

**THE CORPORATION OF THE  
MUNICIPALITY OF WAWA**

**BY-LAW NO. 3607-23**

**BEING A BY-LAW** to amend By-Law No. 3579-23 to establish and appoint a Wawa Municipal Fire Advisory Committee for the Municipality of Wawa.

**WHEREAS** Council of The Corporation of the Municipality of Wawa considers it desirable to establish a Wawa Municipal Fire Advisory Committee;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Wawa enacts as following as a By-Law:

1. **THAT** Municipality of Wawa By-Law No. 1792-05 be and is hereby repealed and further that a Wawa Municipal Fire Advisory Committee for the Municipality of Wawa be and is hereby established.
2. The purpose of the Wawa Municipal Fire Advisory Committee shall be to assist the Fire Chief to meet provincial legislation and department needs and to provide Council with recommendations and also includes the following;
  - (a) To ensure the Wawa Volunteer Fire Department meets all obligations related to provincial laws, health and safety and council direction.
  - (b) To assist the Fire Chief with the completion of a Fire Community Assessment Report and a Fire Services Review Report and review the fire services requirements of the municipality.
  - (c) To support public education initiatives with respect to fire safety and certain components of fire prevention.
  - (d) To review and provide recommendations to Council on matters referred to the Advisory Committee by Council.
  - (e) To review, update and recommend by-laws and policies pertaining to the Fire Department.
  - (f) To ensure communications between the fire service and Municipal Council are consistent and regular.
3. The voting membership shall consist of two (2) Members of Council, the Fire Chief, Deputy Fire Chief, the CAO-Clerk and one (1) Member of the Wawa Volunteer Firefighters' Association or his/her designate selected by the Association. If the Firefighters Association representative or the designate is unable to attend a meeting, then one member of the Wawa Volunteer Firefighters Association Executive may attend with full voting privileges.

4. Where a Council vacancy occurs, Council will appoint another Council representative who shall hold office for the remainder of the term of Council.
5. The Committee is an Advisory Committee to Council and does not have any delegated authority.
6. The Chair of the Committee shall be a member of Council, decided amongst the Council members at the first meeting of the Committee. The Vice-Chair shall be another member of the Committee, not serving as Chair, and elected duly by the members by majority vote for the term of the Committee.
7. The Committee schedule will be established by the members of the Committee in consultation with the Fire Chief and CAO-Clerk and a minimum of four meetings per year will be held.
8. All meetings of the Committee will follow the requirements of the Procedural By-Law and be open to the public unless a matter requires to be considered in-camera according to the Municipal Act. The minutes of committee meetings will be provided to Council and any member of the public requesting.
9. The Wawa Municipal 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. It is the sole responsibility of the Fire Chief to operate pursuant to the description of his/her duties without interference of the Municipal Fire Advisory Committee. Any direction recommended by the Municipal Fire Advisory Committee to the CAO, Fire Chief or Deputy Chief shall be forwarded to Council and require an endorsing Resolution of Council.
10. **THAT** the Mayor and Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
11. **THAT** this by-law shall come into force and effect immediately upon passage

**READ** a first, second and third time and be finally passed this 6<sup>th</sup> day of June, 2023.



  
MELANIE PILON, MAYOR

  
MAURY O'NEILL, CLERK