



## Fire Services Advisory Committee

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### Establishment of the Committee:

1. The Council of the Municipality of the County of Kings establishes a committee to be known as the “Fire Services Advisory Committee”.

### Role:

2. The Fire Services Advisory Committee (the “Committee”) shall be a consulting and recommending body to Council in order to assist Council in addressing issues related to the provision of fire services in the Municipality of the County of Kings (the “Municipality”).

### Responsibilities:

3. The Committee shall make recommendations to Council on the following issues:
  - governance,
  - funding (operational and capital),
  - budgeting and budget submissions,
  - strategic planning for fire services,
  - fire fighter health & safety,
  - levels of service,
  - training and operational standards,
  - response protocols,
  - recruitment & retention of volunteers,
  - fire prevention & public awareness,
  - fire vehicles & firefighting equipment,
  - fire stations,

- communications,
- water supply,
- records management,
- insurance (including workers compensation),
- exposure to loss, and
- other significant matters necessarily incidental to the provision of fire services in the Municipality of the County of Kings and the conduct of the above roles and responsibilities.

**Membership:**

4. During the first year, the Committee shall be comprised of sixteen (16) members, who shall be appointed by Council as follows:
  - three (3) members of Council who are appointed on the following basis: one member from each of the Western, Central and Eastern areas of the Municipality, and
  - thirteen (13) Fire Chiefs or their designates.
5. Council shall appoint Citizen Members to the Committee: three (3) non-councillors who are residents of the Municipality and who shall be appointed on the following basis: one member from each of the Western, Central, and Eastern areas of the Municipality. Should Council not receive any applications for citizen members from a particular geographic area, Council may appoint an applicant from another part of the Municipality to represent that area. Active Fire Fighters and Fire Commissioners shall not be considered; former Fire Fighters and Fire Commissioners from within the Region serviced by the 13 Fire Departments shall not be considered.
6. Council may also appoint an alternate member of Council to the Committee (Alternate Member) and the Alternate Member may attend and vote in the place of any absent Council Member.

**Terms of Membership:**

7. The members of Council who are appointed to the Committee shall hold office for a period of one (1) year from the date of their respective appointments.  
The Citizen Members who are appointed to the Committee shall hold office for a period of two (2) years from the date of their respective appointments.
8. The person who holds the position of Fire Chief in each of the 13 Fire Departments within the Municipality shall be a member of the Committee and each of the 13 Fire Departments shall advise the Municipal Clerk of any changes in the person who holds the position of Fire Chief.
9. Any member of the Committee is eligible for re-appointment.
10. A Councillor appointed to the Committee who ceases to be a member of Council shall cease to be a member of the Committee.
11. A Fire Chief appointed to the Committee who ceases to be a Fire Chief shall cease to be a member of the Committee.
12. A member of the Committee who, without leave of the Committee, is absent from three (3) consecutive regular meetings of the Committee shall cease to be qualified to serve as a member of the Committee.

**Reporting:**

13. The Committee shall report to Council on a quarterly basis or as directed by Council.
14. The Committee shall appoint a Councillor Member to submit the Committee Report (including any recommendations) to Council.

**Meetings:**

15. The Committee shall hold quarterly meetings with the time and place of each quarterly meeting to be determined at the preceding quarterly meeting.
16. The Committee shall cause full minutes of all discussions and recommendations of the Committee to be recorded.
17. The first meeting of the Committee shall take place within one (1) month of the date of the establishment of the Committee and the acceptance of the terms of reference by Council.
18. Special Meetings of the Committee may be called on 24 hours' notice by the Chair and shall be called if requested by a majority of the Committee.
19. The members of the Committee shall elect a Chair and Vice-Chair from amongst the members at the first meeting of the Committee.
20. The Committee shall re-elect a Chair and Vice-Chair annually thereafter at the first meeting in each calendar year.
21. The Chair and Vice-Chair are eligible for re-appointment.
22. The Chair shall preside at all meetings but, in the absence of the Chair, the Vice-Chair or a member appointed at the meeting shall preside.
23. The Recording Secretary shall record the minutes of the Committee meetings.
24. All members present at the meeting, including the Chair, shall vote on all questions before the Committee.
25. A member of the Committee who is present and who fails or refuses to vote on a question is deemed to have voted in the negative.

26. In the event of a tie, the question voted on shall be deemed to be determined in the negative.

27. If a Councillor (not a member of the Committee), Village Commissioner or Fire Commissioner is present at a Committee meeting, the Councillor, Village Commissioner or Fire Commissioner shall be permitted to speak for up to five (5) minutes on any issue impacting or affecting their Polling District, Village or Fire District prior to a vote being taken by the Committee.

28. Any members of the public that are in attendance at a meeting of the Committee shall be given the opportunity to make comments to the Committee at the end of the meeting.

29. Minutes of the Committee shall be kept and distributed to Committee Members and Councillors.

**Quorum:**

30. Eleven (11) members of the Committee shall constitute a quorum.

**Subcommittees**

31. The Committee may form subcommittees to provide the Committee with advice on matters within the Committee's responsibilities.

32. Subcommittees shall have a term of no greater than one (1) year. The term may be renewed by the Committee.

33. Subcommittees shall use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote in which case the Subcommittee shall vote in the same manner as the Committee.

34. Subcommittees shall prepare and retain notes from each meeting including any recommendations that the Subcommittee makes to the Committee.

**Miscellaneous:**

35. Neither the Committee nor any member of the Committee shall have the power to pledge the credit of the Municipality, or to authorize an expenditure on behalf of the Municipality, in connection with any matter whatsoever.

36. This Committee constitutes a “local board” as that term is defined in the *Municipal Conflict of Interest Act*, R.S. 299 and, as such, the members of the Committee are subject to the terms and conditions of the *Municipal Conflict of Interest Act*.

37. All meetings of the Committee shall be open to the public with the exception of the closed sessions (in camera) as provided in section 38. The time and date of the public meetings shall be advertised on the Municipality’s schedule of upcoming meetings as much in advance as the setting of the meeting permits.

38. The Committee may meet in closed session (in camera) to discuss matters relating to:

- (a) acquisition, sale, lease and security of municipal property,
- (b) personnel matters,
- (c) labour relations,
- (d) contract negotiations,
- (e) litigation or potential litigation,
- (f) legal advice eligible for solicitor-client privilege, and
- (g) public security.

39. No decision shall be made during a closed (in camera) meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Municipality.

40. A record which is open to the public shall be made, noting the fact that the Committee met in private, the type of matter that was discussed, as set out in section 38 and the date, but no other information.

41. Any member of the Committee who discloses any report submitted to, or details of matters discussed at, a private (in camera) meeting of the Committee, as a result of which the Municipality has lost financially or the member has gained financially, is liable in damages to the Municipality for the amount of the loss or gain.

*Approved by Municipal Council June 7, 2016*

*Amended December 6, 2016*

*Amended May 2, 2017*

*Amended October 2, 2018*