

Terms of Reference
Hornby Island Fire Hall Renewal Select Committee

INTRODUCTION

The current Hornby Island fire hall does not meet current seismic building regulations and is functionally obsolete. To remedy the situation, the Comox Valley Regional District (CVRD) working together with the Hornby Island Fire Hall Renewal Select Committee is building a new fire hall.

OBJECTIVE

This select committee is tasked with reviewing background information about the Hornby Island fire hall project and recommending courses of action for the CVRD to undertake.

OPERATIONAL FRAMEWORK

The select committee will follow the CVRD board of director's procedure bylaw.

The select committee:

- Reviews information, deliberates and provides recommendations to the board regarding the functionality of the new proposed facility, based on available background information;
- Provides ongoing information and recommendations to the board, where board resolution is required by policy, regarding the project;
- Reviews project proposals and provides recommendations to staff regarding design criteria, building configuration and construction requirements and costs;
- Makes recommendations to the regional district board, through the electoral area services committee or directly to the board if required and;
- Plays an integral part of the public consultation process by providing project updates to HIRRA, public and media.

The CVRD Corporate Legislative Officer will provide procedural expertise and support for the committee. Other CVRD staff resources may be utilized to assist various aspects of the committee and project work.

MEMBERSHIP

The select committee is comprised of the following:

- The electoral area director representing Hornby Island or an alternate as appointed by the director (Director B. Jolliffe)
- Chair of the fire committee of HIRRA; (J. Garton)
- Two (2) members of the public at large as appointed by the electoral area director (A. Carmichael; T. Quin)
- One (1) representative of Hornby Island fire rescue (D. Chinnery)

Members of the committee agree to operate under the following code of conduct

- Discussions at committee meetings will be focused on the issues and the facts;
- The diverse perspectives of each member will be respected;
- Strong disagreements and conflicts will be seen as a natural part of committee work;
- Members can expect courteous behavior from each other;
- No member will speak publicly in a way that denigrates the regional district, other members, or staff;

- Assumptions will not be made about what a particular member means when they speak. Each member has a responsibility to ask for clarification;
- Disagreements will not be taken personally, nor made personal;
- Members have the right and responsibility to speak publicly, and explain their position whether they agree or disagree with the decisions of the committee and of the regional district board;
- Members, when speaking at committee meetings, and publicly, will avoid inflammatory language. They are expected to speak in an objective manner.

TENURE

The select committee exists until the conclusion of the Hornby Island fire hall renewal project. The committee exists at the pleasure of the board.

FREQUENCY AND PURPOSE OF MEETINGS

The select committee will meet as required to address key elements of the project. At the outset, members may be expected to meet to review and address the background information available and provide necessary recommendations to staff and the board. As the project progresses, meeting will be held to consider ongoing project activities and the frequency of meetings may be reduced.

Most recommendations of the select committee will require ratification by the board of directors. However, some discussions of the select committee may be within the realm of the operational context of this project and the select committee may need to meet on an as needed basis. Any outcomes from these meetings will be provided to staff for consideration.

TERMS OF REFERENCE HISTORY

- Approved: August 26, 2008
- Amended: October 27, 2009 (amended to include the role of the committee in reviewing the functionality of a proposed new fire hall and to include the committee as an integral part of the resulting consultation process)
- Amended: January 20, 2014 (amended to remove the fire chief as a member given that the fire chief is now an employee of the CVRD)
- Amended: January 29, 2015 (amended to add member from Hornby Island fire rescue)
- Amended: May XX, 2015