Strategies and Tactics course required for promotion to District Chief, with the highest score determining first in the ranking. The scores referenced herein shall be percentages.

- (b) If ties remain after (a) above names, the highest Suppression seniority credits in rank immediately before the rank in which the Employee is tied shall determine the order of the remaining tied Employees. If necessary and applicable, a further comparison of the Employees' seniority credits in successive former Suppressions ranks, including Lieutenant rank, if applicable, shall determine the order of tied Employees. This further comparison will cease once a tie has been broken.
- (c) If ties remain after (a) and (b) above names shall be drawn to determine order to placement on the Promotion List. Under these circumstances for seniority credit purposes only; these Employees will have their promotion date backdated to the same as when the first of these tied Employees was promoted.
- (iv) Effective January 6, 2020, the Promotion Lists will be used for all acting assignments however Employees who have met all the promotional requirements may act in the next highest rank based on their seniority credits in their current rank until the first Monday of each year when Promotion lists are updated. The Promotions Lists will be posted in the workplace.
- (v) Suppression Employees for promotion to Captain only:
 - (a) Must complete the designated courses in a specific order by year.
 - (b) Unless otherwise mutually agreed, these designated courses must commence in the Employees tenth year of suppression service with the

exception of the 2003 and 2004 hire groups which will commence in their eleventh year of service.

- (c) Except as provided in Course Selection in article 15:06 (a) an Employee who does not apply to a designated course in the calendar year offered shall have their promotional progression interrupted by the number of years they elect not to participate.
 - (d) Employees may not move ahead by taking designated courses in advance.
 - (e) These designated courses must be offered with sufficient capacity and frequency for all eligible Employees to receive such training.
- (vi) Employees promoted to Captain 2020 and annually thereafter for promotion to District Chief only:
- (a) Must complete the designated courses in a specific order by year.
 - (b) Except as provided in Course Selection in article 15.06 (a) an Employee who does not apply to a designated course in the calendar year offered shall have their promotional progression interrupted by the number of years they have elected not to participate.
 - (c) Employees may not move ahead by taking designated courses in advance.
 - (d) These designated courses must be offered with sufficient capacity and frequency for all eligible Employees to receive such training.
- (vii) Seniority Credits Seniority credits for Fire Fighters will commence from the effective date of promotion to First Class Fire Fighter. Seniority Credits for Officers will commence from the effective date of promotion to the higher rank.
- (viii) Work Performance To be eligible to compete in any competition, the Employee must have at least a satisfactory work performance over the most recent two (2) year period. To remain on the Promotion List the Employee must retain that work performance. No Employee will be declared ineligible for a competition or to act or removed from a Promotion List because of unsatisfactory work performance without the approval of the Fire Chief. In such cases an explanation will be provided in writing to the Employee explaining the reasons for the less than satisfactory work performance rating. An Employee will be eligible to compete unless they have been advised in

writing of the unsatisfactory work performance. Such notice will be given as soon as administratively possible after that determination has been made.

- (ix) Responsibility It is recognized that the Chief of the Fire Department has the final responsibility for the selection of a member of the Department for promotion. If promotions are not made in accordance with the Promotion List, the Fire Chief will give their reasons in writing to the candidates concerned at the candidates' request. The candidate by-passed in terms of promotion will have the right to appeal through the normal grievance procedure as laid down within this Agreement.
- (x) Return to Former Rank Except as provided in Article 15:09 (b), for an initial twelve (12) month period, upon written request to the Fire Chief, any Officer wishing to return to their former rank may be granted this request at the first available opportunity. Employees returning to their former rank will be removed from the existing Promotion List.
- (xi) Ability to decline Transfer The top twelve (12) candidates on the official Captain Promotion List may, subject to the operational requirements, have the ability to decline a transfer and remain on their current platoon. This applies to transfers for acting purposes only and does not apply to promotions.
- (xii) Illness or Injury In the event an Employee is unable to participate in the evaluation because of illness or injury, they shall advise the Fire Chief or designate at the earliest reasonable opportunity of their inability to participate. If the Employee wishes to continue with the evaluation process, they must submit within one (1) week after providing the above-mentioned notification, a medical certification of their inability to participate and written notification indicating their desire to compete to the Fire Chief or designate. The Fire Chief or designate shall then immediately notify the Division Chief Training. The Employee's next evaluation will be conducted as soon as reasonable and practical.
- (xiii) Challenges Employees may challenge their evaluation score of the Strategy and Tactics practical assessment. They shall do so in writing to the Fire Chief no later than the one week following the completion of their Strategy and Tactics practical assessment. The Employee shall indicate their name and rank, the rationale for the challenge. The Fire Chief shall immediately submit all challenges to the Division Chief Training.
- (xiv) Review Board A Review Board comprised of two (2) representatives of the Employer and two (2) representatives of the Association will be established within two weeks following the completion of all the Strategy and Tactics practical assessments for that year to review any challenges that may arise regarding the practical assessments. Adjustments will be made when there is

a consensus of the Review Board. The decision of the Review Board shall be final, and the results will be reflected on the Promotion Lists.

15:05 Details of competition for Platoon Chief

- (a) District Chief to be eligible for placement on the Platoon Chief promotion list the first Monday in January 2020 and annually thereafter must:
 - (i) Meet the service eligibility requirements:
 - (a) Be attached to the Suppression Division for one year prior to the date of placement on the promotion list; and
 - (b) Been promoted to District Chief in the previous calendar year or prior-

AND

 - (ii) Successfully complete:
 - (a) Competitive Interview; and
 - (b) Platoon Chief Mentorship Program.
- (b) Frequency The competition for this position will be held between February 1st and 15th each calendar year.
- (c) Posting The City will post notice of the competition at least sixty (60) calendar days in advance, identifying the rank and position for the competition, the specific requirements and the details of the competition including all examinable materials. Applicants must submit written notice of their intention to compete as soon as possible after notification, but no less than thirty (30) calendar days prior to the date of the competition. The Deputy Chief of Operations or designate shall confirm in writing to applicants the receipt of their application no later than fourteen (14) calendar days in advance of the interview. This correspondence shall also indicate the members' seniority credits from when the Promotion List was last updated and provide details as to the time, date and location of the competition. Any discrepancies in the calculation of seniority credits must be reported in writing to the Deputy Chief of Operations or designate prior to the date of the competition.
- (d) Information Sessions Between sixty (60) and thirty (30) calendar days prior to the interview date the City will hold information sessions for the position. Two (2) or more sessions per rank will be held enabling all platoons to attend. The purpose of the sessions will be to inform prospective candidates about the process and answer any questions the candidates may have regarding process. The notice of the sessions shall be included in the application call. At the meeting the candidates will be advised of the subject material from which all objective questions or subjective questions (i.e., situational-type questions) shall be drawn.

- (e) Examination Components Competition for this rank will consist of a structured oral interview/exam. The interview/exam shall be video recorded. All candidates shall be given the same oral interview/exam.
- (f) On Duty Personnel Subject to operational requirements, Employees will be given time off to participate in the competition, and replacements, if necessary, will be paid for this time at the applicable overtime rate of pay, or may elect to receive alternate time off. Notwithstanding the foregoing, no eligible Employee will be denied the opportunity of competing in the promotional examination.
- (g) Illness or Injury In the event an Employee is unable to participate in the competition process because of illness or injury they shall advise the Fire Chief or designate at the earliest reasonable opportunity of their inability to participate. If the Employee wishes to continue in the competition process, they must submit within one (1) week after providing the above-mentioned notification, a medical certification of their inability to participate and written notification indicating their desire to compete to the Fire Chief or designate. The Fire Chief or designate shall then immediately notify the Division Chief of Training. The next opportunity to compete will be held by the last day of February of the year of the competition.
- (h) Work Performance To be eligible to compete in this competition, the Employee must have at least a satisfactory work performance over the most recent two (2) year period. To remain on a Promotion List, the Employee must retain that work performance. No Employee will be declared ineligible for a competition or to act or removed from a Promotion List because of unsatisfactory work performance without the approval of the Fire Chief. In such cases an explanation will be provided in writing to the Employee with the reason(s) for the less than satisfactory work performance rating. An Employee will be eligible to compete unless they have been advised in writing of the unsatisfactory work performance. Such notice will be given as soon as administratively possible after that determination has been made.
- (i) Minimum Exam Score & Composition For eligible candidates to qualify for placement on a Promotion List, the Employee must have achieved a minimum score of seventy percent (70%) on the oral interview/exam process. For those Employees who qualify, order of placement on the bottom of the current list will be determined by adding the Employees score from the oral interview/exam factored out of sixty (60) and the Employees seniority credits to obtain a final score.
- (j) Seniority Credits Seniority credits for Officers will be calculated on the basis of three (3) credits per year in present Officer Rank (pro-rated to completed days to four (4) decimal places) to a maximum of thirty (30) credits.
- (k) Responsibility It is recognized that the Chief of the Fire Department has the final responsibility for the selection of a member of the Department for promotion. If promotions are not made in accordance with the Promotion List, the Fire Chief will give their reasons in writing to the candidates concerned at the candidates' request. The

candidate by-passed in terms of promotion will have the right to appeal through the normal grievance procedure as laid down within this Agreement.

- (l) Copy of Interview Record A copy of the interview record including the interview/exam video recording may be picked up and signed for by the candidate at the Fire Chief's office within one (1) day of the competition. This will include the candidate's score on each question and the total combined score. Employees may challenge the questions or scores to questions as indicated by the Interview Record of both the oral/interview exam and Re-examination for Illness. They shall do so in writing to the Fire Chief no later than five (5) days following the respective exam. Each question challenged shall be on a separate page and shall indicate the Employee's name and rank, the rationale for the challenge and the location of any conflicting examinable material, where applicable. The Fire Chief shall immediately submit all challenges to the Division Chief Training.
- (m) Review Board A Review Board comprised of two (2) representatives of the Employer and two (2) representatives of the Association will be established no later than the second week of March to review any questions that may arise regarding questions on the examination. Adjustments will be made when there is a consensus of the Review Board. The decision of the Review Board shall be final and the results of which shall be provided in writing immediately to those Employees affected.
- (n) Notification of Result Each Employee participating in the promotion competition shall be notified in writing by the Division Chief Training no later than the third week of March of their exam mark, their seniority credits and their total score.
- (o) In the Event of a Tie Any Employees who have equal aggregate scores shall be so notified when they pick up their oral/interview exam records. Where two (2) or more candidates are tied and have the same seniority a draw will be conducted in the presence of the affected candidates no later than the third week of March to determine the order of promotion, with their seniority back-dated to the date of the previous Employee's promotion.
- (p) Promotion List The Promotion List established on April 2, 2019 will not expire. On the first Monday of each year eligible Employees that have met all the promotional requirements the preceding calendar year shall be placed on the bottom of the Platoon Chief Promotion list.
- (q) Acting Assignments Effective January 6, 2020, the Promotion Lists will be used for all acting assignments however employees who have met all the promotional requirements may act in the next highest rank based on their seniority credits in their current rank until the promotion list is updated.
- (r) Return to Former Rank Except as provided in Article 15:09 (b), for an initial twelve (12) month period, upon written request to the Fire Chief, any Officer, wishing to return to their former rank may be granted this request at the first available opportunity.

Employees returning to their former rank will be removed from the existing Promotion List.

15:06 Details of Courses for Promotional Purposes

(a) Course Selection

- (i) Effective June 4, 2021, courses provided for promotion to Lieutenant or District Chief are available only to those Employees that are required to apply for that course that calendar year. An Employee in the program for either promotion to Lieutenant or District Chief that wishes to take a course in advance must request to be placed on a wait list, and will only be offered the course if there is a vacancy thirty (30) days in advance of the commencement of the course.
Effective July 1, 2025, courses provided for promotion to Captain or District Chief are available only to those Employees that are required to apply for that course that calendar year. An Employee in the program for either promotion to Captain or District Chief that wishes to take a course in advance must request to be placed on a wait list, and will only be offered the course if there is a vacancy thirty (30) days in advance of the commencement of the course.
- (ii) Course dates, times and durations for the following calendar year shall be advertised to all Suppression Employees annually so that the selection results are available before the first Wednesday in September.
- (iii) Interested and eligible Employees will be required to apply indicating their preferences;
 - a) Employees applying for one course on different dates must rank their date preferences in order.
 - b) Employees applying for more than one course must rank their course preferences as well as their date preferences for each course in order.
- (iv) Employees who do not apply for a sufficient number of courses may have delayed promotional opportunities as a result.
- (v) Courses will be reasonably balanced in regards to each platoon's scheduled working days and a reasonable balance of Employees from each platoon given their course selection.

