

Fire Services Advisory Committee

Terms of Reference

Name:	Fire Services Advisory Committee
Reports to:	Council
Support:	Director of Fire and Community Services
Type:	Special Purpose Committee
Established:	Draft:

Introduction:

The mandate of the Fire Services Advisory Committee (Committee) is to work with the Fire Chief and make recommendations to South Huron Council no later than June 30, 2022 regarding the following:

- Review and assess the recommendations of the Master Fire Plan
- Review each priority and risk from multiple lenses
- Make recommendations to Council that are sustainable and viable

Objectives:

The outcomes of the recommendations of the Committee will lead to the development and implementation of the following key documents:

- Revised Establishing and Regulating By-law
- Work plan that is sustainable and viable that will establish service levels, inform future operating and capital budgets and the asset management plan

Chairperson & Reporting Relationship:

- The Chairperson shall be selected from among the Council members at the initial meeting of the Committee.

Committee Membership, Compensation & Structure

Membership on the Committee will consist of the following:

- Three Members of Council representing each ward
- Director of Fire and Community Services
- Chief Administrative Officer

Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies

Decisions of the Committee shall be reached via majority.

Committee Term:

It is anticipated that the term for the project will span up to six (6) months, ending June 30, 2022.

Quorum

Quorum will require two (2) Council members present.

Resources

- The Municipality of South Huron will provide staff resources to the Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions.

Terms of Reference Amendments

The Committee may from time to time make changes to the TOR based on the following conditions:

- Proposed changes were achieved by majority of the Council members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.

Conflict of Interest

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.