



Township of Cramahe Fire Advisory Committee

Terms of Reference

Date Approved by Council: July 2020

Mandate:

The Fire Committee will serve as a liaison between the Fire Department and Council. The Committee will also make recommendations, if necessary, to Council regarding the below identified "Goals/Objectives" of the Fire Department.

Authority:

The Committee is an advisory committee of Council and does not have any delegated authority.

Goals/Objectives:

1. Review, discuss and support the Fire Department and Fire Chief, with decisions and planning related to future fire service demands, property inspections, public education, fire prevention planning, staff training, recruitment & retention, and legislation compliance;
2. If requested, review policies as drafted by the Fire Chief that would be beneficial to the community, the department and to ensure a safe working environment;
3. Assist in the preparation of the Fire Department operational and capital budget. Review quarterly budget vs actual financial statements.
4. Discuss best practices related to the fire services organizational, structure, shared service opportunities, the local needs and level of service requirements of our community;
5. Work within the Terms of Reference as a guidance document for the
6. Cramahe Fire Advisory Committee and recommend, if required, changes for Council consideration;

Reporting to Council:

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval. Report to Council every 90 days, or as required, through quarterly reports.

Committee Composition:

Membership shall consist of two members of Council, which include the Council member appointed as the Champion for Protection Services and alternate Council member appointed for Protection Services. The Committee will also include the Fire Chief, Deputy Fire Chief, and Chief Administrative Officer/Treasurer and any other support staff as deemed necessary by the Committee.

Administrative support will be provided by the Clerks office.

Restrictions:

1. The Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
2. It shall be the sole responsibility of department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Fire Committee.

Declaration of Office

1. I do solemnly promise and declare that:

2. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.

3. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.

4. I will disclose any pecuniary interest, direct or indirect.

5. I will abide by the following Township of Cramahe policies and by-laws:
 - Council and Committee Code of Conduct

 - Procedure By-Law

 - Committee Policy

 - Procurement Policy

 - Any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date: _____

Resolution Number: _____