- (vi) Unless otherwise stipulated in this article the assignment of the courses shall be based on seniority credits in the employee's current rank (from highest to lowest).
- (vii) In the event of a tie in seniority credits names shall be drawn to determine selection order. Tied Employees or Employees that through no fault of their own were unable to complete a course (ie: certified illness, insufficient vacancies in courses) will not be held back from being placed on the promotion list but shall continue to apply for the course and shall be required to successfully complete the course. This section only applies if an employee's placement on promotion list was directly impacted as a result of missed courses.
- (viii) A waiting list will be created for each course to fill course vacancies. The waiting list for each course will be effective from January to December in the year the course is scheduled.
- (ix) Vacancies in courses shall be offered as much in advance as possible, first to those Employees who through no fault of their own did not apply, were unable, not offered or failed a course and then to any other Employees on the waiting list based on seniority credits (from highest to lowest) in their current rank.
- (x) An Employee unsuccessful in any course may apply for the course the following calendar year. An employee unsuccessful in any course shall be required to wait until the following year to apply for the course and/or the course waiting list. The employee's promotion shall be delayed one year for each course failure by such a requirement.
- (xi) Suppression Employees for promotion to Lieutenant only shall be required to select in order of preference all the dates of the offered designated course (as provided for in article 15:04 Part 1 (a) (ii)) each calendar year. The designated course will be clearly identified as to which employees are required to take it. Effective July 1, 2025, Suppression Employees for promotion to Captain only shall be required to select in order of preference all the dates of the offered designated course (as provided for in article 15:04 Part 2 (a) (ii)) each calendar year. The designated course will be clearly identified as to which employees are required to take it.
- (xii) Effective June 4, 2021, Captains promoted after December 31, 2020, shall be required to select in order of preference all the dates of the offered designated

courses (as provided for in article 15:04 Part 1 (e) (ii) and (f) (ii)) each year. The designated course will be clearly identified as to which employees are required to take it. Effective July 1, 2025, Captains promoted after December 31, 2020, shall be required to select in order of preference all the dates of the offered designated courses (as provided for in article 15:04 Part 2 (d) (ii) and (e) (ii) each year). The designated course will be clearly identified as to which employees are required to take it.

- (xiii) Effective June 4, 2021, Employees that have previously completed any course, save and except for any Strategy and Tactics Course, required in Article 15:04 may elect on a one-time basis any one of the following options when making their course selection the calendar year prior to the course being provided:
- a) The Employee may elect to re-take the course
 - b) the Employee may elect to write the examination only and not re-take the course
 - c) the Employee may elect to use the scoring on the course previously taken if they can present the mark and show proof of its accuracy.

Once the Employee has made their course application that calendar year with their choice above it will be final and binding.

(b) Course Content Delivery and Duration

- (i) Except for the Strategy and Tactics Course Employees may request academic equivalents to the Fire Chief or designate. Effective June 4, 2021, Employee may no longer request academic equivalents.
- (ii) The City shall establish, at its sole discretion, the maximum capacity for each course for the calendar year. No new spaces shall be created in courses as a result of the existence of the waiting list.
- (iii) The Employer may change course content or the delivery method (online or classroom) but not the number of days or daily hours of the course without a mutual agreement. Effective June 4, 2021, the courses shall be five (5) days duration with the exception of the IMS 200 and IMS 300 with Introduction to EOC & Duty Officers (former OBEM) which will be of three (3) days duration. Any courses identified by the Parties as being provided by the Training Division may not be changed to any other provider without mutual agreement.

- (iv) All courses with an exam component shall require 70% to pass with the exception of courses that require a successful pass based on third party certification.

- (v) The following shall apply for the Strategy and Tactics courses:
 - a) The Strategy and Tactics course will have objective based scoring and shall require 70% to pass.
 - b) The Strategy and Tactics practical assessment will take place two (2) to six (6) weeks following the completion of the course. An employee's attendance at the practical assessment will be on their own time. The assessment will be scheduled during the course selection process. Reasonable opportunities will be provided to employees to select an assessment date.
 - c) This assessment will be based on a set number of scenarios made available to Employees the first Monday in January of each year. The scenarios posted the first Monday in January will be used for the calendar year in which they are posted.
 - d) The Association shall be given the scores for all Employees attending the Strategy and Tactics course when the scoring is complete.
 - e) Employees will be advised of their score when their scoring is complete. Employees will receive a copy of their respective score sheet when the scoring is complete for all the attendees of the class.
 - f) The practical Strategy and Tactics exam shall be video recorded for review by the Parties if required.
 - g) The Strategy and Tactics manual may be amended at any time. However, to ensure fair competition the course may be changed only January 1 of each year.
 - h) Employees can only elect to take the Strategy and Tactics course in the year prior to the placement on the Promotion List. Lieutenants who are eligible for placement on the Captain Promotion List commencing first the Monday in January 2020 are exempt from this requirement. Effective July 1, 2025, Employees can only elect to take the Strategy and Tactics course in the year prior to the placement on the Promotion List.

- (vi) The Employer shall determine the number of courses required to meet the needs of each of the respective Promotion Lists.

(c) Pre-Course Materials

- (i) Identified Pre-Course materials shall be provided to the Employee such that the Employee is given sufficient time during their regularly scheduled hours of work to meet the requirements of the pre-course material.
- (ii) Should insufficient time be given to the Employee, additional time needed outside of regularly scheduled hours of work shall be compensated at the overtime rate of pay.
- (iii) Pre-Course materials shall identify the number of hours needed to meet the requirements of the pre-course material.
- (iv) The above does not apply in circumstances where Employees are not in the workplace or where course vacancies are filled with short notice. These Employees shall be advised of the time required to prepare prior to filling a course vacancy.

(d) Publication of Participation Lists:

The Employer will post on a shared computer folder or file in January of each year the 1st Class Fire Fighters registered to participate in the Officer Development Program. The list will contain the names of the registered 1st Class Fire Fighters in the order of seniority by course year.

15:07 Details of competitions for Officer positions outside Suppression.

- (a) Frequency Competitions for these positions will be held when required to fill vacancies.
- (b) Duration of Promotion Lists Subject to there being sufficient Employees on the list to meet requirements, the Promotion Lists and Acting Lists will be effective for a period of two (2) years; the two (2) year period shall commence the effective date of the new Promotion List and Acting List in the year of the competition. If the Promotion List is exhausted before the two-year period, the next competition will be held when required.
- (c) Posting The City will post notice of the competitions at least sixty (60) calendar days in advance, identifying the rank and positions for the competitions, the specific requirements and the details of the competition. An applicant must submit written notice of their intention to compete as soon as possible after notification, but no less than thirty (30) calendar days prior to the date of the competition.

- (d) Information Sessions Between sixty (60) calendar days and thirty (30) calendar days prior to the exam/interview date the City will hold information sessions for the position(s). The purpose of the sessions will be to inform prospective candidates about the process and answer any questions the candidates may have regarding process. At that meeting the candidates will be advised of the subject material from which all objective questions or subjective questions (i.e., situational-type questions) shall be drawn.
- (e) Examination Components The Competitions for these ranks will consist of a structured oral interview/exam. The interview/exam shall be video recorded and subjective questions will not comprise more than 50% of the interview/exam questions. For training and public education Officer positions, the candidates will also be required to prepare and present a fifteen (15) minute presentation on a specified subject matter. The topic of the presentations will be made known at the information sessions. The candidates will also be advised of the criteria being evaluated on the oral interview/examination and presentation and the breakdown of the scoring.
- (f) On Duty Personnel Subject to operational requirements, Employees will be given time off to participate in the competitions and replacements, if necessary, will be paid for this time at the applicable overtime rate of pay, or may elect to receive alternate time off. Notwithstanding the foregoing, no eligible Employee will be denied the opportunity of competing in the promotional examinations.
- (g) Illness or Injury In the event an Employee is unable to participate in the process because of illness or injury they shall advise the Fire Chief or designate at the earliest reasonable opportunity of their inability to participate. If the Employee wishes to continue in the competition process, they must submit within one (1) week after providing the above-mentioned notification, a medical certification of their inability to participate and written notification indicating their desire to compete to the Fire Chief or designate. The Fire Chief or designate shall then immediately notify the Division Chief of Training. The Employee's next opportunity to compete will be held as soon as reasonable and practical.
- (h) Work Performance To be eligible to compete in any competition, the Employee must have at least a satisfactory work performance over the most recent two (2) year period. To remain on a Promotion List and Acting List, the Employee must retain that work performance. No Employee will be declared ineligible for a competition or removed from a Promotion List and Acting List because of unsatisfactory work performance without the approval of the Fire Chief. In such cases an explanation in writing will be provided to the Employee with the reason(s) for the unsatisfactory work performance rating. An Employee will be eligible to compete unless they have been advised in writing of the unsatisfactory work performance. Such notice will be given as soon as administratively possible after that determination has been made.
- (i) Minimum Exam Score & Composition For eligible candidates to qualify for placement on a Promotion List, the Employee must have achieved a minimum score

of seventy percent (70%) on the oral interview/exam process, and the presentation where applicable. Where there is a presentation, the presentation will account for thirty three and one third percent (33.33%) of the total score and the Employee must attain a mark of at least sixty five percent (65%) on each of the components (the oral interview/exam and the presentation) and an overall score of at least seventy percent (70%) in order to be eligible. For those Employees who qualify, order of placement on the list(s) will be determined by adding the Employees score on the oral interview/exam (and presentation where applicable) factored out of sixty (60) and the Employees seniority credits to obtain a final score.

- (j) Seniority Credits – Non-Officers Seniority credits for non-Officers applying for entrance level Officer positions will be calculated based on two (2) credits per year (pro-rated to completed days) to a maximum of twelve (12) credits. Such seniority credits would only start accumulating once the Employee reaches the service eligibility requirements identified in 15:02(c) as applicable.
- (k) Seniority Credits – Officers Seniority credits for Officers applying for entrance level Officer positions will be calculated based on two (2) credits per year in a non-Officer rank and three (3) credits per year as an Officer (pro-rated to completed days) to a maximum of eighteen (18) credits. Such seniority credits would only start accumulating once the Employee reaches the service eligibility requirements identified in 15:02 (c) as applicable. Seniority credits for Officers applying for non entry level Officer positions other than entry level positions, will be calculated based on three (3) credits per year at their Officer rank (pro-rated to completed days) to a maximum of eighteen (18) credits. Seniority credits for the Fire Protection Engineer, if hired or promoted from outside the Fire Prevention Division, shall accumulate after completing seven (7) years of service in the Fire Prevention Division.
- (l) Responsibility It is recognized that the Chief of the Fire Department has the final responsibility for the selection of a member of the Department for promotion. If promotions are not made in accordance with the Promotion List, the Fire Chief will give their reasons in writing to the candidates concerned at the candidates' request. The candidate by-passed in terms of promotion will have the right to appeal through the normal grievance procedure as laid down within this Agreement.
- (m) Copy of Exam Record A copy of the interview record including the interview/exam video recording, and the presentation results where applicable may be picked up and signed for by the candidate at the Fire Chief's office. This will include the candidate's score and the seniority credits added to the score. The candidate will also be given their placement on the Promotion List and Acting List, subject to change due to any amendments.
- (n) Promotion Lists A copy of the complete Promotion Lists for all officer positions outside of suppression, including the scores of all candidates, will be kept in the Fire Chief's office and the Association's office. The only Promotion Lists to be made public will be the lists indicating the number required for promotion. These lists will

be posted in all workplaces and shall not indicate the scores of those individuals on the lists.

- (o) In the Event of a Tie Any Employees who have equal scores shall be so notified when they pick up their oral/interview exam records. Where two (2) or more candidates are tied seniority shall be the determining factor. For these purposes where two or more candidates on the list are tied and the candidate winning the draw is promoted from that list but the other candidate(s) is not promoted when the list expires, they will be placed at the top of the next Promotion and Acting Lists.
- (p) Return to Former Rank Except as provided in Article 15:09 (b), for an initial twelve (12) month period, upon written request to the Fire Chief, any Officer wishing to return to their former rank may be granted this request at the first available opportunity. Employees returning to their former rank will be removed from the existing Promotion Lists and Acting Lists.
- (q) Acting Assignments Subject to operational requirements, the Acting Lists will be used to determine eligibility for acting assignments.
- (r) Rules for Promotion to Public Information Officer:

Article 15:07 applies except as modified below:

- (i) The information session shall be thirty (30) calendar days after the application call is released;
- (ii) The interview will be scheduled thirty (30) day calendar days after the information session;
- (iii) This position shall be outside the lines of promotion so that the successful applicant will continue to accrue seniority in their previous Division and in their previous position. They will be deemed to be working in that Division and position so long as they hold the position of Public Information Office but will not be eligible for any acting assignments;
- (iv) At any time upon written request to the Fire Chief, the Public Information Officer wishing to return to their former rank shall be granted this request at the first available opportunity. The Employee will remain on any existing Promotion Lists and Acting Lists including if they return to their former rank. If the Employee returns to their former rank or accepts another position, they shall be removed from the Public Information Officer Promotion List and Acting list;
- (v) The Public Information Officer shall be eligible to compete for promotion in their former Division to the rank immediately above the rank the Employee held prior to attaining the position of Public Information Officer. In addition, the Public Information Officer may apply for any other position(s) provided they meet the service eligibility to compete for the position(s).

- (vi) When any promotional opportunity arises, the Employee must elect to take the promotion and vacate the position of Public Information Officer or to decline the promotion and have their name removed from that promotion list.

15:08 Standing Committee

The Association and the Fire Services shall establish a standing committee consisting of two (2) members appointed by the Association and two (2) members not affiliated with the Association appointed by Fire Services. In addition, the standing committee may, by mutual agreement, permit other individuals to attend committee meetings from time to time. These other individuals will not be considered part of the Standing Committee.

This Committee shall monitor, review and address issues concerning the service eligibility requirements and promotional requirements for Suppression Division positions which includes the following:

- i. review the Officer Development Program (ODP) course requirements, and evaluations, as required; and
- ii. review Firefighter incremental requirements and evaluations, as required; and
- iii. review Course Content, Delivery and Duration.

