



## Committee of the Whole Report

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**Report Number:** FIRE2024-001  
**Meeting Date:** May 7, 2024  
**Title:** Fire Service Establishing and Regulating By-Law  
**Author and Title:** Terry Jones, Fire Chief

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### Recommendation(s):

**That** Report FIRE2024-001, **Fire Service Establishing and Regulating By-Law**, be received;

**That** the By-law "A By-law to Establish and Regulate a Fire Department in the City of Kawartha Lakes and to Repeal and Replace By-law 2002-185", substantially in the form attached as Appendix A to Report 2024-001, be approved;

**That** the necessary by-law be brought forward for adoption.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The Master Fire Plan identified that the current Establishing and Regulating By-law has not been updated since 2002 and should be reviewed and updated.

A recommended and updated Establishing and Regulating By-law for the Fire Service is provided in Appendix A to this Report.

The purpose of a fire department's establishing and regulating by-law is to ensure that the department operates within a structured, efficient, and legally compliant framework, thereby enhancing its effectiveness and reliability as a critical public safety entity. An establishing and regulating by-law is fundamental for the department to fulfill its mission of protecting lives, property, and the environment from fire and other hazards.

This report addresses that direction.

## **Rationale:**

Fire departments have an establishing and regulating bylaw primarily to ensure they operate effectively, safely, and consistently within a legal and administrative framework approved by Council.

This bylaw is crucial for several reasons:

1. **Legal Authority:** The bylaw provides the legal basis for the existence and operation of the fire department within the municipality providing it with the authority to operate and outlining its duties.
2. **Defines Responsibilities and Powers:** Defines the responsibilities and powers of the fire department, including the scope of their duties, which can range from firefighting and rescue operations to fire prevention and public education. Attached as Appendix B is the Fire Chief responsibilities outlined in the *Fire Protection and Prevention Act, 1997, S.O., c. 4.*
3. **Organizational Structure:** The bylaw defines the organizational structure of the fire department, detailing roles from the fire chief through to volunteer firefighters.
4. **Community Engagement and Education:** Includes mandates for the fire department's involvement in community education and prevention programs. This can involve fire safety training, public demonstrations, and school visits, which help reduce fire risks and enhance community safety.

5. Emergency Response Authority: The by-law specifies the kinds of emergencies to which the fire department responds, which may extend beyond fires to include things like natural disasters, medical aid, and technical rescues.

An establishing and regulating bylaw is essential for defining the scope and limits of a fire department's activities, setting local service levels, and ensuring that the service functions efficiently, safely, and within the bounds of municipal or regional laws and policies. This helps the fire department to be a reliable and effective part of the community's public safety infrastructure.

### **Other Alternatives Considered:**

No other alternative was considered as the current Establishing and Regulating By-law requires updating, and maintaining a regulating by-law for fire services is legislated and mandatory.

### **Alignment to Strategic Priorities**

#### **Good Government**

The Establishing and Regulating By-Law supports good government by establishing accountability and clear roles, responsibilities and expectations for Fire Service personnel and ensures the department operates within the legal framework.

#### **A Vibrant and Growing Economy**

The Establishing and Regulating By-Law establishes safety standards and regulations that ensure the protection of lives and property within the City of Kawartha Lakes.

#### **An Excellent Quality of Life and Service Excellence**

Implementation of service delivery guided by the Establishing and Regulating By-Law will help support efficient delivery of response operations and assists the general well-being and overall health and safety of residents.

### **Attachments:**

Appendix A – Establishing and Regulating By-Law



Establishing and  
Regulating Bylaw



Legislation  
References

Appendix B – Legislation references (Fire Chief responsibilities)

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**Department Head: Terry Jones**