

REGIONAL DISTRICT OF NANAIMO

FIRE SERVICES ADVISORY COMMITTEE TERMS OF REFERENCE

April 23, 2024

1. BACKGROUND

In the Province of British Columbia (BC), a Regional District may, under the *Local Government Act*, establish services which benefit the community and raise funds to support the delivery of a service however there is no legislated requirement to provide fire services in BC.

The Regional District of Nanaimo (RDN) has six fire protection areas for the provision of fire services to those respective areas and residents. The RDN holds service agreements with four Volunteer Fire Department (VFD) Societies for the delivery of fire protection services in parts of the Regional District including Electoral Areas C, G, H & F. The Boards of the Societies are responsible for the operations of the fire departments under those service agreements. These agreements are in addition to the two fire departments administered and operated by the RDN (Nanoose & Coombs-Hilliers VFDs).

Additionally, the RDN has agreements with the City of Parksville, Town of Qualicum Beach, City of Nanaimo and Cranberry Improvement District, to operate fire protection services to areas within the RDN that are adjacent to the respective local governments & Improvement District.

Within the RDN there are also four municipal fire departments, five Improvement District fire departments, and one Department of National Defense fire department.

The Fire Services Advisory Committee provides the opportunity for participation and input from all fire services within the RDN including RDN operated and RDN funded fire departments, Improvement District fire departments, Canadian Forces Maritime Experimental and Test Ranges Fire Department (CFMETR), and Municipal fire departments, for information sharing, coordination and providing recommendations.

2. PURPOSE

The Fire Services Advisory Committee (FSAC) is an Advisory Committee formed to report to the Electoral Area Services Committee (EASC) and through to the Regional District of Nanaimo Board on matters related to fire dispatch, fire services response, fire protection, and prevention within the areas encompassed by the RDN.

3. RESPONSIBILITIES

The FSAC responsibilities are:

- a) Pursue matters referred to the Committee by the RDN Board and ensure the effective provision of information through the EASC to the RDN Board.
- b) Receive updates and information from the member fire departments.
- c) To make recommendations where appropriate for consideration to the RDN Board.
- d) Provide a forum to share information and examine approaches to capital, administrative and operational aspects of the fire services.
- e) Ensure an open and ongoing dialogue and collaboration with all fire protection service providers operating within the RDN.

4. MEMBERSHIP

- a) The Chair and Vice Chair of the Committee shall be appointed annually by the Chair of the RDN and chosen from amongst the members of the RDN Directors appointed to the committee.
- b) The Committee is comprised of the following members, once appointed:
 - 1) Elected Officials:
 - a) Regional District of Nanaimo Electoral Area Directors;
 - b) One elected official from each partner local government:
 - i) City of Nanaimo
 - ii) City of Parksville
 - iii) District of Lantzville
 - iv) Town of Qualicum Beach
 - 2) One member (Board Chair or designate) from each Society, Improvement District or Protection District:
 - a) Bow Horn Bay Volunteer Fire Department Society
 - b) Cranberry Fire Protection District
 - c) Dashwood Volunteer Fire Department Society
 - d) Deep Bay Improvement District
 - e) Errington And District Volunteer Fire Department Society
 - f) Extension And District Volunteer Fire Department Society
 - g) Gabriola Fire Protection Improvement District
 - h) Mountain Fire Protection District
 - i) North Cedar Improvement District

- 3) Canadian Forces Maritime Experimental and Test Ranges Base Commander or Senior Officer;
- 4) One member (i.e. Fire Chief or other) from each department listed below:
 - a) Bow Horn Bay Volunteer Fire Department
 - b) Canadian Forces Maritime Experimental and Test Ranges Fire Department
 - c) Coombs-Hilliers Volunteer Fire Department
 - d) Cranberry Volunteer Fire Department
 - e) Dashwood Volunteer Fire Department
 - f) Deep Bay Volunteer Fire Department
 - g) District of Lantzville Volunteer Fire Department
 - h) East Wellington Volunteer Fire Department
 - i) Errington Volunteer Fire Department
 - j) Extension Volunteer Fire Department
 - k) Gabriola Island Volunteer Fire Department
 - l) Nanaimo Fire Rescue
 - m) Nanoose Bay Volunteer Fire Department
 - n) North Cedar Volunteer Fire Department
 - o) Parksville Volunteer Fire Department
 - p) Qualicum Beach Fire Rescue

5. VOTING

- a) Decisions regarding matters that pertain to fire services as a whole within the RDN, will be made by consensus whenever possible. The Chair will have discretion as to when the consensus is reached. A consensus will be recorded in the minutes of the meeting. If necessary, votes may be taken.
- b) Where both a Fire Department and the corresponding Society, Improvement District or Protection District representatives are members of the committee, only one member will be a voting member. Additional committee members will be non-voting members.

This applies to:

- Bow Horn Bay Volunteer Fire Department and Society
 - Cranberry Volunteer Fire Department and Fire Protection District
 - Dashwood Volunteer Fire Department and Society
 - Deep Bay Volunteer Fire Department and Improvement District
 - Errington Volunteer Fire Department and Society
 - Extension Volunteer Fire Department and Society
 - Gabriola Island Volunteer Fire Department and Improvement District
 - North Cedar Volunteer Fire Department and Improvement District
- c) Decisions regarding matters that pertain to fire departments/services within Electoral Areas will be voted upon solely by eligible voting member(s) specific to the Electoral Area(s).

- d) Where both the Canadian Forces Maritime Experimental and Test Ranges Base Commander or Senior Officer and the Canadian Forces Maritime Experimental and Test Ranges Fire Department representative are members of the committee, only one will be a voting member.
- e) Voting composition for Regional Fire issues is as follows:
 - i) One voting member representing the Fire Department/Society/Improvement District/Protection District.
 - ii) One Elected Official for each Electoral Area and Municipality.
 - iii) One voting member for the Canadian Forces Maritime Experimental and Test Ranges (Base Commander, Senior officer or Fire Department representative).
- f) Voting composition for items related solely to RDN-funded and/or operated departments is as follows:
 - i) One voting member representing each RDN funded and/or operated Fire Department/Society will be a voting member.
 - ii) One Elected Official for each Electoral Area.

6. MEETINGS

- a) The Committee will meet approximately two times per year, or as required, to discuss fire services topics. Meetings will generally be held at 7 p.m. at the RDN Board Chambers but may be adjusted at the discretion of the Chair.
- b) The RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19 for all member fire departments in-person attendees.
- c) Meetings will achieve a quorum when a majority of Committee members are present. In the absence of a quorum, a meeting may still proceed and topics discussed, provided no motions are made or votes taken.
- d) Committee meetings are open to the public unless in-camera; however only Committee members have speaking privileges. Delegations that wish to address the Committee directly must seek approval through a written delegation request.
- e) RDN staff shall act as a resource to the Committee.

7. TERM

- a) The FSAC is an ongoing Advisory Committee.

8. SUB-COMMITTEES

- a) Sub Committees may be formed upon appointment by the RDN Board for specific projects only and for a term of not more than 12 months.
- b) A subcommittee may be formed to provide the Committee with advice on matters within the Committee's responsibilities in a specific area or on a specific topic.
- c) Subcommittees shall use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote in which case the Subcommittee shall vote in the same manner as the Committee.