Any proposed changes to the promotional provisions must be mutually agreed upon by all four appointed Standing Committee members. In addition, as determined by the Association, OPFFA membership ratification may be required. Any ratification requirement must be identified in advance and be included in writing as part of any agreement. Absent such mutual agreement, promotional matters will be governed solely in accordance with Article 15.

The mandate of the Joint Committee may be extended to other Divisions with mutual agreement of the Association and the Employer.

15:09 Seniority Credits

- (a) Division Specific Seniority Credits for Promotions The seniority credits of a member accepting a promotion from one Division of the Fire Service to another commences from the date of their entry into that specific Division and only seniority in the Division of the Service in which they are currently serving shall count toward promotion within that Division. An Employee returning to a previous Division will be entitled to use prior seniority within that Division toward future promotions, subject to the requirements set out in Article 15.

(b) Division Specific Seniority Credits for Promotions to a Classification Group at the Same or Higher Level except for Public Information Officer (see article 15:07 (r))

In addition to (a) above, when an Employee applies for, and is successful for a promotion to a Classification Group as provided for in Article 11:01 in any other Division that is the same or higher than their current classification group the following shall apply:

- (i) The successful applicant will continue to accrue seniority credits in their former Division and in their previous position for a period of thirty-six (36) months from start date of the new position. They will be deemed to be attached to their former Division and position for that period so long as they remain in that new position for up to thirty-six (36) months, but will not be eligible for any acting assignments in their former Division or any other Division other than their new Division;

Notwithstanding 15:09 (b) (i) above, for acting assignments outside of the Suppression Division of three (3) months or greater, qualified applicants on the promotion list may be offered the opportunity based on the operational needs of the Ottawa Fire Services;

- (ii) At any time upon written request to the Fire Chief, the successful Employee wishing to return to their former rank and Division shall be granted this request at the first available opportunity subject to (vi) below. In the event that this request was made within the first thirty-six (36) months, and there is no Promotion List for the position being vacated, the return may be delayed until a competition for the Promotion List is completed and the thirty-six (36) month period shall be extended, if required. If the Employee returns to their former rank or accepts another position, they shall be removed from any Promotion Lists and Acting Lists in the Division being vacated but shall retain seniority credits in that Division;
- (iii) The successful Employee shall remain eligible to compete for promotion and continue any promotional requirements in their former Division to the rank immediately above the rank the Employee held prior to attaining the position to which they were successful for this same thirty-six (36) month period. In addition, they may apply for any other position(s) provided they meet the service eligibility to compete for the position(s);

- (iv) When any promotional opportunity arises within the first thirty-six (36) months in their former Division, the Employee must elect either to take the promotion and vacate their current position, or, to decline the promotion and have their name removed from that Promotion List and Acting List. In the event the Employee elects to take the promotion and there is no Promotion List for the position being vacated, the Employee's filling of the promotion may be delayed until a competition for the Promotion List is completed and the thirty-six (36) month period shall be extended, if required;
- (v) After thirty-six (36) months in the new Division the Employee shall be removed from any Promotion Lists and Acting Lists in their former Division;
- (vi) Employees may continue with all certification requirements in their former Division for the first thirty-six (36) months. However, if the absence from their former Division is for more than one (1) year, they may be required to attend the Training Division and successfully complete any re-entry program;
- (vii) Should such Employee subsequently be the successful applicant to another position in another Division, as provided for in this section, the thirty-six (36) months shall recommence in that Division and the Employee's current Division. The Employee's accumulation of seniority credits and being designated as attached to the first (original) Division will cease when the Employee reports to this new assignment and they shall be removed from any Promotion Lists and Acting Lists in that Division;
- (viii) This Article does not preclude an employee from requesting an Education Period in another Division as provided in Article 15:09 (f).

(c) Division Specific Seniority Credits for Promotion Assignments within the Bargaining Unit anticipated to be for more than twelve (12) months and up to thirty-six (36) months

The Employer may advertise and fill these promotion assignments for a duration of for more than twelve (12) months and up to thirty-six (36) months. In these circumstances the following shall apply:

- (i) The position shall be advertised and filled in accordance with Article 15:07 c) to m). The time frames provided for in Article 15:07 may be amended by mutual agreement. The starting date, duration, Classification Group, Division, and the duties of the assignment will

be clearly shown on the application call for the assignment;

- (ii) The assignment must be at a Classification Group as provided for in Article 11:01 in any other Division that is the same or higher than the Employee's current classification group;
- (iii) The successful applicant will continue to accrue seniority credits in their substantive Division while in the assignment. They will be deemed to be attached to their substantive Division for that period so long as they remain in the assignment, but will not be eligible for any acting assignments in their substantive Division;
- (iv) At any time upon written request to the Fire Chief, a successful Employee wishing to return to their substantive position shall be granted this request at the first available opportunity subject to (viii) below;
- (v) The successful Employee shall remain eligible to compete for promotion and continue any promotional requirements in their substantive Division to the rank immediately above the rank the Employee held prior to accepting the assignment. In addition, the Employee may apply for any other position(s) provided they meet the service eligibility to compete for the position(s);
- (vi) When any promotional opportunity arises during their assignment, the Employee must either elect to take the promotion and vacate their assignment or elect to decline the promotion and have their name removed from that Promotion List and Acting List;
- (vii) Such assignments can be up to thirty-six (36) months after which the Employee must return to their substantive position;
- (viii) Employees may continue with all certification requirements in their substantive Division. However, if the absence from their substantive Division is for more than one (1) year, they may be required to attend the Training Division and successfully complete any re-entry program;
- (ix) When the assignment is complete the Employee shall return to their former position. If the assignment ends early, an employee will be given sixty (60) days notice before the conclusion of the assignment;
- (x) An Employee covered under Article 15:09 (b) shall not be eligible to apply for these assignments;
- (xi) This Article does not preclude an Employee from requesting an

Education Period in another Division as provided in Article 15:09
(f).

(d) Division Specific Seniority Credits for Detailing within the Bargaining Unit

Detailing outside of an Employee's substantive Division is voluntary. Employees accepting detailing assignments outside their Division shall continue to accrue seniority credits for an initial twelve (12) month period within their substantive Division. During the initial twelve (12) month period, Employees will be considered attached to their substantive Division for the purposes of article 15. Detailing is limited to a twelve (12) month period, after which the Employee must return to their substantive Division for a minimum of twelve (12) months unless otherwise agreed to by the Fire Chief or designate and the Association. If an extension agreement is reached and the Employee does not return to their substantive Division within the initial twelve (12) month period, seniority ceases to accrue and the Employee will no longer be considered attached to their substantive Division as set out in article 15. The Employer will notify the Association when an Employee is detailed outside their substantive Division.

(e) Division Specific Seniority Credits for Detailing outside the Bargaining Unit

Detailing outside the bargaining unit is voluntary. Employees accepting detailing assignments outside the bargaining unit shall continue to accrue seniority credits for an initial twelve (12) month period in their substantive Division within the bargaining unit. During the initial twelve (12) month period, Employees will be considered attached to their substantive Division for the purposes of article 15. Detailing is limited to a twelve (12) month period, after which the Employee must return to their substantive Division for a minimum of twelve (12) months unless otherwise agreed to by the Fire Chief or designate and the Association. If an extension agreement is reached and the Employee does not return to their substantive Division within the initial twelve (12) month period, seniority ceases to accrue and the Employee will no longer be considered attached to their substantive Division as set out in article 15. The Employer will notify the Association when an Employee is detailed outside the bargaining unit. Employees detailed out of the bargaining unit into non-unionized management positions will continue to pay union dues in accordance with Articles 2.02 and 2.03.

(f) Education Period(s) in Other Divisions If an Employee is granted a detail request from one Division of the Department to another for educational purposes, such Employee shall continue to accrue seniority credits within their substantive Division during the educational period (to a maximum of eighteen (18) months total during the Employee's career) and will be considered attached to their substantive Division for the purposes of article 15. The Employer will notify the Association when an Employee is detailed into another Division for educational purposes.

ARTICLE 16

LEAVES OF ABSENCE

16:01 Leave of Absence At the Chief's discretion leave of absence for up to twelve (12) months may be granted to an Employee.

During this leave of absence, the Employee shall not receive salary or other related benefits paid by the City of Ottawa.

The Employee may remain in all health and life insurance plans and contribute to the pension plan, provided that the Employee pays 100% of the premium costs. When the Employee returns to active duty, they shall resume all benefits that they enjoyed prior to their leave of absence.

16:02 Pregnancy & Parental Leave

Pregnancy and Parental leave will be granted in accordance with the Employment Standards Act, 2000, as amended from time to time, with the following provisos:

- (a) Pregnancy Leave The Employee shall provide the Chief, in writing, as much advance notice as possible of the date the leave is to begin and will include a certificate from a legally qualified medical practitioner stating the expected birth date. The maximum length of pregnancy leave is seventeen (17) weeks, which may commence during the period of seventeen (17) weeks immediately preceding the expected date of delivery.
- (b) Parental Leave The Employee shall provide the Chief, in writing, as much advance notice as possible of the date the leave is to begin, and the required return date will be determined before the commencement of the leave.

An Employee shall be entitled to Parental Leave following the birth of the child, or upon receipt of custody of a child, having care and control of the child for the first time. The duration, timing, and notice provisions relating to this leave shall be as stipulated under the *Employment Standards Act, 2000*.

- (c) Extension of Benefit Coverage while on Pregnancy/Parental Leave
Unless otherwise specifically requested in writing by the Employee, the Employer will maintain the applicable benefit coverage for Employees on Pregnancy or Parental leave, and the Employer will continue to pay the premium portions normally paid by the Employer, with the Employee responsible for the Employee contributions.
- (d) Seniority During Pregnancy/Parental Leave
While on Pregnancy and/or Parental Leave, an Employee shall continue to accumulate seniority under this Collective Agreement.

(e) Reassignment During Pregnancy

A pregnant Fire Fighter, upon submission of a medical practitioner's written recommendation, shall be reassigned to non-direct fire suppression duties until their Pregnancy Leave commences.

(f) Supplementary Unemployment Benefits

The Employer will provide supplementary unemployment benefits (top-up) for Employees with more than one (1) year of service for periods of time they are in receipt of Employment Insurance Benefits (EI) during the Pregnancy or Parental Leave. The top up of the EI Benefits will be to ninety-three percent (93%) of the Employee's regular weekly earnings (total of EI Benefits and top-up will not exceed 93% of regular weekly earnings). For pregnancy Leave, the top-up is for the period the Employee was in receipt of EI Benefits to a maximum of fifteen (15) weeks. For Parental leave, the top-up is for a maximum of twelve (12) weeks while in receipt of EI Benefits.

(g) Payroll adjustments Employees who are on a leveled pay system will be removed from the leveled pay system in the pay period in which they commence pregnancy and/or parental leave. During this pay period Employees will be paid the actual number of hours worked. Employees will not be on the leveled pay system in the pay period in which they return from pregnancy and/or parental leave. During this period they will be paid the actual number of hours worked. Thereafter they shall return to the leveled pay system. All other Employees will be paid the actual number of hours worked the pay period they commence or return from pregnancy and/or parental leave.

16.03 Military Leave: The City supports the reserve Component of the Canadian Forces by permitting Employees to take leaves of absence for up to two weeks per year, one week of which is with full pay, for reserve training as long as operations will not be unreasonably disrupted. The City supports the principle of extending leave without pay opportunities, to reservists for up to twelve (12) months in order for them to participate in operational military missions as long as operations will not be unreasonably disrupted. The Employee will continue to earn seniority during the approved military leave.

ARTICLE 17

UNIFORMS AND EQUIPMENT

17.01 The Point System

(a) The distribution of uniform clothing will be based on a point system, whereby Employees will be allocated a specific number of points each year and may redeem these points to acquire uniform items that the Employees determine that they require.

- (b) The standard issue for uniform clothing for each new Employee shall be as listed below. The term “year” as used in this article refers to a calendar year unless otherwise specified.
- (c) New Employees will receive the full standard uniform issue in the year in which they are hired. In the second calendar year of employment, new Employees will receive 50% of the full point allotment. The Employee will receive a full point allotment in the third and subsequent years of employment.

Effective for new employees hired after April 16, 2025:

New Employees will receive the full standard uniform issue in the year in which they are hired. In the second calendar year of employment, new Employees will receive 150% of the full point allotment. The Employee will receive no point allotment in the third year of employment. The Employee will receive a full point allotment in the third fourth and subsequent years of employment.

