

Fire Chief

Town of Whitby



Position Profile and Candidate Brief

September-October 2026

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the Fire Chief, prepared on behalf of the Town of Whitby.

I trust that this document will provide you with all necessary background information on the Town of Whitby, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Town of Whitby are available on the website: <https://www.whitby.ca>

On behalf of Legacy Partners and the Town of Whitby, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Best Regards,



Kartik Kumar, Partner
Legacy Executive Search Partners
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Town of Whitby Overview

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to 200,000 by 2031.



The Town of Whitby combines a small-town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year-round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect, and engagement where people enjoy coming to work.

Living at the Town of Whitby

Moving to the Town of Whitby is an opportunity to join a growing community of 140,000 people with [two vibrant downtowns](#), many [sports and recreation programs](#), year-round [events and festivals](#), wonderful [parks, trails and outdoor recreation](#) and a beautiful location along the [Lake Ontario shoreline](#).

Schools

The Town has a public school board and Catholic school board, both of which are publicly funded. Learn more about our school boards and find a school:

- [Durham District School Board](#)
- [Durham Catholic District School Board](#)

Healthcare

The Town offers a range of [healthcare services](#), including hospitals, long-term care facilities, medical centres, [public health services](#), social services and walk-in clinics.

[Lakeridge Health](#) provides local hospital services. General area hospitals are located in [Ajax](#), [Bowmanville](#), [Oshawa](#) and [Port Perry](#).

Recreation at the Town of Whitby



In the Town of Whitby, there is so much to see and do. Check out our [community events calendar](#), [discover our downtowns](#) and shop at our local [farmers' market](#).

Art, Culture and Heritage

Take in the Town's vibrant [arts and culture](#) scene or learn about our [history and heritage](#). Visit an art gallery, museum or theatre that showcases the talent of local artists and actors. Try one of the historical walking tours or you can visit one of our [libraries](#) and explore the books, movies and programs available.

Explore the Outdoors

Spend time enjoying the outdoors in Whitby. Visit one of our many [parks and trails](#) or take up an [outdoor activity](#). Do you enjoy boating or relaxing on the water? Whitby has a [marina](#) and [boat launch](#) available for the community.

Recreation

Get active with one of our many [recreational programs](#). We have recreational programs for all ages and abilities. From [senior services](#) to [youth programs](#), there is something for everyone.

Working at the Town of Whitby

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes. Let's grow together.

The Town of Whitby is an equal opportunity employer. We value diversity in our workforce and we are committed to attracting and retaining individuals who will work together effectively to meet the needs of the community. We are committed to providing an inclusive, barrier-free recruitment selection processes and work environments in accordance with:

- [Human Rights Code](#)
- [Accessibilities for Ontarians with Disabilities Act](#)
- [Workplace Safety Insurance Board \(WSIB\)](#)
- [Employment Standards](#)

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The Town of Whitby is a hybrid organization. This means staff are empowered to do their best work from various locations, as appropriate for the position. This position also offers a comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

The Town of Whitby is an organization that prioritizes work culture, and is committed to ensuring the employee experience is positive and fulfilling.

Town of Whitby 2023-2026 Community Strategic Plan

Whitby – naturally beautiful green spaces, a vibrant waterfront, thriving downtowns, and a safe community – the heart of Durham Region, an exceptional place to live, work, and explore. This is what Whitby residents told us they think Whitby should aspire to be and this is the Community Vision in the Town's new [Community Strategic Plan](#) released on June 27, 2023.

The Plan identifies how Council and Town staff will work together to deliver on community priorities over the next four years. This is thanks to the more than 3,000 residents, businesses, and community partners who took the time to share their thoughts and inform the plan earlier this year. Without these insights, this plan would not have been possible.

Residents highlighted the Whitby waterfront, healthcare, green spaces, community safety, economic growth, and the desire to address social needs, like homelessness, as some of their top priorities. This feedback was used to develop the four Strategic Pillars within the Plan:

- Whitby's Neighbourhoods – Safe, Healthy, & Inclusive
- Whitby's Natural & Built Environment – Connected & Resilient
- Whitby's Economy – Innovative & Competitive
- Whitby's Government – Accountable & Responsive

Each pillar includes several action items that were prioritized during the community engagement process. With 62 action items in total, progress on these will be measured and publicly reported on annually over the next four years.

Learn more about the 2023 to 2026 [Whitby Community Strategic Plan](#).

Organizational Chart



Town of Whitby Fire and Emergency Services



The compensation range for the role is \$203,386 - \$231,121 per year and this advertisement is to fill a vacancy.

