

WHEATLAND COUNTY
BYLAW 2019-34

Being a Bylaw of Wheatland County, in the Province of Alberta, to establish a Fire Board

WHEREAS pursuant to the provisions Section 145 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto, authorizes Wheatland County Council to pass bylaws relating to the establishment and function of Council Committees and other bodies by bylaw; and

WHEREAS Wheatland County deems it desirable and necessary to establish a Fire Board.

NOW THEREFORE the Council of Wheatland County, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be cited as the “Wheatland County Fire Board Bylaw.”
2. In this Bylaw:
 - a) “**Act**” shall mean the Municipal Government Act, being Chapter M-26, R.S.A. 2000, and amendments thereto;
 - b) “**Board**” shall mean the Fire Board of the Municipality, as appointed by Council, acting as the Fire Board at duly assembled meetings thereof;
 - c) “**Chairman**” shall mean the Board Chairman present at any hearing, meeting or other sittings of the Board or, in that persons absence, either the vice-chairman or a member who is designated to act as Chairman;
 - d) “**Council**” shall mean the Council of Wheatland County;
 - e) “**Municipality**” shall mean the corporation of Wheatland County or the area contained within the boundaries of Wheatland County, as the context requires.
3. **ESTABLISHMENT OF THE FIRE BOARD**
 - 3.1 The Fire Board for Wheatland County is hereby established.
 - 3.2 The Fire Board shall be composed of five (5) Association Presidents, **one (1) representative from each of the Villages (Village of Standard, Village of Hussar, Village of Rockyford)**, two (2) citizens-at-large, and no more than three (3) members of Council who shall be appointed by Resolution of Council.
 - 3.3 Citizens-at-large should, if possible, be appointed based on their residency and in such a manner that all geographical areas are covered.
 - 3.4 Citizens-at-large may be appointed to the Board by County Council according to the following criteria:
 - a) Wheatland County will advertise for Citizens-at-large prior to the end of their term,
 - b) Interested individuals shall submit an application in writing outlining their qualifications,
 - c) Applicants must be able to attend Board meetings,
 - d) Applications will be reviewed by administration with County Council reserving the right to accept or reject any or all applications.
 - 3.5 Members of the Fire Board where possible shall not be a member of a Volunteer Fire Department or an employee of a Fire Department.
 - 3.6 All Citizens-at-large must reside in, or own property within, the boundaries of Wheatland County at the time of appointment, and for the duration of the term of their appointment.

- 3.7 Each member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall be appointment be for more than one (1) year. Council may by Resolution remove any member from the Board prior to the expiration of a member's term of appointment. A person may be reappointed upon expiration of that person's term.
- 3.8 A person who is a member of the Board ceases to be a member of the Board if, without being authorized by a resolution of the Board, the member is absent from three (3) consecutive regular meetings of the Board.
- 3.9 A vacancy on the Board does not impair the right of the remaining members to act as long as a majority of members remain.
- 3.10 Members of the Committee shall elect from its membership a Chairman and Vice-Chairman.
- 3.11 Elections of the Chairman and Vice-Chairman shall occur at the first meeting of the Committee after the adoption of this Bylaw and each year after the Organizational meeting of Council.
- 3.12 Any vacancy on the Board caused by retirement, resignation, ineligibility, incapacity or removal of any member may be filled by appointment by Council of a person who will serve the remainder of the term of office so vacated by the preceding member.
- 3.13 Subject to the Act, three (3) members of a Committee shall constitute a quorum at any meeting of the Committee.
- 3.14 The decision by consensus of the members present at any meeting of the Committee shall be deemed to be the decision of the whole Committee.
- 3.15 The members of the Board shall be paid a per-diem allowance, for attending meetings and performing their other duties as Council may determine from time to time.
- 3.16 The Municipal Fire Chief should attend Board meetings and is authorized to invite any associated Chief to attend.
- 3.17 Any Fire Chief may attend meetings to bring forth their issues or concerns.
- 3.18 The Board shall hold an organizational meeting in January of each year and at such meeting will set a regular meeting schedule.

4. DUTIES OF THE FIRE BOARD

The Fire Board shall have the following duties:

- 4.1 To propose a budget to Council for the fire service of Wheatland County each year. The Board shall be assisted by Municipal staff to accomplish these budget proposals.
- 4.2 To prepare a long term plan for the fire service and to review and update, if necessary, the fire protection master plan each year, including capital items and replacement of assets.
- 4.3 To decide issues of volunteer personnel matters which may arise in the administration of the County Fire Service. The Municipal Council will be the body for all appeals.
- 4.4 To consider all administrative proposals with reference to the Fire Master Plan. All on scene procedures will be dictated by fire department standard operating guidelines, as approved by the Fire Board.

- 4.5 To establish operating procedures for the Board such as location of meetings and staff required to be present at meetings.
- 4.6 At least annually and after a major event, review such matters as procedures, equipment, staff training and reporting for each Wheatland County fire hall.
- 4.7 Provide to Council comments on any proposed changes to the Intermunicipal fire agreements.
- 4.8 Determine steps that will be taken to insure payment of fire invoices and to recommend to Council which invoices will be added to taxes.
- 4.9 Review and provide recommendations to Council on any matter in dispute between the Municipality and another jurisdiction.
- 4.10 To hear and determine a course of action regarding any fire-related matter forwarded to the Board by a citizen. The Municipal Council will be the body for all appeals.

5. SECRETARY OF THE FIRE BOARD

- 5.1 The Office of Secretary of the Fire Board is hereby constituted and shall be filled by appointment by the Municipal Manager of an employee of the Municipality.

The Secretary of the Fire Board shall:

- a) ensure that all requirements of the Act are complied with;
- b) notify all members of the Board of the arrangements for the holding of each meeting of the Board;
- c) prepare and maintain a file of written minutes of the business transacted at all meetings of the Board, copies of which shall be regularly filed with Council;
- d) issue to all affected parties and persons notices of the decisions of the Fire Board;
- e) notify Council of the decisions of the Board
- f) carry out such other administrative duties as the Board may specify.

6. Bylaw 2019-01 is hereby repealed upon the passing and signing of Bylaw 2019-34.

7. This Bylaw shall have effect on the date of its third reading.

MOVED first reading of Bylaw 2019-34, on _____, 2019, this being a Bylaw of Wheatland County in the Province of Alberta, to establish a Fire Board.

Carried.

MOVED second reading of Bylaw 2019-34, on _____, 2019, and it was

Carried.

MOVED that permission be granted to hold third and final reading of Bylaw 2019-34.

Carried Unanimously.

MOVED third and final reading of Bylaw 2019-34, on _____, 2019, and it was

Carried.

REEVE

CHIEF ADMINISTRATIVE OFFICER