

Memorandum

Date: July 13, 2021

To: Members of Council

From: Darryl Bailey, Director, Fire and Emergency Services / Fire Chief

Subject: Supplementary Information Fire Department Establishing and Regulating By-law

Included in the Council Meeting Agenda Package for consideration is the proposed Fire Department Establishing and Regulating By-law. The purpose of this memo is to provide Council with a note of correction regarding the functions of the Fire and Emergency Services Department as reflected in the final By-law.

DISCUSSION

Fire Protection in Ontario is Provincially mandated and is a municipal responsibility. It is the responsibility of municipal councils to be familiar with general fire protection requirements, practices and procedures (i.e. *The Fire Protection and Prevention Act, 1997*). Where a municipality establishes and maintains a fire department, it is required that a By-law be enacted to set out the duties of the Fire Department with respect to the establishment, maintenance and operation of the service.

At a Council Meeting on June 22, the recommendations within Staff Report 2021-0246 to enact a new Fire Department Establishing and Regulating By-law, were approved. The proposed By-law attached to the Staff Report referenced “sections” within the Department, however the Department is more accurately organized in functions as opposed to sections. As a result, the final version of the By-law placed on the Agenda for this Council Meeting (July 13) has been updated to reflect the use of functions.

To provide further clarify the following are the “functions” of Fire and Emergency Services:

- Fire Administration
- Fire Prevention and Life Safety
- Fire Suppression
- Training and Professional Development

Once the By-law is enacted, staff will communicate the changes to the Fire and Emergency Services Department for information.