Job Description

Position Summary:

Reporting to the CAO, the Fire Chief is accountable for the overall senior leadership, strategic direction, and coordination of all sections within Whitby Fire & Emergency Services. The Fire Chief ensures the Fire Department operations continue to deliver exceptional customer service in the areas of public education, prevention, suppression and rescue services to the citizens of the Town of Whitby. The Fire Chief also oversees all staff training, emergency dispatch and overall emergency management. The Fire Chief is required to balance taxpayer investments in services across the Town while maintaining exceptional service through the Whitby Fire and Emergency Services department.

This position is a member of the Senior Leadership Team which is responsible for moving forward the objectives of the corporation and Mayor and Council. In addition, the Fire Chief is required to ensure compliance and enforcement of all applicable statutes, by-laws and regulations related to the municipality and the fire service

Finally, the Fire Chief is responsible for acting as the “Assistant to the Fire Marshal” with respect to the Fire Protection and Prevention Act; “Chief Fire Official” with respect to the Ontario Fire Code; “Authority having jurisdiction” with respect to applicable portions of the Building Code.

Overall duties and responsibilities of the Fire Chief must remain in alignment with requirements under various legislative bodies, including but not limited to the Fire Prevention and Protection Act, 1997, the Occupational Health and Safety Act, 1990, Employment Standards Act, 2000, and applicable collective agreements.

Key Responsibilities:

Senior Leadership

- As a member of the Senior Leadership Team, each member commits to lead the organization, not just their function. The Fire Chief is the subject matter expert on all areas of Fire & Emergency Services, providing information and advice to fellow SLT members and/or departments;
- Provide overall senior leadership and direction to the Fire & Emergency Services Department; as well as provide day-to-day management of the operation, resolving staff and/or team issues in a timely and effective manner;
- Empower Fire & Emergency Services Leadership Team to take ownership and accountability for their work, assigned projects and operational divisions;
- Present the goals and objectives of the organization in a positive manner and communicates to others the synergy between the aims of the Corporation and the aims of individual WFES sections/divisions;
- Partner with consultants and oversee the establishment of a multi-year Master Fire Plan that is presented to SLT prior to final reports provided to Council;
- Develop annual plan(s) that detail projects, deliverables, timelines, budget and alignment with Corporate/Community Strategic Plan, the Master Fire Plan, and other applicable plans and strategies;
- Represent the Town and/or Fire & Emergency Services, in conjunction with appropriate parties, during investigations, court proceedings and/or trials, relating to insurance claims and/or law suits;

- Communicate and advise the CAO of matters of sensitivity and/or potential impacts to the Department and/or Corporation;
- Regularly perform duties required as the Senior Officer on-call during all emergency responses including regular engagement and/or guidance with the Platoon Chief, reviewing/debriefing the emergency response activities etc.

Departmental and/or Corporate Analysis

- Leads continuous improvement for fire services by identifying and analyzing trends and technological advances in the fire service field; continually investigating latest advances in firefighting technology and information management systems; identifying and implementing standards, benchmarks and related performance measures;
- Determines and recommends the level, type and amount of fire related services required within the community by forecasting citizen's current and future needs by assessing hazards, risks, call data etc.; and,
- Embody the role of change agent for corporate initiatives and WFES specific improvements/changes – taking a consultative approach to initiative and foster participation across the Department via internal committees etc. to assist in the successful achievement of departmental and/or corporate goals/objectives.

Financial Responsibility

- Financially responsible for capital budget of approximately \$5 million dollars and an operating budget of approximately \$30 million dollars;
- Develop long and short-term financial planning for the development of capital and operational budgets for final approval by CAO and members of Council;
- Continual monitoring and/or forecasting of purchases and expenditures, ensuring appropriate internal approvals for purchases and/or procurements are followed; discrepancies are reconciled and WFES expenses remain within established budget limitation

People Management and/or Labour Relations

- Provide direct management of three (3) staff; and indirect management of 165 staff across four (4) operational divisions;
- Responsible for conducting departmental fact-finding as potential disciplinary issues arise, performance management including coaching and mentoring meetings for both direct and indirect staff;
- Collaborate with Human Resources and act as a key member of the collective bargaining committee during negotiations;
- Provide daily advice and guidance on interpretations of the collective agreement and responsible for ensuring all members of the Leadership Team are acting in compliance with the collective agreement, corporate policies; legislation; SOGs/SOPs etc.;
- Establish positive working relationships with all members of the Association Executive – creating an environment for transparent communication and collaborative resolutions (as applicable), etc.; and,
- Participate as a panel member for various departmental and/or corporate recruitments.

