



**Subject:** *Fire Advisory Committee Terms of Reference Updates*  
**To:** Executive Committee  
**Date Prepared:** August 29, 2024  
**Related Motions:** N/A  
**Prepared by:** Amanda Hatfield, Information Management Coordinator  
**Approved by:** Adam Clarkson, Director of Corporate Services

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### Summary

With the term of the current Fire Advisory Committee ending in March of next year, it is a good time to review terms of reference. We've identified a few housekeeping changes that should be made. When the document was updated in 2021, the lines that explained that Council's Nominating Committee appoints the three firefighter positions on the committee, as well as the length of the term, were inadvertently removed. Currently, the firefighter members serve from April 1<sup>st</sup> of the year following the election for 4 years. There is a possibility that the committee might not get to meet in the period between the election and March 31<sup>st</sup>. If the Council members on the committee all change, having the firefighter members term end a year after the new Council members are appointed lends continuity to the committee while new councillors become familiar with their role. For this reason, we are recommending changing the firefighter term from April 1<sup>st</sup> of the year following an election to November of that year. Should Council agree with this recommendation, the current firefighter members on the committee would be asked to continue until November 2025. The draft terms of reference has been updated to reflect this.

### Financial Impact Statement

There is no financial impact.

### Recommendation

That Council approve the updated terms of reference.

### Recommended Motion

*Moved that the Corporate and Residential Services Committee recommend to Council that Council approve the updated Fire Advisory Committee terms of reference attached to the October 8, 2024 Executive Committee agenda.*

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## Background

There have been a number of changes to the Fire Advisory Committee terms of reference since the original 2013 version. These changes have been made by different people due to changes in staff, and as a result two pieces of information were removed. Staff have reviewed the entire document, adding these two items back into the terms of reference and have made a few minor formatting changes.

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## Discussion

Reviewing our documentation periodically allows us to make improvements and clarifications where needed. As we prepare for a new committee term, the timing is right for making any updates.

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## Alternatives

Leave the terms of reference as it is, including the term of the firefighter members.

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## Attachments

2023 draft Fire Advisory Committee Terms of Reference