TOWN OF MINTO
DATE: October 26, 2017
REPORT TO: Mayor and Council
FROM: Chris Harrow, Fire Chief
SUBJECT: Establishing and Regulating By-Law Update

STRATEGIC PLAN:
6.3 Support the Fire Department's mission to service the community with high standards of emergency response and fire prevention programs to ensure a safe environment for residents and to protect local business and property.

BACKGROUND:
An Establishing and Regulating By-Law (E & R By-Law) is passed under the authority of the Fire Protection and Prevention Act. It is a municipal by-law that legally forms a fire department, regulates the duties performed, and establishes the roles of the Fire Chief and other senior personnel in the department.

Minto's E & R By-Law has not been updated since 2009. Roles and responsibilities in the department have changed significantly and need to be reflected in the new By-law. It is also a chance for Council to ensure roles detailed in the By-law reflect the Town's strategic directions and expectations of the fire department.

COMMENTS:
After Minto's process of updating the By-Law had started, the attached Communique from the Office of the Fire Marshal and Emergency Management was issued directing fire departments to update their By-Laws. The Communique reinforces the importance of an E&R By-law in that it gives direction to fire departments to remain proficient in their roles.

Since the 2009 by-law was passed, Minto Fire now offers water rescue and confined space rescue. Organizational structure changes such as the combined Fire Prevention Officer position, the Fire Coordinator and others are reflected in the by-law. The Master Fire Plan is now included in the By-law to demonstrate how it must be incorporated into operations.

FINANCIAL CONSIDERATIONS:
Minto Fire's expenditures are set in the Town's annual budget process.

RECOMMENDATION:
That the Council accept the Fire Chief's October 26, 2017 report and consider the corresponding Establishing and Regulating By-Law in open Council.

Chris Harrow, Fire Chief