



TOWN OF CRESTON

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TERMS OF REFERENCE

Community Fire Hall Advisory Select Committee

February 8, 2018

INTRODUCTION

These Terms of Reference outline the role, expectations, and required commitment of Community Fire Hall Advisory Select Committee (ASC) members in the development of recommendations for Council regarding the provision of a Fire Hall and associated fire protection services that meet all legislative/regulatory requirements and industry standards.

PURPOSE

To provide a Fire Hall and related services that:

- Meet legislative/regulatory requirements and industry standards;
- Service the current and future populations of the Town of Creston and Fire Protection Contract Areas; and
- Align with requirements of the Automatic Aid Agreement and BC Ambulance Services.

The following Guiding Principles will direct the work of the ASC to ensure a common understanding of the purpose, and a consistent framework for assessing options:

- The Town of Creston will act immediately to ensure the ongoing health and safety of the community and its firefighters.
- The Town of Creston will develop options for meeting that objective with informed input from an ASC with technical experts, members representing key stakeholder groups, and local residents/property owners.
- The Town of Creston will appoint an independent facilitator to ensure meetings are focused, meaningful and productive, and carried out within the six-month term of the ASC; a term that may be extended based on Council's approval.
- The ASC recommendations will meet the legislated and other requirements necessary to align with recognized industry standards.
- The ASC recommendations will be reviewed by Mayor and Council, who will decide how to proceed.
- The ASC recommendations will support the continuation of current service levels.
- The ASC recommendations will be financially sustainable.

TASKS

ASC members will:

- Attend meetings as required (anticipate three or four per month).
- Undertake related readings and review information provided.
- Review and provide feedback to the ASC based on technical information provided by experts.
- Provide input and identify opportunities for consideration by the ASC.
- Review and approve ASC meeting minutes and Community & Council Updates that document the work of the ASC.
- Share Community & Council Updates to ensure consistent messaging to other community members on behalf of the ASC.
- Act as liaison to larger stakeholder groups (as applicable), using the Community & Council Updates.
- Assist in various public meetings and open house events, if needed.

MEMBERSHIP

The ASC will include approximately 11 members from the community at large, all of whom must be residents or property owners in the Town of Creston or Town of Creston Fire Protection Contract Areas. ASC participation is voluntary, with no remuneration provided for members' time.

Reimbursement may be provided for travel expenses. In addition, membership will include two elected officials from the Town of Creston and 2 elected officials from the RDCK; one member from Electoral Area "B" and one member from Electoral Area "C".

Recommendations for membership will be submitted to the Mayor and Council for consideration and approval.

Town staff will serve as non-voting members, and consultants will be present to provide technical information, and to help with administration and facilitation, as needed.

Applicant Requirements

Applicants for membership must meet the following selection criteria:

- Willingness and ability to commit the necessary time;
- Willingness to have their names, comments, and images become part of the public record (e.g., website, ASC meeting minutes, reports, publications, media releases, social media, and external media coverage);
- Interest in the future of the Town of Creston from a community-wide perspective;
- Ability and desire to work respectfully toward consensus with people holding different views; and
- Willingness to recognize and respect the ASC process in relation to Council's decision-making structure.

Applicants must also meet one of the three following criteria:

- Interest in fire services, and health and safety matters;
- Academic or technical qualification, work experience, knowledge, and professional expertise; or
- Skills and experience related to the provision of fire/emergency services, building and development, and/or project management.

In the ASC membership, Council will seek to create an appropriate balance, including technical and non-technical members of various ages, genders, and other demographic characteristics, and with a variety of perspectives on social, economic, health, and safety issues.

If any positions become vacant during the process, the ASC, in consultation with the facilitator, technical experts, and the Town of Creston, may identify and recruit replacement members. Recommendations for replacement members will be submitted to Mayor and Council for consideration.

REPORTING STRUCTURE

As an advisory body to Council, the ASC will provide comments and recommendations to the Mayor and Council. ASC deliberations, in part, will include analyses of the information and options from the technical experts, ASC members, and senior Town of Creston staff. ASC recommendations and related information will then be presented to Mayor and Council by the CAO or her designate.

Once the information has been considered by the Mayor and Council, a summary will be prepared that can be posted on the Town's website, and circulated to all ASC members and other stakeholders as identified.

Please note that at any time, information may flow back to the ASC for further consideration, study, and response.

COMMITTEE DECISION-MAKING

Decisions about what to recommend to Mayor and Council will be made by consensus. In certain circumstances, issues raised during a meeting may require a formal motion and vote. A quorum will be defined as 50 percent of the members in attendance. Information reflecting the perspective of a minority vote or a different perspective may also be submitted if any member wishes to do so.

COMMITTEE OPERATIONS & CODE OF CONDUCT

Committee Operations

- The third-party facilitator appointed by Council will work with Town of Creston staff and technical experts to:
 - Confirm project objectives and expected outcomes
 - Develop ASC meeting agendas, protocols, and materials
 - Chair and facilitate ASC meetings
 - Contribute to ASC meeting documentation.

ASC members will arrive promptly at all ASC meetings. ASC members who miss three consecutive meetings may have their membership revoked at the discretion of Council.

- Town staff and/or technical experts will participate at ASC meetings as an ASC resource (e.g., for information about building codes, health and safety regulations, environment and energy guidelines, and industry standards), but will not have voting rights.
- Members of the public are welcome to participate as observers.
- ASC meeting deliberations will be recorded as minutes, then summarized as Community & Council Updates, which will be made available to elected officials and Town staff, ASC members, stakeholder groups, and interested citizens on the website at www.creston.ca.
- Decisions will be formally recorded in the minutes of the ASC meeting. Any ASC members unable to agree to the decision may have their objections noted in the ASC minutes.

Code of Conduct

- All ASC members, technical experts, and Town staff, will be considered equal, except for voting.
- All ASC members, technical experts, and Town staff will respect meeting protocols and the role of the facilitator.
- All ASC members, technical experts, and Town staff, will be encouraged to actively participate in discussions, and to speak freely about any related issues, challenges, and/or opportunities.
- All ASC discussion will be conducted in a thoughtful and respectful manner.
- ASC members are encouraged to share Community & Council Updates to ensure consistent public messaging on behalf of the ASC.
- ASC members may choose to express their personal views about the process to others outside the committee, but shall not speak on behalf of or, in any way, create the impression that they are speaking for the ASC as a whole.
- To encourage open and honest dialogue, ASC members shall not discuss comments or opinions expressed by other committee members without their knowledge and consent.
- To ensure consistency, the Mayor or designated contact will act as the media spokesperson for all inquiries.

DURATION

It is anticipated that meetings will be held three to four times per month. Extension of the term is subject to Council approval.

RESOURCES

Town of Creston appointed staff and technical experts will support the ASC through a variety of functions, such as conducting research, arranging meetings, developing and distributing meeting agendas and materials, and preparing meeting minutes and Community & Council Updates.