

**SUMMER VILLAGE OF GHOST LAKE
BYLAW 215**

**BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE, IN THE
PROVINCE OF ALBERTA, TO ESTABLISH A FIRE PREVENTION
AND FIRST RESPONSE COMMITTEE**

WHEREAS the Council for the Summer Village of Ghost Lake has agreed to establish a Fire Prevention and First Response Committee;

THEREFORE under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled enact as follows:

1. This Bylaw may be cited as the Fire Prevention and First Response Committee Bylaw.

a) In this Bylaw the following definitions apply:

“**Act**” means the Municipal Government Act.

“**Committee**” means the Summer Village of Ghost Lake Fire Prevention and First Response Committee.

“**Chief Administrative Officer**” means the person authorized to exercise the duties and responsibilities on behalf of the Municipality in the administration of the affairs of Council.

“**Council**” means the Council of the Summer Village of Ghost Lake.

“**Resident**” means an individual who is at least 18 years of age and

- i) who resides on a full time basis in a dwelling within the Summer Village of Ghost Lake; or
- ii) a property owner or the spouse, adult interdependent partner or relative of an individual who owns property located within the Summer Village of Ghost Lake.

“**Summer Village**” means the Summer Village of Ghost Lake, in the Province of Alberta

**ESTABLISHMENT OF THE FIRE PREVENTION AND FIRST RESPONSE
COMMITTEE**

2. The Committee is hereby established with the mandate to develop and recommend to Council a three (3) Action Plan addressing the fire prevention and first response requirements within the Summer Village and considered in context of all other Committee’s Action plans and budgets. The Action Plan shall be based on the Summer Village of Ghost Lake Sustainability Plan.

- a) The Board shall be composed of not less than three (3) members, including 2 (two) Co-Chairs who shall be appointed by Resolution of Council for a two (2) year term and one (1) Secretary that is a member appointed to the position by the Committee.
- b) Committee members are volunteers and shall not seek compensation for time spent working on committee duties and responsibilities.
- c) Vacancies shall be considered to have occurred upon:
 - (i) death of a member;
 - (ii) resignation of a member;
 - (iii) retirement of a member;
 - (iv) no longer a resident of the Summer Village;
 - (v) being absent for three (3) consecutive regular committee meetings without just cause;
 - (vi) for cause.
- d) In the event of absence or inability of either Co-Chair to preside at the meeting, the members shall elect one of its members as Chairperson for that meeting.
- e) All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Act.
- f) If a conflict is declared, that member shall not sit or vote on that item before the Committee.
- g) Council, by resolution, annually shall appoint a Council member to act as a liaison to Council, who shall not have a vote.
- h) The majority of all the Committee members that comprise the Committee shall constitute a quorum.
- i) Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter before the Committee.
- j) The Committee shall strive to achieve consensus on all matters but where consensus is not achievable, decisions will be made by voting, with the decision of the majority of the members present at a meeting duly convened deemed to be the decision of the whole Committee.
- k) The Co-Chairs shall vote on every question, and, in the event of a tie, the motion shall be lost.
- l) The Committee shall hold regular bimonthly meetings and may hold special meetings at the call of the Chairperson or any three (3) members upon twenty four (24) hours written notice.

- m) Meetings of the Committee shall be open to the public and written notice stating purpose, time, date and location must be posted at least twenty-four (24) hours in advance on the Village Notice Board.

DUTIES AND RESPONSIBILITIES

3. The Committee:

- a) The Committee will be responsible for:
 - (i) Assessing the fire prevention and first response needs of the Summer Village;
 - (ii) Developing appropriate programs, roles and procedures;
 - (iii) Recruiting, training and coordinating volunteers for the Initial Assist Team;
 - (iv) Communicating the Committee's needs and actions to Villagers;
 - (iv) Making recommendations to Council on all matters related to program components, capital and operating budget requirements, Village policies, three (3) year targets and annual priorities.
- b) The Committee is established to advise Council in pursuing and implementing Natural Environment programs and services within the corporate limits of the Summer Village.
- c) The Committee shall act in an advisory capacity to the Council of the Summer Village in relation to matters relating to fire prevention and first response, provided in or to be provided in the Summer Village.
- f) The Committee may identify the need for new or expanded fire prevention or first response facilities or equipment and shall make recommendations to Council as to location and type. Alternatively, it may recommend the alteration or discontinued use of existing facilities or equipment.
- g) The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Committee. The Committee will present sub-committee recommendations to Council when approved by the Committee.
- h) Annually, and no later than September 30th, the Committee shall submit to Council, for approval, a written statement showing in reasonable form and detail, the estimated budget of expenditures to be made by the Committee and sub-committees during the following year with respect to all matters over which, under the terms of the Bylaw, the Committee has jurisdiction.
- j) The Committee shall review and consider fire prevention and first response projects and shall recommend approval, deferment or rejection of such projects. The recommendations of the Committee shall be subject to Council approval.

- k) The Committee is responsible for recruiting volunteers and coordinating the implementation of activities aligned to their Action Plan.
- l) The Committee shall submit complete annual reports to Council at least two (2) weeks prior to the Annual General Meeting and the Chairperson or designate shall present an annual report to the Villagers during the Annual General Meeting, outlining their 3 year Action Plan and reporting on accomplishments in the past year and goals and objectives for the upcoming year.

LIMITATION OF POWERS

- 4. The Committee and sub-committees' powers are limited.
 - a) Neither the Committee or sub-committees or any member thereof shall have power to pledge the credit of the Summer Village in connection with any matters whatsoever, nor shall the said Committee nor any member thereof have any power to authorize any expenditure to be charged against the Summer Village nor enter into any agreements on behalf of the Summer Village.
 - b) Neither the Committee or sub-committees nor any member thereof shall have the power to sign agreements or make any statements on behalf of the Summer village, except with the approval of Council.

DUTIES OF THE SECRETARY

- 5. The secretary of the Committee shall:
 - a) Notify all members and advisors of the Committee of the arrangements for the holding of each regular and special meetings of the Committee by preparing and circulating an agenda for the meeting.
 - b) Keep proper and accurate minutes of the proceedings of all meetings of the Committee, true copies of which shall be filed with the Chief Administrative Officer as soon as possible after each meeting of the Committee.
 - c) Carry out other such administrative duties as the Committee may specify, including, but not limited to, completion of all necessary correspondence.

This bylaw shall take effect upon final reading thereof.

READ a first, second and third time this 25th day of April, 2012.

"Bob Miller"
Mayor

"Sharon Plett"
Chief Administrative Officer