



CITY OF POWELL RIVER
Emergency Services Facility Advisory Select Committee

TERMS OF REFERENCE

Introduction:

Council of the City of Powell River is undertaking an Emergency Services Facility Review to consider current and future emergency response needs of the City and the health and safety of its emergency personnel.

The Emergency Services Facility Advisory Select Committee is created in support of this review.

Mandate:

To review the technical decision-making process and assessments completed to date which have established both the need for a new facility and site location.

To provide advice to Council on concept designs for a new emergency services facility; to make recommendations on funding strategies and approval process for the project; to identify potential future community benefits; and to coordinate opportunities to provide the public with information and gather feedback.

Membership and Term:

Council will appoint 9 members for a term expiring December 31, 2020:

- 1 Council member, Protective Services portfolio holder; and
- 8 City of Powell River residents or property owners.

Council will consider appointments such that Committee membership is balanced including:

- technical and non-technical qualifications and experience related to the provision of fire/emergency services;
- building, planning and project management experience;
- interest in fire services, and health and safety matters;
- diversity of ages, genders, residing in various neighbourhoods, and with a variety of perspectives on social, economic, health and safety issues;
- ability to work respectfully toward consensus with people holding different views; and
- demonstrated interest in the future of the City of Powell River from a community-wide perspective.

Responsibilities and Deliverables:

1. The Committee will review the Fire Underwriters Fire Hall Location Optimization Study.
2. The Committee will review the Powell River Emergency Services Facility Feasibility Study, concept design and financial report.
3. The Committee will guide and facilitate the Emergency Services Facility Review (ESFR).

4. The Committee will prepare, implement and participate in ongoing project communications. This includes, but is not limited to, liaise with larger stakeholder groups, engaging in discussions at project open houses and/or other public events, and preparation for a potential referendum process.
5. The Committee is not responsible for the implementation or management of any municipal functions or services.

Governance:

6. The Emergency Services Facility Advisory Select Committee is a select committee of Council and shall comply with rules and provisions contained in these Terms of Reference, Council Procedure Bylaw, Provincial Legislation and Roberts Rules of Order. Council may provide supplemental direction from time to time.
7. All meetings shall be open to the public. Only in limited circumstances may a portion of a meeting be closed to the public, as per the *Community Charter*.
8. The Council member appointee, who holds the Protective Services portfolio, will serve as the Committee Chair for the first meeting; thereafter, the Committee may elect their own chair from amongst the members.
9. The Committee will appoint a vice chair from its members. In the absence or unavailability of the Chair, the vice chair will take on those duties and responsibilities.
10. The Committee will set a regular meeting schedule at the first meeting.
11. The Committee may hold additional, special meetings outside of the regular meeting schedule, at the call of the Chair.
12. A minimum of 5 members must be present for a quorum.
13. Committee decisions require a majority vote by the members present and can only be made within a meeting. A tie vote is not a majority; therefore, if a tie vote occurs, the motion fails.
14. Each member present at the time a vote is taken must vote, and if the member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.
15. Minutes of the meeting must be recorded, and available for adoption by the Committee as soon as practical.
16. After adoption, the adopted minutes must be forwarded to the Corporate Officer. Adopted minutes shall then be included on the next Council meeting agenda.
17. All Committee recommendations to Council must be accompanied by a staff report submitted to the Corporate Officer for inclusion on an upcoming Council meeting agenda for consideration.

Code of Conduct:

18. Committee members are expected to:
 - Conduct meetings in accordance with section 5 above;
 - Encourage open, honest respectful dialogue;
 - Actively participate in deliberations;
 - Be able to speak freely and provide constructive comments about any related issues, challenges, and/or opportunities;

- Not speak on behalf of or, in any way, create the impression they are speaking on behalf of the Committee or Council;
- Arrive promptly at all meetings;
- Not miss three consecutive meetings; and
- Disclose any conflicts of interest at the beginning of meetings.

Resources:

19. It is anticipated that the Emergency Services Facility Review will have a heavy workload and take a significant amount of time. In order to assist, the Committee will be supported by City staff including representatives from both career and auxiliary fire fighters.
20. Under the direction of the Chief Administrative Officer, the Director of Emergency Services will provide appropriate support to the Committee to assist in achieving their mandate; however, staff remain responsible to the Chief Administrative Officer for their activities.
21. Through the Director of Emergency Services, staff and technical experts will support the Committee through a variety of functions, such as conducting research, arranging meetings, developing and distributing meeting agendas and materials, preparing meeting minutes and ensuring materials are posted to the City website.

File: 0540-63-0001
Adopted: July 4, 2019
Amended: