

Salt Spring Island Fire Protection District New Fire Hall Advisory Committee Terms of Reference¹

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INTRODUCTION

These Terms of Reference (ToR) outline the role, expectations, and required commitment of the New Fire Hall Advisory Committee members in the development of recommendations for SSIFPD regarding the provision of a new 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;
- Meet the needs of the anticipated population of Salt Spring Protection District (SSIFPD) for the next 15 years in line with Islands Trust projections, and, are able to be expanded for future population growth.

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

- The SSIFPD will appoint an independent facilitator to ensure meetings are focused, meaningful and productive, and carried out within the anticipated six-month term of the Advisory Committee; a term that may be extended based on SSIFPD's approval.
- Recommendations will meet the legislated and other requirements necessary to align with recognized industry standards.
- Recommendations will be reviewed by the SSIFPD Board of Trustees, who will decide how to proceed.
- Recommendations will support the continuation of current and anticipated future service levels.
- Recommendations will be financially sustainable.

TASKS

Advisory Committee members will:

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

¹ Adapted with permission from Town of Creston Community Fire Hall Advisory Select Committee – Terms of Reference (February 8, 2018).

- Review and provide feedback based on technical information provided by experts.
- Provide input and identify opportunities for consideration.
- Review and approve meeting minutes that document the work of the Advisory Committee.
- Participate in various public meetings and open house events, if needed.

MEMBERSHIP

The Advisory Committee will include approximately seven members from the community at large. Participation is voluntary, with no remuneration provided for members' time. Reimbursement may be provided for travel expenses and other reasonable pertinent expenses.

Membership will include the Chairs (or designates) of the Finance & Audit Committee, Strategic Planning & Policy Development Committee, Facilities & Physical Plant Committee, and Communications & Marketing Committee. Membership will include two additional public members of these committees.

Membership may include representation from the Capital Regional District, Islands Trust, North Salt Spring Waterworks District and other agencies.

Total Advisory Committee members = 16 minimum.

Recommendations for membership will be submitted to the SSIFPD Board of Trustees for consideration and approval.

SSIFPD staff will serve as non-voting members, and help with administration and facilitation as needed. Consultants will be invited to provide technical information, as needed.

Applicant Requirements

Applicants for membership must meet the following selection criteria:

- Must be an eligible voter of SSIFPD;
- Must not be in a real or perceived conflict of interest;
- 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, Advisory Committee meeting minutes, reports, publications, media releases, social media, and external media coverage);
- Interest in the future of the SSIFPD 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 Advisory Committee process in relation to SSIFPD decision-making structure.

Applicants must also meet one of the three following criteria:

- Interest in fire services and public safety matters;
- Academic or technical qualifications, 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 selection of the Advisory Committee membership, SSIFPD will 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 Advisory Committee, in consultation with the facilitator, technical experts, and SSIFPD, may identify and recruit replacement members. Recommendations for replacement members will be submitted to the SSIFPD Board of Trustees for consideration.

REPORTING STRUCTURE

As an advisory body to SSIFPD Board of Trustees, the Advisory Committee will provide comments and recommendations to the SSIFPD Board of Trustees. Advisory Committee deliberations, in part, will include analyses of the information and options from the technical experts, Advisory Committee members, senior SSIFPD staff, and other relevant sources. Recommendations and related information will then be presented to SSIFPD Board of Trustees.

The Advisory Committee will share its deliberations to ensure consistent messaging to other community members. It will also act as liaison to larger stakeholder groups (as applicable), via the SSIFPD website.

At any time, information may flow back to the Advisory Committee for further consideration, study, and response.

Once the information has been fully considered by the SSIFPD Board of Trustees, a summary will be prepared that can be posted on the SSIFPD website, and circulated to all Advisory Committee members and other stakeholders as identified.

COMMITTEE DECISION-MAKING

Decisions about what to recommend to SSIFPD Board of Trustees 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 a majority of the members in attendance as per meeting procedure Bylaw 119. Information reflecting the perspective of a minority vote or a different perspective may also be submitted if any member wishes to do so.

ADVISORY COMMITTEE OPERATIONS & CODE OF CONDUCT

Operations

Advisory Committee members will arrive promptly at meetings. Members who miss three consecutive meetings may have their membership revoked at the discretion of SSIFPD Board of Trustees.

- SSIFPD staff and/or technical experts will participate at meetings as a 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.
- Meeting deliberations will be recorded as minutes, which will be made available to elected officials and staff, Advisory Committee members, stakeholder groups, and interested citizens on the SSIFPD website at saltspringfire.com
- Decisions will be formally recorded in the minutes of the meetings.

Code of Conduct

- All members, technical experts, trustees, and staff will be considered equal, except for voting.
- All members, technical experts, trustees, and staff will respect meeting protocols and the role of the facilitator.
- All members, technical experts, trustees, and staff will be encouraged to actively participate in discussions, and to speak freely about any related issues, challenges, and/or opportunities.
- All discussion will be conducted in a thoughtful and respectful manner.
- 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 Advisory Committee as a whole.
- To encourage open and honest dialogue, members shall not discuss comments or opinions expressed by other committee members without their knowledge and consent.
- To ensure consistency, the Chair, Board of Trustees, or designated contact will act as the media spokesperson for all inquiries.

DURATION

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

RESOURCES

SSIFPD appointed staff and technical experts will support the Advisory Committee through a variety of functions, such as conducting research, arranging meetings, developing and distributing meeting agendas and materials, preparing meeting minutes, and posting of materials on the SSIFPD website.