

## **SCHEDULE “B”**

to the

### **SHARED SERVICES AGREEMENT FOR THE PROVISION OF FIRE PROTECTION SERVICES**

between

**The Corporation of the Town of Grimsby**

and

**The Corporation of the Town of Lincoln**

#### **JOINT ADVISORY COMMITTEE TERMS OF REFERENCE**

This Schedule is attached to the Shared Services Agreement between Grimsby and Lincoln in respect of the provision of Fire Protection Services and shall form an integral part of the said Agreement.

#### **B.1. ESTABLISHMENT OF A JOINT ADVISORY COMMITTEE**

- B.1.1. A Joint Advisory Committee of the Municipal Councils of Grimsby and Lincoln shall be formed and constituted for the purposes of providing Fire Protection Services for both municipalities in accordance with the Shared Services Agreement for the Provision of Fire Protection Services.
- B.1.2. The Joint Advisory Committee shall be called the “Joint Fire Service Advisory Committee” or such other name as the Municipal Councils may mutually agree.
- B.1.3. Despite being accountable to Municipal Councils of both Grimsby and Lincoln, it shall be the objective of the Joint Advisory Committee to make unbiased and impartial decisions which do not favour either municipality and to provide a consistent and equitable level of service to both municipalities collectively.

#### **B.2. RESPONSIBILITIES OF THE COMMITTEE**

- B.2.1. The Joint Advisory Committee shall be responsible for considering matters and making recommendations to the Municipal Councils with respect to:
  - (a) Operational updates from the Chief (successes, challenges, opportunities)
  - (b) Monitor the consultant’s work
  - (c) Provide education
  - (d) Share joint-issues (low risk items) and proposed solutions (efficiencies)
  - (e) Advocacy opportunities.
- B.2.2. The Joint Advisory Committee shall make such recommendations necessary to ensure that the level of Fire Protection Services being provided to each municipality is maintained at the levels set out in the Schedule of Fire Department Programs and Services.

#### **B.3. COMMITTEE MEMBERSHIP**

- B.3.1. The Joint Advisory Committee shall total eleven (11) members and shall be comprised of:

- (a) Six (6) voting members:
  - Mayor of the Municipal Council of each municipality
  - Two (2) elected members of the Municipal Council of each municipality;
- (b) Five (5) non-voting members:
  - The CAO of each municipality;
  - Fire Chief;
  - Two (2) Deputy Fire Chiefs.

B.3.2. For greater certainty, elected members are members of the Joint Advisory Committee who have been elected to a Municipal Council in accordance with the *Municipal Elections Act, 1996* or any successor legislation.

B.3.3. The term of each elected member shall be concurrent with the term of the Councils that appointed them.

B.3.4. Any elected member may be removed or replaced at any time by the municipality on whose behalf the member was appointed.

B.3.5. No compensation shall be paid to any member in respect of their service on the Joint Advisory Committee.

#### **B.4. COMMITTEE CHAIR AND VICE-CHAIR**

B.4.1. The Joint Advisory Committee shall elect a Chair and Vice-Chair annually from the elected members.

B.4.2. The Chair and Vice-Chair shall not both be from the same municipality.

B.4.3. The term of office for the Chair and Vice-Chair shall be one (1) year term unless a shorter term is determined by the Joint Advisory Committee.

B.4.4. The Vice-Chair shall fulfill the duties of the Chair whenever the Chair is absent or unable to attend a Joint Advisory Committee meeting.

#### **B.5. DUTIES OF THE CHAIR**

B.5.1. The Duties of the Chair shall include the following:

- (a) Calling meetings of the Joint Advisory Committee to order as soon after the hour set for the holding of the meeting as quorum is present;
- (b) Announcing the business of the Joint Advisory Committee in the order in which it appears on the agenda;
- (c) Announcing any disclosures of interest;
- (d) Receiving and submitting all motions moved and seconded by a member;
- (e) Putting to a vote all questions, which have been duly moved and seconded, or otherwise arising in the course of the proceedings of a meeting and announcing the results of said votes;
- (f) Declining to put to a vote any motion not in order;
- (g) Confining members engaged in debate within the rules of order;
- (h) Enforcing the observance of order and decorum among members;

- (i) Receiving all correspondence and other communications and announcing them to the Joint Advisory Committee;
- (j) Ruling on points of order;
- (k) Adjourning or suspending any meeting in the event of a grave disorder;
- (l) Designating the member who has the floor; and
- (m) Having a vote in all matters of the Joint Advisory Committee.

