



COWICHAN BAY IMPROVEMENT DISTRICT

4461 Trans Canada Highway, Cowichan Bay, BC V0R 1N1

www.cbvfr.com



web

cbid@cbvfr.com



email

@CowBayID



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@CowichanBayImprovementDistrict



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Cowichan Bay Improvement District

Community Fire Hall Advisory Select Committee

Terms of Reference

Introduction:

These Terms of Reference outline the role, expectations and required commitment of the Community Fire Hall Advisory Select Committee (the “ASC”) members. They will be developing recommendations for the Cowichan Bay Improvement District Board of Trustees (the “Board”) regarding the upgrading of the current fire hall and associated fire protection services that meet all legislative or regulatory requirements and industry standards.

Purpose:

The ASC will explore and make recommendations on an upgraded fire hall and related services that are:

- Compliant with applicable legislative, regulatory and industry best practices,
- Will meet both current and future fire protection requirements for Cowichan Bay and its fire protection response area, and
- Align with the requirements for any current or proposed mutual aid or service delivery agreements.

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 Board will appoint an independent Chair for the ASC to ensure meetings are focused, meaningful and productive, and carried out within the anticipated three-month term of the ASC
- The Board will act immediately to provide all information, data, and facility findings to the ASC to assist the ASC in its deliberations and ensure the ongoing health and safety of the community and its firefighters.
- The ASC recommendations will reflect legislative and regulatory requirements to ensure alignment with employers’ responsibilities for a safe workplace and industry best practices as they relate to comparable fire services and communities.
- The ASC recommendations will be reviewed by the Board who will take them into account in their deliberations on the path forward.
- The ASC recommendations will support continuation of current service levels.
- The ASC recommendations will reflect a combination of operational effectiveness, financial prudence, and sustainability.

Tasks:

ASC members will:

- Attend meetings as required (Minimum of two meetings per month)
- Read the materials that are provided to inform and educate on the complex issues related to the project.
- Review and provide feedback to their colleagues on the ASC based on the technical information provided by subject matter experts.
- Provide input and identify opportunities for consideration by the ASC.
- Listen respectfully to diverse thoughts and opinions being presented for ASC consideration.
- Review and approve ASC minutes.
- Review community and Board updates to ensure consistent messaging to other community members on behalf of the ASC.
- Act as liaison to larger stakeholder groups (as applicable and assigned), using community and CBID updates.
- Assist in various public meetings and open house events as required.

Committee Membership:

The ASC will include approximately 6-8 members representing the community and various other stakeholder groups. ASC participation is voluntary, with no remuneration for members' time.

In addition, membership will include one CBID Trustee, a representative of the Cowichan Bay Fire Rescue and the Independent Chair referenced previously.

Invitations will be extended to the Cowichan Valley Regional District, the Cowichan Bay Waterworks District and the Cowichan Tribes to allow each to appoint a representative. The remaining seats as well as any unfilled seats will be filled with community members.

Applications for membership will be submitted to the Board for consideration.

Applicant Requirements:

Applicants for membership must meet the following selection criteria:

- Landowner or resident within the Cowichan Bay Improvement District, or representative of one of the identified stakeholder groups.
- 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, social media, media releases and external media coverage);
- Interest in the future of Cowichan Bay from a community wide perspective;
- Ability and desire to work respectfully toward a consensus with people holding different views; and
- Willingness to recognize and respect the "ASC" process in relation to the Board's decision-making structure.

Applicants should also meet one of the following criteria:

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

- An interest in sustainable community growth and development.

In the ASC membership, the Board 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 Chair, technical experts and the Board, may identify and recruit replacement members. Recommendations will be presented to the Board for consideration.

Reporting Structure:

As an advisory body to the Board, the ASC will provide comments and recommendations to the Board. ASC deliberations, in part, will include analysis of the information and options from technical experts, ASC members, and senior Fire Department personnel. ASC recommendations and related information will then be presented to the Board by the Trustee serving on the ASC.

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

“ASC” member should be aware that information may flow back to the “ASC” for further consideration, study, and response.

ASC Decision Making:

Decisions approving recommendations to the Board will follow a modified consensus model. While the ideal would be for decisions to be unanimous, a modified consensus model allows a simple vote for those decisions where agreement cannot be reached. The decision will be documented with the number of “ASC” members for and against the recommendation and that information included in the presentation to the Board for their information.

A quorum of greater than 50% of “ASC” members is required for any decision.

ASC Operations and Code of Conduct:

ASC Operations:

- The Administrative Support person assigned to the ASC will
 - Develop ASC meeting agendas, protocols and materials,
 - Contribute to the ASC meeting documentation.
 - Draft minutes of the ASC meetings for review by the Chair
- The Chair will facilitate ASC meetings and confirm project objectives and expected outcomes,
- ASC members will arrive promptly at all “ASC” meetings.
- ASC members who miss three (3) consecutive meetings may have their membership revoked at the Board’s discretion.
- CBID personnel and/or technical experts will participate at ASC meetings as an ASC resource (e.g. for information about legislative requirements, environment, energy guidelines, industry standards, etc.), but will not have voting rights.
- Members of the public are welcome to participate as observers in accordance with the CBID’s COVID – 19 Safety Plan
- ASC meeting deliberations will be recorded as minutes, then summarized as Community and CBID Updates which will be made available to the Trustees, CBID staff, stakeholder groups and interested citizens through a dedicated section of the CBID’s website
- Decisions will be formally recorded in the minutes of the ASC meeting. Any “ASC” members unable to agree to the decisions may have their objections noted in the ASC minutes.

Code of Conduct:

- All ASC members, technical experts and CBID staff will be considered equal except for voting.
- All ASC members, technical experts and CBID staff will respect meeting protocols and the role of the Chair.
- All ASC members, technical experts and CBID staff will be encouraged to actively participate in discussions, speak freely about any related issues, challenges and/or opportunities.
- All ASC members, technical experts and CBID staff will listen respectfully when others are expressing their opinions, even where there is strong disagreement of diverging opinions.
- All ASC discussions will be conducted in a thoughtful and respectful manner.
- All ASC members are encouraged to share approved Community and CBID 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 ASC 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 ASC members without their knowledge and consent.
- To ensure consistency, the Board Chair or designated contact will act as the media spokesperson for all inquiries.

Duration:

The ASC is expected to be convened for a period of three months. Should additional time be required for the ASC to complete its work, the Board may extend this timeline.

The ASC will meet a minimum of two times per month, pending the ability of staff and technical experts to provide the required material to support the ASC's needs.

Resources:

The CBID 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 and CBID Updates.

Budget and Spending:

As required the ASC may recommend a budget and spending authority to the CBID for approval.