



MANDATE

To facilitate and encourage development and funding of Volunteer Fire Departments in response to expressed community interest.

To bring together people with expertise whose opinions are of value for what they know about the fire service in their communities, not who they represent, and to put issues on the table.

To report to and make recommendations to Council with respect to fire service in East Hants.

To assist municipal staff with the annual review of fire department registration applications.

Councillors will reflect the attitude and concerns of Council. The fire service members will reflect the issues and concerns that exist within their communities - rural or urban.

MEMBERSHIP

The Fire Advisory Committee shall consist of:

- 5 (five) Councillors appointed by Council
- 3 (three) firefighter representatives from the fire service, appointed by Council (1 representative from the rural area, 1 representative from the urban area and third member undesignated)
- 1 representative from the East Hants Fire Service Association, appointed by East Hants fire chiefs

Council members will be appointed as soon as possible following the municipal election by Council's Nominating Committee and will serve a 4-year term. Firefighter representatives will be appointed by Council's Nominating Committee in November one year later and will serve a 4-year term.

Members will receive an honorarium of \$50 ~~plus mileage paid at the current municipal rate~~ for each meeting attended and ~~plus mileage paid at the current municipal rate for meetings held in person.~~

FIREFIGHTER MEMBER SELECTION PROCESS

To ensure openness, accountability and transparency, departmental Fire Chiefs will be advised prior to the end of every term that the Committee will be looking for firefighter representatives. Fire fighters interested in sitting on the Committee must submit a letter of support from their department, signed by the Fire Chief. Council's Nominating Committee will review the expressions of interest and appoint the three representatives.

The East Hants Fire Service (EHFS) will also be notified when a representative is required and the Chairperson must sign off on a letter of support on behalf of the EHFS.

MEETINGS

The Committee will meet four (4) times each year virtually, unless an in-person meeting is deemed necessary, and will hold additional meetings as required.

Meetings will be held on the first Thursday of March, June, September and December. Committee members are expected to attend all meetings. When unable to attend meetings, committee members will notify the Chair of their absence and make the Chair aware of any issues that need to be addressed on their behalf.

ATTENDANCE

A Committee member, ~~without leave of the Committee,~~ absent from three consecutive meetings ~~of the Committee,~~ without leave of the Committee, ceases to be qualified to serve.

CHAIR AND VICE CHAIR

A Councillor shall serve as chair and vice chair.

QUORUM

Decisions of the Committee will be made with a majority vote. A vote shall only take place when a quorum is present. One half the number of Committee members plus one constitutes a quorum.

ROLE AND RESPONSIBILITY OF EAST HANTS STAFF

Staff provide administrative support through agenda and minute preparation, performs research and prepares reports as required.

VERSION LOG

Version Number	Amendment Description	Editor	Owner	Approver	Approval Date
1.0			Director of Administration	Council	December 18, 2013
1.2	Addition of annual registrations review to the Policy section		Director of Administration	Council	May 24, 2017
2.0	Remove the Policy and Term of Appointment sections; add Attendance and Chair and Vice Chair sections	Manager, Real Estate and Corporate Projects	Director of Corporate Services	Council	July 28, 2021
2.2	Change “representative of the East Hants Fire Service Association” to “Chairperson of the East Hants Fire Service Association”	Information Management Clerk	Director of Corporate Services	Council	February 22, 2023
2.3	Add the length of the term to the Membership section; add fire fighter membership will be decided by the Nominating Committee to the Selection Process section	Information Management Coordinator	Director of Corporate Services	Council	

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that these Terms of Reference were duly approved.

Kim Ramsay, CPA, CMA
CAO/Municipal Clerk