

Meeting Date: April 3, 2024
Department: Fire Services
Report No.: FIRE-2024-05
Submitted by: Stephen Beasley, Deputy Fire Chief
Trisha McKibbin – Chief Administrative Officer
Approved by: Trisha McKibbin – Chief Administrative Officer
SUBJECT: **Fire Service Advisory Committee Terms of Reference**

RECOMMENDATION:

THAT: Council Receive Report No. Fire-2024-05 for information; and further,

THAT: Council adopt the Fire Service Advisory Committee Terms of Reference.

BACKGROUND:

At the March 18, 2024 Council meeting a first draft of the Fire Service Advisory Committee Terms of Reference was presented to Council. Upon discussion and feedback from Council a revised Terms of Reference has been drafted.

Key changes to the second draft of the TOR includes:

- The format has be revised (font, formatting, etc.)
- The term Committee has replaced the term Board
- The term “direction” has been replaced with the term “recommend”
- “Provide information on Fire Services Fire Prevention and services that are being considered and/or planned” has been removed.
- Clarified that recommendations may be made regarding funding/budget but that the committee is not responsible for the budget and capital projects.
- Composition of the Committee – the two (2) Community members on the Committee will be represented by a member of the Community that resides in Ward 1 and Ward 2.

- The meeting schedule has been refined enabling the Committee to determine the date and time of the meetings. No maximum number of meetings is set, however a minimum of 9 meetings must be held.

The format and general content of the TOR for the FSAC aligns with the TOR for other Committees of Council. The Minutes, recommendations and reports from the FSAC will come to Council at Council meetings as items on the Council agenda. As with other Committees of Council, the FSAC will participate and make recommendations on a broad range of fire service related topics, including budget, projects and initiatives.

FINANCIAL IMPLICATIONS:

Payment to appointed Committee Members, Remuneration to be determined, based on a minimum of 9 scheduled meetings

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

Local Infrastructure: reliable, financially responsible and well-maintained infrastructure networks support Households and businesses in Strathroy-Caradoc.

Growth Management: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.

ATTACHMENTS:

Fire Service Advisory Board Terms of Reference