(d) Standard Issue

<u>Item</u>	<u>Standard Issue</u>
(i) Shoes (Black Dress)	1 pair
(ii) Shoes (Black Safety)	1 pair
(iii) Fatigue Pants - Cargo	3 pairs
(iv) Uniform Shirts (LS & SS including shoulder crests)	4 shirts
(v) Fatigue Shirts (LS & SS including shoulder crests)	4 shirts
(vi) Uniform Tie	1 issue
(vii) Dress Gloves- Black	1 pair
(viii) Belt- Black	1 issue
(ix) Serge Dress Uniform (1 tunic and 2 pair of dress pants)	1 issue
(x) Outer Jacket, Part of 6 in 1	1 issue
(xi) Soft Shell, Part of 6 in 1	1 issue
(xii) Uniform Hat	1 issue
(xiii) T-Shirts (Blend)	2 shirts
(xiv) T-Shirts (Cotton)	2 shirts

Effective for new employees hired after April 16, 2025:

Standard Issue

<u>Item</u>	<u>Standard Issue</u>
(i) Shoes (Black Dress)	1 pair
(ii) Shoes (Black Safety)	1 pair
(iii) Fatigue Pants - Cargo	3 pairs
(iv) Uniform Shirts (LS & SS including shoulder crests)	2 shirts
(v) Fatigue Shirts (LS & SS including shoulder crests)	2 shirts
(vi) Uniform Tie	1 issue
(vii) Dress Gloves- Black	1 pair

(viii) Belt- Black	1 issue
(ix) Serge Dress Uniform (1 tunic and 1 pair of dress pants)	1 issue
(x) Outer Jacket, Part of 6 in 1	1 issue
(xi) Soft Shell, Part of 6 in 1	1 issue
(xii) Uniform Hat	1 issue
(xiii) T-Shirts (Cotton)	4 shirts
(xiv) Polo Shirt	2 shirts
(xiv) Job Shirt	1 shirt
(xiv) Name Tag (pair)	1 issue
(xiv) Fitted Ball Cap	1 issue
(xiv) Fatigue Short	1 pair

- (e) Uniform Specification The dress uniforms supplied to all Employees shall be to the standard of the Canadian Association of Fire Chiefs with the following provisos:
- (i) They shall be double-breasted 12 oz. navy blue serge, 65% wool and 35% fortrel serge with Ottawa shoulder flashes.
 - (ii) Dress shirts and fatigue shirts issued to members of the Fire Department shall be light blue and dark blue in colour respectively.
 - (iii) Chief Officers shall be issued white dress shirts.
- (f) Fire Prevention Employees in the Fire Prevention Bureau shall be issued light blue dress shirts, dress pants instead of cargo pants, and will also be issued a summer type raincoat. They shall also receive an additional sixty-two (62) clothing points per year.
- (g) Footwear - Specialized Requirement Employees unable to wear the footwear supplied by the Employer, as supported by a medical certificate, shall be issued payment in lieu of the footwear issue and shall be required to purchase footwear that meets the Employee's medical needs as well as the requirements of the department.
- (h) Specialized Clothing It is understood that specialized functions within the Fire Service may necessitate the issuance of items unique to these assignments (e.g. hazardous materials, water rescue, technical rescue, etc.) Where it is determined that Employees in these functions or assignments require additional uniform clothing items to properly undertake the responsibilities assigned, a supplemental clothing list will be established.
- (i) Personal Protective Clothing It is understood that the point distribution system does not include personal protective clothing, which will be supplied by the Employer.
- (j) Point Value of Standard & Premium Items The following reflects the value of each item within the point distribution system:

STANDARD ITEMS

<u>Item</u>	<u>Point Value</u>	<u>Order Limit</u>
(i) Shoes (Black Dress)	49 points per pair	2 pairs
(ii) Shoes (Black Safety)	46 points per pair	2 pairs
(iii) Fatigue Pants - Cargo	30 points per pair	4 pairs
(iv) Uniform Shirts (LS & SS incl. shoulder crests)	15 points each	
(v) Fatigue Shirts (LS & SS incl. shoulder crests)	14 points each	
(vi) T-Shirt (Cotton)	3 point each	Annual Max. 6
(vii) T-Shirt (Blend)	14 points each	Annual Max. 6
(viii) Sweater - Military	31 points each	2
(ix) Uniform Tie	3 points each	
(x) Belt- Black	6 points each	
(xi) Uniform Hat	20 points each	
(xii) Dress Gloves - Black	9 points per pair	
(xiii) Outer Jacket, Part of 6 in 1	74 points each	
(xiv) Soft Shell, Part of 6 in 1	58 points each	
(xv) Serge Dress Uniform (Tunic/2pr.pants)	112 points each	
(xvi) Tunic only	64 points each	
(xvii) Dress Pants only	24 points per pair	
(xiii) Bunker Boot Liners	7 points per pair	Annual Max. 4
(xix) Fitted Ball Cap	10 points each	Annual Max. 5
(xx) Black Socks (1 pair)	3 points each	Annual Max. 15
(xxi) Toque - Reflective	11 points	Annual Max. 2
(xxii) Winter Boots (Fire Prevention where req'd)	69 points per pair	Annual Max. 1

PREMIUM ITEMS

<u>Item</u>	<u>Point Value</u>
(i) Gym Bag	17 points each
(ii) Gear Bag	16 points each
(iii) Garment Bag	15 points each
(iv) Shoes (Black Dress)	74 points per pair
(v) Shoes (Black Safety)	70 points per pair
(vi) Fatigue Pants - Cargo	44 points each
(vii) Sweater - Military	46 points each
(viii) Toque - Navy	5 points each
(ix) Raincoat- Navy	28 points each
(x) Raincoat- Reversible/High Visibility	60 points each
(xi) Flashlight	4 points each
(xii) Quilted Jacket, Part of 6 in 1	55 points each
(xiii) Belt - Nylon	4 points each

(k) Point Value The point values assigned to each item in Article 17:01 (j) may vary from year to year, based on the cost of the item. In the event that there is a change in the cost of an item, the total annual point allotment will be amended accordingly. Point value amendments will be effective on January 1st in the year following the implementation of a renewal collective agreement. The current standard issue as set out in in Article 17:01 (d) will represent the base for the determination of total points.

- (l) Gender-Specific Uniform items: Where available and feasible, the Employer will endeavour to provide gender-specific options for all new uniform items.

17:02 Point Allotments

- (a) The Annual Point Allotment Changes to Annual Point Allotment will be effective on January 1st in the year following the implementation of a renewal collective agreement. The Annual Point Allotment per Employee will be based on the current total dollar value of the items listed in the standard issue list set out in Article 17:01 (d). This cost is excluding any applicable taxes. The current total dollar value shall be multiplied by 38.19% and then divided by 2.5 to arrive at the Annual Point Allotment. One (1) point is \$2.50.
- (b) Entitlement Each Employee shall receive a full allotment of two hundred and thirty-four (234) points per year.
- (c) Unused Points May be carried over from year to year provided that the number of points carried forward, plus the Employee's annual allotment, does not exceed a total of five hundred and eight (508) points. Any points in excess of five hundred and eight (508) points shall be forfeited.
- (d) Account Balance It will be the responsibility of the Employer to provide a system whereby Employees will be able to monitor their uniform point balance on an ongoing basis.
- (e) Extended Absence Employees absent due to leave of absence or illness for periods in excess of three (3) months will have their allotment pro-rated accordingly.

17:03 Uniform Clothing Issue and Distribution

- (a) Order Process The uniform ordering process will be done on-line (web-based) through a secure website for delivery of uniform clothing to the address given by the Employee. A signature is required upon delivery, in the event that a signature is not obtained, a delivery notice will be left at the address given by the Employee directing the Employee to a postal outlet for pick up of uniform. A signature, with proof of address, is required upon pick up from a Postal Outlet.

Orders will be completed within sixty (60) days of placement except where there are circumstances beyond the Employer's control. The Employee's Uniform Point Balance shall be deducted the value of the items ordered upon submission of the order.

- (b) Clothing Defects Employees are responsible for reporting any defects, sizing or other problems with the clothing issue with the uniform provider by completing the necessary form included with each order. The Employee must complete and return the form and problem clothing to the uniform provider within sixty (60) days of receiving their problem clothing. Each order shipped shall include one (1) prepaid return label at no cost to the Employee for returns from the order.

The parties agree that every effort will be made to purchase quality items.

- (c) Promotions Clothing alterations required due to promotions (e.g. epaulets, gold trim, etc.) will be paid for by the Employer.
- (i) Items such as badges, rank insignia, bugles, etc., will be supplied to Employees by the Employer as required without any charge against the Employees' point banks. These items are to be returned to the Department upon promotion, retirement, or resignation.
- (ii) Newly promoted District or Division Chiefs will have white shirts and a new dress uniform issued without any charge against their point banks. It is understood that this provision will apply only once within the year of promotion.
- (iii) Newly promoted Fire Prevention and Training Division Employees will have a new dress uniform (1 tunic and 2 pairs of pants) issued without any charge against their point banks. It is understood that this provision will apply only once within the year of promotion.
- (d) Change in Uniform In the event that the uniform undergoes significant change in design, or where an Employee selects a single item which exceeds one third of the annual point allotment (e.g. dress uniform, three-season jacket), the Employee may choose to have the points required for these items deducted from their point bank in three (3) equal installments over a three (3) year period.
- (e) Dress Code Standards The Employer reserves the right to establish and maintain reasonable dress code standards and will conduct periodic inspections of clothing to determine proper condition, fit, neatness and cleanliness. If, as a result of such inspection, an Employee is ordered to replace one or more items, these replacement items will be charged against the Employee's point bank. If the Employee does not have sufficient points available, any excess points required for this purpose will be deducted from the Employee's next year allotment.
- (f) Lost or Damaged Clothing items lost or damaged in the course of duty may be re-issued by the Employer without any charge against the Employee's point banks, subject to written request and review/approval by the Employee's Platoon Chief or Division Chief.

(g) Standing Committee The Association and the Fire Services shall establish a standing committee consisting of two (2) members appointed by the Association and two (2) member not affiliated with the Association appointed by Fire Services. This Committee shall:

- i. monitor issues concerning the quality of uniform clothing and specifications including a review of the specifications in any bid solicitation for clothing that may be issued by the Employer; and
- ii. address Employee requests for points refunds as a result of clothing defects and clothing quality; and
- iii. determine standard and premium items and the corresponding point allotments for these items; and
- iv. determine new items and their point allotments; and
- v. attempt to resolve any uniform matters prior to any grievance being submitted.

In addition, the Committee may also provide joint recommendations to the Supply Branch regarding quality of uniform clothing and specifications. Joint recommendations must be mutually agreed upon by all Standing Committee members.

Any proposed changes to the uniform provisions must be mutually agreed upon by all Standing Committee members. Absent such mutual agreement, entitlements will be determined solely in accordance with Article 17.

17:04 Equipment Issue

- (a) Safety Equipment and Safety Apparel Items will be supplied to all Employees who are required to perform duties where hazards exist.
- (b) Equipment Replacement Items shall be replaced by the Employer on an as required basis due to the age and condition of the items. The Employer shall inspect and monitor the condition of personal protective clothing and equipment, and shall replace all items, which fail to meet the appropriate standards.
- (c) Health & Safety The Association's Health and Safety Committee shall have input into the determination of appropriate safety equipment and/or safety clothing. There shall be a continuing review of safety equipment, practices, protective clothing and uniforms by the Chief and the Association. The Association acknowledges and agrees that the City shall make the final determination of appropriate safety equipment and/or safety clothing.

ARTICLE 18

PENSIONS

18:01 OMERS All current Employees enrolled in the Ontario Municipal Employees Retirement System (OMERS) shall continue to participate in the OMERS plan. They shall make contributions and receive benefits in accordance with terms and conditions of the OMERS Act and Regulation, as amended from time to time.

The official retirement age for all Employees is age sixty (60) except for Employees enrolled in the OMERS pension plan with normal retirement age sixty five (65), it is age sixty-five.

The mandatory retirement age for Suppression Employees will be age 60.

18:02 COSF: Employees hired prior to July 1, 1965 of the former 'Ottawa Fire Department' shall have their superannuation governed by the By-laws of the City of Ottawa Superannuation Fund as amended from time to time.

The Council of the City of Ottawa agrees not to make any unilateral amendments to the City of Ottawa Superannuation Fund commonly referred to as By-law 7200 or to the City of Ottawa By-Law 273-73.

The official retirement age for all Employees shall be the first day of the first month following the attainment of age sixty (60).

The Association agrees that it will study and discuss with the Employer the representation on the C.O.S.F. Board of Trustees.

18:03 New Hires All new Employees shall enroll in the OMERS plan. They shall make contributions and receive benefits in accordance with the terms and conditions of the plan.

18:04 Optional Service Agreements The Employer will maintain any optional service agreements with OMERS permitting the Employee paid buy back of credited service with other Employers.

ARTICLE 19

ASSOCIATION BUSINESS

19:01 Notification The Association shall notify the Employer in writing of the names and areas of jurisdiction of the persons authorized to represent the Association and/or the members for the purpose of this agreement and shall promptly notify the Employer in writing of any changes in these names.

19:02 Association Leave

- (a) The Employer shall provide up to a total of nine hundred and sixty (960) hours (equivalent of 40 – 24-hour shifts) per calendar year for Association Executive Board Members and/or Committee representatives to fulfill Association matters directly related to Ottawa Fire Services and which require their attendance at times they are scheduled to work. The Association will provide a written request with sufficient advance notice to the Fire Chief or their designate for approval of such leave. Approval for leave under this clause will not be unreasonably withheld.
- (b) In addition, the Employer agrees to provide a reasonable amount of time off for the President and members of the Executive to attend to Association business with the Employer and for joint Association/Management endeavours which require their attendance at times they are scheduled to work provided sufficient written advance notice is given and that replacements are supplied at the expense of the Association. This would include time off work for members of the bargaining committee who are scheduled to work when bargaining meetings are held with the Employer.
- (c) In the event that an Employee becomes a full-time official of the Association or affiliate, they shall be granted leave of absence without pay for the purpose of carrying out the duties of their office, and their seniority/benefits shall continue as if they were continuing in employment with the Fire Department provided the Employee or Association pay the full costs of the benefits. The Employee shall have the right, on giving one (1) month's notice, to return to their previous position or to such other position to which they may be eligible for promotion as provided for in this agreement.

