

Administrative Report



MUNICIPALITÉ DE
CASSELMAN
MUNICIPALITY

Title: Revised Establishing and Regulating By-Law for the Casselman Fire Department

Report Number: FIRE-3-2024

Date: December 10th, 2024

Supporting Documents:

Schedule A: Current Establishing and Regulating By-Law - 2004

Schedule B: Proposed Establishing and Regulating By-Law (**See item 9.1**)

Submitted By: Mario Villeneuve, Fire Chief

Recommendation(s)

That Council acknowledges the reception of administrative report FIRE-3-2024; and

Approves the content of the revised Establishing and Regulating by-law presented in section 9.1 of the agenda.

Recommandation(s)

Que le Conseil accuse réception du rapport administratif FIRE-3-2024; et

Approuve le contenu de la révision du règlement sur l'établissement et la régulation du service des incendies de Casselman identifié à l'item 9.1 de l'ordre du jour.

Objective

The purpose of this report is to provide information to the municipal council on a new and revised Establishing and Regulating by-law for the Casselman Fire Department. The report will provide major highlights and comparisons between the existing by-law that dates from 2004 and the new modernized version that is being proposed.

Analysis

The Ontario Fire Protection and Prevention Act allows a municipality to establish and regulate a fire department. The by-law gives council the opportunity to determine the level of service that will be provided to its residents and also gives out details of how the department will operate under the authority of the Fire Chief. The previous Establish and Regulating (E&R) by-law dated from 2004 and needed to be updated to

include new definitions, modernize the structure of the department, revise core services and clearly define the department's responsibilities when responding to emergencies inside and outside the municipality's limits. Below is a list of those changes that are being proposed.

Existing	Proposed	Explanation
Definitions: Captain	New definition	To be in line with the Org chart of the CFD
Definitions: District Chief	New definition	To be in line with the Org chart of the CFD
Definitions: Executive Committee Member	New definition	To define the members of the committee
Definitions: FPPA	New definition	To explain the abbreviation
Definitions: Office of the Fire Marshall or OFM	New definition	The term was not included in the previous version of the by-law.
Definitions: Specialty Rescue	New definition	The term was not included in the previous version of the by-law.
Definitions: Tiered Response Agreement	New definition	The term was not included in the previous version of the by-law.
Sections 10 & 11	New sections	These new sections establish the number of firefighters that can be hired.
Sections 14, 15 & 16	New sections	For the organization of the department into Divisions. ie: Prevention, Administration, Suppression, Training and Maintenance.
Sections 18 & 19	New sections	This section was added to indicate that the fire services may be limited due to extraordinary circumstances.
Sections 20 to 26; Responsibilities and authority of the Fire Chief	Modified	This section was modified to be more concise, and in line with present regulations. It still covers the same responsibilities.
Section 27: Deputy Fire Chief	New section	This section did not exist before as the position was not a full-time position,
Section 28 f.	New section	This section is added to cover exceptional circumstances where the fire department would be called out for declaration of emergencies.
Appendix A	Modified	The organizational chart of the Fire Department was redone to be in line with the management agreement with Clarence-Rockland. A new numbering system is also proposed to match a new numbering system for all participating departments in Prescott-Russell. The Casselman Fire Department would become sector 41 and station, vehicles and staffing would reflect that change.
Appendix B	Modified	This is the part of the by-law where most of the changes are happening. Appendix B determines the level of service that is going to be delivered by the Fire Department. Some specialty rescues are delivered to the awareness level by our firefighters but agreements with other fire departments will allow us to offer the services to the operational and technical level ie: trench rescue, high angle rescue and others. Specific agreements will be brought for consideration in the coming weeks.

Financial Impact

Details	Approved Budget	Actual expenses to this date	Projected Expenses for this project	Variance
NA	0.00	0.00	0.00	0.00

There is no financial impact on the budget except for additional training requirements for water and ice rescue operations.

References

The E&R by-law is adopted under the authority of the Fire Prevention and Protection Act.

Other Options

The Council could consider the revision or the reduction of services provided by the Fire Service.

Approval

Yves Morrissette, Chief Administrative Officer