**B.6. SECRETARY TO THE COMMITTEE**

- B.6.1. The municipal Clerk of Grimsby, or designate, shall serve as the Recording Secretary to the Committee, and shall be present at all meetings. The municipal Clerk of Lincoln, or designate, is authorized to fill in as the Recording Secretary, if required.
- B.6.2. The Secretary to the Committee shall be responsible for maintaining proper custody of all records, minutes, agreements and any other documents associated with the Joint Advisory Committee.
- B.6.3. Meeting agendas shall be prepared by the Secretary to the Committee in consultation with the Fire Chief or his or her designate, and the Chair of the Joint Advisory Committee.
- B.6.4. Minutes of each Joint Advisory Committee meeting shall be prepared by the Secretary to the Committee.

**B.7. PROCEDURES**

- B.7.1. Unless otherwise provided for herein, the Procedural By-law of Grimsby shall apply to the proceedings of the Joint Advisory Committee.
- B.7.2. Minutes of the Committee will be circulated via email within ten (10) business days of the meeting for errors and/or omissions only. The minutes will then be circulated to the next regular Committee or Council meeting for each Municipal Council.

**B.8. MEETINGS**

- B.8.1. Meetings shall be scheduled bi-monthly in conjunction with the municipal Council schedule, or at such other interval as the Joint Advisory Committee may determine.
- B.8.2. In an election year, no meeting shall be convened during that period of time between the municipal election and the appointment of the newly elected members of Council to the Joint Advisory Committee.
- B.8.3. Locations of meetings will be rotated in both municipalities, to be determined at the time of scheduling.
- B.8.4. Notice of meetings shall be provided by circulating the agenda to each member not less than three (3) business days prior to the meeting.
- B.8.5. Special meetings may be called without notice by a majority vote of all members achieved through a telephone or email poll by the Chair, or by the Fire Chief or the Deputy Fire Chief at the request of the Chair.
- B.8.6. Joint Advisory Committee meetings shall be open to the public, subject to the in-camera provisions prescribed by the *Municipal Act, 2001*, and public notice of meetings shall be published in the manner that the Joint Advisory Committee determines.

- B.8.7. The Joint Advisory Committee may exclude the public from all or part of any meeting or hearing whenever a matter to be considered includes:
- (a) Security of the property of the municipalities;
  - (b) Personal matters about an identifiable individual, including employees of the municipalities;
  - (c) Proposed or pending acquisitions of land for purposes of the municipalities;
  - (d) Labour relations or employee negotiations with respect to the municipalities;
  - (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipalities;
  - (f) Receipt of advice that is subject to solicitor client privilege including any communications necessary for that purpose; or
  - (g) Matters in respect of which the Joint Advisory Committee, Council or other body has authorized a meeting to be closed under the *Municipal Act, 2001* or another Act.
- B.8.8. Minutes outlining the proceedings of each Joint Advisory Committee meeting shall be provided to both Municipal Councils following each meeting.

## **B.9. QUORUM**

- B.9.1. In order to constitute a quorum, at least two (2) elected members appointed by Grimsby and two (2) elected members appointed by Lincoln shall be present at all times during the meeting.

## **B.10. MAJORITY**

- B.10.1. All matters shall be decided by a majority vote by the voting members attending, each of whom shall have one (1) vote including the Chair.
- B.10.2. Any decision or recommendation of the Joint Advisory Committee shall require the following:
- (a) The concurring vote of a majority of the voting members present; and
  - (b) A concurring vote from at least one (1) voting member of each municipality.
- B.10.3. A tie vote shall be considered a defeated vote.

**[END OF SCHEDULE "B"]**