19:03 Leave for Delegates Any delegates (not exceeding six (6) in number) who may, from time to time, be duly authorized and designated by the members of the Association to attend the annual convention of the Ontario Professional Fire Fighters' Association, or the biennial convention of the International Association of Fire Fighters (IAFF) shall be granted such time off duty as may be actually required for the attendance at such conventions and as the regular operations of the service of the Department will permit, subject to operational requirements.

19:04 Leave as an union official with an Association affiliate In the event that an Employee becomes a full-time elected or appointed official of an Association affiliate, they shall be granted leave of absence without pay for the duration of their term of office for the purpose of carrying out the duties of their office, and their benefits shall continue as if they were continuing in employment with the Fire Department provided the Employee or Association pay the full costs of the benefits. The Employee shall have the right, on giving one (1) month's notice, to return to their previous position or to such other position to which they may be eligible for promotion as provided for in this agreement.

ARTICLE 20

TECHNOLOGICAL CHANGE

20:01 At least sixty (60) days prior to the introduction or implementation of technological change, changes in mechanization, changes in operating methods or organization, which would result in the loss of salary or employment within the Fire Department for an Employee or Employees, the City of Ottawa shall, by written notice, furnish the Association with full information of the planned change or changes. Such prior notice shall contain relevant information respecting:

- (a) The nature and the degree of the change; and
- (b) The date or dates on which the City of Ottawa plans to effect the change; and
- (c) The location or locations involved.

As soon as reasonably practicable after the foregoing notice has been given, the City of Ottawa will make full disclosure to the Association of the effects of the change or changes on each classification of Employees. Such disclosure will contain all relevant data in the possession of the City of Ottawa and shall be supplemented by any additional relevant information requested by the Association.

Following the said disclosure, representatives of the parties will meet for the purpose of engaging in effective consultations with a view to resolving any issue which may concern the employment status of any Employee.

ARTICLE 21

DURATION

21:01 Term & Renewal Notwithstanding any of the provisions of the *Fire Prevention and Protection Act*, 1997 and any amendments thereto, this Agreement shall remain in force and effect from January 01, 2024 to December 31, 2028, and from year to year thereafter unless within a period of not greater than ninety (90) days and not less than sixty (60) days prior to the expiry date, either party gives written notice of its desire to revise or amend the Agreement.

21:02 Commencement of Bargaining Where either party has given written notice as per 21:01 above, the initial bargaining meeting shall be held at a time and place fixed by mutual agreement, but in no event shall the meeting be held longer than fifteen (15) working days after a written request for such a meeting has been made, unless by mutual agreement of the parties.

21:03 Agreements/Understandings By mutual agreement of the parties, this Agreement can be amended at any time, subject to any required ratification process. The parties agree that

any mutual agreements or understandings which are reached during the term of this agreement, shall be reduced in writing.

- 21:04 Access to Public Information The Association shall be placed on the general distribution lists to receive copies of the public agendas and minutes for City Council and it's Standing Committees that are distributed to the general public. Said information shall be made available to the Association at the same time it is distributed to the public.
- 21:05 Successor Rights This Agreement shall be binding upon not only the parties hereto agreed, but also on any respective successors and assigns.

Signed in Ottawa, Ontario on this _____ day of _____, 2026

THE CITY OF OTTAWA

Mayor

City Clerk

_____	_____
_____	_____
_____	_____
_____	_____

THE OTTAWA PROFESSIONAL FIRE FIGHTERS' ASSOCIATION

President

Vice-President

Secretary

Treasurer

APPENDIX A

RE: ARTICLE 5 - HOURS OF WORK - DAY SHIFT FOR SUPPRESSION

1. It is agreed that the hours of work for Employees in Suppression assigned to a regular day shift shall be from Monday to Friday inclusive, from 08:00 hours to 16:20 hours. It is further understood and agreed that if at any time after December 31, 2007, either party feels that the shift and/or shift arrangements are no longer acceptable, notification will be given in writing explaining the reason(s). The parties will meet within two weeks of such notification to see if an agreement can be reached. If an agreement cannot be reached within a one-month period, then the matter may be immediately referred to arbitration for determination. If the parties cannot agree on the arbitrator, then the arbitrator shall be selected in accordance with the Fire Protection and Prevention Act, 1997. The arbitrator shall meet with the parties as soon as possible and render a decision in a timely fashion.

Until the determination is made, the shift will remain in place.

2. It is further understood that the day shift for Employees in Suppression agreed to in 1 above would operate out of rural stations where there are currently volunteers that current Suppression staff on Platoons would be provided the opportunity of volunteering for such shift, and that current platoon staff would only be assigned if there were not sufficient experienced Employees.

APPENDIX B

CONTRACTING OUT

To clarify the results of the September 3, 2008 Burkett arbitration award, the October 12, 2005 Brown arbitration award, and the July 7, 2022 Burkett arbitration award, the parties agree to the following:

1. The map signed and dated (August 20, 2025 by the Employer and September 9, 2025 by the Association) by the Parties will form part of this agreement and shall be the map referred to in this agreement. This map indicates the location of all current Fire Stations in the City of Ottawa and the primary area of suppression responsibility¹ for each station. Suppression response will move to a system known as Automatic Vehicle Routing Recommendation (“AVRR”), which dispatches the closest apparatus to an incident. If a decision is made to move away from the principles of AVRR as they existed on August 9, 2024, the parties agree to meet and discuss the proposed change prior to any change being implemented by the Employer.
 - a. When dispatched in accordance with AVRR, a response from an apparatus staffed by Volunteer Fire Fighters to areas shown in blue or red on the map shall include a five (5) minute assembly time, unless the apparatus is already in service and fully staffed including an officer or acting officer. It is understood that a tanker response only needs to be staffed by one operator (driver), and that a tanker response does not need to be staffed by an officer or acting officer.
 - b. Apparatus staffed by Volunteer Fire Fighters entering the blue area to travel to City garages or Ottawa Fire Services headquarters for maintenance purposes or to attend the training centers would be out of service. It is understood that there may be instances in which apparatus staffed by Volunteer Fire Fighters entering blue areas for these purposes may come upon incidents in which they may need to render assistance.
2. For the purposes of Article 5:09 of the Collective Agreement:
 - a. The areas currently shown in red and blue on the map and any new red and blue areas formed as a result of this agreement:
 - i. will define the geographic area for work customarily performed by an Employee covered by the collective agreement;
 - ii. this agreement defines the phrase “and except to the extent of the current practice as it relates to volunteer Fire Fighters,” in these areas.

¹ For the purpose of Appendix B, “primary area of suppression responsibility” shall refer to work such as fire preplans, educational visits, fire prevention activities, and other public relations, but shall not refer to suppression responses.

- b. The areas shown in red and blue will move only outwards and in accordance with subsection 6 of this agreement.
3. Volunteer Fire Fighters from Composite Stations provide only suppression responses on their assigned apparatus.
4. Volunteer Fire Fighters service areas shown in green on the map. In accordance with the operation of AVRR, bargaining unit Employees may be required to respond to green areas shown on the map and Volunteer Fire Fighters may be required to respond to blue and red areas shown on the map.
5. The parties agree that Volunteer Fire Fighters may be required to respond in red and blue areas with brush trucks for brush and forest fires.
6. If bargaining unit members staff an existing Station or a new Station in the area shown in green:
 - a. The Employer, at their sole discretion, may designate it a composite station staffed with bargaining unit members and Volunteer Fire Fighters which will be shown in red on the map;
 - b. If the Station is staffed solely with Bargaining unit members it will be shown in blue on the map;
 - c. When staffed, the primary area of suppression responsibility for that station will also be shown in blue or red as per a. or b. above;
 - d. If there is an existing station shown in red inwards of a new station the existing station will no longer be a composite station and Volunteer Fire Fighters will no longer have apparatus at that station or respond from it and the existing station will then be shown in blue on the map.
7. If a new station is to be staffed in areas shown in blue on the map:
 - a. this station will be staffed solely with bargaining unit members;
 - b. the primary area of suppression responsibility for that station will be based on the closest station;
 - c. the primary area of suppression responsibility for that station will be shown in blue on the map;
 - d. the primary area of suppression responsibility of the other adjoining blue stations will only be changed as per b. above.
8. If a new station is to be staffed in areas shown in red on the map:
 - a. this station will be staffed with bargaining unit members but may be a composite station;
 - b. the two stations will have their primary area of suppression responsibility for that station based on the closest stations;

- c. only one of the two stations in that former red area may be designated as composite and the primary area of suppression responsibility will be shown in red on the map and the other station must be staffed solely with bargaining unit members and the primary area of suppression responsibility shown in blue on the map.
9. In the event the Employer closes an existing Station:
 - a. in a blue area on the map, the work and primary area of suppression responsibility shown in blue on the map will be redistributed to other bargaining unit staffed stations shown in blue on the map and remain shown in blue on the map;
 - b. in a red area on the map, the work and primary area of suppression responsibility of that station will be redistributed to red or blue stations and designated in the corresponding colour but may not be distributed to any green stations on the map;
 - c. it shall not allow an existing blue area to become a red area as a result.
10. It is agreed that stations shown in green on the map will not be regularly staffed by Volunteer Fire Fighters. This does not preclude Volunteer Fire Fighters temporarily staffing of the station for particular events or situations.
11. The other work currently being done by the bargaining unit for the Stations and personnel shown in green on the map will not be changed as a result of this Agreement including, but not limited to, Communications, Training, Maintenance and Safety.
12. Bargaining Unit members will solely conduct Face Piece Fit testing for other Bargaining Unit Members. Employees deemed to be Volunteer Fire Fighters (as defined by the *Fire Protection and Prevention Act 1997*), will conduct Face Piece Fit Testing for other Volunteer Fire Fighters and only at a rural or one of the composite stations. Bargaining unit members may be required to conduct the Face Piece Fit Testing of Volunteer Fire Fighters depending on the Employer's operational requirements.
13. In all circumstances classroom training in Rural Water Training for Bargaining Unit members will be conducted by at least one Bargaining Unit member designated and compensated as Para Trainer in accordance with Article 11:05.

Where practical training is conducted solely for Bargaining Unit members at least one Bargaining Unit member designated and compensated as a Para Trainer will conduct such training. Where the practical training includes Bargaining Unit members from at least two (2) stations staffed by Bargaining Unit members, as well as Volunteer Fire Fighters (as defined by the *Fire Protection and Prevention Act 1997*), there shall be at least one Bargaining Unit member involved in assisting in this practical training and shall be designated and paid as a Para Trainer. Where the practical training includes Bargaining Unit members from only one (1) station staffed by Bargaining Unit members, as well as Volunteer Fire Fighters (as defined by the *Fire Protection and Prevention Act 1997*), there shall be no requirement for a Bargaining Unit member to be involved in assisting in this practical training as a Para Trainer.

14. Notwithstanding this agreement and article 5:09 of the Collective agreement, Volunteer Fire Fighters and equipment from Stations shown in green and red on the map will have access and allowed the use of the Training Centres.
15. When changes are made under this agreement to the map referred to in item 1 the Employer will provide a copy of the adjusted map to the Association.
16. This agreement will form part of the Collective Agreement.

APPENDIX C

VACATION SELECTION SYSTEM

The Ottawa Professional Fire Fighters Association and the City of Ottawa agree to the creation of the following Vacation Selection System as it applies to the Suppression and Safety and Innovation Divisions of the Ottawa Fire Service. The parties agree that the Selection System shall be created in accordance with the following terms and conditions on each individual Platoon:

1. The Assignment of Group

- i. The Group Members are assigned to is based on seniority.
- ii. Captains, Lieutenants and Safety Officers will consist of one list hereafter called the “Officer List” and they will pick together. There shall be a total of ten (10) groups. The maximum number permitted out on vacation is ten (10) at any time from this List unless otherwise stipulated in this appendix.
Effective for 2026 selection process, Captains and Safety Officers will consist of one list hereafter called the “Officer List” and they will pick together. There shall be a total of ten (10) groups. The maximum number permitted out on vacation is ten (10) at any time from this List unless otherwise stipulated in this appendix.
- iii. Probationary to First Class Fire Fighters will consist of one list hereafter called the “Fire Fighter List” and they will pick together. There shall be a total of fourteen (14) groups. The maximum number permitted out on vacation is fourteen (14) at any time from this List unless otherwise stipulated in this appendix.
- iv. The Platoon Chief and District Chiefs pick separately. A maximum of two District Chiefs and one Platoon Chief will be permitted off at any time.
- v. Any Employee detailed out of the Suppression and Safety and Innovation Divisions on a long-term basis, with no definite time frame of return, shall not be included in the Selection Process.
- vi. Employees of the same Platoon on the same List and seniority, but who are selected in a different order (pick number) shall be subject to a computer generated random draw to determine the order of selection.
- vii. The last Employee placed will be done inversely. For example, if there are six Employees left over in the Officer List (4 groups of 4 Employees and 6 groups of 5 Employees), these Employees will be placed in the last groups 10 to 4 rather than starting back at group 1. This will apply the same for the Fire Fighter List.

- viii. One Employee is allowed off per Group.

2. Selection

- i. Prime Time shall encompass the second (2nd) week in May to the first (1st) week in September, the last two weeks in December and the two weeks of the March break. The two weeks of March break will be the “Mid-Winter Break” week identified by the Ontario Ministry of Education and the week preceding it.
- ii. There is a maximum of consecutive two-week bookings during Prime Time.
- iii. All picks of more than one week must be consecutive.
- iv. Two-week periods can be any combination of consecutive weeks.
- v. The Platoon Chief shall select Group Leaders.