Emergency Management

- Act as the Community Emergency Management Coordinator (CEMC);
- Participates as a member of the Town Emergency Operations Control Group and fulfills responsibilities assigned subject to changing needs; and,
- Actively participate in emergency training and mock disasters; responding to emergency situations as required by the Town and the Emergency Management and Civil Protection Act.

Media Relations

- In collaboration with Corporate Communications, participate in external media interviews and/or engagements; and,
- Provide on-camera interviews; responding to onsite media inquiries and/or interviews; preparing written responses and/or participating in photo opportunities.

The Ideal Candidate

Education & Certifications

- Post Secondary Education Diploma/Degree in Fire Service(s), Business Administration, Public Administration or related discipline, or equivalent combination of education and progressively responsible work experience;
- Graduate from the Ontario Fire College, with completion of all legislatively required training, including but not limited to the Company Officer Program;
- Community Emergency Management Coordinator (CEMC) professional designation;
- Occupational Health & Safety certification applicable to the Fire Service.
- Executive Chief Fire Officer (ECFO) professional designation is considered an asset
- Completion of NFPA 1021 – Fire Officer 4 is considered an asset
- A combination of equivalent experience and education may be considered;

Experience & Expertise

- Minimum of twelve (12) years of progressively responsible experience in the fire service industry;
- Minimum of five (5) years of senior leadership experience in the fire service working within a complex unionized environment;
- Extensive and progressive training as a Firefighter, Training Officer, Fire Prevention Officer and/or Senior Suppression Officer in the fire service;

Technical/Professional Skills

- Excellent understanding of fire science, fire ground tactics and strategies and all relevant occupational health and safety standards;
- Extensive knowledge of relevant Provincial and/or Federal statutes, corporate policies and procedures, SOGs/SOPs etc., as they apply to the corporation, municipal government and department;
- Skills and experience in, championing and facilitating change, and building confidence among peers, Mayor and members of Council and the community as a whole;
- Experience working in a senior leadership/advisory role providing information and guidance to the CAO, Mayor and members of Council and/or senior leadership team;
- Excellent conflict resolution/negotiation skills, particularly when communicating with Association Executive and all internal and/or external stakeholders;
- Advanced interpersonal skills with the ability to communicate effectively, both verbally and in writing, to members of the public, members of Council, internal and external stakeholders while maintaining positive relationships;
- Detailed knowledge of the Town's policies, procedures, relevant provincial/federal legislation (e.g. Ministry of Labour, Occupational Health & Safety Act etc.) to provide guidance to staff and ensure Departmental and staff compliance to all regulations;
- Extensive knowledge of the Collective Agreements used to manage staff and provide guidance in a fair and effective manner;
- Demonstrated high level of initiative and flexibility, with the ability to plan and work independently;
- Self-motivated and solutions oriented with the ability to proactively identify areas for improvements in service level and budgetary efficiencies;
- Must possess a well-defined sense of diplomacy with the ability coach, mentor, motivate and inspire all levels staff;

- Strong strategic thinking skills and ability to plan years in advance;
- Strong project management and project team management skills with the ability to organize, plan, and schedule project team work;
- Experience developing, implementing and maintaining system/organizational wide programs such as performance management and/or succession planning; and,
- Demonstrated superior communication, presentation, negotiation and facilitation skills;
- Minimum Class G Provincial Drivers License maintained in good standing; Class DZ would be considered an asset.

Analytical Thinking/Problem Solving

- Exceptional critical thinking skills to enable the analysis of complex emergency response and/or individual issues that impact health and safety, organizational reputation, organizational achievements, team dynamics/function; individual performance etc.;
- Determine and recommend the level, type, and amount of fire related services required within the community by analyzing and forecasting citizens' current and future needs; Manage and/or deal with fire investigations and causes of fires, information relating inspection results and other confidential inquiries from Police or other external services/sources;
- Ability to exercise good judgment is essential and must be committed to absolute discretion in handling confidential/sensitive information;
- Seamlessly adapt and shift focus across many levels of emergency responses, information and/or priorities;
- Quickly and accurately assess on emergency scenes;
- Ability to solve complex abstract problems requiring independent judgment, strategic thinking and innovative solutions;
- Ability to develop unique non-standard solutions that effectively impact department objectives; and,
- Ability to properly interpret the Collective Agreement between the Town of Whitby and IAFF Local 2036.

Timeline

I trust this Position Profile has enabled you to decide whether the position of Fire Chief at the Town of Whitby interests you. **If you wish to be considered for the role, please apply with a cover letter and your resume to Kartik Kumar at careers@lesp.ca by October 8, 2026 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Town of Whitby are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

