



PROTECTIVE SERVICES COMMITTEE TERMS OF REFERENCE June 2024

Purpose

The Protective Services Committee (PSC) is a Standing Committee of Council, to assist and guide fire prevention, response services, and emergency management operations provided by the Village of Lytton (VOL). The PSC Committee shall provide oversight in the betterment of fire protection, emergency response services, emergency management and by-law enforcement within the VOL.

Membership

- The Committee shall consist of 8 members, appointed by Village of Lytton Council.
- Members shall include: Three (3) Council members. Chair to appointed by the appointed by the Mayor. The Committee will consist of three (3) community members, the Emergency Management Coordinator and the Chief Administrative Officer.
- The membership term is in effect for two (2) years commencing each odd numbered year.

Meetings

- At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff.
- The Committee will meet six times per year, or at the call of the Chair.

Establishment of Authority

The Committee shall recommend to Council:

- capital budgets;
- support for emergency management operations;
- form sub-committees for specific functions; and
- make general and specific recommendations regarding all aspects of the operation for consideration of Council.

The Committee shall provide decision making support to the CAO for:

- hiring;
- discipline, and terminate emergency operations and/or fire and rescue service staff;

- create job descriptions for emergency operations and fire rescue service staff; and
- resolve personnel disputes after chain of command and referred to PSC.

The Committee shall have the authority to:

- support disaster mitigation and recovery;
- represent the VOL at regional emergency management meetings;
- support by-law enforcement efforts; and
- take any other action it considers necessary in order to carry out its responsibilities.

Committee Business

Following each Committee meeting, the Committee shall submit minutes and a report to Council at a Regular Council meeting.

When requested by Council, the Committee must direct the Chair to attend a Council meeting to provide information and answer questions.

A Committee member shall attend Community meetings to represent the Protective Services Committee.

A Committee member is entitled to relevant information, including financial records, upon reasonable request and within a reasonable period.

Conflict of Interest

Members will perform their duties and arrange their affairs in such a manner that public confidence and the integrity, objectivity, and impartiality of the committee are preserved.

Committee members shall withdraw from any discussion which would put them in a conflict situation.

Confidentiality

Any privileged information divulged or obtained during meetings, or provided in support of such meetings, including privileged information obtained from committees established by the Village of Lytton or during meetings with the Village of Lytton management shall be protected and maintained as confidential.

Protective Services Committee Overview Chart