3. Initial Selection

- i. Employees may book up to a maximum of two consecutive weeks in Prime Time.
- ii. Employees may book up to their whole entitlement outside of Prime Time, with the option of two of those weeks being at the beginning or end of Prime Time periods (e.g. four weeks prior to the second week in May, and then the first two weeks of Prime Time in May for six consecutive weeks).
- iii. The selection process shall begin the second week of September for the next calendar year. The initial and subsequent selection processes must be completed by each pick group by no later than October 31.
- iv. The Platoons shall remind all Employees by all-stations announcements and email no later than the first week of August that the selection process will begin the second week of September.
- v. The Platoons shall circulate a master Group List to all Employees indicating their selection position no later than the first week of August. Employees and the Platoons shall review the information on the master group list for accuracy and submit all proposed changes by August 31. Any proposed changes received after that date will be dealt with on a case by case basis and the methods used to choose or assign vacation will be at the discretion of the Employer in consultation with the Association. Any such methods may or may not reflect past practice and will not set a precedent for any future practices.

- vi. The Platoons shall determine the Group Leaders and provide the leaders with the names of the Employees in their Group, inclusive of contact numbers and the weeks of entitlement.
- vii. The Group Leader shall contact the Employees in their Group prior to the commencement of the selection process to advise them that the selection process will commence the second week of September. Employees who anticipate an absence during the selection process shall provide the Group leader their selections in written form or a contact number at which they can be reached.
- viii. Group Leaders shall begin to contact the Employees in their Group during the second week of September.
- ix. Group Leaders shall send the vacation selection results to the Chief Officers on their platoon when the selections are complete.
- x. The Platoon Office shall review their platoon's vacation selections for accuracy and compile them into a single batch. Once the batch includes all of the groups' final vacation selections it will be sent to the Operational Support Unit designate as the platoon's official vacation submission. Operational Support Unit designate shall enter the official vacation submission into the vacation master file.
- xi. Any probationary Fire Fighter who has not graduated from recruit training at the time of the commencement of the selection process will not be included except to the extent that they will be accommodated by the Platoon Chief with the first selection before the Residual Selection begins.

4. Subsequent Selection

- i. During all subsequent selections, Employees may book consecutive weeks of remaining vacation time.
- ii. For Booking in remaining Prime Time, the aforementioned rules continue to apply as per the Initial Selection.

5. Residual Vacation Selection

- i. During all subsequent selections, Employees may book consecutive weeks of remaining vacation time.
- ii. For Booking in remaining Prime Time, the aforementioned rules continue to apply as per the Initial Selection.
- iii. The Platoon Office Coordinator shall post a copy of the Vacation Lists indicating the number of Employees off on the Officer and Fire Fighter Lists for each week in a digital folder to which all employees shall have access. The Platoon Chief

shall notify Employees that the files are ready for viewing and the location of the digital folder. Employees can view these files for unfilled weeks that they may be interested in exchanging for.

- iv. To request an open week, Employees must send a request via email to the appropriate FS Leave Request email address for any open weeks available and weeks they would like to exchange for each selection. Requests must be emailed within three weeks of the vacation master file being posted. This email should be sent from the Employee's City email account, however, if it is sent from an account other than their City email account, the Employee's City email account must be copied on the email.
 - a. Employees on the Officer List may apply only for any weeks open for which there are fewer than ten (10) Officers off from that List.
 - b. Fire Fighters may apply for any weeks open for which there are fewer than fourteen (14) Fire Fighters off from that List.
- v. Three weeks after the initial Vacation Lists have been posted; the Platoon Office Coordinator shall review all requests to ensure that all requests comply with 5(iv) above.
 - a. When there is only one request for an open week, this request shall be approved and the Employee notified by e-mail.
 - b. When there are multiple requests for an open week, the Operational Support Unit designate shall conduct a computer generated random draw to select the Employees who will be approved for the open week. The random draw shall be witnessed by at least two (2) Chief Officers. The Platoon Office Coordinator shall notify Employees by e-mail that their request has been approved or denied.

6. Additional Rules

- i. Employees shall provide a minimum of seven (7) calendar days of notice to the Platoon Chief and FS Leave Request to cancel a scheduled week of vacation. The seven (7) calendar days shall be calculated from the first scheduled day of work of the vacation week.
- ii. Employees on sick leave prior to their vacation time will be required to provide a minimum of seven (7) calendar days of notice to the Platoon Chief and FS Leave Request to cancel a scheduled week of vacation and have their vacation replaced with sick leave. The seven (7) calendar days shall be calculated from the first scheduled day of work of the vacation week. An Employee cancelling a week of vacation for sick leave with less than seven (7) calendar days notice shall be required to provide medical certification within 10 days of their return to work or

earlier if requested by the Chief or designate. This vacation time shall be offered immediately in accordance with 7. Vacation Changes and Waiting List.

- iii. If an opening in the vacation selection schedule occurs (due to promotion, transfer to another platoon, sickness, etc.), then these open weeks shall be offered to the balance of the platoon in accordance with the Vacation Changes and Waiting List process.
- iv. Any residual vacation weeks not claimed by one of the Groups shall be offered to the balance of the platoon in accordance with the Vacation Changes and Waiting List process.
- v. Vacation weeks may be exchanged within their platoon and their respective Vacation List. The affected Employees are both to e-mail the Platoon Office Coordinator. The Employee providing the vacation time shall indicate to whom they are providing it to and their choice for a replacement vacation time. The Employee receiving the vacation shall indicate their acceptance of the exchange and indicate which vacation time they wish to replace it with.
- vi. Employees rebooking vacation time as a result of illness, injury, etc. may do so in the open weeks.
- vii. Employees transferred to another platoon for any reason, including promotion, during the vacation selection shall finish their selections on their original platoon and List. These weeks shall be transferred to the new platoon as selected or the Employee may elect to move their selected vacation week(s) one week before or after their original selection. This option must be exercised within two weeks of the posting of the Residual Vacation selection results. Employees transferred to another platoon for any reason, including promotion, outside of the vacation selection the selected weeks shall be transferred to the new platoon or the Employee may elect to move their selected vacation week(s) one week before or after their original selection. This option must be exercised within two weeks of the transfer. The maximum number permitted out on vacation at a time may be exceeded in these cases.
- viii. Employees promoted during the vacation selection shall finish their selection on their original platoon and List and shall be entitled to the vacation time chosen. Employees promoted outside of the vacation selection process shall be entitled to the vacation time chosen. This applies when the promoted Employee stays on the same Platoon. The maximum number of Employees from the Officer List permitted out on vacation at a time may be exceeded in this case. This will not result in exceeding the maximum number of 24 Employees off for those weeks.
- ix. Employees shall provide the Group Leader with a telephone number or email address where they can be contacted or have a message left for them. The Group Leader will use that contact method to inform the employee that it is their turn to

make their selection. The employee is not expected to respond to the Group Leader while off duty. Once the Group Leader has contacted the employee or left a message for them using their desired contact method the employee shall be permitted 24 hours to respond and make their vacation selection. Any employee not replying with their selection within 24-hour period shall be bypassed for selection. If the telephone number is not capable of recording a message, then the telephone call will be considered contact. Group Leaders can communicate “open” weeks to Employees in-person, or via e-mails, texts or telephone. The selecting Employee shall indicate their preferred method.

- x. If the selection process has not been completed within one month of a desired selection, an Employee may select time by emailing the Platoon Officer Coordinator from their email account. This selection will not count as the Employee’s first selection. Under these circumstances the vacation week shall be awarded to the first applicant(s).

7. Vacation Changes and Waiting List

- i. Upon conclusion of the Residual Selection Employees shall send (from their own e-mail account) requests for vacation changes directly to the Platoon Office Coordinator and the Chief Officers on their platoon. Requests are reviewed on a first come, first serve basis and a list is compiled by the Platoon Office Coordinator of such Employees and the time of their request.
- ii. The Platoon Office Coordinator shall check the vacation master file to see if the request can be approved.
- iii. The Platoon Office Coordinator shall send a reply directly to the Employee via e-mail advising the Employee if the request has been approved or denied based on the maximum number permitted of 24 Employees with a maximum of ten (10) Employees from the Officers List out on vacation at a time.
- iv. The maximum number of Employees on the Waiting List shall be five (5) for each week. Employees may be on Waiting Lists for vacation weeks in accordance with the following schedule:

Employee Vacation Entitlement	Eligible Number of weeks on the Waiting List
6 to 7 weeks	6 weeks
4 to 5 weeks	4 weeks
1 to 3 weeks	2 weeks

- v. The Platoon Office Coordinator shall post an updated copy of the vacation file to a digital folder to which all employees shall have access at the end of their workday. This allows Employees to check when vacation weeks are open.

- vi. If a vacation week becomes available, that week shall be assigned in accordance with the Waiting List subject to there being only ten (10) Officers off that week. Officers are only eligible for open weeks on the Officer List. Fire Fighters are eligible for open weeks on the Officer List and Fire Fighter List to a maximum of 24 Employees in total out on vacation at any one time unless otherwise stipulated in this appendix.
- vii. If, at any time during the Waiting List assignment of vacation, an Employee(s) from the Officer List is next to be awarded a week and there is already ten (10) Officers off that week, the next Employee on the List from the Fire Fighter List shall be awarded that week and the Employee(s) on the Officer List shall maintain their standing on the Waiting List for that week.

8. Responsibilities

- i. **Group Leaders shall:**
 - a. Coordinate the selection of vacation weeks in their respective Group.
 - b. Send the vacation selection results to the Chief Officers on their platoon when the selections are complete.
- ii. **Operational Support Unit designate shall:**
 - a. Create the vacation master file.
 - b. Input all changes to the master vacation file.
- iii. **Platoon Chiefs shall:**
 - a. Be responsible for vacation leave management on their shift, and mediate any disputes.
- iv. **Employees shall:**
 - a. Pick their vacation leave in a timely manner.
- v. **Platoon Office Coordinator shall:**
 - a. Notify Employees by e-mail if their request for vacation change has been approved or denied.

Appendix D

LIEU DAY SELECTION SYSTEM

The Ottawa Professional Fire Fighters Association and the City of Ottawa agree to the creation of the following Lieu Day Selection System as it applies to the Suppression and Safety and Innovation Divisions. The parties agree that Selection System shall be created in accordance with the following terms and conditions:

1. The Assignment of Groups

- i. The assigned, Group Members' selection will be computer randomized for the ranks of Captains, Lieutenants, Safety Officers and Fire Fighters. Effective for the 2026 selection process, the assigned, Group Members' selection will be computer randomized for the ranks of Captains, Safety Officers and Fire Fighters.
- ii. Platoon and District Chiefs pick separately. Platoon Chiefs are allowed to take lieu days at their discretion. District Chiefs are allowed to take lieu days only if there are fewer than two District Chiefs off on Vacation.
- iii. Any Member detailed on a long-term basis, with no definite time frame of return, shall not be included in the Selection process.
- iv. There shall be a total number of eight Groups
- v. One Member is allowed off per Group for each calendar day.

2. Selection

- i. Picks must be consecutive, or the Member waits until their turn comes around again.
- ii. Two (2) lieu days are required for an Employee to take a full 24-hour shift off duty. All selections with the exception of residual lieu days shall be selected in twenty-four (24) hour increments so that the shift is not divided.
- iii. The Platoon Chief shall select Group Leaders.

3. Initial Selection

- i. The first round of selection is to a maximum of two consecutive weeks.
- ii. The selection process shall begin when everyone in the pick Group has completed two rounds of their vacation selection.

- iii. The Platoon Chief shall remind all Members by all-stations announcement and email of the expected commencement date no later than the last week of August.
- iv. The Platoon Chief shall determine the Group Leaders and provide them with the names and contact numbers of the members in their Group.
- v. The Platoon Chief shall circulate a master Group list to all Members indicating their selection position no later than the last week of August.
- vi. Group Leaders may contact the Members in their Group prior to the commencement of the selection process to determine the accuracy of their information and to advise them of the commencement date.
- vii. Members may contact the Group Leader prior to the commencement of the selection process to advise them of their desire not to select lieu days. Written confirmation is necessary.
- viii. Group leaders send the lieu day selection results to the Operational Support Unit designate when the selections are complete.
- ix. The Platoon Office Coordinator enters the lieu day selection from all Groups into the lieu day master file.
- x. Any probationary Fire Fighter who has not graduated from the recruit training at the time of the commencement of the selection process will not be included except to the extent that they will be accommodated by the Platoon Chief with the first selection after the Initial Selection has concluded.

4. Subsequent Selections

- i. The balance is allowed to the maximum of twelve (12) days (if earned).
- ii. A maximum of two consecutive weeks is permitted.
- iii. Picks must be consecutive days or the member waits until their turn comes around again.

5. Residual Lieu Day Selection

- i. The Platoon Office Coordinator shall post a copy of the number of Fire Fighters on lieu days leave each shift to a digital folder to which all employees shall have access. The Platoon Chief shall notify Members of their platoon that the file is ready for viewing. Members can view this file for unfilled days that they may be interested in.

