

## **COLUMBIA SHUSWAP REGIONAL DISTRICT**

### **BYLAW NO. 5701**

#### A bylaw to establish a sub-regional fire services advisory committee

WHEREAS the Columbia Shuswap Regional District has established service areas for fire suppression in Electoral Areas 'C' and 'F';

AND WHEREAS it is in the public interest that a Sub-Regional Fire Suppression Committee(s) be established to provide input and advice into the operation of the fire services;

NOW THEREFORE in open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

#### **DEFINITIONS**

1. In this Bylaw, the following terms will have the following respective meanings:

"Area Director" means the Director on the Board who represents Electoral Area 'C' and Electoral Area 'F' of the Regional District;

"Board" means the Board of Directors of the Regional District;

"Committee" means the volunteer Fire Services Advisory Committee established by this Bylaw, and composed of those individuals appointed in accordance herewith;

"CSR Manager" means the Manager of the Operations Management Services of the Regional District, or such other position as may be designated from time to time by the Board;

"Electoral Area 'C' Sub-Regional Fire Service Area" means the service area created through the merger of fire suppression service areas pursuant to the Electoral Area 'C' Sub-Regional Fire Service Area Merger Bylaw, No. 5606 and any amendments thereto;

"Electoral Area 'F' Sub-Regional Fire Service Area" means the service area created through the merger of fire suppression service areas pursuant to the Electoral Area 'F' Sub-Regional Fire Service Area Merger Bylaw, No. 5643 and any amendments thereto;

"Participating Service Area" means any of the participating fire suppression service areas in Electoral Areas 'C' and 'F';

"Property Owner" means a registered owner of real property within a Participating Service Area as shown on the British Columbia Assessment Authority roll;

"Regional District" means the Columbia Shuswap Regional District.

“Regional Fire Chief” means the Regional District Fire Chief or such position as may be designated from time to time.

“Representative” means an individual appointed to the Sub-Regional Committee;

## **APPLICATION**

2. This Bylaw will apply to the Electoral Area 'C' and Electoral Area 'F' Sub-Regional Fire Service Areas and each Participating Service Area therein.

## **ESTABLISHMENT OF THE SUB-REGIONAL COMMITTEE**

3. A Sub-Regional Committee is hereby established as a volunteer body, advisory to the CSRD Manager, for the purpose of providing local Property Owner input and advice into the development and prioritization of the annual and five (5) year fire services budget. A separate and distinct Sub-Regional Committee is established for both Electoral Area 'C' and Electoral Area 'F' of the Regional District.
4. Each Sub-Regional Committee will consist of two Representatives from each Participating Service Area. The CSRD Manager (or designate) the Fire Chiefs from each of the Participating Service Areas, and the Electoral Area Director will sit as a non-voting members of each Sub-Regional Committee.
5. The Regional District will advertise for expressions of interest within each Participating Service Area for individuals interested in serving as a Representative on each Sub-Regional Committee.
6. To be qualified for appointment as a Representative, an individual must be of the age of majority and ordinarily reside in the relevant Participating Service Area. No currently serving firefighter will be entitled to be appointed to the Sub-Regional Committee. If a Representative ceases to be qualified for any reason, he or she will be deemed to have resigned from the Sub-Regional Committee.
7. From amongst those who express an interest, the CSRD Manager will make a recommendation to the Board, for two preferred candidates from each Participating Service Area. The preferred candidates are subject to approval by the Board.
8. The term of office for Representatives will be three years. No individual can serve more than three consecutive terms as a Representative on the Sub-Regional Committee.
9. The Board may remove a Representative from the Sub-Regional Committee or replace with an alternate at any time.
10. In the event of a vacancy arising on the Sub-Regional Committee from any cause other than the expiration of a Representative's term, a new Representative will be sought in accordance with Sections 5, 6 and 7 of this Bylaw, to serve the unexpired balance of the original term.

## **ROLE OF THE SUB-REGIONAL COMMITTEE**

11. The Sub-Regional Committee will:
  - a. meet not less than twice per year;
  - b. provide local Property Owner input into the development and prioritization of the annual and five (5) year financial plans of the fire services of each of the Participating Service Areas;
  - c. provide advice on the setting of the regional tax rate for fire services within Electoral Area 'C' or Electoral Area 'F' Sub-Regional Fire Service Area;
  - d. assist in communications between the Regional Fire Chief and the property owners and residents located in the Participating Service Areas;
  - e. provide advice on policies relating to the fire suppression service, including electoral area-wide contracting and procurement for maintenance or other support services, and capital equipment;
  - f. assist with the development of electoral area and local opportunities to promote the fire service;
  - g. provide advice from a local and electoral area perspective on the evaluation of new services to be offered;
  - h. assist in integrating and addressing local needs and concerns with electoral area issues involving the fire services;
  - i. bring to the attention of other members of the Sub-Regional Committee and the Regional Fire Chief any fire suppression issues that have been raised by the public at large; and
  - j. address such other matters as may be provided in the terms of reference described in Section 12 of this Bylaw, or are otherwise related to the operation and development of the fire services on a regional or local basis.
12. A single Sub-Regional Advisory Committee terms of reference will be developed by the CSRD Manager in consultation with each Committee. The terms of reference may be amended from time to time in order to revise or further describe and refine the Committee's role, and its administration and operation; provided, however, that such revisions do not conflict with this Bylaw.
13. The Committee is advisory to the CSRD Manager and no powers are delegated to it from the Board.
14. The Regional District will provide such administrative and other support as may reasonably be requested to facilitate the operation of the Committee. The costs attributable to the operation of the Committee will be included as part of the budget of each Participating Service Area.

**REPEAL**

- 15. Bylaw No. 5644 cited as "Electoral Area 'F' Sub-Regional Fire Services Advisory Committee Bylaw No. 5644" is hereby repealed.
- 16. Bylaw No. 5609 cited as "Electoral Area 'C' Sub-Regional Fire Services Advisory Committee Bylaw No. 5609" is hereby repealed.

**CITATION**

- 17. This Bylaw may be cited as the "CSRD Sub-Regional Fire Services Advisory Committee Bylaw No. 5701".

READ a first time this 20<sup>th</sup> day of August, 2015.  
 READ a second time this 20<sup>th</sup> day of August, 2015.  
 READ a third time this 20<sup>th</sup> day of August, 2015.  
 ADOPTED this 20<sup>th</sup> day of August, 2015.

  
 MANAGER OF CORPORATE  
 ADMINISTRATION SERVICES (SECRETARY)

  
 CHAIR

CERTIFIED a true copy of  
 Bylaw No. 5701, as adopted.

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 Manager of Corporate  
 Administration Services (Secretary)