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Emergency Services Committee. Committee Terms of Reference.

Ref. No. EMS-2001-08

March 23rd 2001

DRAFT **For Discussion Purposes Only.**

Dear Council,

This letter is to facilitate the terms of reference for the Emergency Services Department Committee.

Emergency Services Committee. Terms of reference.

Vision:

1. To ensure that the safety of life and protection of property are protected to the best reasonable ability by the Municipality of Kincardine.
2. To provide an effective and efficient service to the Municipality of Kincardine, by itself and by liaison with other emergency services..
3. To play a proactive role in the moving forward of the Municipality with regards to Emergency Services.

Purpose:

1. To facilitate solutions with specific regard to the Emergency Services within the Municipality of Kincardine.
2. It is tasked with presenting solutions and recommendations to Council or other departments as required, on any issues within its mandate.
3. It is tasked to be the liaison between the Council and other Municipalities, with regard to Emergency Services, or as is deemed appropriate by Council.
4. To assist other neighbouring Municipalities with solutions and recommendations with regards to Emergency Services.
5. To assist the Municipality as deemed necessary by Council.

Structure:

1. The committee core group shall be comprised of:
 - a. A Council member in good standing.
 - b. The Fire Chief of Kincardine.

- c. The Fire Chief of Tiverton & District.
 - d. The Emergency Preparedness Officer.
 - e. Two members of the public.
 - f. A secretary.
2. The Mayor, Councillors, members of the Fire Department, Police Services Board, Ambulance Service and members of the public are extended an open invitation.
 3. The committee reports to Council.

Personnel:

1. The Chair shall be the liaison between Council and the Committee.
2. This shall not limit any member of the committee in any way from contact with members of other departments, but rather to ensure proper protocol is observed with regards to management of the department.
3. It is understood that for personnel matters, any employee of the corporation has the right to solicit advice from the CAO.
4. It is expected that the committee will work as a team and that any matters other than personnel issues, will be brought forth to it for resolution.
5. The Emergency Preparedness Officer, has the right under Provincial Law to seek and render advice directly to the Mayor, or head of Council.

Protocol:

1. Public meetings will be the norm. In camera sessions will only be allowed as per the Municipal Act.
2. Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting, except where voted on by the committee.
3. Notice of meeting shall be a minimum of five business days, unless declared an emergency by the Chair.
4. A quorum is required to hold an official meeting.
5. If there is no quorum, a meeting may be held to discuss the issues, but no mandate or voting can be held on any issue raised. Record will be kept of this meeting, but it will be titled an unofficial meeting.

Duties:

1. To establish and review the annual budget of the Emergency Services Department.
2. To establish a strategic plan out 10 years and present same to the Municipality.
3. To resolve issues regarding Emergency Services.
4. To recommend to Council solutions, with regard to emergency services.
5. To act upon Council mandates as required.

Exclusions:

Meetings:

1. The regular meetings shall be held on the fourth Thursday of the month, bi-monthly, starting April 26th 2001.
2. Notice of meeting shall be a minimum of five business days, unless declared an emergency by the Chair or his delegate.
3. Emergency meetings can be called by the Chair or his delegate (in the absence of the Chair). It is expected that the Chair will give all due consideration with regard to calling the meeting.
4. A Quorum is required to hold an official meeting.

Miscellaneous:

1. The committee may elect other persons, due to their specific knowledge, or ability, to sit on the committee as required. Specific rights to that member will be given upon election to the committee, e.g. full or specific.
2. These terms of reference may be altered as required by the committee voting on this and standard democratic rules applying.
3. Council has the right to disband this committee if required.

Yours Faithfully,

Sandy
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