- ii. Members can directly e-mail from their own account the Platoon Office Coordinator with a request for open lieu days. This request must be e-mailed within three weeks of the lieu day master file being posted.
- iii. Three weeks after the lieu day master file has been posted, the Platoon Officer Coordinator shall review all requests.
 - a. When there is only one request for an open lieu day, this request shall be approved and the Member notified by e-mail
 - b. When there are multiple requests for an open lieu day, the Platoon Office Coordinator shall provide a list of these dates, and the Members requesting these dates, to the Platoon Chief.
- iv. The Platoon Chief shall conduct a random draw to select the Member(s) who shall be approved for the open lieu day. This random draw shall be witnessed by at least two Chief Officers. The Platoon Office Coordinator shall notify Members by e-mail that their request has been approved or denied.
- v. Residual Lieu Days are considered to be those days which were not chosen after all eight (8) pick groups completed the Section 3 – Initial Selection and Section 4 – Subsequent Selection processes and have forwarded their pick group list to the Platoon Office Coordinator .
- vi. The splitting of the 24-hour shift into a day shift and a night shift will only be allowed for Residual Lieu Day Selections. One (1) lieu day is required for an Employee to take a day shift or a night shift off duty.

6.Additional Rules

- i. Except for illness, Employees shall provide a minimum of 7 calendar days of notice to the Platoon Chief and FS Leave Request to cancel a scheduled Lieu Day. An Employee cancelling a lieu day for sick leave with less than 7 calendar days of notice shall be required to provide medical certification within 10 days of their return to work or earlier if requested by the Chief or designate.
- ii. If an opening in lieu day selection schedule occurs (due to promotion, transfer to another platoon, sickness, etc.), these open days shall be offered to the balance of the platoon.
- iii. Any residual lieu days not claimed by one of the Groups shall be offered to the balance of the platoon.
- iv. Members rebooking lieu days as a result of illness, injury, etc., may do so where there are openings.

- v. Group leaders can communicate open lieu days to Members in-person, or via e-mails, texts or telephone. The selecting Member shall indicate their preferred method.
- vi. Once contacted, a Member shall be permitted 24 hours to choose their lieu days.
- vii. A member not replying with their selection within the 24-hour period shall be bypassed for the selection. Members shall not be bypassed unless they have been contacted directly face-to-face or via telephone. *(A message left on an answering machine is not proper notification)*
- viii. Members anticipating an absence during the selection process shall provide the Group Leader their selections in written form or a contact number at which they can be reached.
- ix. Members who cannot be contacted within 48-hours shall be bypassed.
- x. If the selection process has not been completed within one month of a desired selection, a Member may select time by emailing the Platoon Office Coordinator from their email account. This selection will not count as the Member's first selection. Under these circumstances the lieu day shall be awarded to the first applicant(s).
- xi. Any selection chosen in accordance with Section 3 – Initial Selection or Section 4 – Subsequent Selection that is subsequently cancelled by the Employee will result in the entire 24-hour shift reverting to the Residual Lieu Day Selection.

7. Lieu Day Changes and Waiting List

- i. Upon conclusion of the Residual Selection members may send requests for lieu day changes directly from their own e-mail account to the Platoon Office Coordinator and their respective Chief Officers. These are reviewed on a first come, first serve basis.
- ii. The Platoon Office Coordinator checks the lieu day master file to see if the request can be approved.
- iii. The Platoon Office Coordinator sends a reply directly to the Member via email advising the Member if the request has been approved or denied based on the maximum of eight out on a lieu day at a time.
- iv. Members may request to be placed on lieu day waiting lists provided they do not exceed their available annual allotment. Members are eligible to be on a maximum of six (6) lieu day waiting lists.

- v. The Platoon Office Coordinator shall post an updated copy of the lieu day master file to a digital folder to which all employees shall have access at the end of their workday. This allows Members to check when lieu days are open.
- vi. If a Lieu Day becomes available, the lieu day shall be assigned in accordance with the waiting list. The maximum number of members on the waiting list shall be five (5).
- vii. Platoon Chiefs have access to the lieu day master file so they can view Members who are on lieu days.

8. Responsibilities

- i. **Group Leaders shall:**
 - a. Coordinate the selection of lieu days in their respective Groups.
 - b. Send the lieu day selection results to the Operational Support Unit designate when the selections are complete.
- ii. **Operational Support Unit designate shall:**
 - a. Create the lieu day master file
 - b. Input all changes to the master lieu day file.
- iii. **Platoon Chiefs shall:**
 - a. Be responsible for lieu day leave management on their shift, and mediate any disputes.
- iv. **Members shall:**
 - a. Pick their lieu day in a timely manner.
- v. **Platoon Office Coordinator Shall:**
 - a. Notify members by e-mail if their request for lieu days has been approved or denied.

Appendix E

DAY SHIFT COMMUNICATIONS DIVISION

On September 3rd, 2008, Arbitrator Burkett released the decision of the Board of Arbitration concerning the renewal of the Collective Agreement that expired December 31st, 2003.

The parties wish to enter into an agreement to satisfy the requirements of this award concerning the Communications Division day shift.

The Parties agree to the following in regards to the day shift in the Communications Division:

1. If and when the Employer elects to fill the Dispatcher position or positions for a day shift in the Communications Division, such positions will be in addition to the current complement of Employees in the Communications Division.
2. The hours of work and shift schedule will be in accordance with Article 5.03 of the Collective Agreement, and will be explicitly referenced in the job posting. The bi-weekly rate of pay for any of these positions shall be maintained at the rates specified in Article 11.02 and will not be reduced as a result of a 40-hour workweek rather than a 42 hour workweek.
3. The day shift positions, when established or when a vacancy occurs, will be first offered to existing staff in seniority order based on their time as Dispatchers that may, at their sole discretion, elect to fill the position.
4. An Employee exercising their option under item 3 above will maintain their current step rate and will continue to progress through the step rates specified in Article 11:02 on an annual basis as if they were working a 24/7 shift in the Communications Division. Other Employees filling these positions shall progress through the step rates as specified in Article 11.02 on an annual basis as if they were working a 24/7 shift in the Communications Division.
5. An Employee on a Day shift may request to be placed back on a 24/7 shift at any time. Such request shall be granted on the first vacancy that occurs. In the event more than one Employee has made such a request, the first Employee to be placed back on a 24/7 shift will be the Employee with the most service as a Dispatcher.

Appendix F

COMMUNICATIONS VACATION SELECTION SYSTEM

1. The Assignment of Platoon

- i. The selection system is based on seniority.
- ii. Applies to the ranks of Communications Supervisor, Dispatcher, and long-term detail on a particular Platoon (A, B, C, or D).
- iii. Any Employee detailed or on leave out of the Communications Division on a long-term basis, with no definite time frame of return, shall not be included in the Selection process.
- iv. One Employee is allowed off per Platoon.

2. Selection

- i. Prime Time shall encompass the second (2nd) week in May to the first (1st) week in September, the last two weeks in December, and the two weeks of the March break. The week of March break will be the “Mid-Winter Break” week identified by the Ontario Ministry of Education and the week preceding it.
- ii. All picks of more than one week must be consecutive.
- iii. The Division Chief or designate shall select the Selection Coordinator.
- iv. The selection of vacation week(s) must be in accordance with the table in article 6.03 (b) of the collective agreement.

3. Initial Selection

- i. Employees may book up to a maximum of two consecutive rotations in Prime Time.
- ii. Employees may book up to their whole entitlement outside of Prime Time, with the option of two of those weeks being at the beginning or end of Prime Time periods (e.g. four weeks prior to the second week in May, and then the first two weeks of Prime Time in May for six consecutive weeks).
- iii. The selection process shall begin the second week of September for the next calendar year.
- iv. The Division Chief or designate shall remind all Employees by email no later than the first week of August that the selection process will begin the second week of September.

- v. The Division Chief or designate shall provide the Selection Coordinator with the names of Employees on their Platoon, inclusive of contact numbers and the weeks of entitlement.
- vi. The Selection Coordinator shall contact the Employees in their Platoon prior to the commencement of the selection process to determine the accuracy of their information and advise them that the selection process will commence the second week of September. Employees who anticipate an absence during the selection process shall provide the Selection Coordinator with their selections in written form or a contact number at which they can be reached.
- vii. The Selection Coordinator shall begin to contact the Employees in their Platoon during the second week of September.
- viii. The Selection Coordinator shall send the vacation selection results to the Division Chief or designate when the selections are complete.
- ix. The Division Chief shall post a copy of the vacation file to the Communications SharePoint site. This allows Employees to check when vacation weeks are open.
- x. Dispatcher who are employed after the commencement of the selection process will not be included except to the extent that they will be accommodated by the Division Chief with the first selection after the Initial Selection has concluded.

4. Subsequent Selections (for a change of selection)

- i. During all subsequent selections, Employees may book consecutive rotations of remaining vacation time.
- ii. For Booking in remaining Prime Time, the aforementioned rules continue to apply as per the Initial Selection.
- iii. Employees shall directly e-mail (from their own City account) the Division Chief or designate a request for any open weeks available and list the weeks they would like to exchange.
- iv. Requests for open weeks shall be considered on a first come, first serve basis.
- v. The Division Chief or designate shall record the time and date of the request.
- vi. The Division Chief or designate shall check the vacation master file to see if the request can be approved.
- vii. The Division Chief or designate shall send a reply directly to the Employee via e-mail advising the Employee if the request has been approved or denied based on the maximum of 1 out on vacation at a time.
- viii. As changes occur, the Division Chief or designate shall update the vacation file posted

on the Communications SharePoint site. This allows Employees to check when vacation weeks are open.

- ix. Any vacant weeks remaining upon the conclusion of the vacation selection process will be available to Employees for selection or trades.

5. Additional Rules

- i. If an opening in the vacation selection schedule occurs (due to promotion, transfer to another Platoon, sickness, etc.), then these open weeks shall be offered to the balance of the Platoon.
 - a) Employees shall make their request for the open period to the Division Chief or designate by email.
 - b) When there is only one request for an open period, this request shall be approved and the Employee notified by e-mail from the Division Chief or designate.
 - c) When there are multiple requests for open periods within the 24-hour period immediately following the offer to the balance of the Platoon by the Division Chief or designate, that employee with the most seniority shall be granted the leave. The Division Chief or designate shall notify the successful employee in writing no later than 72-hours after the offer has been made and update the vacation file on the Communications SharePoint site accordingly.
 - d) Except where indicated above, the rules indicated in Section 4: Subsequent Selections shall be adhered to.
- ii. Vacations weeks may be exchanged within the Platoon. The affected Employees are both to email the Division Chief or designate. The Employee providing the vacation time shall indicate to whom they are providing it to and their choice for a replacement vacation time. The Employee receiving the vacation shall indicate their acceptance of the exchange and indicate which vacation time they wish to replace it with.
- iii. Employees rebooking vacation time as a result of illness, injury, etc. may do so in the open weeks.
- iv. Employees notified of a transfer to another platoon prior to the vacation selection process commencing shall select their vacation week (s) on their new platoon.
- v. Employees transferred to another platoon for any reason, including promotion, after the vacation selection has started shall finish their selections on their original platoon. These weeks shall be transferred to the new platoon as selected or the Employee may elect to move their selected vacation week(s) one week before or after their original selection. This option must be exercised within two weeks of the posting of the Residual Vacation selection results. The maximum number permitted

out on vacation at a time may be exceeded in this case.

- vi. Employees transferred to another platoon for any reason, including promotion, after the vacation selection is completed the selected weeks shall be transferred to the new platoon or the Employee may elect to move their selected vacation week(s) one week before or after their original selection. This option must be exercised within two weeks of the transfer. The maximum number permitted out on vacation at a time may be exceeded in this case.
- vii. Once contacted, an Employee shall be permitted 24 hours to make their vacation selection.
- viii. An Employee not replying with their selection within the 24-hour period shall be bypassed for selection. Employees shall not be bypassed unless they have been contacted face-to-face, or by telephone. *A message left on an answering machine is not proper notification.*
- ix. Employees who cannot be contacted within 48-hours shall be bypassed.
- x. If two Employees are permitted off on lieu day in accordance with the Lieu Day Selection process the vacation week will no longer be available.

6. Responsibilities

- i. Selection Coordinators shall:
 - a) Coordinate the selection of vacation weeks in their respective Platoons.
 - b) Send the vacation selection results to the Division Chief or designate when the selections are complete.
- ii. Division Chief or designate shall:
 - a) Create the vacation master file.
 - b) Input all changes to the master vacation file.
 - c) Notify Employees by e-mail if their request for vacation change has been approved or denied.
 - d) Post a copy of the vacation file to the Communications SharePoint site.
- iii. Employees shall:
 - a) Pick their vacation leave in a timely manner.

Appendix G

COMMUNICATIONS LIEU DAY SELECTION SYSTEM

1. The Assignment of Groups

- i. The selection system is based on reverse seniority.
- ii. Applies to the ranks of Communications Supervisor, Dispatcher, and long-term detail on a particular Platoon (A, B, C, or D).
- iii. Any Employee detailed or on leave out of the Communications Division on a long-term basis, with no definite time frame of return, shall not be included in the Selection process.
- iv. One Employee is allowed off per Platoon.

2. Selection

- i. Picks must be consecutive, or the Employee waits until their turn comes around again.
- ii. The Division Chief or designate shall select the Selection Coordinator.

3. Initial Selection

- i. The first round of selection is to a maximum of two consecutive rotations.
- ii. The selection process shall begin when everyone in the Platoon has completed their vacation selection.
- iii. The Division Chief or designate shall remind all Employees by email no later than the last week of August that the selection process will begin after the vacation selection has been completed.
- iv. The Division Chief or designate shall determine the Selection Coordinators for each Platoon and provide them with the names and contact numbers of the Employees in their Platoon.
- v. Selection Coordinators may contact the Employees in their Platoon prior to the commencement of the selection process to determine the accuracy of their information and to advise them of the possible commencement date.
- vi. Employees may contact the Selection Coordinator prior to the commencement of the selection process to advise them of their desire not to select lieu days. Written confirmation is necessary.
- vii. Dispatchers who are employed after the commencement of the selection process will not

be included except to the extent that they will be accommodated by the Division Chief with the first selection after the Initial Selection has concluded.

