

Board - Committee

Chapter 0047 Fire Services Advisory Committee

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Article 1 - Established

47.1.1 Committee - purpose

A special body to be known as the "Woodstock Fire Services Advisory Committee" herein after called the "Committee" is hereby established in order that Woodstock City Council may receive direct citizen input on the Fire Service budget, strategic direction and priorities of Fire Services in the City.

47.1.2 Committee - composition - members - qualifications

The Committee shall be composed of:

- a. two voting members of Woodstock City Council for the current term; and
- b. up to three voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock with preference being given to representatives from the Downtown BIA and the manufacturing sector.

47.1.3 Appointments - effective - upon resolution – expiry

All appointments to the Committee shall be for the term of the current Council and become effective upon the passing of a resolution of Council which provide for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council.

47.1.4 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed.

47.1.5 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee, following Council's appointment at which at least a majority of members are present after November 30.

47.1.6 Chair - term - expiry

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

47.1.7 Chair - not Council member

The Chair shall not be a member of Council.

47.1.8 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum.

47.1.9 Members - with disability

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Responsibility

47.2.1 Presentation - to Council

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

47.2.2 Objectives - policy - development

The Committee shall be responsible for presenting to Council its recommendations relating to the setting of objectives and policies to be followed in connection with an appropriate Fire Service program for the City.

47.2.3 Objectives - activities - consideration - as required

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may, from time to time, be referred to it for consideration by Council.

47.2.4 Policy matters - as required

The Committee may make recommendations relating to other related policy matters that may come to the attention of the Committee.

47.2.5 Program - status - need - determination

The Committee shall make recommendations relating to the status of programs and their relationship to community needs.

47.2.6 Capital project - determination - as required

The Committee may make recommendations relating to capital projects as may, from time to time, become necessary.

47.2.7 Fundraising venture - as required

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

47.2.8 Members - to speak as Committee - directly to Council

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it, from time to time, by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

47.2.9 Committee recommendation - to Council

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

47.2.10 Committee members to respect decision

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not comment regarding deliberations and decisions of the Committee or Council to any outside body or person.

Article 3 Staff - Responsibility

47.3.1 Fire Chief - attendance - advisory capacity only

The Fire Chief and/or designate shall attend all meetings in an advisory capacity only.

47.3.2 Secretary

The Fire Chief or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

Article 4 - General Provisions

47.4.1 Meetings - every six months - minimum

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least one meeting shall be held every six months.

47.4.2 Meetings - notice - in advance - all members

The Fire Chief or designate shall give notice of any meeting to all members of the Committee at least twenty-four hours in advance of the meeting. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

47.4.3 Meetings - interested group - organization

The Committee shall meet from time to time with groups, organizations and individuals interested or involved in fire service activities to determine their particular concerns in their area of interest.

47.4.4 Meeting - open - exception confidential matters

All meetings of the Committee shall be open to the public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001* apply to the matter or matters being discussed.

47.4.5 Annual report

The Committee shall have an opportunity to present an annual report on the activities of the Committee to Council.

47.4.6 Education - community

The Committee may make recommendations regarding the education of the community on fire service issues.

47.4.7 Public awareness - understanding

The Committee may make recommendations to increase public awareness and understanding of fire service issues within the City.

47.4.8 Policy - procedure - established by Council - execution

Upon the establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures.

Article 5 - Repeal - Enactment

47.5.1 Effective date

This Chapter becomes effective as of third and final passing of the enabling by-law.

READ a first and second time this 14th day of January 2016.

READ a third time and finally passed this 14th day of January 2016.

Mayor – Trevor Birtch

City Clerk – Amelia Humphries