



## TOWN OF CRESTON

PO Box 1339, 238-10<sup>th</sup> Avenue North, Creston, BC V0B 1G0  
Phone: 250-428-2214 \* Fax: 250-428-9164  
email: [info@creston.ca](mailto:info@creston.ca)



### TERMS OF REFERENCE

#### *Community Fire Hall Advisory Committee*

January 17<sup>th</sup>, 2018

#### INTRODUCTION

These Terms of Reference outline the role, expectations, and required commitment of Community Fire Hall Advisory Committee (AC) 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 AC 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 AC 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 that the six-month deadline is met.
- The AC recommendations will meet the legislated and other requirements necessary to align with recognized industry standards.
- The AC recommendations will be reviewed by Mayor and Council, who will decide how to proceed.
- The AC recommendations will support the continuation of current service levels.
- The AC recommendations will be financially sustainable.

#### TASKS

AC members will:

- Attend meetings as required (anticipate two or more per month).
- Undertake related readings and review information provided.

- Review and provide feedback to the AC based on technical information provided by experts.
- Provide input and identify opportunities for consideration by the AC.
- Review and approve AC meeting minutes and Community & Council Updates that document the work of the AC.
- Share Community & Council Updates to ensure consistent messaging to other community members on behalf of the AC.
- 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 AC will include approximately 9 to 11 members, all of whom must be residents or property owners in the Town of Creston or Town of Creston Fire Protection Contract Areas. AC participation is voluntary, with no remuneration provided for members' time. Reimbursement may be provided for travel expenses.

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

While most AC members will represent larger stakeholder groups, recruitment will also be directed to the public through the media. Interested citizens can apply using the form on the Town's website at <https://creston.ca> or in person at Town Hall.

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, AC 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 AC 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 AC 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 AC, 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 AC will provide comments and recommendations to the Mayor and Council. AC deliberations, in part, will include analyses of the information and options from the technical experts, AC members, and senior Town of Creston staff. AC 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 AC members and others as identified.

Please note that at any time, information may flow back to the AC 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 AC meeting agendas, protocols, and materials
  - Chair and facilitate AC meetings
  - Contribute to AC meeting documentation.
- AC members will arrive promptly at all AC meetings. AC 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 AC meetings as an AC 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.
- AC meeting deliberations will be recorded as minutes, then summarized as Community & Council Updates, which will be made available to elected officials and Town staff, AC members, stakeholder groups, and interested citizens on the website at <https://creston.ca>.
- Decisions will be formally recorded in the minutes of the AC meeting. Any AC members unable to agree to the decision may have their objections noted in the AC minutes.

### **Code of Conduct**

- All AC members, technical experts, and Town staff, will be considered equal, except for voting.
- All AC members, technical experts, and Town staff will respect meeting protocols and the role of the facilitator.
- All AC 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 AC discussion will be conducted in a thoughtful and respectful manner.
- AC members are encouraged to share Community & Council Updates to ensure consistent public messaging on behalf of the AC.
- AC 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 AC as a whole.
- To encourage open and honest dialogue, AC 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 every two weeks, for a minimum of six months subject to Council approval.

### **RESOURCES**

Town of Creston appointed staff and technical experts will support the AC 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.



## **TOWN OF CRESTON**

PO Box 1339, 238-10<sup>th</sup> Avenue North, Creston, BC V0B 1G0  
 Phone: 250-428-2214 \* Fax: 250-428-9164  
 email: [info@creston.ca](mailto:info@creston.ca)