4. Subsequent Selections

- i. The balance of the selection is allowed to the maximum of thirteen (13) days (if earned).
- ii. Picks must be consecutive days or the Employee waits until their turn comes around again.
- iii. A maximum of two consecutive rotations per selection is permitted.
- iv. Selection Coordinators shall send the lieu day selection results to the Division Chief or designate when the selection process is complete.
- v. The Division Chief or designate shall post a copy of the lieu day file to the Communications SharePoint site. This allows Employees to check when Lieu Days are open.
- vi. The Division Chief or designate shall notify Employees when the file is ready for viewing. Employees can view this file for unfilled days that they may be interested in.

5. Residual Lieu Day Selection

- i. Employees can directly e-mail from their own City account the Division Chief or designate with a request for any open lieu days.
- ii. Requests for open lieu days shall be considered on a first come, first serve basis.
- iii. The Division Chief or designate shall notify Employees by e-mail that their request has been approved or denied.
- iv. As changes occur, the Division Chief or designate shall update the lieu day file posted on the Communications SharePoint site.
- v. Any vacant days remaining at the conclusion of the selection process shall be available for selection or trades.

6. Additional Rules

- i. If no Employee of the Platoon is off on vacation an additional (2 in total) Employee shall be permitted off on lieu day.
- ii. If an opening in the lieu day selection schedule occurs (due to promotion, transfer to another Platoon, sickness, etc.), these open days shall be offered to the balance of the Platoon.

- a. Employees shall make their request for the open days to the Division Chief or designate by email.
 - b. When there is only one request for an open day(s), this request shall be approved and the Employee notified by e-mail from the Division Chief or designate.
 - c. When there are multiple requests for open day(s) within the 24-hour period immediately following the offer to the balance of the Platoon by the Division Chief or designate, that employee with the most seniority shall be granted the leave. The Division Chief or designate shall notify the successful employee in writing no later than 72-hours after the offer has been made and update the vacation file on the Communications SharePoint site accordingly.
 - d. Except where indicated above, the rules indicated in Section 4: Subsequent Selections shall be adhered to.
- iii. Employees rebooking lieu days as a result of illness, injury, etc., may do so where there are openings.
 - iv. Selection Coordinators can communicate open lieu days to Employees in-person, or via e-mails, or telephone.
 - v. Once contacted, an Employee shall be permitted 24 hours to choose their lieu days.
 - vi. An Employee not replying with their selection within the 24-hour period shall be bypassed for selection. Employees shall not be bypassed unless they have been contacted directly face-to-face or via telephone (*A message left on an answering machine is not proper notification*).
 - vii. Employees anticipating an absence during the selection process shall provide the Selection Coordinator of their selections in written form or a contact number at which they can be reached.
 - viii. Employees who cannot be contacted within 48-hours shall be bypassed.
 - ix. If the selection process has not been completed within one month of a desired selection, an Employee may select time by emailing the Division Chief or designate from their email account. This selection will not count as the Employee's first selection. Under these circumstances the lieu day shall be awarded to the first applicant(s).
 - x. Should an employee wish to cancel a lieu day it must be cancelled before the time of day when overtime would be called for that shift. In addition, Employees should give as much notice as possible, so the lieu day may be taken by other employees as provided for in Section 7 iii. b).

- xi. An employee may request an open lieu day at any time. However, if the request is made with 48 hours or less notice prior to the requested shift approval for such request is subject to the operational requirements of the Employer.
- xii. All residual lieu days must be approved by the Division Chief or designate before being taken as time off
- xiii. Employees notified of a transfer to another platoon prior to the lieu day selection process commencing shall select their lieu days on their new platoon.
- xiv. If an Employee transfers to another platoon their lieu day selection shall transfer to the new platoon as selected. The maximum number permitted out on lieu day may be exceeded in this case.

7. Responsibilities

- i. Selection Coordinators shall:
 - a. Coordinate the selection of lieu days in their respective Platoons.
 - b. Send the lieu day selection results to the Division Chief or designate when the selections are complete.
- ii. Division Chief or designate shall:
 - a. Create the lieu day master file.
 - b. Input all changes to the master lieu day file.
 - c. Notify Employees by e-mail if their request for lieu days has been approved or denied.
 - d. Update the public folder with lieu day selections.
- iii. Employees shall:
 - a. Pick their lieu day in a timely manner
 - b. Give as much notice as possible when cancelling a Lieu Day to allow other Employees to select such Lieu Day.

LETTER OF UNDERSTANDING #1

RE: VACATION AND LIEU DAY SELECTION

The Parties agree to discuss during the life the collective agreement the implementation of an automated rostering solution for the selection and scheduling of vacation and lieu days in the Suppression division.

Signed on this _____ day of _____, 2026

For:
The City of Ottawa

For:
Ottawa Professional Fire Fighters' Association

President

Vice-President

Secretary

Treasurer

LETTER OF UNDERSTANDING #2

RE: LIEUTENANT CLASSIFICATION

Effective July 1, 2025, the Lieutenant classification will be discontinued. Effective July 1, 2025, the existing Lieutenants will be assigned to the Captain classification.

Effective July 1, 2025, these existing Lieutenants will be added to the bottom of the seniority list in the Captain rank in the same order as they appeared on the Lieutenant to Captain promotion list.

For Captains who previously held the Lieutenant rank on June 30, 2025, their Lieutenant rank seniority credits will be used first to break seniority ties between this cohort of Employees while in the Captain classification.

For Captains who previously held the Lieutenant rank on June 30, 2025, the order for District Chief course assignments shall be based on their Lieutenant rank seniority credits.

All Employees that have a date of promotion to Lieutenant shall continue to be shown on the seniority list with that date and that shall be used to break ties as provided in Article 15:04 Part 3 (e) (iii) (b).

All Captains will be assigned to a home station. Detailing of Captains outside their home station to work as Captains in another station will be based on seniority and/or operational requirements.

Firefighters on the Promotion List to Captain or Firefighters who met all the promotional requirements for Captain may act on any apparatus. Captains or acting Captains with the highest seniority credits will be assigned to a Pump.

Signed on this _____ day of _____, 2026

For:
The City of Ottawa

For:
Ottawa Professional Fire Fighters' Association

President

Vice-President

Secretary

Treasurer

LETTER OF UNDERSTANDING #3

RE: EMPLOYEES UTILIZED ON A PART-TIME/CASUAL/TEMPORARY BASIS IN THE COMMUNICATIONS DIVISION

1. While Employees hired on a part-time, casual or temporary basis would generally not be subject to the provisions of the Collective Agreement, they would be entitled to receive the same rate of pay as applicable to full-time Employees performing the same duties. Where there are increment steps, progression through the range would be based on satisfactory performance, successful completion of any required examination and completion of the equivalent number of hours worked by the full-time Employee in a year. A full year of service shall be deemed to be 2184 hours. If such part-time Dispatcher becomes a full-time Dispatcher, they will maintain their current salary "step" upon promotion. Any accumulated part-time hours will be carried forward for salary progression purposes only.
2. The parties agree that the Employer can use part-time Dispatchers working on average 42 hours per week to replace full-time Dispatchers while the latter are temporarily absent from work. It is understood that part-time Dispatchers will keep their part-time status during such periods. Short-term absences not exceeding two (2) calendar weeks will be subject to the overtime/call back procedures. Different types of leave, even if consecutive, will be treated separately. Consecutive instances of vacation leave even if by various Employees, extending beyond a two (2) week period may be assigned as a single period of part-time relief.
3. Up to a maximum of five (5) part-time Dispatchers are permitted.
4. Part-time Dispatchers shall receive 12% in lieu of benefits added onto their straight time hourly rate for all paid hours.
5. Part-time Dispatchers required by the Employer to work in excess of 42 hours per week, averaged over a 28-day cycle, shall be paid overtime at time and a half. For part-time Dispatchers who elect to work additional shifts for another Dispatcher, the hours for such additional shifts are not included in determining the 42 hours per week average over a 28-day cycle.
6. Vacation pay will be paid on a bi-weekly basis.
7. The parties agreed full time Employees would not be permanently replaced by part-time, casual, or temporary Employees.

Signed on this _____ day of _____, 2026

For:
The City of Ottawa

For:
Ottawa Professional Fire Fighters' Association

President

Vice-President

Secretary

Treasurer

LETTER OF UNDERSTANDING # 4

RE: BENEFITS FOR RETIREES

This Letter of Agreement replaces any and all other agreements (written and unwritten) between the parties regarding the retiree benefits currently available to retirees. However, it is acknowledged and agreed that Employees who retired before September 18, 2003 will maintain their current coverage(s) on the same cost sharing basis as previously applicable.

For Employees who retired on or after September 18, 2003, the Employer will provide the following coverage, at 100% Employer paid, provided that at retirement they are in receipt of a non actuarially reduced pension from OMERS or COSF, and provided that at least 20 of the retiring Employee's credited years of service were with the City of Ottawa. These provisions will also be applicable: if an Employee has to retire for medical reasons provided such Employee has at least 25 years of credited service with the City of Ottawa, in which case the Employee would be eligible for coverage upon attaining the age and years of service criteria had they continued to work; or when a Fire Fighter is hired with the Ottawa Fire Department as a probationary Fire Fighter, spends their entire career working with the Fire Department, and retires at normal retirement age (60) but does not have the required 20 years of service.

- Prescription drugs as identified under the Formulary of the policy in effect at that time;
- Semi private hospital coverage;
- Vision Care – Vision Care as provided in the policy, shall be to a maximum of \$500 per person every 24 consecutive months;
- Physiotherapy – Physiotherapy as provided in the policy, shall be to a maximum of \$400 per person per calendar year (effective August 1, 2025, physiotherapy as provided in the policy, shall be to a maximum of \$550 per person per calendar year);
- Hearing Aids – Hearing Aids as provided in the policy, shall be to a maximum of \$300 per person every five consecutive calendar years (effective August 1, 2025, Hearing Aids as provided in the policy, shall be to a maximum of \$500 per person every five consecutive calendar years);
- Psychological benefit – Psychological benefit as provided in the policy, shall be to a maximum of \$750 per person per year (Effective August 1, 2025, Psychological benefit as provided in the policy, shall increase from a maximum of \$750 to \$850 per person per year. Effective January 1, 2028, Psychological benefit as provided in the policy, shall increase from a maximum of \$850 to \$1000 per person per year);
- During the first 60 days out-of-province/country coverage for emergency treatment as provided in the policy for eligible retired Employee and their dependants subject to a \$5,000,000 lifetime maximum;
- Other Health Benefits as specified in the policy;
- Coverage is for eligible retired Employees and their eligible dependants, in accordance with the policy. In the event of the death of the retired Employee, the Employee's spouse and eligible dependants will maintain eligibility for coverage. (As per previous arrangements);
- The coverage for prescription drugs ceases at age 65.

Signed on this _____ day of _____, 2026

For:
The City of Ottawa

For:
Ottawa Professional Fire Fighters' Association

President

Vice-President

Secretary

Treasurer

LETTER OF UNDERSTANDING # 5

RE: MANDATORY RETIREMENT

1. An Employee who is subject to mandatory retirement (“impacted Employee”) and does not wish to retire at age sixty (60) must notify the Fire Chief or designate in writing of their desire to continue employment beyond age sixty (60) at least six (6) months prior to their scheduled mandatory retirement.
2. Once the Employer has been notified as above, the Employer will seek an alternate vacant position in consultation with the Association for the impacted Employee in accordance with the Human Rights Code.
3. Promotion Lists may be in effect for two (2) years. It is the impacted Employee’s responsibility for completing the application process as opportunities arise for positions that are not subject to mandatory retirement.
4. Upon attaining age sixty (60), the impacted Employee will be removed from any Promotion Lists for positions subject to mandatory retirement.
5. The impacted Employee must actively participate by reviewing all existing competitions both internally (OPFFA) and externally (City of Ottawa). If the impacted Employee wishes to be considered for a competition, they are responsible for completing the application process.
6. If the impacted Employee is unable to secure a position prior to attaining age sixty (60), they must retire unless they request in writing to commence an unpaid leave of absence. An impacted Employee may only remain on the Promotion Lists while it is in effect and during their unpaid leave of absence. Entitlements while on an unpaid leave of absence will be in accordance with article 16.01. For greater clarity, if the impacted Employee is unable to secure a position during their unpaid leave of absence, they will be removed from any Promotion Lists and will be deemed to have retired.
7. The impacted Employee must retire at age sixty (60) if they fail to adhere to the timelines outlined in paragraph one (1) above. The President of the Association may request that the Fire Chief or designate consider an exception, in unique situations, to the established timelines for an impacted Employee.
8. If at any point the impacted Employee elects to receive their OMERS pension any rights under paragraphs 1, 2, 3 and 5 will immediately cease and any unpaid leave of absence under paragraph 6 will immediately cease and the impacted Employee will be deemed to have retired.

Signed on this _____ day of _____, 2026

For:
The City of Ottawa

For:
Ottawa Professional Fire Fighters' Association

President

Vice-President

Secretary

Treasurer