



**FIRE SERVICES SUB-REGIONAL
ADVISORY COMMITTEE**

EXPRESSION OF INTEREST FORM

Electoral Area: C F	Current Committee Member? <input type="checkbox"/>
---	--

Name:	
Address:	
Phone Numbers:	<i>Home:</i> <i>Work:</i> <i>Cell:</i>
Email Address:	
Please tell us the reason(s) for your interest in serving on the Fire Services Sub-Regional Advisory Committee for your Electoral Area.	
Are you a current or past member of any similar community organization? If yes, please list them and your role in each.	
Please provide any additional information about yourself, including work experience, education, or activities that would be relevant in serving on the Fire Services Sub-Regional Advisory Committee for your Electoral Area.	

Please forward completed forms to the Columbia Shuswap Regional District:
 By Mail to PO Box 978, Salmon Arm BC V1E 4P1
 By Hand to 781 Marine Park Drive NE Salmon Arm BC
 By E-mail to operations@csrd.bc.ca / By Fax to (250) 832-1083



FIRE SERVICES SUB-REGIONAL ADVISORY COMMITTEE

Terms of Reference

INTRODUCTION

This Terms of Reference outlines the responsibilities and structure of the Fire Services Sub-Regional Advisory Committee (the “Committee”). The Committee has been established pursuant to Bylaw No. 5701. It is important that all stakeholders involved in the delivery of fire suppression services clearly understand their roles as the CSR D strives to provide the most effective service possible to each respective fire suppression service area.

PURPOSE

The Committee’s mandate is to act in an advisory capacity to CSR D staff for the governance of the volunteer fire departments within the fire suppression area the committee members reside. The CSR D Board of Directors has not delegated any decision-making authority to the Committee. The Committee’s mandate is to:

- Assist in the communication between the Regional District and the property owners and residents located within the fire suppression service area.
- Strategize opportunities to promote the fire service, including: raise public awareness of issues involving the fire service, support recruiting efforts, and promote fire education, fire prevention and similar matters.
- Participate in the prioritization of the annual and five (5) year financial plan from the established fire service area, with particular emphasis on the prioritization of expenditures from the capital budget and annual contribution to reserves.
- Provide advice on the taxation rate for the fire suppression service area.
- Provide advice on policies relating to the fire suppression service, including firefighter recruitment and retention.
- Communicate to the Manager of Operations (or designate) any fire suppression issues that have been brought to the attention of Committee members by the public at large.
- Provide advice from a local perspective on the evaluation of proposed new services such as road rescue or other specialized services.

MEMBERSHIP

Each Committee shall consist of two (2) representatives from each established fire service area within the Fire Suppression Service Area. The Area Director, and the Operations Manager (or designate) will be non-voting members. Committee members shall be appointed by the CSR D Board. The Term of Office for each Appointed Voting Member will be a three (3) year term. There will be no currently serving firefighters appointed to the Committee.

The process to select Committee members shall be as follows:

- An Expression of Interest will be advertised to solicit interest from the public residing in each respective fire suppression area;
- The CSR D Manager of Operations (or designate) will develop a list of candidates and share this list with the Area Director.
- CSR D staff will arrange an informal meeting with each short listed candidate.

Sub-Regional Fire Suppression Committee
Terms of Reference

MEMBERSHIP (cont.)

- CSRD staff will select two (2) preferred candidates for each fire suppression service area and will have each preferred candidate's name brought forward for approval by the CSRD Board of Directors.

In the event of a vacancy arising from any cause other than the expiration of a Committee member's term of office, the Board may appoint a successor for the remainder of the term based on a review and recommendations received from an Expression of Interest process.

COMMITTEE DECISION MAKING

The Committee will work toward consensus, using an interest-based approach rather than a position-based approach. If a vote on a matter is necessary, the vote will be taken with a simple majority of Committee members present and voting required to pass a motion. The Chair can only cast a vote in the event of a tie. The Manager of Operations (or designate) or Fire Chief will not take part in any such vote. In the event of an equal number of votes, the motion or matter will fail.

COMMITTEE PROTOCOL

- A Chair, Vice-Chair shall be elected by the Committee at the first meeting each year. The names of these positions will be forwarded to the CSRD.
- The Chair shall act as the liaison between the Committee and the Manager of Operations (or designate).
- Meetings shall be open meetings and shall be run by the Chair or Vice-Chair in the absence of the Chair.
- Meeting minutes will be taken by CSRD staff at all meetings. Upon approval, the minutes will be distributed electronically to the Committee members and will be posted on the CSRD website.
- The quorum of the meeting will be comprised of not less than half of appointed committee members.
- The CSRD Board may remove members from the Committee at any time at its discretion.
- The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.
- Meetings of the Committee will occur not less than two (2) times per calendar year. Dates for the meetings should be determined by the Committee during the first scheduled meeting.
- The Manager of Operations (or designate) will attend a minimum of two meetings per year to discuss budget recommendations and approvals.
- The Committee will adhere to all statutes, legislation, acts, bylaws and all other responsibilities as a committee of the CSRD.
- Committee members may choose to express their personal views to others outside the Committee but may not speak on behalf of or in any way create the impression that they are speaking for the Committee as a whole. In order to ensure open and honest dialogue; Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.
- Members of the public may observe meetings but will not have voting rights and will only have speaking rights through invitation by the Chair.

Sub-Regional Fire Suppression Committee
Terms of Reference

COMMITTEE PROTOCOL (cont.)

- A conflict of interest arises when a Committee member speaks or votes on a motion that could be the cause of some direct significant benefit - monetary or otherwise - to that member. If such a situation arises, the member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, only after a majority vote to do so. Any subsequent information provided by the individual will clearly be identified in the meeting minutes as coming from a source perceived to be in a conflict of interest.

RESOURCES

The Regional District will provide administrative support to the Committee including, but not limited to the scheduling of meetings, agenda distribution, minute taking and distribution of materials.

Any Committee budget requirements will be included within the Fire Services budget subject to the CSRSD's normal annual review and approval process.

Committee participation is voluntary with no remuneration provided for members' time.

AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference may be amended from time to time or at any time in accordance with Bylaw No. 5701

CONTACT

Darcy Mooney, Manager
Operations Management
T: 250.833.5938
E: dmooney@csrd.bc.ca

Updated August 2015