

TERMS OF REFERENCE

Gibsons and District Fire Protection Commission

1. Purpose

- 1.1 The purpose of the Gibsons and District Fire Commission is to:
- a. Provide information to the elected officials located in the West Howe Sound Fire Protection District.
 - b. Review the Gibsons Fire Protection strategic plan and five-year financial plan, prior to November 30th and make recommendations on policy direction for fire protection services in the area.

2. Duties

- 2.1 The Gibsons and District Fire Commission will:
- a. Meet when the need arises for information sharing concerning the Gibsons and District Volunteer Fire Department administration.
 - b. Meet prior to November 30th of each year to review and discuss the Gibsons Fire Protection annual budget.

3. Membership

- 3.1 The Gibsons and District Fire Commission is comprised of the following members:
- a. Two members of the Council of the Town of Gibsons.
 - b. Two Directors of the Sunshine Coast Regional District being the Directors representing Electoral Areas of Elphinstone and West Howe Sound.
 - c. A Chair who shall be appointed annually by the members of the Commission at the first meeting held each year.
 - d. Members shall be appointed annually.
- 3.2 Regional District staff may be assigned to serve in a liaison capacity. The role of the staff liaison may include:
- a. providing information and professional advice;
 - b. facilitating and/or co-chairing meetings;
 - c. assisting with writing reports and recommendations to the Board as requested by the Commission;
 - d. bringing such matters to the Commission's attention as are appropriate for it to consider in support of Regional District Board direction;
 - e. serving as one of the communication channels to and from the Board; and
 - f. providing advice to the Board that is at variance to a Commission recommendation.

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4. Operations

- 4.1 A majority of the voting members of the Commission, as listed in section 3 will constitute a quorum, providing that at least one member is from the Town of Gibsons and at least one member is from the Sunshine Coast Regional District.
- 4.2 The Gibsons and District Fire Commission will meet as required at the Gibsons and District Volunteer Fire Hall, located at 790 North Road.
- 4.3 All Commission meetings must be open to the public except where the Commission resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 The authority of the Commission is limited as follows:
 - a. The Gibsons and District Fire Commission does not have the authority to bind the SCRD or Town of Gibsons in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD or Town of Gibsons.
 - b. The Gibsons and District Fire Commission may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Gibsons and District Fire Commission wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.5 Commission members are encouraged to:
 - a. attend and participate in meetings of the Commission
 - b. share experiences and ideas while maintaining an open mind to others' perspectives
- 4.6 In carrying out its mandate, the Commission will work towards conducting operations in a way that:
 - a. improves the economic, environmental and social well-being for present and future generations;
 - b. encourages and fosters community involvement;
 - c. enhances the friendly, caring character of the community;
 - d. maintains an open, accountable and effective operation;
 - e. is consistent with the goals and objectives of the SCRD's strategic plan; and
 - f. recognizes advisory Commissions are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.7 The SCRD will provide a recording secretary whose duties will include:
 - a. preparing meeting agendas and distributing them to the Commission members in advance of the meeting
 - b. preparing minutes of all meetings using SCRD standard practices
 - c. forwarding the minutes to the Commission Chair for review prior to submitting to the appropriate Standing Committee

- d. forwarding the approved minutes to the Planning and Community Development Committee for further consideration, approval or information.
- 4.8 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.9 Commission members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Commission” shall be interchangeable for the purpose of interpretation of these sections.
- 4.10 Commission members must respect and maintain the confidentiality of the issues brought before them.
- 4.11 Meetings may be called by any member.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 717
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings
- 5.4 SCRD Gibsons and District Fire Protection Commission Bylaw No. 448
- 5.5 SCRD Gibsons / West Howe Sound Fire Protection Service Bylaw No. 1027

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