



City Council Committee Report

Date: 8 March 2011

To: Mayor & Council

**Fr: Warren F. Brinkman, Emergency Service Manager, City of Kenora
Fire and Emergency Services**

Re: Essentials of Municipal Fire Protection-A Decision Makers' Guide Seminar

Recommendation:

That Council of the City of Kenora hereby approves attendances at the "Essentials of Municipal Fire Protection-A Decision Makers' Guide Seminar" being hosted in Kenora on Wednesday, March 30, 2011.

Background: Essentials of Municipal Fire Protection-A Decision Makers' Guide Seminar is a seminar for municipal decision makers (elected officials and senior staff. This seminar is intended to provide key information needed to plan and implement effective and efficient fire protection and prevention services for municipalities based on local needs and circumstances. Through consultation with municipal stakeholders, this seminar incorporates key information that decision-makers have expressed a need to know: what they must do, what service delivery options they have, how to determine which services to provide in their municipalities, and what tools are available to them. With this in mind, this seminar has been redesigned to provide essential information to municipal decision makers in seven key decision-making areas: Legislation, Roles and Responsibilities, Service Delivery Models and Options, Fire Department Structure, Due Diligence, Performance Measurement and OFM Activities that affect municipal decisions. This seminar will also outline support programs and services available. The one day seminar uses a guidebook, which includes a number of links and samples of pertinent by-laws and agreements, to serve as a valuable takeaway resource tool for decision makers.

Budget: A ten dollar assessment to offset the costs associated to providing lunch for seminar participants.

Communication Plan/Notice By-law Requirements: Municipal Memo, Portal, and Media.